

January 27, 2011

Dean Ana Mari Cauce  
College of Arts and Sciences  
Box 353765

Dear Ana Mari:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised program requirements and the creation of a new continuation policy for the Bachelor of Arts degree in Social Sciences. A copy of the change is attached.

I am writing to inform you that the Evening Degree Program is authorized to specify these requirements beginning winter quarter 2011.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,



Phyllis M. Wise  
Interim President

Enclosure

cc: Ms. Connie Montgomery (with enclosure)  
Mr. Robert Corbett (with enclosure)  
Dr. Deborah. Wiegand (with enclosure)  
Ms. Virjean Edwards (with enclosure SOCSOCI-20101130)



UNIVERSITY OF WASHINGTON  
**CREATING AND CHANGING UNDERGRADUATE  
 ACADEMIC PROGRAMS**

DEC 10 2010  
 OFFICE USE ONLY  
 Control #  
 56648 20101130

After college/school/campus review, send a signed original and 8 copies to the Curriculum Office/FCAS, Box 355850.  
 For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

|   |                                       |                      |
|---|---------------------------------------|----------------------|
| <b>College/Campus</b> Arts and Sciences | <b>Department/Unit</b> Evening Degree | <b>Date</b> 11-30-10 |
|---|---------------------------------------|----------------------|

**New Programs**

- Leading to a Bachelor of \_\_\_\_ in \_\_\_\_ degree.
- Leading to a Bachelor of \_\_\_\_ degree with a major in \_\_\_\_.
- Leading to a \_\_\_\_ Option within the existing major in \_\_\_\_.
- Leading to a minor in \_\_\_\_.

**Changes to Existing Programs**

- New Admission Requirements for the Major in \_\_\_\_ within the Bachelor of \_\_\_\_.
- Revised Admission Requirements for the Major in \_\_\_\_ within the Bachelor of \_\_\_\_.
- Revised Program Requirements for the Major in Social Science within the Bachelor of Arts.
- Revised Requirements for the Option in \_\_\_\_ within the major in \_\_\_\_.
- Revised Requirements for the Minor in \_\_\_\_.

**Other Changes**

- Change name of program from \_\_\_\_ to \_\_\_\_.
- New or Revised Continuation Policy for BA in Social Science
- Eliminate program in \_\_\_\_.

Proposed Effective Date: **Quarter:**  Autumn  Winter  Spring  Summer **Year: 20 11**

|                                   |               |                               |             |
|-----------------------------------|---------------|-------------------------------|-------------|
| Contact Person: Connie Montgomery | Phone: 5-6436 | Email: cmontgomery@pce.uw.edu | Box: 353921 |
|-----------------------------------|---------------|-------------------------------|-------------|

**EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE**

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. *(Use additional pages if necessary).*

The proposed changes are intended to make concrete our current satisfactory progress policies. The outcomes for students includes clarity of guidelines and a formal policy which will be published to assist them in their major planning. Requiring students to come in for advising when in academic distress is particularly important for their success. Outlining the overlap between the multidisciplinary majors and single subject major requirements will assist students in curricular choices. The overlap reflects the potential for a richer educational experience. Requiring a minimum of 25 UW credits within the major ensures that the UW courses constitute approximately 45% of the major requirements. We have practiced the attached policies for at least a decade but have not formally added these to the major through the curriculum process.

**OTHER DEPARTMENTS AFFECTED**

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. \*See online instructions.

|                  |                         |       |
|------------------|-------------------------|-------|
| Department/Unit: | Chair/Program Director: | Date: |
|                  |                         |       |
| Department/Unit: | Chair/Program Director  | Date: |
|                  |                         |       |

**CATALOG COPY**

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

**Major Requirements**

60 credits from the approved list of social science survey and track courses, as follows:

1. Survey courses (15 credits maximum). Normally at the 200 level.
2. Primary track (25-35 credits from one track).
3. Track electives (10-20 credits). From courses in other than the primary track.
4. Of the 60 credits, not more than 15 in 200-level courses, at least 45 in 300- and 400-level courses, and at least 15 in 400-level courses.
5. For list of applicable courses, consult the adviser or go to [http://www.evedegree.washington.edu/edp/majors/social\\_courses.asp](http://www.evedegree.washington.edu/edp/majors/social_courses.asp)

**PROPOSED CATALOG COPY**

Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). Please note: all copy will be edited to reflect uniform style in the General Catalog.

6. 25 of 60 required Social Science credits completed in residence at UW.
7. Double majors in Communication and Social Science or English and Social Science or Humanities and Social Science must take at least three upper division 5 credit courses in Social Science that do not overlap courses used to fulfill the requirements of the 2<sup>nd</sup> major.

**APPROVALS**

|  |                    |
|--|--------------------|
| Chair/Program Director:<br><i>Judith A. Howard</i>   | Date:<br>12-3-2010 |
| College/School/Campus Curriculum Committee:<br><i>[Signature]</i>  | Date:<br>12-3-2010 |
| Dean/Vice Chancellor:<br><i>Ara Mian Cooney</i>  | Date:<br>12-3-2010 |
| Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:<br><i>John Schaubert</i> | Date:<br>1/21/2011 |
| <b>POST TRI-CAMPUS APPROVAL (when needed)</b>  |                    |
| Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:<br><i>[Signature]</i>    | Date:              |

Current:

### ***Major Requirements***

60 credits from the approved list of social science survey and track courses, as follows:

1. Survey courses (15 credits maximum). Normally at the 200 level.
2. Primary track (25-35 credits from one track).
3. Track electives (10-20 credits). From courses in other than the primary track.
4. Of the 60 credits, not more than 15 in 200-level courses, at least 45 in 300- and 400-level courses, and at least 15 in 400-level courses.
5. For list of applicable courses, consult the adviser or go to [http://www.evedegree.washington.edu/edp/majors/social\\_courses.asp](http://www.evedegree.washington.edu/edp/majors/social_courses.asp)

### **Additional Degree Requirements**

1. English composition and additional writing (15 credits)
2. Quantitative and Symbolic Reasoning (Q/SR) (4-5 credits)
3. Foreign language - through the third quarter of a single foreign language (0 to 15 credits, depending on placement)
4. Areas of Knowledge
  - a. Visual, Literary, & Performing Arts (VLPA) (20 credits)
  - b. Individuals & Societies (I&S) (20 credits)
  - c. Natural World (NW) (20 credits)
  - d. Some credits in VLPA and/or I&S may count also toward the major
5. Additional work to complete a minimum 180 credits overall.

Proposed:

### ***Major Requirements***

60 credits from the approved list of social science survey and track courses, as follows:

1. Survey courses (15 credits maximum). Normally at the 200 level.
2. Primary track (25-35 credits from one track).
3. Track electives (10-20 credits). From courses in other than the primary track.
4. Minimum of 45 credits in 300- and 400-level courses including at least 15 credits in 400-level courses.
5. Minimum of 15 credits of 300- and 400-level Social Science courses that do not overlap with 2nd major requirements when double majoring in Communication, English, and Humanities.
6. Minimum of 25 credits completed in residence at the UW.
7. For list of applicable courses, consult the adviser or go to [http://www.evedegree.washington.edu/edp/majors/social\\_courses.asp](http://www.evedegree.washington.edu/edp/majors/social_courses.asp)

### **Additional Degree Requirements**

6. English composition and additional writing (15 credits)
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  - b. Individuals & Societies (I&S) (20 credits)
  - c. Natural World (NW) (20 credits)
  - d. Some credits in VLPA and/or I&S may count also toward the major
10. Additional work to complete a minimum 180 credits overall.

**University of Washington**  
**Evening Degree Humanities and Social Science**  
**Enrollment and Satisfactory Progress Policy**

The Evening Degree Program has established the following policies to ensure that students are successfully enrolled in a degree completion process. Students may complete their degrees on a part-time or full-time basis.

***Maintaining Academic Standing***

The Evening Degree advising staff monitors the academic performance of all students enrolled in the Social Science and Humanities majors. Students must maintain a cumulative GPA which is 2.0 or higher. If a student drops below a 2.0 during the first quarter of enrollment in the program, they will be placed on academic warning. If at the end of any quarter other than the first quarter in the program a student's cumulative GPA falls below a 2.0, the student will be placed on probation. If in the subsequent quarter a student does not maintain a quarterly GPA of 2.5, that student will be placed on academic drop and must seek reinstatement to stay enrolled in the program.

Once a student is placed on academic warning or probation, they must meet with their academic adviser quarterly to ensure that they are making efforts to correct the issues affecting their academic performance.

Students placed on academic drop may be asked to take a leave from school for a period of up to one calendar year, without being reinstated. Students will be asked to complete a reinstatement petition before re-admission to the program and university.

***Major Declaration***

Students in the Evening Degree Program must be placed in a major upon entrance into the program.

- Students planning to apply to become an English or Communication major will initially be placed into Social Science or Humanities until they are accepted into the department major.
- Students may not have matriculated status in the UW state-funded daytime undergraduate program and evening degree program simultaneously.
- Students admitted to EDP must declare one of the available EDP majors.

- EDP students who were formerly matriculated state-funded daytime undergraduate students may return to the state-funded daytime undergraduate program with a change of major approval form.
- Students initially admitted to Evening Degree must complete a new application to the UW state-funded daytime undergraduate program if they wish to declare a state-funded daytime undergraduate major.
- Former students in the UW state-funded daytime undergraduate program may elect to return to the state-funded daytime or the fee-based evening degree program when they re-enroll at the university.

### ***Academic Advising***

All Evening Degree majors are encouraged to seek academic counseling as often as they wish and are strongly encouraged to see an adviser at least once a year. Students are encouraged to be proactive in understanding their degree requirements and seeking help in times of academic or personal distress which may affect their overall performance. Required advising will occur under the following circumstances:

- Students on academic warning or probation are required to meet with their adviser quarterly to monitor their successful completion of degree requirements.
- Students who are not performing well academically in a specific quarter may be asked to meet with an adviser if their instructor is concerned.
- Students who are disruptive in some manner or who are not complying with the university conduct code may be asked to meet with an academic adviser to discuss their situation: [www.washington.edu/students/handbook/conduct.html](http://www.washington.edu/students/handbook/conduct.html)
- In general, students who are of concern (for any reason) may be asked to meet with an adviser to ensure that they are aware of available university resources and options to assist them in being a successful UW Evening Degree student.

### ***Credit Requirements, Allowances and Restrictions***

#### **Minimum Credits**

Any student transferring from the UW state-funded daytime undergraduate program into the Evening Degree Program must take at least 45 fee-based credits within the Evening Degree program. Exceptions to this policy must be petitioned through an academic adviser and approved by the department petition committee.

#### **Academic Minors**

Students in the Evening Degree Program may complete an academic minor provided they are able to complete it with qualifying transfer credits in addition to courses offered in the EDP

program. Students are not permitted to enroll in more than three state-funded daytime courses to complete a minor and must petition to take all state-funded daytime courses; i.e., students will not be permitted to complete all credits required for an individual minor in the state-funded daytime program if the number of credits exceeds 15.

### **Double Major**

Evening Degree students may complete a double major with the available majors offered in the Evening Degree Program.

Students who elect to double major in Communication and Social Science, or Communication and Humanities, or English and Humanities may do so with the following credit overlap restrictions:

Students may use courses that fulfill requirements in the single major (Communication or English) to fulfill course requirements for the second multi-disciplinary major. At least 15 of the upper-division credits used toward the multi-disciplinary major must fall outside of the single major subject being used as the second major. For example, if a student majors in Social Science and Communication, a student must complete at least 15 credits of 300- or 400-level courses that ARE NOT Communication in order to satisfy the requirements for a double major.

Students who double major in Social Science and Humanities may use the same courses to fulfill requirements for both of these majors, provided at least 15 of the upper-division credits (300 or 400 level courses) used toward each major DO NOT overlap. Each individual major (Humanities and Social Science) must include 15 credits of upper- division coursework that do not fall into the second major.

### **Minimum UW credits required to complete major requirements**

In both the Humanities and Social Science majors, at least 25 of the credits completed for the major must be in UW coursework.

### **Limits on 496-499 Credits**

EDP students may enroll in directed study, internship and practicum credits. However, a maximum of twenty 496-499 (directed study and internship) credits will be allowed in the Humanities and Social Science majors. Students may petition for exceptions through an academic adviser.

### **Limits on Enrolling in Daytime Courses**

Because Evening Degree students are enrolled in the Evening Degree Program, they are allowed to enroll in state-funded daytime courses by petition only. Generally speaking, EDP students can request to take a state-funded daytime course to fulfill a degree requirement that is not offered



within Evening Degree Program offerings to: 1) fulfill a requirement that would assist them in applying to graduate school, 2) attain a career position, or 3) accommodate a scheduling challenge for a specific quarter. All petitions must be approved by an adviser.

### **Fee-Based Online Learning Classes**

Evening Degree students may enroll in UW fee-based courses outside the Evening Degree program, including online learning courses. However, a student must receive prior approval from an adviser to register for these courses based upon an academic need or a scheduling challenge.

### **Study Abroad**

Evening Degree students may participate in study abroad programs and are allowed to register for the programs through the International Programs and Exchanges office. Where appropriate, credit for study abroad may be applied to major requirements through petition with an EDP adviser.