

Undergraduate Program Proposals : New Instructions Page

This page last changed on Oct 24, 2006 by [rcorbett](#).

Creating & Changing UW Undergraduate Majors, Options, & Minors

Review Committee and Forms

Campus review committees: While the procedures described here pertain to all three campuses, each campus has its own campus faculty undergraduate program review committee, with authority to approve new programs and changes to existing ones for that campus. For Seattle, that committee is the Faculty Council on Academic Standards (FCAS); for Tacoma, it is the Faculty Council on Academic Policy; for Bothell, it is the Executive Council of the General Faculty Organization. Where this website refers to a "campus review committee," it means these bodies. Note: new courses and changes to existing courses are approved in through a separate process coordinated by the University Curriculum Office.

Policies That Apply to All Types of Action

Documentation Required

On the Seattle campus, submission of UW form 1503 is required for all new majors, options, minors and all changes to existing programs. The form may be downloaded [here](#). All changes to programs on all campuses requiring the university's three campus undergraduate curriculum review must be submitted on form 1503. The original form, including signatures of all that apply including: the chair or program director, college curriculum committee and Dean, and any supporting documents, should be submitted to the University Registrar, Box 355850. An electronic copy, with or without signatures, the form can be sent to Registrar's Curriculum Office by email at uwcr@u.washington.edu.

Approvals Required

New Majors require the following approvals:

1. Department
2. School/College (usually College Curriculum Committee and Dean)
3. University (campus review committee; Provost and President)
4. State (Higher Education Coordinating Board - HECB)

New Options and **New Minors** require the following approvals:

1. Department
2. School/College (usually College Curriculum Committee and Dean)
3. University (campus review committee; Provost and President)

Changes to existing programs

Adding or changing admission and/or program requirements, continuation policies, freshman entry, and all changes that affect DARS all require approvals from the following:

1. Department
2. School/College (usually College Curriculum Committee and Dean)
3. University (campus review committee; Provost and President)

Other Policies

Other departments affected by changes in program requirements for a minor, major, or option must be consulted.

Courses required for the major should be approved or in the process of approval by the University Curriculum Committee before the proposal is to the campus review committee.

For Assistance with Form 1503 and the Approval Process

For department and college approval: Contact your department and college about procedures. For procedures for campus approval on Bothell and Tacoma campuses, contact the appropriate campus review committee.

For assistance with completing form 1503: Contact the Gateway Undergraduate Advising Center for assistance on including applicable university academic policies and proper formatting of catalog copy.

For assistance with state approval: Contact Robert Corbett, Undergraduate Academic Affairs (rcorbett@u.washington.edu; phone: 616-0657), as early as possible for help with the documentation and procedures required.

Policies and Instructions Specific to the Type of Action Required

Creating a New Major

Majors are undergraduate academic programs that, typically, consist of 50 to 90 credits. A major together with general education requirements and elective credits, they constitute a university degree. A major is the focus of an undergraduate degree, thus constituting what a student has specialized in during a university career. In the coursework required for a major, courses from outside a department or program may be required with their permission. Courses may be required for admission to a major that do not count towards credits required for graduation from that major. Majors may also be spread over two or more departments or programs as in the case with interdisciplinary programs, but must have an administrative home with advising support.

Documentation Required in addition to form 1503: Departments should submit supporting

documentation for the new major, such as student learning outcomes, projected enrollments, letters of support, and departmental handouts. This documentation is also required for approval by the HECB. For more information, please contact Robert Corbett (rcorbett@u.washington.edu, phone: 616-0657) in the Office of Undergraduate Academic Affairs.

Description of the Process

Department : Department(s) discusses proposed new major or degree with Dean's office, including budget and resource implications. Dean notifies and confers with Provost regarding development of the program. If preliminary approval is granted, department develops and submits prepared and signed form 1503 to the appropriate school/college.

School/College : Most schools and colleges require approval from their College Curriculum Committee and Dean before a new program can be forwarded to the University level. In Arts & Sciences, the Curriculum, Standards, and Practices Committee meets two or three times each quarter. Check your own school/college for deadlines and procedures.

University: Once approval has been received from the appropriate school, college, or, in the case of Tacoma and Bothell, academic program, the proposal is forwarded to the campus faculty academic program review committee. After a preliminary review, the proposal is forwarded to the University Registrar for [three campus review]. At the end of the review, the proposal and comments from the review process are returned to the campus faculty academic program review committee for final approval. Upon approval, the proposal is forwarded to the University Registrar for completion of the three-campus review process and the signature of the President.

State : The Higher Education Coordinating Board has been authorized to monitor academic programs at all higher education institutions in Washington. In this capacity, the HECB approves all new undergraduate majors and degrees at the UW, as well as off-site versions (including distance-delivered degrees) of existing programs. The HECB evaluates new academic programs on the basis of state need, student and program assessment, and use of state resources.

Timing: New majors can typically be approved at all levels within six months of the date FCAS receives form 1503. The HECB requires that proposals be submitted at least three months before a program is to start.

HECB Notification : The HECB requires the state public universities to submit planning proposals for new degree programs for preliminary approval. If you are considering creating a new major, please contact Robert Corbett, Undergraduate Education (rcorbett@u.washington.edu, phone: 616-0657), for more information about the process and procedures for preliminary review. The HECB Program and Facility Approval Policies and Procedures are available online at:
<http://www.hecb.wa.gov/autheval/dpr/dprindex.asp>

Creating a New Option

Options are undergraduate academic programs that overlap with at least 50% of the credits of an existing major within a department or program and typically allow students to specialize within a major. Like majors, they are transcribed. All coursework required for the option, including upper and lower division courses, may be counted within the 50%, and the overlap with an existing major may be with groups of courses as well as particular courses. Departments may recognize their own areas of emphasis within degree programs, which are not transcribed. Such an area of emphasis may be referred to as a

"concentration," "pathway," etc., but should not be called an "option." The term "option" is reserved for transcribed programs. Proposals for "concentrations," etc. should still be submitted to FCAS, with an indication that department does not wish to have the program transcribed.

Supporting Documentation: In addition to form 1503, it is advisable to submit a grid demonstrating 50% overlap with the existing program, as well proposed learning outcomes that may differ from the original program. **Timing:** Changes in programs requirements can typically be approved at all levels within two months of submitting form 1503 to FCAS. Normally, approved changes become effective no earlier than one full quarter after submission.

Creating a New Minor

Minors are coherent courses of study at the undergraduate level consisting of 25-35 credits. Students are not allowed to receive a minor and a major within the same field of study. Coursework in minors is not limited to a single department or program. Minors may be interdisciplinary and they may include courses on all three campuses. Such interdisciplinary and tri-campus minors require an administrative home with advising support on each campus that they are offered. Typically, interdisciplinary minors have an advisory group of faculty who determine appropriate courses for inclusion.

Supporting Documentation: In addition form 1503, it is advisable that a program provide information about advising and administration of a minor. If the minor is an interdisciplinary program, it is appropriate to discuss how the program is distinct from other offerings at the university.

Timing: New minors and changes to existing minors typically be fully approved within two months from when FCAS receives form 1503. Normally, approved changes go into effect one full quarter after final University approval, so please plan accordingly.

Revising Program Requirements

Program Requirements include requirements for fulfilling minors, options and majors (sometimes also called graduation requirements. These are not limited to courses, but also include continuation policies and specific grade requirements for courses. For changes to or additions of admission requirements, see [below].

Supporting Documentation: In addition form 1503, it is advisable that a program provide information about advising and administration of a minor. If the minor is an interdisciplinary program, it is appropriate to discuss how the program is distinct from other offerings at the university.

Timing: Changes in programs requirements can typically be approved at all levels within two months of submitting form 1503 to FCAS. Normally, approved changes become effective no earlier than one full quarter after submission.

Community College notification: Under an agreement through the Washington [ICRC|<http://www.washingtoncouncil.org/icrc/>], the university is required to notify community colleges of changes in lower division requirements two years prior to their applying to transfer students from Washington state community colleges.

Adding or Revising Admission Requirements

Adding or Revising Admission Requirements

Admission requirements include courses, credits, GPA, and related stipulations which must be satisfied before students can be considered for admission to an academic program. Programs may require courses from outside their discipline as well as from within. Programs may also require an essay or a test for admission, as well as relevant extracurricular activities. Programs should include a process for considering appeals for admission when applicants have been denied.

Guidelines for Departmental Admission Course Prerequisites

Academic departments with selective or competitive undergraduate admission programs often require applicants to complete certain courses before applying for admission. The Faculty Council on Academic Standards reviews departmental admission policies before University approval, and it offers the following guidance to departments establishing admission requirements.

1. Courses required for admission should be offered frequently and with enough space to provide adequate access to students interested in the major. Access to prerequisite courses should not be used as a way to limit eligible applicants.
2. Courses should be at the 100 or 200 level, with content appropriate for freshmen or sophomores.
3. Courses should ideally apply to general education requirements if the student is not subsequently admitted to the major.
4. Courses should be available at most community colleges so transfer students can complete departmental admission prerequisites prior to applying to the University.
5. Undergraduate programs in the College of Arts and Sciences should not require more than 20 prerequisite course credits for admission to the major.

Admission policies usually fall into one of three categories:

- *Open Admission*: Matriculated students in good academic standing are admitted at any time.
- *Selective Admission*: Requires students to complete satisfactorily a set of prerequisite courses with a minimum GPA. All students who meet the minimum requirements are admitted.
- *Competitive Admission*: Students must complete all minimum requirements to apply and must then compete with the entire applicant pool for a limited number of spaces. of three categories:

Selective and competitive programs must include an admission application process that tells students how and where to apply for the program, including application deadlines.

Minimum grade requirements for admission are typically no higher than 2.0 for a specific course. However, a specific minimum grade in a course may be required for admission if the course and grade have been approved as a major requirement. Also, a minimum GPA above 2.00 may be specified for a set of courses as an admission requirement.

Admission requirements can be added or changed for

- an existing major
- an existing option within a major

Supporting Documentation: In addition form 1503, it is advisable that a program provide information about advising and administration of a minor. If the minor is an interdisciplinary program, it is

appropriate to discuss how the program is distinct from other offerings at the university.

Timing: Changes in admission requirements can typically be approved at all levels within two months of submitting form 1503 to FCAS. Normally, approved changes become effective no earlier than one full quarter after submission.

Community College Notification: Under an agreement through the Washington [ICRC|<http://www.washingtoncouncil.org/icrc/>], the university is required to notify community colleges of changes in lower division requirements two years prior to their applying to transfer students from Washington state community colleges.



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

| |
|------------------------|
| OFFICE USE ONLY |
| Control # _____ |

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>

| | | |
|---|-----------------------------------|------------------------|
| College/Campus Office of the Registrar | Department/Unit Curriculum | Date 01/01/2009 |
|---|-----------------------------------|------------------------|

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 _____ within the Bachelor of _____.
- Revised Requirements for the Option in _____ within the major in _____.
- Revised Requirements for the Minor in Curriculum and 1503 Policy.

Other Changes

- Change name of program from Training to Curriculum and 1503 Policy.
- New or Revised Continuation Policy for _____.
- Eliminate program in _____.

Proposed Effective Date: **Quarter:** Autumn Winter Spring Summer **Year: 20 09**

| | | | |
|---------------------------------------|---------------|------------------------------|-------------|
| Contact Person: Jennifer Payne, M.Ed. | Phone: 3-5938 | Email: uwcr@u.washington.edu | Box: 355850 |
|---------------------------------------|---------------|------------------------------|-------------|

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 University Curriculum Training program is undergoing a curricular revision and expanding its scope to include the fundamentals of the University curricular and 1503 theory and policy. We are requesting a change in name of the program and revising the minor requirements. These changes will clarify the academic content of the minor and should attract greater interest in the minor throughout the University.

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.

Training:

Minor:

Minor requirements: 30 credits

1) TRAIN 140; TRAIN 150 (10 credits)

2) Electives: 20 credits drawn from an approved list of courses.

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.

Curriculum and 1503 Policy:

Minor:

Minor requirements: 25 credits

1) CURRIC 100; CURRIC 101 (6 credits)

2) Electives: 17 credits from an approved list of courses in the following areas: syllabus design; Advanced 1503 process; HECB approval process; distance learning; joint course policy; curriculum and students; Time Schedule construction; and interdisciplinary program development. A minimum of 10 credits must be at the 300 or 400 level.

APPROVALS

| | |
|---|-------|
| Chair/Program Director: | Date: |
| College/School/Campus Curriculum Committee: | Date: |
| Dean/Vice Chancellor: | Date: |
| Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: | Date: |
| POST TRI-CAMPUS APPROVAL (when needed) | |
| Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: | Date: |

Approved Elective Lists for 1503's:

- CURRIC 225 Joint Course Policy (3)
- CURRIC 250 1503 Process (5)
- CURRIC 275 Distance Learning (3)
- CURRIC 325 Syllabus Design (3)
- CURRIC 350 Time Schedule Construction (5)
- CURRIC 375 Curriculum and Students (3)
- CURRIC 425 Interdisciplinary Program Development (5)
- CURRIC 450 HECB Approval Process (5)
- CURRIC 499 Independent Study (1-5, max. 5)

*Courses not listed in the above list may satisfy elective requirements with advisor approval. These courses must be upper division, and include university, state, or general academic policy or theory.

University Campuses Undergraduate Curriculum Coordination

Introduction

Executive Order, Sec. I 3-23C: Legislative Authority of the Faculty (3 February 2004) requires the President to refer the following types of undergraduate program changes to the Faculty Senate for coordinated faculty review by all three campuses: undergraduate degrees, majors, minors, and certificate programs, or substantive changes to the same of a non-routine nature, regardless of campus of origin. The purpose of this process is to enhance the quality of undergraduate course offerings through peer review, promote coordination and communication among the campuses, and to promote faculty collaboration that can lead to greater quality and optimal use of resources. This memo describes the process for carrying out the University Campuses Review Process. . Please note, however, that no campus has the power or authority to veto a program or program change proposed by another campus. Finally, this review is designed to generate feedback at a point in time where the proposals are developed but not approved so that the originating campus can make full use of any feedback that is provided.

Process

Stage I: Review of Developed Proposals

1. Each campus has the responsibility to develop its own curricular offerings. After a campus unit develops and approves a curricular offering, it should be forwarded to the appropriate academic program review committee for that campus. ¹
2. The academic program review committee of each campus shall make an initial determination that the proposal is sufficiently developed to merit academic program review. ² It shall also determine whether the proposed change meets the guidelines for tri-campus review. ³ If a campus academic program review committee or the University Registrar has questions about the applicability of the Tri-campus review process, they should consult the Chair of the Faculty Council on Tri-Campus Policy (FCTCP).
 - a. If the proposal meets this threshold, it shall be forwarded immediately to the University Registrar, Curriculum Secretary. Materials to be forwarded to the University Registrar must include, in electronic form:
 - i. A completed university curriculum Form 1503
 - ii. The rationale for the proposal
 - b. If the proposal is not complete, it shall be returned by the University Registrar to the unit of origin for further development.
3. When the University Registrar receives the completed program proposal, it will be posted on the Web immediately for review. The proposal shall be available for review for 15 business days. ⁴
4. Simultaneously with the posting of the proposal, the University Registrar shall send an e-mail to (1) the voting faculty of all UW campuses, (2) the Deans, Directors, and Chairs (DDC) list serve, (3) the Chair of each campus academic program review committee, and (4) the Chair of the Faculty Council on Tri-campus Policy informing them of the opportunity to review the curriculum proposal.
5. At the end of the comment period, the University Registrar shall compile all comments made on the proposal and forward the comments to the Chair of the academic program review committee at the originating campus. That committee shall then consider all comments as part of their academic program review process, and shall provide a summary of responses to the comments received from all campuses.

Stage II

1. The originating campus academic program review committee will obtain final campus approvals on the final proposal.
2. When final campus approval has been received the proposal will be forwarded by the appropriate campus official to the University Registrar.

3. The University Registrar shall forward to the Chair of the Faculty Council on Tri-campus Policy with a copy to the Chair of the Faculty Senate the following materials: the program proposal, all comments, the campus academic program review committee's response to the comments, the University Campuses Undergraduate Program Review checklist.
4. The Council on Tri-campus Policy, or a delegated subcommittee of the Council consisting of the chair (or designee) and two council members (one representing the faculty of each of the other two campuses), will convene to determine if the review satisfied the following requirements
 - a. Was the final proposal made available for a 15 business -day comment period?
 - b. Did the campus academic program review committee consider comments and respond appropriately in its review? The Council will send, within 14 business days of receiving the proposal, a memo describing the results of their review to the University Registrar. In short, at this stage the task of the Council will be to ensure that the process described in Stage I and the intent of the Executive Order was followed.
5. The University Registrar will forward the final proposal and a copy of the Council's memo to the President for final action and transmittal to the appropriate dean/chancellor and Chair of the Faculty Senate. Matters of non-adherence to procedures or unresolved issues related to comments received will be the responsibility of the President.

¹ UW, Seattle: Faculty Council on Academic Standards (FCAS)
UW, Bothell: General Faculty Organization
UW, Tacoma: Faculty Assembly

² The originating campus' academic program review committee will review its own proposals, and should consider the following elements, using its own processes and criteria:

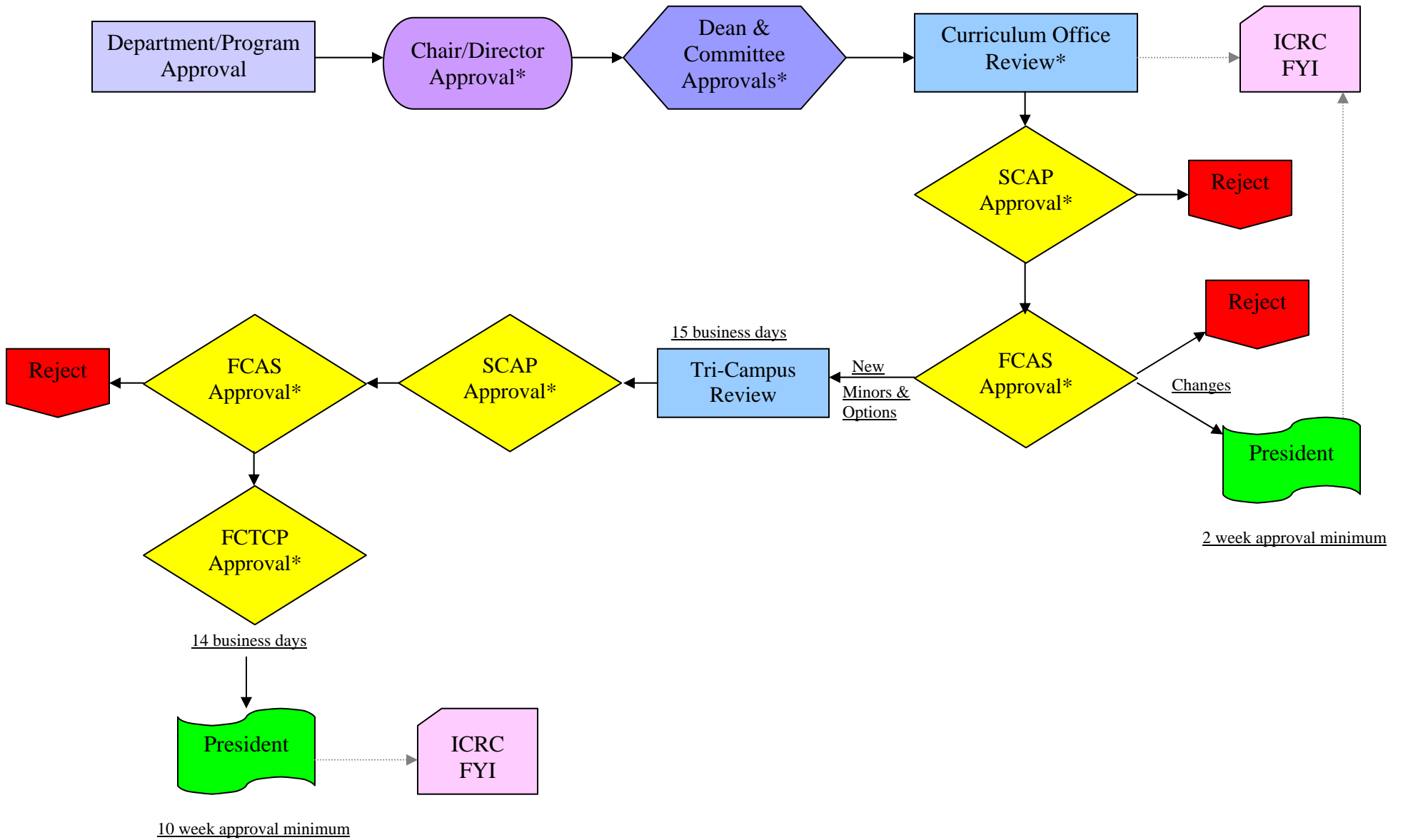
- Fit with campus and university mission
- Academic quality
- Need
- Effects on students
- Effects on other programs
- Feasibility/operational viability
- Adherence to University and Campus policies

³ As stated in the Executive Order, tri-campus review is required for new undergraduate degrees, majors, minors, and certificate programs, or substantive changes to the same of a non-routine nature. This includes, but may not be limited to:

- a. Changes that would alter the degree information that appears on a student transcript, for example, new or changed degree titles, minors, or options, etc.
- b. Changes in pre-requisites that would significantly increase or decrease the number of students admitted to the major, minor, or option.
- c. Changes in graduation requirements that would significantly increase or decrease the number of students completing the major, minor, or option.
- d. Any change in a program on one campus that could significantly alter enrollments in specific programs on one of the other two campuses, for example changing the format of a program to distance learning or fee-based offering.

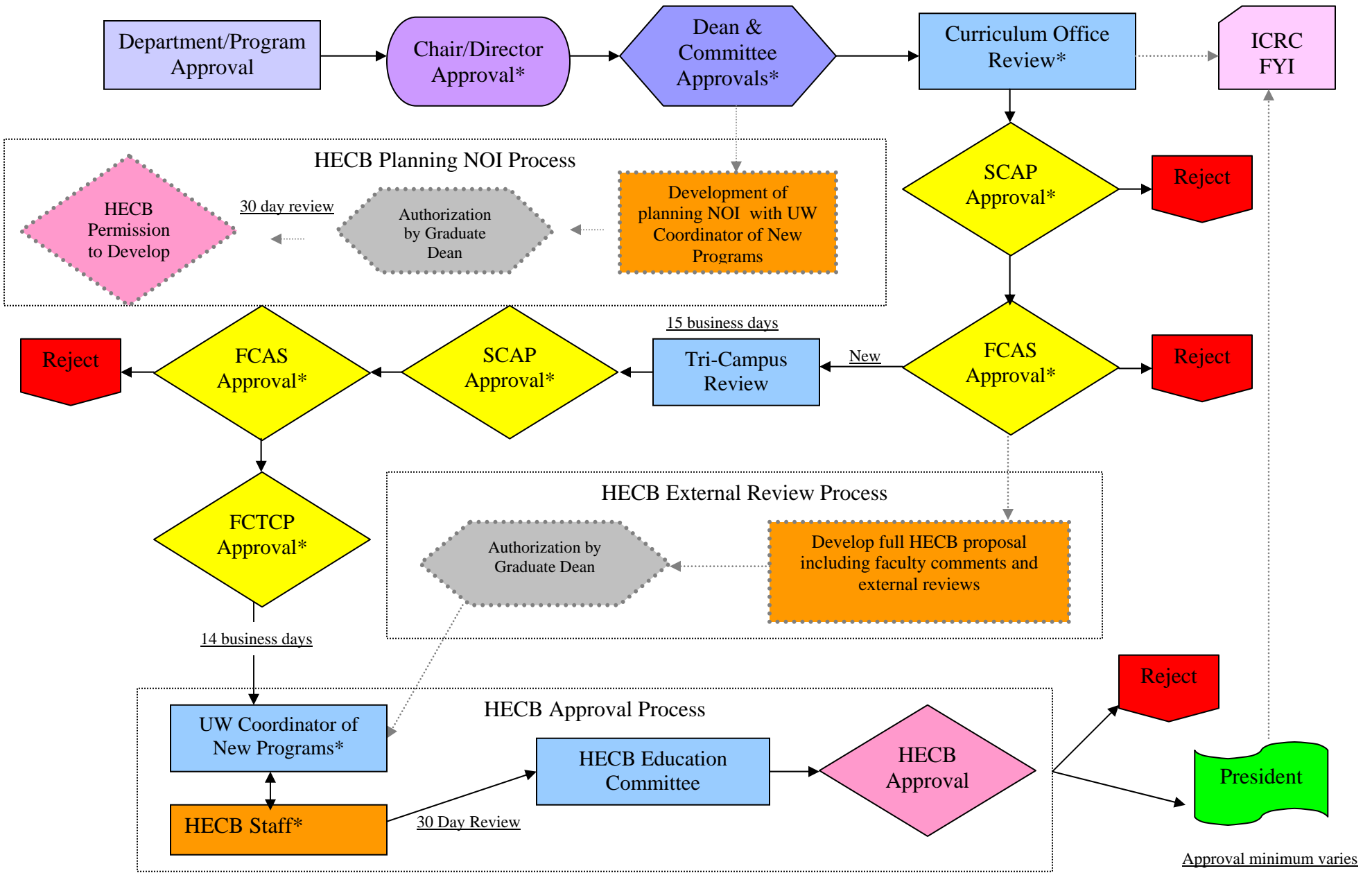
⁴ The Registrar may grant a 5-business day extension of this deadline to any individual who submits a written request to the Registrar prior to the end of the original comment period.

UW Seattle 1503 Approval Process Flowchart For Program Changes/New Minors & Options



* - May contact or send back for more information. ↔ - Two-way conversation
 SCAP: Subcommittee on Admissions and Programs FCAS: Faculty Council on Academic Standards
 FCTCP: Faculty Council on Tri-Campus Policy ICRC: Intercollege Relations Commission

UW Seattle 1503 Approval Process Flowchart for New Degrees and Majors with HECB

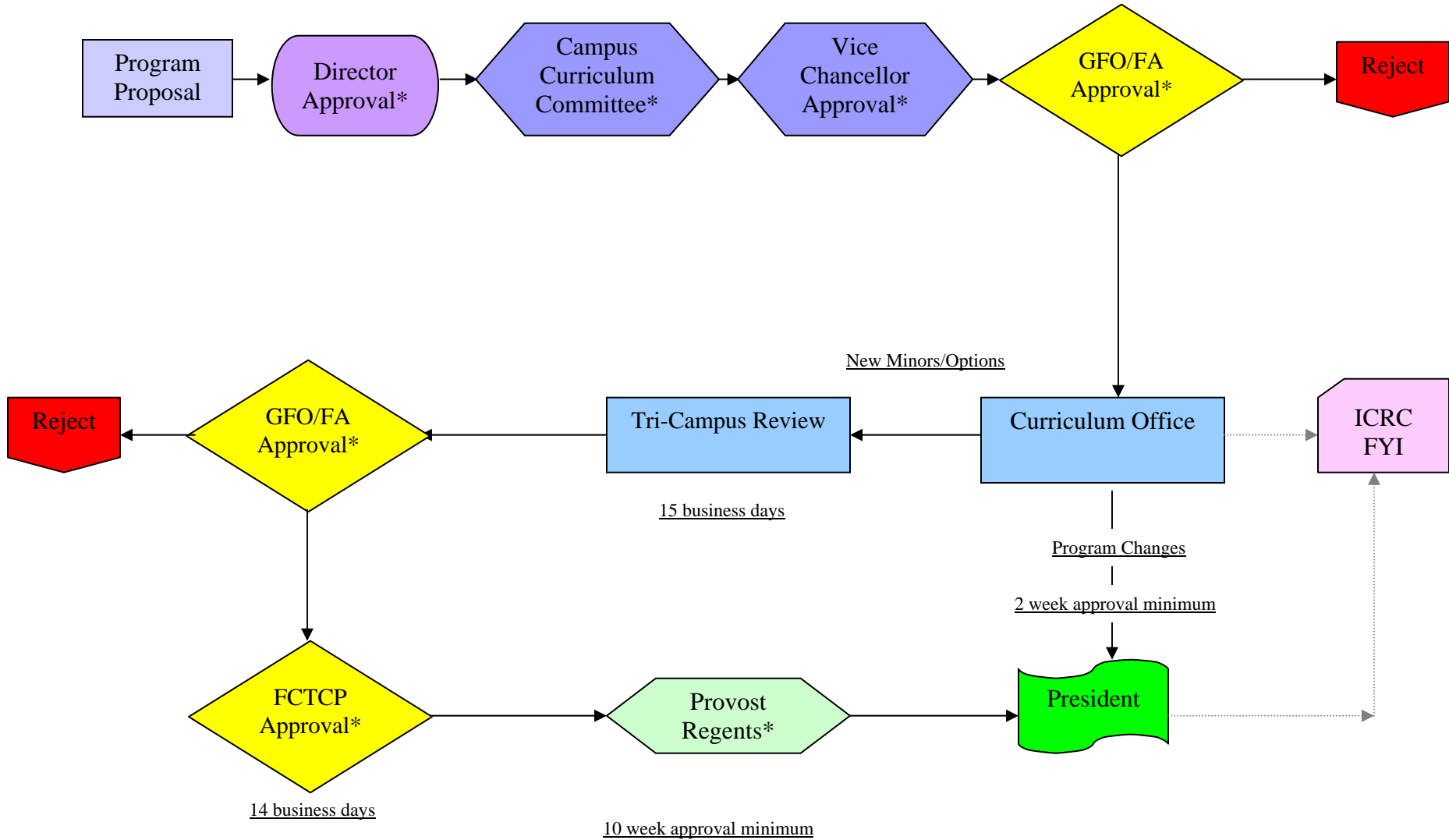


Approval minimum varies

* - May contact or send back for more information. ↔ - Two-way conversation

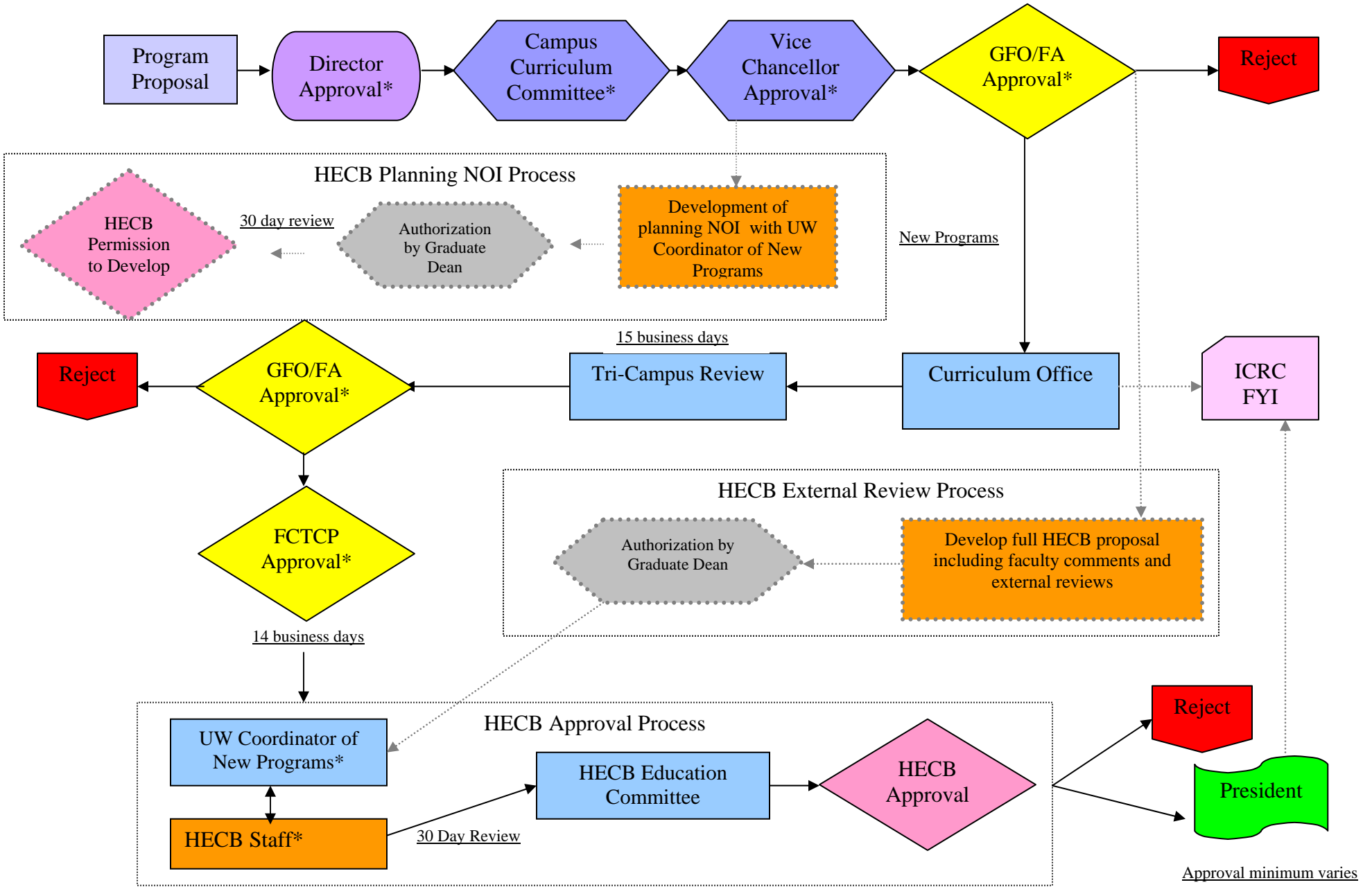
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|---|---|---|
| SCAP: Subcommittee on Admissions and Programs | FCAS: Faculty Council on Academic Standards | NOI: Notice of Intent |
| FCTCP: Faculty Council on Tri-Campus Policy | HECB: Higher Education Coordinating Board | ICRC: Intercollege Relations Commission |

UW Bothell/Tacoma 1503 Approval Process Flowchart For Program Changes/New Minors & Options



* - May contact or send back for more information. ↔ - Two-way conversation
 GFO: Bothell General Faculty Organization FA: Tacoma Faculty Assembly
 FCTCP: Faculty Council on Tri-Campus Policy ICRC: Intercollege Relations Commission

UW Bothell/Tacoma 1503 Approval Process Flowchart For New Degrees and Majors



* - May contact or send back for more information.

GFO: Bothell General Faculty Organization FA: Tacoma Faculty Assembly ICRC: Intercollege Relations Commission

FCTCP: Faculty Council on Tri-Campus Policy HECB: Higher Education Coordinating Board NOI: Notice of Intent

↔ - Two-way conversation

Approval minimum varies