

Department of English Admission and Continuation Policies

The Department of English wants every student admitted to be successful in the program. At the same time, the Department of English is responsible for upholding academic standards and making good use of limited resources. We are not able to accept all students who apply to English, particularly to the Creative Writing pathway. Beyond competitive admission to the Department, the English Satisfactory Progress Policy has been developed to use available resources wisely and to best serve English students by ensuring that they make responsible progress toward completion of the Bachelor of Arts in English (BA). Each student who accepts admission into the English degree programs agrees to be bound by the provisions of this document. In addition, students are encouraged to be proactive about seeking advice from academic advisers for problems affecting performance or participation in the Department.

Admission Policy

Admission to the major is competitive, which means that in quarters when the number of applications exceeds available space in the program, applicants will be admitted according to their ranking. It should be noted that the last competitive quarter was Winter 1996. Admission to the Creative Writing Pathway is competitive every quarter and depends heavily on the quality of submissions in both prose and poetry.

To be eligible to apply to the Language and Literature pathway of the English major, the student must:

- have at least a 2.0 overall GPA (combined transfer and UW);
- have at least a 2.0 UW GPA (cannot be on probation);
- have at least a 2.5 overall GPA for all English course work completed;
- have completed ENGL 301 (formerly ENGL 202) and the attached writing link, ENGL 297 (formerly ENGL 197) with 2.0 in each course.

To be eligible to apply to the Creative Writing pathway of the English major, the student must:

- have been accepted for admission into the Language and Literature Pathway;
- have at least a 2.0 UW GPA (cannot be on probation);
- have completed both ENGL 283 and 284.

Applicants with 135+ credits earned must meet with an adviser to develop a graduation plan prior to admission to the Literature and Language pathway. Seniors who already have one academic major will be counseled strongly against adding an English major if completion will entail going beyond 210 credits. English majors with 135+ credits earned must meet with an adviser to develop a graduation plan prior to admission to the Creative Writing pathway. Seniors will be advised not to change pathways if completion will require enrollment beyond 210 credits.

Continuation Policy

Certain levels of academic performance are required to continue in good standing in the English Department. The criteria and procedures below will be used in administering the English Continuation Policy. These criteria and procedures are in addition to those of the University of Washington.

Time to Degree

English majors should complete degree requirements within the 180 credits required for graduation. The Department of English recognizes that exceptional circumstances (e.g. death in the family, serious illness) may delay degree progress. In addition, educational opportunities such as study abroad, Honors, or a double major may warrant the extension of a student's program up to 210 credits allowed under the University's satisfactory progress policy.

Only in rare circumstances will the Department of English support petitions to the College of Arts and Sciences for permission to remain enrolled beyond 210 credits. Requests for double degrees (225 credits minimum) will be supported only in those instances where the student is completing two different degrees (e.g. one B.A. and one B.S.) or is earning degree in two different colleges.

Academic Standing

All English undergraduates must remain in good academic standing each quarter in the major. Good academic standing is defined as:

Overall UW GPA of 2.0

English GPA of 2.0

1. Students must maintain a minimum average of 2.0 in all University of Washington English courses at the 200 level or above. (Grades of 0.0 are included.)
2. Students who do not meet this minimum English GPA requirement will be placed on departmental probation.
3. Students on probation who do not satisfy the minimum 2.0 English GPA requirement by the end of the following quarter will be dropped from the English major and returned to PREMAJ or EPRMJ status in Arts and Sciences.

Satisfactory Progress

1. Students who have not achieved a minimum grade of 2.0 in prerequisite courses, ENGL 301 (formerly ENGL 202) and the attached writing link, ENGL 297 (formerly ENGL 197), may not be admitted to the major.

2. ENGL 301 and 297 may be repeated once. If the minimum grade of 2.0 is not achieved in both courses on the second taking of these courses, the student will be deemed inadmissible and will not be allowed to submit further applications. (The repetition limit does not apply to sections of ENGL 297 when linked with courses other than ENGL 301.)
3. Admitted students must take ENGL 302 during the first two quarters in the major. A minimum grade of 2.0 in ENGL 302 is required.
4. Students who fail to achieve the minimum 2.0 grade in ENGL 302 will be placed on departmental probation.
5. ENGL 302 may be repeated once. If the minimum grade of 2.0 is not achieved on the second taking, the student will be dropped from the English major and returned to PREMAJ or EPRMJ status in Arts and Sciences.
6. A minimum grade of 2.0 in the 400-level Senior Capstone course is required. Students who fail to achieve the 2.0 minimum in the Capstone may not be graduated. Since this is a final requirement, there is no limit on the number of times that the Capstone may be attempted.

Appeals Process

A low GPA is the cumulative result of low grades in individual courses. Therefore, students with major GPAs too low for admission or continuation have the following avenues of recourse:

1. *Administrative Change.* If a student thought he/she dropped a course, and the instructor turns in a 0.0, the student should request an “Administrative Change” from the Registrar’s Office and attach a letter from the instructor verifying the student did not ever attend class. With the proper approval, the course will be removed entirely from the student record.
2. *Hardship Withdrawal.* After the 14th calendar day, a student may petition the Registrar’s Office in writing to drop a course. The Registrar will grant such a petition if in his or her judgment the student is unable to complete the course in question because of physical and/or mental debilitation or unusual and extenuating circumstances, beyond the student’s control, which have arisen after the 14th calendar day of the quarter. Petitions must be filed with the Registrar’s Office *promptly* after the occurrence of the event that gave rise to the need for dropping. Approved drops will be entered on the transcript with a grade of HW.
3. Whenever possible, the English Undergraduate Education Committee (UEC) will always prefer that the student consider one of the two actions described above. However, in cases where no change to the transcript can be made, the UEC may grant a departmental waiver to disregard 0.0 grades in calculating the major GPA for admission or graduation. The student appeal to the UEC will consist of a letter explaining the circumstances surrounding 0.0 grades and supporting documentation. In addition, the student may be asked to appear before to UEC to plead his or her case. Approval of such requests will be appropriately rare.