

## **Departmental Courses: Rules and Guidelines**

1. All English courses numbered 300 or above (including cross-listed courses and courses taken in under class years) **must** be counted as departmentals. Eleven departmental courses are required for graduation. All 200-level courses can be counted as departmentals. Students may count only three 200-level courses as departmentals.

**2. The Rule of 12.** The University stipulates that a student who graduates with 31 courses **may take no more than 12 courses listed or cross-listed as English courses**. This includes all courses numbered 200 or above (including English 200, 201, 202, 203, 205, 300) but does **not** include independent work or cognates. (That is, it would **not** include JP's, thesis, a Comparative Literature course taken as a Program 1 cognate, or any course in Theater and Dance, Creative Writing, American Studies, etc., counted as a departmental). The limit of 12 courses may be increased by one for every course taken beyond the required 31 courses.

3. Courses should be selected in conference with the supervisor so that adequate consideration is given to distribution and variety. The supervisor is responsible for signing SCORE cards each term and should be consulted well in advance of the deadline.

4. Departmental courses are taught by various methods: lectures and precepts, lectures and seminars, classes only, seminar only. At meetings of small groups (classes, seminars, precepts), attendance is taken and participation is expected of all members. **Unexcused absences from more than three meetings of a class, seminar, or precept allow instructors to fail students in this portion of their work for the course.**

5. The number and importance of written papers in a course vary with the instructor. Failure to submit a required paper is grounds for failing the course. For course papers only, a brief extension beyond the due date may be offered at the instructor's discretion, but University regulations prohibit extensions beyond the last day of reading period. If term papers are substituted for a final examination, these papers must be submitted by the last day of reading period, not on the day of the examination.

6. Final examinations, if required, are as important as papers and class attendance, and failure to take the examination automatically fails the student in the course.

7. Final grading components are generally class performance, written papers, and the final examination. Most instructors weigh the final examination less heavily than the work produced during the whole semester. A final examination may not count for more than half the final grade.

8. Honors in English at graduation are computed according to the following percentages:

- a. Departmentals (excluding the junior seminar): 50%
- b. Thesis: 25%
- c. Junior Independent Work (5% for each JP and 5% for the junior seminar): 15%
- d. Comprehensives: 10%

## **Rules on Cognates**

1. Under certain conditions students may use cognates (300/400-level courses related to their course of study but taken outside the English Department) as departmentals. The rules on the use of cognates vary among Programs 1-5: they are described in the *Undergraduate Announcement*, in the departmental hand-out entitled "Information and Departmental Plan of Study," and on our chart of the requirements for the major.

2. All cognates must be approved by the departmental representative. Students wishing to take a cognate as a departmental should consult the Departmental Representative before registering for the course; if possible, they should have in hand the course syllabus. An approved cognate should be designated as a departmental on the SCORE card at the time of registration, but in any event no later than December of the senior year when spring courses are filed with the Registrar.

3. Students may only designate as departmentals the number of cognates required or permitted for their particular program of study.

