Application for Advancement in the Department of Computer Science

Majors in the Computer Science Department must apply for advancement prior to taking most junior-level classes. Those who are nearing completion of their requirements for advancement should follow these instructions:

1. Prepare a formal cover letter to your advisor. This letter will address your career goals, the elements of your background and abilities that demonstrate your aptitude to succeed in computer science, and explanatory remarks concerning your academic career to date. This cover letter must include a statement that you have read, understood, and will comply with the Computer Science Department’s Code of Ethics and Professional Conduct. Be sure this letter is in proper business format, including header, full address, closing, and absolutely perfect spelling and punctuation.

2. Complete an application for advancement, available in the department office, or on-line in the document download section of our website at http://www.ewu.edu/x15566.xml. Note: if any course is still in progress, fill in the quarter and year enrolled and leave the grade blank.

3. Submit the materials to your advisor, who will review it.
   a. If applicable make any revisions needed and return it to the advisor.

   When complete the advisor will pass it on to the chair with his or her recommendation.

4. Satisfactorily complete the Advancement Programming Exam.

   The Department Chair will review the materials, including the APE score, and determine the outcome. You will be notified of the results.

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