College of Engineering Guidelines for Departmental Continuation Policies

CONTINUATION POLICIES

Departmental policies should be clear to students, should be easily available, and should be given to the students in writing at time of admission to the program.

While these guidelines state general principles, departmental requirements need to be specific and unambiguous.

SATISFACTORY PROGRESS

1. Policies should clearly state program requirements for number of credits or courses applicable towards the degree to be completed each quarter. A requirement to move through the core as a cohort should be explicitly stated. Processes for requesting exceptions to the progress requirement should also be included.

2. Departmental satisfactory progress requirements for multiple-degree students should be explicitly stated.

   Example:
   Students pursuing two or more degrees must submit an academic plan for approval by the department. Once approved, the academic plan will define the number of credits and courses applicable towards the degree that must be completed each quarter to maintain satisfactory progress.

3. Departments should define any unique progress requirements for DFA and Early Admission students.

   Example:
   Students admitted through Direct Freshman Admission must be prepared to take BIOEN 315, 316, & 317 by the spring of their second year in the major. Students admitted through Early Admission must be prepared to take BIOEN 315, 316, & 317 by the spring of their first year in the major.

4. Continuation policies must specify any required individual grades (expressed with one decimal point) or grade point averages (expressed with two decimal points) required by the department (See FCAS policy on Program-Based Grade Requirements included below).

5. Departments have the option to move students out of the major after the completion of all degree requirements. Departments who wish to exercise this option need to state so clearly in the satisfactory progress policy.

Example:

An undergraduate student who has exceeded the requirements of the degree program by more than 10 credits will be required to graduate or to be moved to pre-engineering status or another major to which the student has been accepted.

6. The College standard is that students who withdraw from the University without prior written approval or who are dropped for non-payment of fees must obtain departmental approval before registering or maintaining pre-registration for the following academic quarter. In such cases the department registration may be disallowed or canceled if the student's academic record is not competitive with the admission requirements prevailing at the time.

PROBATION, DISMISSAL, AND APPEALS

Continuation policies need to address departmental probation, dismissal, and appeals processes.

The College standards are:

- Anything that can result in probation or dismissal must be specified in the list of satisfactory progress requirements.
- Departments must articulate how students are placed on probation, how students are removed from probation, and how students are dismissed.
- Notification must be in writing, normally email. Departments using surface mail are encouraged to email a PDF of the letter.
- 30 days for the student to appeal probation or dismissal, and 30 days for the department to respond is recommended. Departments may reduce the time, but students should have a minimum of 2 weeks to respond.
- A student dropped or removed from the major for any reason shall be declared in to another major to which he/she has been accepted or moved to pre-engineering (extended pre-engineering if more than 105 credits have been completed).

FCAS Policy on Program-Based Grade Requirements

Adopted by the Faculty Council on Academic Standards on June 5, 2009.

A. **Cumulative Grade Graduation Requirement:**

(UW requires 2.00 cumulative GPA for graduation)

1. Programs are permitted to have 2.00 cumulative GPA requirement for courses within the major.
2. Programs may request cumulative GPA in the range of 2.00 to 2.50 for courses in the major and/or all UW courses. The programs must document and provide justification for

the request. Provided adequate academic justification is provided, FCAS will approve such requests.

3. Programs requesting cumulative GPA requirements greater than 2.50 for courses in the major and/or all UW courses must provide strong justification for the request. In general, except in exceptional cases and with very strong academic justification, FCAS will not approve these requests.

B. Minimum Grade Graduation Requirement in Individual Courses:

(UW requires 0.7 in each course)

1. Programs may request that students achieve a minimum grade in each course of a subset of the courses required for a major, every course for a major, and/or all UW courses in the range of 0.8 to 2.0. The programs must document and provide justification for the request. Provided adequate academic justification is provided, FCAS will approve such requests.

2. Programs requesting a minimum grade in each course of a subset of the courses required for a major, every course for the major, and/or all UW courses exceeding 2.0 must provide strong documented justification for the request. In general, FCAS will not approve these requests.

C. Existing Program Graduation Requirements

All existing program graduation requirements are grandfathered in. Should a program with graduation grade requirements exceeding these policies wish to change its requirements, the new proposal will be considered under these guidelines.