

Department of Atmospheric Sciences Undergraduate Program Continuation Policy

What is the Continuation Policy?

While the University has regulations governing scholastic eligibility for continuance¹, the Dept. of Atmospheric Sciences has set additional requirements in order to make the best use of limited facilities and resources available and to provide reasonable assurance for academic success. This policy helps ensure that students make satisfactory progress toward completion of their degree by taking into account degree requirements and course sequences. The following applies to all students in the Atmospheric Sciences major.

There are two basic criteria for satisfactory progress:

- Create and Maintain Academic Plan
- Grades

Students not meeting the criteria may be removed from the major, but they have the opportunity to communicate with an adviser before this happens. Students are encouraged to frequently review their academic progress and may request an evaluation from an Academic Adviser at any time.

Basic Criteria for Satisfactory Progress

1. Create and Maintain an Academic Plan

All Atmos Sci majors must have an academic plan approved by the Atmos Sci academic adviser in order to maintain satisfactory progress.

- An academic plan is a schedule of the courses you plan to take for your major mapped out on a quarterly basis. More information on required core courses and track options may be found on the undergraduate website.

You must communicate with the Atmos Sci Adviser to update or review your plan when:

- Your plan changes in a way that will affect your planned graduation quarter.
- You declare an additional major or minor.
- You need to withdraw from courses required for your degree.
- At least once per academic year to review your academic plan, even if you are following the original plan.

2. Grades

Atmos Sci majors must:

- Maintain good academic standing with the University of Washington
 - Students must maintain a minimum cumulative GPA of 2.0 – students falling below a 2.0 GPA will be placed on the University's Low Scholarship list.
- Maintain a minimum cumulative GPA of 2.5 in all courses required for the major (*e.g., core courses, track electives, etc.*).
- Earn a grade of 2.0 or above in each class used to meet major requirements (*e.g., core courses, track electives, etc.*).

¹ UW Satisfactory Progress and Low Scholarship policies, available online.

- Students who do not do this will have to retake the course or take another course approved to meet that requirement.
- Courses used to satisfy major requirements cannot be taken on a satisfactory/non-satisfactory basis.

Not making ‘Satisfactory Progress’

Although undergraduate majors are responsible for monitoring their own progress, the Atmos Sci adviser will also review your progress at the end of each quarter. If a student fails to meet the criteria for satisfactory progress outlined above in any quarter during their tenure as a major in the Department of Atmospheric Sciences, the student may be placed on departmental warning, probation, and in extreme situations, may be dismissed from the major.

Warning

The Atmos Sci adviser will issue a warning letter to Atmos Sci majors that are not making satisfactory progress.

- **The warning letter is only issued one time.** In subsequent quarters, failing to make satisfactory progress leads to probation for the major.
- **If you receive a warning letter, please contact the adviser as soon as possible** to discuss any difficulties impacting your academic performance. This meeting is required and may result in a written plan for improvement. Your adviser will assist you by:
 - Recommending resources, such as study skills workshops or tutoring which may help to improve your grades.
 - Understand which courses you need to schedule for in order to graduate on time.
 - Assist you with transferring to a different major if you are not actively pursuing the Atmos Sci major.

Probation for the Major

If you have received a warning letter and you fail to make satisfactory progress **by the end of any subsequent quarter**, you will be placed on probation. Probation includes the following actions:

- You will receive an email from the Academic Adviser notifying you of your probationary status.
- **You will have a registration hold placed on your account.**
 - To remove the hold, you must meet with the Atmos Sci Academic Adviser by the end of the third week after notification to review and revise your academic plan. At this time, you are also invited to discuss any circumstances that may be affecting your academic performance. Failure to meet with the adviser will prevent you from registering for upcoming quarters.

Dismissal from the Major

If you are on probation and you either fail to communicate with the Atmos Sci adviser and/or fail to meet the criteria for satisfactory progress by the end of the following quarter, **you may be dismissed from the Atmos Sci Major.**

- Students dismissed from the major will be notified by email of the change in major status and will be transferred to the College of the Environment pre-major or extended pre-major code.

Atmos Sci majors who fail to meet the departmental requirements for satisfactory progress should meet with Atmos Sci Academic Adviser as soon as possible. Meeting with the adviser may help to prevent progressing toward probation and dismissal. Students are encouraged to discuss all circumstances leading to a lack of satisfactory progress, including extenuating circumstances, and situations outside of academic life that may impact student success.

NOTE: Students will be notified of academic warning, probation, or dismissal through their UW email address.

Appeal Procedures

Students who are placed on probation or dismissed from the department may request reconsideration of their status. This may be done for a number of reasons, but particularly if the student believes that some facts in the student's documentation have been overlooked or misinterpreted. The appeal should be formed as a letter and should explain the circumstances and provide supporting documentation for why the academic status of the student should be reconsidered.

- The letter and supporting material should be submitted to the Atmos Sci Academic Adviser no more than 30 days following notification of probation or dismissal status.
- The letter and supporting material will be transferred to the Chair of Atmospheric Sciences, who will review all available information and make the final decision on the appeal. The Atmos Sci Chair will respond within 30 days from receiving the appeal.