



A graduate student bears the responsibility for registering for appropriate courses and for their own academic performance. Students should regularly consult with their faculty advisor and committee members as they follow the procedures and evaluation criteria to progress toward their degree.

All graduate students should strive to maintain satisfactory progress towards their degrees. This includes performance in coursework, timely and successful completion of departmental milestones, and adherence to professional behavior standards. The Graduate School's [Policy 3.7](#) provides an overview of satisfactory progress for graduate students. In the Department of Atmospheric and Climate Science, the requirements for satisfactory progress include:

- Maintaining a quarterly and cumulative grade point average above 3.0
- Maintaining progress in research activities in accordance with expectations as established in consultation with the student's faculty advisor(s)
- Presenting preliminary research at the "first year talks" at the start of the student's second year.
- Forming an MS committee by the end of Winter Quarter of the student's first year
- Drafting and submitting an MS research proposal by the end of Autumn Quarter of the student's second year
- Successfully passing the Qualifying Exam to enter the PhD program by the end of Spring Quarter of the student's second year
- Successfully passing the General Exam to become a PhD candidate by the end of Spring Quarter of the student's third year
- Successfully passing the Final PhD Exam (PhD "defense")
- Adherence to standards in the Student Code of Conduct (<https://www.washington.edu/cssc/for-students/student-code-of-conduct/>)
- Additional standards of conduct may be expected for students undertaking fieldwork activities as part of their research. Individual advisors may have their own guidelines or compacts for field activities.

In the Department of Atmospheric and Climate Science, the faculty advisor(s) and supervisory committee are responsible for regular reviews of student performance.

Should students fail to make satisfactory and timely progress toward their degrees or fail to achieve milestones (outlined below) in the degree process, they may be placed in an unsatisfactory performance status. In such cases, the Graduate Program Coordinator (GPC) will provide written notification outlining the reason(s) the student was moved from a

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satisfactory status, the steps required to return to satisfactory progress, and the time allotted to complete those steps. In certain (severe) cases (outlined below), and in accordance with established program policy, an immediate recommendation to drop a student may be made without progressing through the stages outlined below.

Academic Notification: This is internal to the Department of Atmospheric and Climate Science and is used to help bring the student's academic plan back into satisfactory progress within a short period of time (typically one quarter). Academic Notifications most frequently take the form of communication from the student's faculty advisor and *may* be given for the following reasons:

- Falling below a cumulative GPA of 3.0 in academic classes for the first time
- Failure to pass an academic course that is not part of the required coursework (failure to pass required courses warrants an Academic Alert; see below)
- Insufficient progress on research expectations as established in consultation with the student's faculty advisor(s)

Academic Alert: Academic alerts are for more serious issues and are issued by the department's GPC rather than the academic advisor. When a student is placed on Academic Alert, the Graduate School must be notified, and the alert should outline the remedial steps needed for the student to regain satisfactory progress. An Academic Alert may be issued for the following reasons:

- Failure to resolve the Academic Notification criteria within the allotted time
- Falling below a cumulative GPA of 3.0 in academic courses for more than one quarter
- Failure to pass a *required* academic course
- Failure to set up and attend required exams (Qualifying, General) within the designated timeline without prior approval from the faculty advisor(s) and committee
- Ongoing failure to make progress on research expectations as established in consultation with the student's faculty advisor(s)

Final Academic Alert: Final academic alerts are for more serious issues and are issued by the GPC. When a student is placed on a Final Academic Alert, the Graduate School must be notified, and the final alert should outline the remedial steps needed for the student to regain satisfactory progress. A Final Academic Alert may be issued for the following reasons:

- Failure to resolve the Academic Alert criteria in the allotted time

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- Failure to successfully pass one of the required exams (Qualifying Exam, General Exam, Final Exam) in cases where the committee has agreed that a retake is possible

Academic Drop: This action will terminate a student's enrollment from their program of study without receipt of a degree. If this occurs, the student is no longer eligible to complete that program (although they may enroll in other graduate programs within the UW). For certain criteria, students may receive an immediate Academic Drop without first receiving a Final Academic Alert, as specified below. An Academic Drop may occur for the following reasons:

- Failure to resolve the Final Academic Alert criteria within the allotted time
- Failure to successfully pass one of the required exams (Qualifying Exam, General Exam, Final Exam) in cases where the committee has agreed that a retake is not possible

If a graduate student who has not already received an MS within their academic unit is in danger of Academic Drop and/or is on Final Academic Alert, the student's committee, in coordination with the GPC and unit chair, may offer the student the option of a master's degree (either thesis-based or non-thesis-based). This is at the discretion of the faculty advisor(s) and graduate committee, and only when the agreed-upon work is accomplished within the timeframe set out by the committee.

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