

UW School of Aquatic and Fishery Sciences – Undergraduate Program

SAFS Satisfactory Progress/Continuation Policy

SAFS Satisfactory Progress Policy for the Aquatic and Fishery Sciences Major

Effective – Summer 2011

This document specifies the criteria for satisfactory progress in the Bachelor of Science degree program in Aquatic and Fishery Sciences. While the University has regulations governing scholastic eligibility for continuance¹, the School of Aquatic and Fishery Sciences seeks additional requirements to ensure academic success. The following criteria apply to all students in the degree program; students will be evaluated quarterly after declaring the AFS major. Students are encouraged to frequently review their academic progress and may request an evaluation from the Office of Student Services at any time.

CRITERIA FOR SATISFACTORY PROGRESS

1. **Academic progress towards the attainment of the AFS degree.**

Academic progress is evidenced by the following:

- No more than one course repeat, one course drop between weeks 3-7 (excluding hardship withdrawals), three incompletes, or one withdrawal from a quarter of courses per academic year.
- At least 50% of credits a student registers for in a given quarter should count toward the student's declared major(s) and minor(s), including general education requirements.

2. **Students must earn a 2.0 AVERAGE GPA in all courses that are used to meet the following requirements:**

- Natural History (FISH 310 and 311)
- Core Courses (three of the following four courses - FISH 312, 323, 324, 340)
- 400-level FISH electives (min. 16 credits, 4 courses)

3. **Students must maintain a minimum quarterly GPA of 2.00.**

4. **Students must maintain a minimum cumulative GPA of 2.00, and thereby avoid appearing on the University's Low Scholarship list².**

CONDITIONS WARRANTING RECOMMENDATION TO ALTER A STUDENT'S STANDING

The Office of Student Services will review the performance of undergraduate students after each quarter. If a student fails to meet any or all of the criteria for satisfactory progress outlined above (items 1-4) in any quarter in the program, the following actions will be taken:

Warning

The warning will be issued to AFS majors who do not meet the above criteria for satisfactory progress in the program via email. Students who receive a warning are required to meet with an adviser to discuss any difficulties impacting the student's academic performance, and seek to

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resolve any problems and develop a written plan for improvement. The adviser is thus able to assist the student by recommending either support services or appropriate actions that may be taken to adjust the student's transcript and schedule, and help the student return to a good academic standing in the department. Warning status will continue as long as the student is making progress toward meeting criteria above (e.g., raising GPA, using support services, registering for classes required for the degree).

Probation for the Major

At the end of any quarter, a student may be placed on probation if:

- He or she fails to meet the criteria for satisfactory progress for two quarters and has not responded to a warning (above.)
- He or she responds to a warning but does not make progress towards meeting the satisfactory progress criteria.

The student will receive an email from the Student Services Coordinator notifying him or her of probationary status and that he or she has had a registration hold placed on his/her account. To remove the registration hold, the student will need to meet with an adviser by the end of the third week of the following quarter to create an educational plan. Students on probation may NOT ask to meet with an adviser to remove the hold immediately before or during priority 1 registration (this meeting must take place during the first three weeks of the probation quarter.) Students are strongly advised to discuss with the Office of Student Services any special circumstances that may be affecting their academic performance so that these matters may be taken into consideration and timely assistance may be provided. Probation may be continued for more than one quarter while the student is making positive progress toward meeting satisfactory progress criteria (e.g., raising GPA, using support services, registering for classes required for the degree). If a student continues to fail to make progress, the student will be **Dismissed from the Major**.

Dismissal from the Major

The student may be dismissed from the AFS major if, while on probation, he or she fails to communicate with the Office of Student Services and does not meet satisfactory progress criteria OR if he or she communicates with Office of Students Services but does not make progress on meeting the criteria. The student will be notified in writing of the change in major status, and transferred to a pre-major or extended pre-major status.

Appeal Procedures

A student who has been placed on probation or has been dismissed from the major, and believes that some facts in the documentation have been overlooked or misinterpreted, may request reconsideration of the probation or dismissal from the major by writing a letter to the Student Services Coordinator of the School of Aquatic and Fishery Sciences. The letter should include any additional or relevant information that supports the student's appeal. In general, appeals to alter the student's status without clarification of the initial documentation, or evidence of new or additional information, will not be considered. The appeal must be made **within 30 days** of the notification of placement on probation or dismissal from the major. The letter and supporting material will be transferred to the SAFS Curriculum Committee Chair, who will carefully review all the available information and make a recommendation to the Director on whether or not academic probation or dismissal is appropriate and upheld or if probation should be extended for another quarter. The Director (or his/her designee) will respond to the appeal within 30 days.

Footnotes

1. Available on the web are the University's [Satisfactory Progress](#) and [Low Scholarship](#) policies.
2. Item 4 comes from the University policy on Low Scholarship.