



University of Washington Office of the President, Box 351230

June 18, 2004

Dean Michael B. Eisenberg
The Information School
Box 352840

Dear Mike:

Based upon the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the new continuation policy for the Bachelor of Science degree in Informatics. A copy of the policy is attached.

I am writing to inform you that the Information School is authorized to specify these requirements beginning autumn quarter 2004.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

A handwritten signature in black ink that reads 'LEE' in a stylized, cursive font.

Lee L. Huntsman
President

Enclosure

cc: Professor Batya Friedman (with enclosure)
Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah H. Wiegand (with enclosure) *INFOR-051904*



INFO-051904

Creating & Changing Undergraduate Academic Programs

College: Information School Department or Unit: Informatics Date: May 19, 2004

New Programs

- Leading to a Bachelor of _____ in _____ degree
- Leading to a Bachelor of _____ degree with a major in _____
- Leading to a _____ Option within the existing major in _____
- Leading to a Minor in _____

Changes to existing programs

- New Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Program Requirements for the Major in _____ within the Bachelor of _____
- Revised Requirements for the Option in _____ within the major in _____
- Revised Requirements for the Minor in _____

Other Changes

- Change name of program from _____ to _____
- New or Revised Continuation Policy for the Bachelor of Science in Informatics
- Eliminate program in _____

Proposed Effective Date: (quarter/year) Autumn 2004

Contact Person	Phone Number	Email
Mariko Navin	616-1197	mnavin@u.washington.edu

Explanation of and Rationale for Proposed Change: (Please use additional pages if necessary. For new programs, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters support, and departmental handouts.)

While the University has regulations governing scholastic eligibility for continuance¹, the Information School seeks additional requirements in order to make the best use of the limited facilities and resources available and to provide reasonable assurance for academic success. The Continuation Policy for the Informatics Major outlines general expectations of satisfactory progress for students in our program, conditions warranting recommendation to alter a student's standing, and the student appeals procedure.

The intention of this policy is to enable departmental intervention such that students who appear to be struggling or are failing to meet expectations of satisfactory progress may receive timely guidance and assistance to help them to succeed and graduate.

¹ The University's Satisfactory Progress and Low Scholarship policies are available on the Web at www.washington.edu/students/reg/regpol.html and www.washington.edu/students/genecat/front/Low_Scholarship.html, respectively.

Creating & Changing Undergraduate Academic Programs

2. Catalog Copy

A. Catalog Copy as Currently Written *(Include only sections/ paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.)*

1.

B. Proposed Catalog Copy, Reflecting Requested Changes *(Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications.)*

3. Signatures *(required)*

Chair/Program Director <i>Satya Friedman</i>	Date <i>5/19/04</i>	Dean <i>[Signature]</i>	Date <i>5/19/04</i>
College Committee <i>Alyson Corby</i>	Date <i>5/19/04</i>	Faculty Council on Academic Standards <i>[Signature]</i>	Date <i>6/04/04</i>

UNIVERSITY OF WASHINGTON
Information School

CONTINUATION POLICY FOR THE INFORMATICS MAJOR

Approved by faculty vote 5/17/04

This document clarifies what constitutes satisfactory progress towards degree for undergraduate students in the Bachelor of Science in Informatics program.

While the University has regulations governing scholastic eligibility for continuance¹, the Information School seeks additional requirements in order to make the best use of the limited facilities and resources available and to provide reasonable assurance for academic success. The following will apply to all students in the Bachelor of Science in Informatics program.

General Expectations of Satisfactory Progress:

1. **Students are expected to make satisfactory progress towards the attainment of the Informatics degree.** Under normal circumstances, an Informatics major attending full-time would be considered making satisfactory progress if he/she completes the major requirements (core courses, major electives, and capstone) in approximately two years after admission to the major, or within three years for students admitted to the major as sophomores. Lack of academic progress may be evidenced by low scholarship as well as excessive course repeats, course drops, or University withdrawals and cancellations.
2. **Informatics majors are expected to be enrolled full time, beginning the autumn quarter of admission to the program,** unless otherwise arranged in writing with the Student Services Administrator. Full-time students typically complete 12 or more credits per quarter towards the Bachelor of Science in Informatics.
3. **Part-time enrollment in the major is permitted only if an individualized educational plan (IEP) is pre-arranged and approved in writing with the Student Services Administrator.**
4. **Students must maintain a quarterly GPA of 2.00.**
5. **Students must earn a numerical grade of 2.0 or above in each class used to meet major requirements (e.g., core courses, major electives, and capstone).** Courses used to satisfy major requirements cannot be taken on a satisfactory/non-satisfactory basis.
6. **Students must maintain a minimum cumulative GPA of 2.00, and thereby avoid appearing on the University's Low Scholarship list².**
7. **Students who have completed 210 or more credits must meet with the Student Services Administrator to file a graduation plan and to remove the registration hold placed by the University on students with over 210 credits ("210-credit rule")³.**

Conditions Warranting Recommendation to Alter a Student's Standing:

¹ The University's Satisfactory Progress and Low Scholarship policies are available on the Web at www.washington.edu/students/reg/regpol.html and www.washington.edu/students/gencaat/front/Low_Scholarship.html, respectively.

² Item 6 comes from the University policy on Low Scholarship.

³ For more information on the University's 210-Credit Rule, see University Satisfactory Progress Policy.

The Student Services Office will review the performance of undergraduate students after each quarter. If a student fails to meet the general expectations of satisfactory progress outlined above in any quarter in the program, the following actions will be invoked.

Students will be notified of academic warning, probation, or dismissal by letter as soon as practicable after review of the previous quarter's grade reports. Failure to meet items 1, 2, and 3, of the general expectations of satisfactory progress may also result in the following actions.

Warning

The warning letter will be issued only to Informatics majors who, in their first quarter in the program, do not meet the general expectations of satisfactory progress. Students who receive the warning letter should meet with an adviser to discuss any difficulties impacting the student's academic performance and to resolve problems to avoid probation.

Probation for the Major

If at the end of any quarter, the student fails to meet the general expectations of satisfactory progress, the student will be placed on probation for the following quarter. Once on probation, the student must achieve a quarterly GPA higher than 2.50 in the following quarter. If any single grade for a course required for the major is below 2.0, the student is required to meet with the Student Services Administrator by the third week of the following quarter to develop an individualized educational plan to remove the deficiency. Students are strongly advised to discuss with the Student Services Administrator any special circumstances that may be affecting their academic performance so that these matters may be taken into consideration when drafting the IEP and that timely assistance may be provided, as appropriate.

Dismissal from the Major

The student will be dismissed from the Informatics major if, while on probation, the student fails to meet the minimum quarterly GPA of 2.50, or fails to meet the general expectations of satisfactory progress. The student will be notified in writing of the change in major status, and transferred to the College of Arts and Sciences and coded as a pre-major or extended pre-major.

Appeal Procedures

A student who has been placed on probation or has been dismissed from the major and believes that some facts in the student's documentation have been overlooked or misinterpreted may request reconsideration of the probation or dismissal from the major by writing a letter to the Associate Dean for Academics of the Information School. Included in the letter should be any additional information in support of the student or any other information that the student believes is relevant. In general, appeals to alter the student's status without evidence of new or additional information will not be considered. The letter and supporting material will be transferred to the Academic Standards Committee, which will carefully review all the available information and make a recommendation to the Associate Dean on whether or not academic probation should be considered for another quarter. The appeal must be made within 30 days of the notification of placement on probation or dismissal from the major. The committee (or a designated subcommittee during the summer quarter) will make a recommendation to the Associate Dean in response to the appeal within 30 days.