

# **UW Industrial & Systems Engineering**

## **Undergraduate Continuation Policy**

While the University has general regulations governing scholastic eligibility for continuance, departments and programs in the College of Engineering have adopted additional requirements in order to make the best use of the limited facilities and resources available and to provide reasonable assurance of academic success. The following criteria and procedures will be applied to all undergraduate students.

### **Basic Criteria**

1. Full-time students are expected to complete 12 or more credit hours per academic quarter applicable toward the B.S.I.E. degree (*an average of 15 hours per quarter is required to complete graduation requirements in the conventional 12 quarters.*)
2. Part-time attendance may be allowed. Written permission must be obtained from the IE Undergraduate Faculty Advisor. An application for part-time status must be made prior to the first day of each quarter. Students who have received permission to attend part-time must complete a minimum of six credits each quarter applicable towards the B.S.I.E. degree.
3. A student who withdraws from the University without prior written approval or is dropped for nonpayment of fees must obtain written approval from the ISE Undergraduate Faculty Advisor 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 inferior to the level of admission prevailing at the time.
4. All undergraduate students who have exceeded the graduation requirements of the B.S.I.E. degree program by more than 10 credits will be transferred to the College of Arts and Sciences.
5. Students must maintain a quarterly grade point average of 2.0 in all departmental and professional program courses. The grade point average is computed by considering all engineering college departmental courses of 300 level or higher, including repeated courses, but excluding Arts & Humanities (A&H), Diversity (DIV), and Social Science (SSc) distribution requirements. **If the quarterly grade point average in these courses falls below 2.0, or if any single grade is below 2.0, the student will be placed on departmental probation and must achieve a quarterly average grade point higher than 2.0 the following quarter or be dropped from the department and transferred to the College of Arts and Sciences.**
6. To graduate, a student must earn a total of 180 credits with a minimum cumulative GPA of 2.00 in all engineering courses, with no grade below 1.0 in any engineering course. Students must achieve a 0.7 GPA or higher in all non-engineering courses, as this is the lowest passing grade allowed at the University of Washington. Students may *not* double-count courses towards any two requirements in the B.S.I.E.. In addition, courses counting towards the B.S.I.E. degree may not be taken on a satisfactory/not-satisfactory basis.

### **Review and Notification Procedure**

The progress of each student will be reviewed each quarter. If a student's performance fails to meet the standards outlined above, the student will be placed on academic probation the following quarter. The students will be notified in writing of the reason for warning and will be told what must be done for removal from probation. If the student does not show progress toward removing the deficiencies in the following quarter, the student will be notified in writing, dropped from the department and transferred to the College of Arts & Sciences.

### **Appeals Procedure**

The College of Engineering recognizes that inequities can result from any continuation policy. Therefore, a student who has been placed on probation or has been dismissed and believes that some facts in the record have been overlooked or misinterpreted, may request reconsideration of the probation dismissal by writing a letter to the Undergraduate Program Coordinator. Included in the letter should be any additional information in support of the student or any other information that the student believes is relevant. The letter and supporting material will be transmitted to a department faculty committee, which will review carefully all the available information and then decide 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. The committee will make a response to the appeal within 30 days.