

Speech and Hearing Sciences (SPHSC) **Undergraduate Continuation Policy**

The Department of Speech and Hearing Sciences (SPHSC) has a competitive undergraduate admissions process and wants every admitted student to be successful in the major. While the University of Washington has general regulations governing scholastic eligibility for continuation¹, the Department of Speech and Hearing Sciences has adopted additional satisfactory progress requirements in order to provide reasonable assurance of academic success for our students and to make the best use of Departmental resources. The following criteria and procedures will be applied to all undergraduate students majoring in Speech and Hearing Sciences, for determining satisfactory progress toward completion of a Bachelor of Science degree and continuance in the major program.

Students are encouraged to frequently review their academic progress, and seek advising from the SPHSC Academic and Student Services unit at any time. We recommend that any SPHSC majors who fail to meet satisfactory progress requirements meet with an advisor as soon as possible. Early identification and discussion of issues can prevent progression towards probation or dismissal from the major. Students are encouraged to discuss any circumstances leading to a lack of satisfactory progress, including extenuating circumstances and situations outside of academic life that may impact student success.

Satisfactory Progress/Continuation Policy

In order to continue and graduate with a Bachelor of Science (B.S.) in Speech and Hearing Sciences, all students accepted into the major must meet the following standards for satisfactory progress or be subject to a change in student standing in the Department (see “Progress Review & Notification” below):

- 1. Students must maintain good academic scholarship with the University of Washington.** Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and therefore avoid being placed on the University’s Low Scholarship List².
- 2. Students must create and maintain an academic/graduation plan with SPHSC Academic and Student Services and take courses in the appropriate sequence.** All SPHSC majors are required to create an academic plan with their undergraduate advisor that outlines the schedule of courses they will take on a quarterly basis. Students must also communicate with their SPHSC advisor to update or review their academic plans as follows:
 - Whenever plans change in a way that will impact registration for SPHSC major courses
 - If a student wishes to take a course out of sequence and/or request a prerequisite waiver
 - If a student declares an additional major or minor
 - If a student intends to withdraw from a course required for the SPHSC degree
 - At least once per academic year, even if nothing has changed in the student’s original academic plan
- 3. Students must make satisfactory progress toward degree completion in Speech and Hearing Sciences.** Under normal circumstances, students are considered to be making satisfactory process if they are taking major coursework (after declaring the major) according to their academic plan. Lack of satisfactory progress can be evidenced by low scholarship, academic misconduct³, failure to enroll in or complete major pre-requisites, failure to finish the program within the maximum time frame (225 attempted credits), as well as excessive course drops, cancellations, and University withdrawals (this is defined as three drops/cancellations/withdrawals (any combination) within one academic year).

4. **Students must meet the following course and grade point average requirements for the SPHSC major.**
- Take all major course requirements on a graded basis. Satisfactory/not satisfactory grading cannot be used to satisfy major requirements.
 - Achieve a minimum passing grade of .7 in all courses required for the major. In instances where a student fails to achieve a passing grade (.7) for any course used to satisfy major requirements, the course can be repeated only one time⁴. Students should refer to the **SPHSC Course Repetition Policy** for further details.
 - Maintain a 2.0 minimum cumulative GPA for all coursework done in residence at the UW
 - Maintain a 2.0 minimum cumulative GPA for all coursework applied towards the SPHSC major.

Progress Review & Notification Procedures

SPHSC Academic & Student Services will review the progress of all majors each quarter. If a student's performance fails to meet the progress and continuation standards outlined above in any quarter during their time as a major in the SPHSC Department, the student's standing in the Department will be altered through the actions outlined below. Students will be notified in writing of any changes in student standing as soon as practicable after review of the previous quarter's grade reports. Each notice of academic warning, probation or dismissal will also be placed in the student's academic record.

Warning

Students will be issued a warning letter at the end of the first quarter in which they fail to meet any of the Departmental satisfactory progress standards (e.g., cumulative GPA falls below 2.0, Core coursework requirement GPA falls below 2.0, a grade of less than .7 is received in a course required for the major, etc.). A warning letter is issued only one time to a student. Students receiving a warning letter must meet with their SPHSC undergraduate advisor within 4 weeks for assistance and advising (e.g., identifying campus resources, planning a more manageable course load that will facilitate progress towards graduation, assisting with pathway choices in the major, discussing other majors at the UW). This individualized advising is intended to help students solve academic problems to prevent progression towards probation and dismissal.

Probation

Students will be issued a probation letter for reasons which include, but are not limited to:

- If a student on warning status fails to remove or change his/her deficiencies by the following quarter OR within the time frame identified by the SPHSC Department
- If a student previously on warning status from a prior quarter:
 - Is placed on the UW's Low Scholarship list for a cumulative GPA below 2.0
 - Has a cumulative GPA that falls below 2.0 for courses counting toward the major
 - Receives a non-passing grade for any course required for the major
 - Is involved in academic misconduct while enrolled in an SPHSC course
 - Demonstrates excessive course drops, withdrawals, or cancellations (this is defined as three drops/cancellations/withdrawals (any combination) within one academic year).
 - Fails to comply with policy item #2 pertaining to academic planning with an advisor

Students will remain on probation until deficiencies are resolved. For cases of low scholarship, if the student requires more than one quarter's work to raise his/her cumulative GPA to 2.0, the student must maintain a quarterly GPA of at least 2.5 while on probation in accordance with the University's Low Scholarship policy.

When students are notified of their probationary status, a registration hold will also be placed on the student's account. To remove the hold, students are required to meet with their SPHSC undergraduate advisor within 4 weeks of receiving notice to develop an educational plan. Students who do not meet with an advisor will not be able to register for major coursework in future quarters.

Dismissal/Drop

Students on probation multiple quarters, who fail to communicate with their SPHSC undergraduate advisor, fail to resolve identified progress issues, and/or who fail two times to meet the satisfactory progress expectations (fail a maximum of two times) can be dismissed from the SPHSC major. Dismissed students will be notified in writing of the change in major status, and assigned a pre-major or extended pre-major code.

Appealing Probation or Dismissal

Students who are placed on probation or dismissed from the SPHSC major and believe facts have been overlooked or misinterpreted, may request an appeal by writing a letter to the Undergraduate Program Coordinator (UPC) within 30 days of notification. The appeal letter should describe any extenuating circumstances and may include any additional information in support of the appeal that the student believes is relevant. In general, appeals to alter the student's standing without evidence of new or additional information will not be considered. The letter should be submitted to the SPHSC Academic & Student Services Office – Eagleson 210 – care of the UPC or emailed to shugadv@uw.edu. The UPC will respond to the appeal within 30 business days of receipt.

Footnotes

1. The University's [Satisfactory Progress](#) and [Low Scholarship](#) policies are available on the web.
2. The minimum cumulative GPA of 2.0 comes from the University policy of Low Scholarship.
3. The Student Conduct Code, [WAC 478-120](#) is available on the web.
4. The SPHSC Course Repetition Policy aligns with the [UW's policy of repetition of undergraduate courses](#) as found in the UW Handbook, Volume 4, Part III, Chapter 15.