

## **Bachelor of Science in Civil Engineering (BSCE) Continuation Policy**

While the University has general regulations governing scholastic eligibility for continuation, additional requirements have been adopted in order to make the best use of the capacity constrained facilities and resources. The following criteria and procedures will be applied for determining continuance in the BSCE major.

### **Basic Criteria for Continuation**

1. Unless otherwise arranged, BSCE majors are expected to attend full-time. Part-time attendance may be permitted in special cases, but only with prior approval. Written permission must be obtained from a Departmental Undergraduate Adviser for any desired change in status. Permission must be granted prior to the first day of the quarter. Students who have received permission to attend part time must complete at least one course each quarter applicable to their degree.
2. Full-time students must complete a minimum of 12 credits per academic-year quarter that are applicable toward the BSCE degree.
3. A student who withdraws from the University without prior written approval or is dropped for non-payment of fees must obtain approval from a Departmental Undergraduate Adviser before re-registering.
4. Satisfactory Progress toward Program Requirement will be assessed quarterly, using the criteria outlined below. Students failing to meet the following criteria will be placed on academic probation within the Department. Students should:
  - a. Make Satisfactory Progress towards their degree by following the approved BSCE course plan. Students may request individual course plans, which can be approved by the department advisors, in advance.
  - b. A minimum quarterly GPA of 2.00.
  - c. A minimum cumulative GPA of 2.00 at UW
  - d. A minimum cumulative GPA of 2.00 in required BSCE Major Coursework as indicated in the program plan.
5. Students on Departmental Academic Probation will work with departmental advisors to address academic concerns.
6. Students are removed from departmental probationary status when the cumulative GPA for BSCE Major Coursework is raised above 2.00.
7. Students who are on probationary status for more than 2 consecutive quarters will be dismissed from the degree program, as outlined in the "Review and Notification of Progress, and Appeals Procedure" detailed below.
8. Students seeking two degrees must be approved by each department and meet all conditions set forth above to remain in the department. Students with double majors must also meet the University's satisfactory progress rules.

### **Review and Notification of Progress**

The progress of each student is reviewed each quarter. If a student's performance fails to meet the standards outlined above, the student is placed on probation or dismissed from the department as described in the continuation policy. The student will be notified in writing of the reason for the probation or dismissal from the department. If the required progress toward removing probationary deficiencies is not shown for more than 2 consecutive quarters, the student will be notified in writing that they have been dropped from the Department. Departmental probation status is not documented on the student's University transcript.

### **Appeals Procedure**

The department recognizes that inequities can result from any continuation policy. Therefore, a student who has been placed on probation or has been dismissed from the major may appeal the action if they believe that relevant information was overlooked or misinterpreted. A written appeal should be submitted for review by the Undergraduate Program Committee by sending an email letter, with any supporting documents, to [ceadvice@uw.edu](mailto:ceadvice@uw.edu). The petition should include any additional information and/or supporting documents that the student believes is relevant. The appeal must be made within 30 days of the notification of placement on probation or dismissal from the Department. A response to the appeal will be made within 30 days.

### **Academic Misconduct**

Academic misconduct encompasses plagiarism, cheating on examinations or on individual projects assignments, a theft or alternation of other people's work on academic materials for the purpose of improving one's own grades or acquiring academic credit. Students accused of academic misconduct will be referred to the College of Engineering for disciplinary action pursuant to the Student Conduct Code of the Washington Administrative Code 478-120, and if found guilty, are submit to sanctions. As a function of the seriousness of such misconduct, sanctions range from a disciplinary warning to immediate dismissal from the College of Engineering and the University of Washington. The latter action can and has been applied even for first offenses.