Doctoral Degree: Elements of Good Academic Standing

The progress of each graduate student is evaluated on a quarterly basis by the Graduate Education Committee (GEC), using the following Elements of Good Academic Standing.

Failure to maintain any of the Elements of Good Academic Standing and/or to meet the Elements of Degree Progress by the deadlines below, absent a petition approved by the GEC for a waiver due to extenuating circumstances, may result in one or more of the following:

- Warning from the Committee.
- Academic Probation by the Graduate School (student is not in Good Academic Standing).
- Academic Final Probation by the Graduate School which occurs following the Probation quarter if the circumstances that resulted in Probation have not been satisfactorily completed (student is not in Good Academic Standing).
- Drop from program (occurs following the Final Probation quarter if the circumstances that resulted in Final Probation have not been satisfactorily resolved).

Probation and Final Probation always results in the loss of Good Academic Standing, and as a consequence, the UW Academic Student Employees (ASE) appointment is surrendered for failure to maintain Good Academic Standing. The student may petition the GEC to retain the ASE appointment if there are extenuating circumstances, however students placed on Probation (not Final Probation) are more likely to be granted continued financial support.

Additionally, see the Graduate Program section of the Department of Chemistry Policies & Procedures Manual, the Graduate School Memorandum 16 and Presidential Executive Order 28.

### Elements of Good Academic Standing

<table>
<thead>
<tr>
<th>Elements of Good Academic Standing</th>
<th>To be completed by the following deadline:</th>
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<tr>
<td>Maintain minimum quarterly GPA of 3.0</td>
<td>Continuous</td>
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<td>Maintain minimum cumulative GPA of 3.0</td>
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<td>Enrollment and satisfactory attendance in recommended seminar classes for selected research area</td>
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### Research Group

Formally join a research group. In the event a student is not in a research group by the deadline, the student will be dropped from the program at the end of Spring Quarter. It is recommended that students join a research group well in advance of the deadline to stay on track toward earning their Ph.D., e.g., by mid-January at the latest.
**Complete at least 18 graded credits**

Due to course scheduling, completion of the 18 graded credits by the end of the Spring Quarter of the first year is not always possible; however, graded coursework must be completed as expeditiously as possible and prior to, or concurrent with, taking the Second-Year Exam. Students requiring additional quarters beyond the deadline must petition to do so prior to the end of the Spring Quarter of the first year through the Associate Chair of the Graduate Program to retain their ASE appointment. To count towards the 18 graded credits, a grade of 2.7 or better is required in each course.

**End of Spring Quarter of first year**

**Complete Second-Year Examination 2**

If the Second-Year Exam is not completed by the end of the Winter Quarter the student will be placed on Academic Probation for the Spring Quarter absent a successful petition to the GEC by the end of the Winter Quarter explaining the extenuating circumstances (e.g., committee member unexpectedly unavailable for scheduled exam time).

If the student is placed on Academic Probation for the Spring Quarter, the student may petition the GEC to retain the ASE appointment beyond the Winter Quarter by explaining the extenuating circumstances.

**End of Winter Quarter of second year**

**Establish Formal Supervisory Committee**

If not completed by the deadline the student will receive a Warning and continue with the graduate program. The ASE appointment will remain unchanged.

**End of Autumn Quarter of third year**

**Complete General Examination 2**

If the General Exam is not completed by the end of the Autumn Quarter of the fourth year, the student will be placed on Academic Probation for the Winter Quarter absent a successful petition to the GEC before the end of the Autumn Quarter explaining the extenuating circumstances (e.g., committee member unexpectedly unavailable for scheduled exam time).

If the student is placed on Probation for the Winter Quarter, the student may petition the GEC to retain the ASE appointment beyond the Autumn Quarter by explaining the extenuating circumstances.

**End of Autumn Quarter of fourth year**
### Complete Final Examination 2

If the Final Exam is not completed by the end of the Summer Quarter of the fifth year, a new deadline quarter will be established through communication between the student, their Research Advisor, and the Associate Chair of the Graduate Program. The student will be provided with a formal Warning by the GEC.

If the student does not complete the Final Exam by the end of the new deadline quarter, the student will be placed on Academic Probation at the beginning of the quarter following the new deadline quarter, absent a successful petition to the GEC explaining the extenuating circumstances.

If the student is placed on Academic Probation, they may petition the GEC to retain the ASE appointment for the quarter while on Academic Probation, by explaining the extenuating circumstances.

### Maintain Formal Membership in a Research Group

Upon leaving a research group, the student will be placed on Academic Probation beginning the quarter after leaving the research group. The ASE appointment may continue for up to one quarter (during the probationary quarter) to provide the student an opportunity to identify and join another research group if the student successfully petitions the GEC to retain the ASE appointment due to the extenuating circumstance of searching for a new research group.

If after the one quarter of support while on Academic Probation the student fails to join a research group, he/she will be placed on Final Probation. Again, the student may petition the Graduate Education Committee (GEC) to retain the ASE appointment during the final probation quarter by explaining the extenuating circumstances. It is less likely that petitions will be approved in this situation.

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End of Summer Quarter of fifth year

Continuous after the first academic year
Satisfactory Progress Toward Degree

If a student fails to make satisfactory progress toward earning their Ph.D. degree, the Research Advisor may request a meeting with the student and their Supervisory Committee to assess the situation. During this meeting, the student will be required to give a research presentation followed by a question and answer period. Based upon the Committee's recommendation, no formal action may be taken, or the student may be formally Warned, or put on Academic Probation at the beginning of the following quarter.

If placed on Academic Probation, the situation must improve sufficiently during the probationary quarter, otherwise the student will be placed on Final Probation the subsequent quarter.

During the Academic Probation and Final Probation quarters, the student may petition the GEC for continuation of the ASE appointment, by explaining the extenuating circumstances.

1. Assuming student entered in Autumn Quarter. Students who enter in Winter or Spring quarter will be assessed by quarters of study.

2. In the event of failure of the Second-Year Examination, General Examination or Final Examination, the student cannot continue with his or her doctoral studies.

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