

PHD GLOBAL HEALTH PROGRAM – ACADEMIC EXPECTATIONS POLICY

This policy is meant to clearly lay out academic expectations for students in the PhD Global Health Metrics and Implementation Science Program. The below criteria should be used by students, faculty and staff to determine parameters for academic performance and progress, and academic misconduct. This policy does not discuss degree requirements but rather evaluation of student progress and performance in and outside coursework. In a situation where a student is struggling with academic progress and performance, or misconduct, the program will make every effort to provide early, appropriate, and consistent interventions to support student success.

DEFINING ACADEMIC PROGRESS AND PERFORMANCE, AND MISCONDUCT

The DGH PhD program follows the UW Graduate School's general guidelines for defining academic progress and performance ([Graduate School Memo 16: Unsatisfactory Performance and Progress](#)) and the University's Student Conduct Code that addresses academic misconduct. Evaluation includes:

GPA REQUIREMENTS

Grades will be monitored on a quarterly basis by program staff and faculty leadership. Students whose cumulative or quarterly grade point average (GPA) falls below 3.0 are considered to not be making satisfactory performance and will be asked to meet with the faculty director and the student's faculty advisor/dissertation chair. Cumulative and quarterly GPAs are computed on courses taken while the student is enrolled in the UW Graduate School. Computation is based only on courses numbered 400-599; courses graded S/NS, and CR/NC are excluded, as are the 600-800 series.

PERFORMANCE IN THE FULFILLMENT OF DEGREE PROGRAM REQUIREMENTS

Students are expected to complete their coursework, exams, and dissertation research in a professional manner and to positively represent the University of Washington, School of Public Health, and Department of Global Health. Any infraction of academic misconduct qualifies as failing to meet expectations for performance and progress. Academic misconduct includes: plagiarism, multiple submissions of a single paper, cheating on an exam, illegal collaboration, and falsification of research. For more information see the [Student Conduct Code](#) and the [Student Academic Responsibility Statement](#). We follow the School of Public Health's [Procedures for Suspected Academic Misconduct](#). In addition to the School's process, faculty, students, and staff are asked to inform the Global Health PhD Program Director in cases of suspected misconduct.

RESEARCH CAPABILITY, PROGRESS AND PERFORMANCE

Students are responsible for establishing a workable timeline with their supervisory committee. It is the responsibility of the research or dissertation supervisory committee to evaluate research progress of students under their supervision and take proper action accordingly, e.g., failing General or Final Examination. Failure to progress or perform on agreed upon terms is classified as unsatisfactory progress and can qualify for probation, etc.

UNSATISFACTORY PERFORMANCE ON PRELIMINARY EXAMINATION

A retake examination will be offered one year later for students who do not pass. Students who do not pass after two attempts will not be eligible to continue the doctoral program and may be offered the opportunity to complete a Master in Public Health degree, as several of the courses in the PhD program would fulfill MPH degree requirements.

UNSATISFACTORY PROGRESS OF THE PHD GENERAL EXAMINATION

It is the responsibility of the Dissertation Supervisory Committee of each student to evaluate the performance of the student on the General Examination. The Committee has three options that it may utilize in grading the General Examination:

1. The committee may pass the student in which case the student confers PhD candidacy and progresses toward conferring the PhD degree.
2. The committee may decide to reexamine the student after a further period of study. The Dean of the Graduate School will approve at most two reexaminations.
3. The committee may decide not to recommend the student for further work toward the PhD degree. The effect of this recommendation is termination of the student's enrollment in the doctoral program. If this occurs, a student may choose to establish a master's thesis committee, write a thesis, give an oral presentation on the thesis. If the committee approves the thesis and all graduate school requirements are met, the MPH degree will be conferred.

ACTIONS TAKEN WHEN A STUDENT IS MAKING UNSATISFACTORY PERFORMANCE AND PROGRESS OR FOUND RESPONSIBLE FOR ACADEMIC MISCONDUCT

The below recommendations may be taken if determination of unsatisfactory performance and progress or misconduct is made in consideration of a student's progress relative to other students in the program or to an individually negotiated schedule. In each situation, students will be required to meet with program leadership to review a letter from the PhD Program Director including: (1) the circumstances involved and evidence that the action requested is supported by program leadership, (2) necessary steps and a timeline articulating what a student must do to return to good standing, and (3) consequences if the plan is not acted on.

Recommendations for probation, final probation, and drop (from the program) will be reviewed by the Dean of the Graduate School. Probation and final probation recommendations are noted on a student's unofficial transcript. In addition to notification from their graduate program, students will receive final probation and drop status letters from the Dean of the Graduate School. Recommendations do not persist and must be reported to the Graduate School every quarter. No action will appear on the transcript for any subsequent quarter unless a new recommendation is made to the Dean of the Graduate School.

Warn: For students whose cumulative GPA has dropped slightly below 3.0. And for students who have failed to meet expectations for performance and progress. Note, this status is not reported to the Graduate School and does not appear on the student's transcript.

Probation: For students who have not corrected the deficiency which caused the warn action within the time limit specified or for students who depart suddenly and substantially from scholarly achievement. Note, a previous warn recommendation is not necessary.

Final Probation: For students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified and for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program. Final probation may only be recommended for one quarter, though the Graduate School will consider one additional quarter in extenuating circumstances. A graduate program must recommend one quarter of final probation before recommending a student be dropped from the program.

Drop: (from the program): Final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified.

GRIEVANCE PROCEDURE

Occasionally major difficulties arise during a student's tenure at the University. It is recommended that students first talk with program leadership within the Department to resolve such issues. If the situation cannot be resolved within the Department, specific grievance procedures are outlined in the [Graduate School Memo 33: Academic Grievance Procedure](#).