



DEPARTMENT OF GLOBAL HEALTH

UNIVERSITY *of* WASHINGTON

MPH Program Satisfactory Performance and Progress Policy

“Admission to the Graduate School allows students to continue graduate study and research at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program.”

Definition of satisfactory performance and progress. In the Department of Global Health MPH Program, maintaining satisfactory performance and progress means students must abide by the:

- [University’s Student Conduct Code.](#)
- [School of Public Health Academic Integrity Policy.](#)
- policies stated in the Graduate School Memoranda, in particular:
 - [Memo 9: On-Leave Status to Maintain Graduate Status.](#)
 - [Memo 16: Unsatisfactory Performance and Progress.](#)
 - [Memo 46: Graduate Degree Requirements.](#)

In addition, the program expects students to:

- complete program requirements in a professional, respectful, and ethical manner.
- maintain a cumulative grade point average (GPA) of 3.0 or higher.
- complete incompletes in required courses the quarter following the incomplete was given.
- complete all aspects of their practicum within the written timeline agreed upon between student, practicum faculty advisor, and site supervisor.
- complete all aspects of their thesis within the written timeline agreed upon between student, thesis chair, and committee.

What happens when students are not making satisfactory performance and progress? Student grades are evaluated at the end of each quarter and progress in the program and on thesis, practicum, and other projects is evaluated through meetings between faculty and staff. In situations where a student is not making satisfactory progress, per definition above, the below recommendations will be made (beginning with Warn or Probation) to the Graduate School. In all cases, a letter from the program director or associate director will outline the circumstances leading to the recommendation and actions necessary to correct the deficiency. A copy of the letter will also be placed in the student’s file. Typically only one notice will be given for each category.

Warn. This recommendation is not reported to the Graduate School and does not appear on the student's transcript. Students *may* be requested to meet with program leadership. *It is not necessary for a warning to precede a probation recommendation.*

Probation. The program sends probation recommendations to the Graduate School. If approved, the status will appear on the student's unofficial transcript. Students will be requested to meet with program leadership.

Final Probation. The program sends final probation recommendations to the Graduate School. If approved, the status will appear on the student's unofficial transcript. Students will be requested to meet with program leadership.

Drop. The program sends these recommendations to the Graduate School and the status will appear on the student's transcript. This is the final action for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.

Appeals. Appeals to the above recommendations should be submitted in writing to the Department Chair within a month of notification. Appeals will be responded to within a month of receipt.