Continuation Policy for the Oceanography Major

This document clarifies what constitutes satisfactory progress towards degree for undergraduate students in the Bachelor of Science degree program within the School of Oceanography. While the University has regulations governing scholastic eligibility for continuance\(^1\), the School of Oceanography seeks additional requirements in order to make the best use of the limited facilities and resources available and to provide reasonable assurance for academic success. The following will apply to all students in the Bachelor of Science in Oceanography program. Students are encouraged to frequently review their academic progress and may request an evaluation from the Office of Student and Academic Services at any time.

Basic Criteria for Satisfactory Progress:
1. **Students are expected to make satisfactory progress towards the attainment of the degree.** Under normal circumstances, an Oceanography major attending full-time would be considered making satisfactory progress if s/he is taking on-program coursework after declaring the major. Lack of academic progress may be evidenced by low scholarship, failure to enroll in or complete major prerequisites or requirements as well as excessive course repeats, course drops, or University withdrawals and cancellations.
2. **Students must earn a numerical grade of 2.0 or above in each required Oceanography class** (Core courses and capstone: Ocean 200,201, 210, 220, 400,410,420,430,443, 444).
3. **No courses used to satisfy any major requirements may be taken on a satisfactory/non-satisfactory basis.**
4. **Students must maintain a minimum cumulative GPA of 2.00, and thereby avoid appearing on the University's Low Scholarship list\(^2\).**

Conditions Warranting Recommendation to Alter a Student's Standing:
The Office of Student and Academic Services will review the performance of undergraduate students after each quarter. If a student fails to meet the general expectations of satisfactory progress outlined above in any quarter in the program, the following actions will be invoked.

Students will be notified of academic warning, probation, or dismissal by email as soon as practicable after review of the previous quarter's grade reports. Failure to meet one or more of the general expectations of satisfactory progress may also result in the following actions.

**Warning**
The warning letter will be issued to Oceanography majors who do not meet the general expectations of satisfactory progress in the program (criteria 1). Students who receive the warning letter should meet with the Office of Student and
Academic Services within three weeks of receiving the warning letter to discuss any difficulties impacting the student's academic performance and to resolve problems to avoid probation.

**Probation for the Major**
Students may be placed on probation for the following reasons:

If a student has received a warning letter for lack of satisfactory progress in a prior quarter and continues to make unsatisfactory progress the following quarter. Once on probation, the student is required to meet with the Office of Student and Academic Services by the third week of the following quarter to develop an educational plan. The student will remain on probation until a quarter is completed with satisfactory progress.

If any single grade for a core course required for the major is below 2.0, the student will be placed on probation and is required to meet with the Office of Student and Academic Services and the instructor of the course by the third week of the following quarter to develop an individualized educational plan to remove the deficiency. The student will remain on probation until the deficiency is removed.

If a student’s cumulative GPA drops below 2.0, the student is required to meet with the Office of Student and Academic Services and Associate Director for Undergraduate Education by the third week of the following quarter to develop an individualized educational plan to improve academic progress. The student will remain on probation until cumulative GPA is above 2.0

In all cases students are strongly advised to discuss with the Office of Student and Academic Services any special circumstances that may be affecting their academic performance so that these matters may be taken into consideration and timely assistance may be provided, as appropriate.

**Dismissal from the Major**
The student will be dismissed from the Oceanography major if, while on probation, the student fails to communicate with the Office of Student and Academic Services, or fails to meet one or more of the general expectations of satisfactory progress. The student will be notified in writing of the change in major status, and transferred to the College of Environment and coded as a pre-major or extended pre-major.

**Appeal Procedures**
A student who has been placed on probation or has been dismissed from the major and believes that some facts in the student's documentation have been overlooked or
misinterpreted may request reconsideration of the probation or dismissal from the major by writing a letter to the Associate Director for Undergraduate Education. Included in the letter should be any additional information in support of the student or any other information that the student believes is relevant. In general, appeals to alter the student's status without evidence of new or additional information will not be considered. The Associate Director will make a recommendation to the Director of the School of Oceanography on whether or not academic probation should be considered for another quarter. The appeal must be made within 30 days of the notification of placement on probation or dismissal from the major. The Associate Director will make a recommendation to the Director’s response to the appeal within 30 days.

Footnotes
1. Available on the web are the University's Satisfactory Progress and Low Scholarship policies.
2. Item 4 comes from the University policy on Low Scholarship.