

## Appendix 2

### MA CMP Policy on Student Performance and Academic Probation

In order to remain in good academic standing, students must maintain a quarterly and cumulative minimum 3.0 GPA, and earn at least 2.7 GPA in each of the twelve required courses.

In the event that these standards are not being met, the Graduate Program Coordinator – in consultation and coordination with individual course faculty, the Graduate Program Advisor, and the Director of Urban Studies, as appropriate – will take the following steps:

1. During a given quarter, if a student's low performance raises concerns about reaching the 2.7 threshold for the course, the student will receive a **letter of academic warning** from the Graduate Program Coordinator. A warning letter conveys the message that a student's effort and/or quality of work may be insufficient to maintain good academic standing, ideally with enough time for the student to adapt, and meet or surpass the 2.7 threshold by the end of term.
2. If an individual course grade is lower than 2.7, or a student's quarterly or cumulative GPA in the program falls below 3.0, the student will be placed on **academic probation**. In such circumstances the student receives a letter from the Graduate Program Coordinator documenting the reason for academic probation, and offering options for resolving the issue and returning to good academic standing. For a low course grade this may involve re-taking the course the following year, and possibly moving to part-time status; in rare cases course faculty may work with a student to complete or revise assignments, in order to raise the existing grade. For a low cumulative GPA, subsequent courses must raise the average above 3.0.

It should be noted that no student on academic probation can register for and complete the community studio practicum, a requirement for graduation; and that no student on academic probation will be permitted to graduate (i.e. the standard must be maintained through the final practicum terms).

3. A student may remain on academic probation for up to one calendar year. If satisfactory progress has not been made during that time to raise an individual course grade and/or improve the cumulative GPA to 3.0, the student will be placed on **final probation**. This is the last step before being dropped from the program.

In all cases above, the UW Graduate School will be notified, and any letters detailing changes in academic status will be added to the student's file. Probation, final probation, and drop statuses will be noted on a student's transcripts.