

May 4, 2010

Dean Patricia W. Wahl  
School of Public Health  
Box 357230

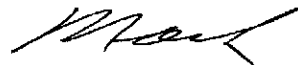
Dear Patricia:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised program requirements and continuation policy for the Bachelor of Science degree in Environmental Health. A copy of the change is attached.

I am writing to inform you that the School of Public Health is authorized to specify these requirements beginning autumn quarter 2010.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,



Mark A. Emmert  
President

Enclosure

cc: Ms. Susan Inman (with enclosure)  
Mr. Robert Corbett (with enclosure)  
Dr. Deborah H. Wiegand (with enclosure)  
Mr. Todd Mildon, J.D. (with enclosure ENVH-20100205)



UNIVERSITY OF WASHINGTON  
**CREATING AND CHANGING UNDERGRADUATE  
 ACADEMIC PROGRAMS**

OFFICE USE ONLY  
 Control #  
ENVH-20100205

After college/school/campus review, send a signed original and 8 copies to the Curriculum Office/FCAS, Box 355850  
 For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

<b>College/Campus</b> Public Health	<b>Department/Unit</b> DEOHS	<b>Date</b> 2/5/2010
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**New Programs**

- Leading to a Bachelor of \_\_\_\_\_ in \_\_\_\_\_ degree.
- Leading to a Bachelor of \_\_\_\_\_ degree with a major in \_\_\_\_\_.
- Leading to a \_\_\_\_\_ Option within the existing major in \_\_\_\_\_.
- Leading to a minor in \_\_\_\_\_.

**Changes to Existing Programs**

- New Admission Requirements for the Major in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.
- Revised Admission Requirements for the Major in \_\_\_\_\_ within the Bachelor of \_\_\_\_\_.
- Revised Program Requirements for the Major in Environmental Health within the Bachelor of Science.
- Revised Requirements for the Option in \_\_\_\_\_ within the major in \_\_\_\_\_.
- Revised Requirements for the Minor in \_\_\_\_\_.

**Other Changes**

- Change name of program from \_\_\_\_\_ to \_\_\_\_\_.
- New or Revised Continuation Policy for BS Environmental Health.
- Eliminate program in \_\_\_\_\_.

Proposed Effective Date: **Quarter:**  Autumn  Winter  Spring  Summer **Year:** 20 10

Contact Person: Susan Inman	Phone: 616-4177	Email: susani@uw.edu	Box: 357234
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**EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE**

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (*Use additional pages if necessary*).

In order to make the best use of facilities and resources and to provide reasonable assurance of academic success, the Environmental Health undergraduate program would like to adopt additional requirements to govern satisfactory progress. The first, which we would like added to our catalog copy, is requiring students to earn a minimum grade of 2.00 in each major requirement.

Additional criteria for determining satisfactory progress, outlined in our Continuation Policy, is attached.

**OTHER DEPARTMENTS AFFECTED**

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. \*See online instructions.

Department/Unit:	Chair/Program Director:	Date:
Department/Unit:	Chair/Program Director	Date

**CATALOG COPY**

Catalog Copy as currently written. Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.

## Major Requirements

85-98 credits, as follows:

1. General Education and Basic Skills: Completion of 10 credits in VLPA-designated courses and 10 credits in I&S-designated courses (of which 6 credits are specified under requirement 3), plus 7 credits in W-designated courses (of which 4 credits are specified under requirement 4).
2. PHYS 114, PHYS 115, PHYS 117, PHYS 118 (or PHYS 121 and PHYS 122). Completion of these courses prior to entering the program is recommended.
3. ENV H 311, ENV H 405, ENV H 431, ENV H 432, ENV H 433, ENV H 472, ENV H 482 (2 credits minimum), and two of the following: ENV H 440, ENV H 441, ENV H 445 (or ENV H 446), ENV H 490.
4. EPI 420, STAT 311 (or STAT 220 or Q SCI 381), HCDE 333, MICROM 301, MICROM 302.
5. 30 additional credits of approved electives.
6. Sufficient elective credits to reach a total of 180 credits.

**PROPOSED CATALOG COPY**






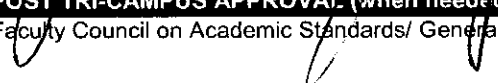
Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). **Please note:** all copy will be edited to reflect uniform style in the General Catalog.

## Major Requirements

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4. EPI 420, STAT 311 (or STAT 220 or Q SCI 381), HCDE 333, MICROM 301, MICROM 302.
5. 30 additional credits of approved electives.
6. Sufficient elective credits to reach a total of 180 credits.
7. Students must earn a minimum grade of 2.00 in each major requirement.

**APPROVALS**

Chair/Program Director:  3/3/10		Date: 3/3/10
College/School/Campus Curriculum Committee: 		Date: 3-7-10
Dean/Vice Chancellor: 		Date: 2-25-10
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: 		Date: 4/30/2010
<b>POST TRI-CAMPUS APPROVAL (when needed)</b>		
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair: 		Date:

## **Environmental Health Continuation Policy**

*This policy will be posted on the program website and provided to incoming students during orientation or their initial meeting with the Undergraduate Program Manager & Adviser.*

While the University has general regulations governing scholastic eligibility and satisfactory progress, the undergraduate program in the Department of Environmental and Occupational Health Sciences has adopted additional requirements in order to make the best use of facilities and resources and to provide reasonable assurance of academic success. The following criteria and procedures will be applied to determine continuation in the environmental health degree program. Students are encouraged to review their academic progress and be proactive about seeking advice for problems affecting performance or participation in the program.

***Basic Criteria for continuation*** applicable to all students in the Bachelor of Science in Environmental Health program:

- Full-time students must complete 9 or more credit hours per academic quarter except summer that are applicable towards their degree(s).
- Part-time attendance is possible and students must complete at least one course each quarter that is applicable towards their degree(s).
- Students must earn a minimum grade of 2.00 in each major requirement.
- Courses used to satisfy degree requirements cannot be taken on a satisfactory/non-satisfactory basis.
- All students must maintain both an overall and an environmental health GPA of at least 2.00. If either GPA falls below 2.00, the students will be placed on academic probation. Students cannot be on probation more than two consecutive quarters.
- Students must take courses in the appropriate sequence. All prerequisites must be completed before registering for a course, unless permission is obtained from the instructor.
- Students must file a graduation application with the Undergraduate Program Manager & Adviser in accordance with University regulations, to ensure graduation once all requirements have been satisfied.
- Students receiving satisfactory progress registration holds should immediately contact the Undergraduate Program Manager & Adviser to file a graduation application.

The program recognizes that exceptional circumstances (e.g. death in the family, serious illness) may delay degree progress. In addition, educational opportunities such as study abroad or internship opportunities may warrant the extension of a student's program.

Students who do not meet basic criteria for continuation in the Bachelor of Science in Environmental Health program will be first placed on departmental probation. Students on probation who do not meet minimum expectations by the end of the following quarter will be dropped from the major.

The Undergraduate Program Manager & Adviser monitors progress for undergraduate students each quarter and students will be notified of academic probation or drop by email as soon as practical after receiving the previous quarter's grade reports.

Students on probation are expected to meet with the Undergraduate Program Manager & Adviser to determine a plan for successful completion of program requirements which may include repeating or replacing a course. Students who meet expectations by the end of the quarter (longer if deemed necessary for courses taught only once a year) will be removed from probation.

### ***Appealing a Drop***

A student who is dropped under the continuation policy may file a written appeal with the Undergraduate Program. The appeal must be submitted within fifteen working days after the drop letter was dated. The appeal should state all the facts the student believes justify reconsideration. The Undergraduate Program Director will review the facts and render a decision within fifteen working days after the appeal is received.

Susan,

SCAP would like the answers to the following questions.

1. Students in their first quarter would only get a warning not probation - correct?
2. How does a student get off of probation?
3. What is a required course is only offered once a year - how does a student make satisfactory progress if they course they received under a 2.0 in is a prerequisite for a course in the next quarter.
4. Why the 120 credit language?

Thanks.

Jennifer

**Jennifer A. Payne**

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**From:** Vikki H. Day [vhday@u.washington.edu]

**Sent:** Wednesday, April 28, 2010 11:59 AM

**To:** 'uwcr'

**Subject:** ENV H Continuation Policy

**Susan Inman and I were able to connect and they do have a process for how to monitor students who not only do not meet a minimum 2.0 in a course but also have fallen below the GPA in major. They have a process internally to identify alternate courses as appropriate and are cognizant of not letting a student wait around and not graduate. I believe they have answered the committee's questions and we can forward this to FCAS. Vikki**

Vikki Haag Day

Director, Undergraduate Programs

Michael G. Foster School of Business

University of Washington

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E: [vhday@u.washington.edu](mailto:vhday@u.washington.edu)

Mackenzie Hall Room 137

Box 353200

Seattle, WA 98195-3200

[foster.washington.edu](http://foster.washington.edu)

## Jennifer A. Payne

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**From:** Susan Inman [susani@uw.edu]  
**Sent:** Tuesday, April 13, 2010 8:59 AM  
**To:** uwcr  
**Subject:** Re: 1503

**Attachments:** ENV H Continuation Policy Proposal.doc



ENV H  
Continuation Policy Pr

Hello Jennifer. Thanks for your patience as we try to figure this out.

1. We're proposing probation after the quarter in which they don't meet minimum requirements and then dropping them after two quarters of probation.

We were thinking that with both a warning and then two quarters of probation it would be so long before we could drop them that changing majors would be a considerable burden. Our goal with immediate probation is to get them in to see us and come up with a plan for success.

Is warning - probation - drop as opposed to probation - probation - drop the norm?

2 and 3. For courses below a 2.0, they would either need to repeat it or replace it with another appropriate course. We'd like them to come in so we can make a plan specific for the course(s) in question. A 1.9 in some courses won't do but in others we may make an exception depending on how they are doing overall. Below a 2.0 should not stop them from moving forward in course sequences but because some of our courses are only offered once a year we'd like to take it case by case.

Is that too vague?

4. Not sure what that refers to.

I added a paragraph that tries to address points 3 and 4.

Let me know what you think or need,

Susan

Susan Inman, MSSW  
Undergraduate Program Manager & Adviser  
Environmental Health  
University of Washington Seattle  
<http://depts.washington.edu/ehug/>  
Health Sciences Building F-461D  
206-616-4177

On 4/10/2010 1:03 PM, uwcr wrote:

> Susan,  
>  
> SCAP would like the answers to the following questions.  
>  
> 1. Students in their first quarter would only get a warning not  
> probation - correct?  
>  
> 2. How does a student get off of probation?  
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> 3. What is a required course is only offered once a year - how does a  
> student make satisfactory progress if they course they received under  
> a 2.0 in is a prerequisite for a course in the next quarter.

