

May 4, 2010

Dean Patricia W. Wahl
School of Public Health
Box 357230

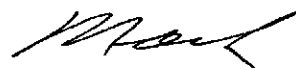
Dear Patricia:

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 Health Informatics and Health Information Management. A copy of the change is attached.

I am writing to inform you that the Department of Health Services is authorized to specify these requirements beginning spring 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: Mr. Marcus Stringer (with enclosure)
Mr. Robert Corbett (with enclosure)
Dr. Deborah H. Wiegand (with enclosure)
Mr. Todd Milton, J.D. (with enclosure HIHIM-20100203)



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

| |
|---------------------------------|
| OFFICE USE ONLY |
| Control # <u>HIHIM-20100263</u> |

After college/school review, send a signed original and 8 copies to FCAS, Box 351271.

For information about when and how to use this form: <http://depts.washington.edu/uwcr/1503instructions.pdf>

| | | |
|------------------------------------|--------------------------------------------------------------------|----------------|
| College School of Public Health | Department or Unit Health Informatics & Health Information Mgmt | Date 2/3/10 |
|------------------------------------|--------------------------------------------------------------------|----------------|

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 HIHIM 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 ~~Minimum overall GPA and GPA in individual courses~~ HIHIM.
- Eliminate program in _____.

Proposed Effective Date:

Quarter: Autumn Winter Spring Summer **Year:** 20 10

| | | |
|-----------------------------------|-------------------------------------|---------------------------------------------|
| Contact Person Marcus Stringer | Contact's Phone 206 - 543 - 8810 | Contact's Email marcuss@u.washington.edu |
|-----------------------------------|-------------------------------------|---------------------------------------------|

EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

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

HIHIM currently has no continuation policy published outlining minimum grade point average for students. We need this to help in advising and managing student enrollment.

CATALOG COPY

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

PROPOSED CATALOG COPY


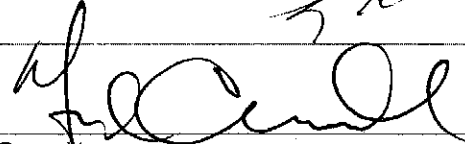

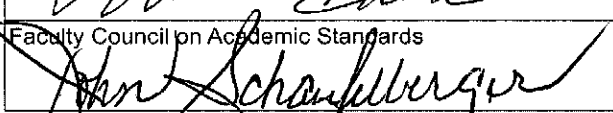
Reflecting requested changes (Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications)

Program Requirements.....

.....

4. Maintain a cumulative GPA of 2.0 in core courses and a 2.0 minimum in individual courses.

SIGNATURES (required)

| | | |
|---------------------------------------|-------------------------------------------------------------------------------------|-------------------|
| Chair/Program Director |  | Date 5/21/10 |
| Dean |  | Date 2/9/10 |
| College Committee |  | Date 2-9-10 |
| Faculty Council on Academic Standards |  | Date 4/30/2010 |

UoW 1503 (12/05) REVERSE

RESET FORM

Continuation Policy for the Bachelor of Science in Health Informatics and Health Information Management degree program in the School of Public Health

This document clarifies what constitutes satisfactory progress towards degree for undergraduate students in the Bachelor of Science in Health Informatics and Health Information Management (HIHIM) degree program within the School of Public Health. While the University has regulations governing scholastic eligibility for continuance¹, the HIHIM department 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 Health Informatics and Health Information Management degree program.

General Expectations of Satisfactory Progress:

- 1. Students are expected to make satisfactory progress towards the attainment of the degree.** Under normal circumstances, an HIHIM major attending full-time would be considered making satisfactory progress if he/she has completed 120 transferrable and/or UW credits and has completed all major prerequisites by the end of the summer quarter in which they were admitted to the program. They would also complete the major requirements (core courses, major electives, and capstone) during Junior and Senior years. Lack of academic progress may be evidenced by low scholarship as well as excessive course repeats, course drops, or University withdrawals and cancellations.
- 2. HIHIM majors are expected to be enrolled full-time or part-time, beginning the summer quarter in which they were admitted to the program.** Full-time students typically complete 6 or more credits in the summer and 12 or more credits per quarter between autumn and spring towards degree completion.
- 3. Students must maintain a minimum quarterly HIHIM GPA of 2.0.**
- 4. Students must earn a numerical grade of 2.0 or above in each HIHIM class used to meet major requirements (e.g., core courses, major electives, and capstone).** Courses used to satisfy major requirements cannot be taken on a satisfactory/non-satisfactory basis.
- 5. Students must maintain a minimum cumulative GPA of 2.0, and thereby avoid appearing on the University's Low Scholarship list².**

Conditions Warranting Recommendation to Alter a Student's Standing:

The HIHIM faculty 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 letter 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 HIHIM majors who do not meet the general expectations of satisfactory progress in their first quarter in the program. Students who receive the warning letter should meet with an adviser to discuss any difficulties impacting the student's academic performance and to resolve problems to avoid probation.

Probation for the Major

If at the end of any quarter, the student fails to meet the general expectations of satisfactory progress, the student will be placed on probation. Once on probation, the student must achieve a quarterly GPA higher than 2.00 in the following quarter. If any single grade for a course required for the major is below 2.0, the student is required to meet with their HIHIM faculty adviser by the third week of the following quarter to develop an individualized educational plan to remove the deficiency. Students are strongly advised to discuss with the HIHIM faculty adviser any special circumstances that may be affecting their academic performance so that these matters may be taken into consideration when drafting the IEP and that timely assistance may be provided, as appropriate.

Dismissal from the Major

The student will be dismissed from the HIHIM major if, while on probation, the student fails to meet the minimum quarterly GPA of 2.00, 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 will have the option of being transferred to a Bachelor of Arts-Humanities or Arts-Social Sciences degree program in the University of Washington Education Outreach Division or the College of Arts and Sciences after consulting with an adviser at the Gateway Center and coded as a pre-major or extended pre-major depending on their initial program of entry at the university and established pre-major status (day or evening admissions).

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 Chair, Health Services. 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 letter and supporting material will be transferred to the Academic Standards Committee, which will carefully review all the available information and make a recommendation to the Program Director 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 committee (or a designated subcommittee during the summer quarter) will make a recommendation to the Director who will respond to the appeal within 30 days.

Footnotes

1. Available on the web are the University's [Satisfactory Progress](#) and [Low Scholarship](#) policies. ↵
2. Item 6 comes from the University policy on Low Scholarship. ↵