

Electrical and Computer Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 26 April 2012 (CHEM 1210 & 1220)

Revision approved by CCAA 31 May 2102 (Math 1152 & 2153)

Revision approved by CCAA 17 April 2013

Revision approved by CCAA 13 January 2014

Revision approved by CCAA 27 January 2016

Revision approved by CCAA 11 May 2017

Revision approved by CCAA 11 September 2018

Revision approved by CCAA August 13, 2020

Revision approved by CCAA April 21, 2121

STANDARDS OF ACADEMIC PERFORMANCE

For Undergraduate Electrical and Computer Engineering Students

The following point-hour ratios are used to monitor the academic standing of Electrical and Computer Engineering (ECE) majors and pre-majors.

CPHR	A cumulative point-hour ratio over all courses taken at The Ohio State University
MGPA	A major grade-point average over all major courses taken at The Ohio State University.†
SGPA	A semester/summer grade-point average over all courses taken during a semester or during summer term at The Ohio State University.

† MGPA will be based on the most recent grade earned in a given semester catalog course.

- For students in the Electrical Engineering program of study, major courses are all Electrical and Computer Engineering courses, excluding 2300.
- For students in the Computer Engineering program of study, major courses are the same as above plus these Computer Science and Engineering courses: CSE 2221, 2231, 2321, 2431, 2451, 3241, 3461, 5242, 5361, and 5441, and 5523

To graduate from one of the BSECE degree programs, a student must have

1. a CPHR of 2.0 or above in all courses taken at The Ohio State University, and
2. a MGPA of 2.0 or above in all major courses taken at The Ohio State University.

The following conditions must be met to be considered in good academic standing in the Electrical Engineering program of study or the Computer Engineering program of study:

1. a CPHR of 2.0 or above in all courses taken at The Ohio State University, and
2. a MGPA of 2.0 or above in all major courses taken at The Ohio State University.

Electrical and Computer Engineering has three forms of SAP:

1. SAP for Grades
2. SAP for Lack of Progress, and
3. SAP after Reinstatement

The remainder of the Special Action Probation policy for the Electrical and Computer Engineering undergraduate programs is described in two sections. Section 1 is the SAP policy for students in the ECE major. Section 2 covers additional points.

Section 1 - Special Action Probation (SAP) for ECE Majors

SAP FOR GRADES - *Students can be placed on SAP for failure to meet the conditions to be considered in good academic standing.*

A. Conditions for **Going** on SAP for Grades (for major students)

1. An ECE major student with CPHR < 2.0 is placed on SAP for Grades. This student will also be on University Academic Probation by Special Action, (see University Rule 3335-9-25B).
2. An ECE major student who has any major courses taken at OSU on his or her transcript is placed on SAP for Grades if his or her MGPA is <2.0.

B. Conditions for **Returning** to Good Standing (for major students)

1. If the student achieves CPHR \geq 2.0 and MGPA \geq 2.0, without withdrawing from or receiving an incomplete for any course (no "W" or "I" marks), he or she will be returned to good standing.
2. If a student achieved CPHR \geq 2.0 and MGPA \geq 2.0 but also earned "W" or "I" marks, even with the permission of his or her academic advisor, he or she will be issued a letter of concern to recommend that the student meet with an advisor.

C. Conditions of **Continuing** on SAP for Grades (for major students)

Students placed on SAP for Grades will be given terms of probation. For major students the terms typically are

1. improve the CGPA (change in CGPA must be positive) if the CPHR was < 2.0;
2. take at least one major course and improve the MGPA (change in MGPA must be positive) if MGPA < 2.0. N.b. If a student's next enrollment is during summer term and a major course appropriate to the student's program is not available, the student may be exempted from this requirement for that term, with permission of his or her academic advisor. In such a case the student must earn a SGPA \geq 2.0;
3. receive no "W" or "I" marks without permission of an ECE academic advisor; and
4. meet with his or her academic advisor by the end of the first week of classes and as additionally specified.

If the student has met the terms of probation but has not met the conditions for leaving SAP and returning to good standing, he or she will be continued on SAP.

D. Conditions for Department Dismissal

Students who do not meet the terms of probation will be dismissed from the Department of Electrical and Computer Engineering.

E. Conditions for College Dismissal:

Major students who are dismissed from the Department of Electrical and Computer Engineering with a CPHR of less than 2.0 are also subject to dismissal from the College of Engineering.

SAP FOR LACK OF PROGRESS (LOP) for Majors - *Students can be put on SAP for failure to make progress towards a degree in Electrical and Computer Engineering.*

A. Conditions for **Going on** SAP for LOP (for major students):

Multiple "W" or "I" marks that prevent the student from making progress in the Electrical Engineering curriculum or Computer Engineering curriculum

Students placed on SAP for Lack of Progress will be given terms of probation. For major students the terms typically are

1. earn grades to maintain CPHR and MGPA at ≥ 2.0 ;
2. not withdraw from or receive an incomplete for a course ("W" or "I" marks); and
3. meet with an academic advisor by the end of the first week of classes and as additionally specified.

B. Conditions for **Returning** to Good Standing (for major students)

Students will be removed from SAP for Lack of Progress and be in good academic standing if they

1. complete a semester or summer session that includes courses in Electrical Engineering or Computer Engineering curriculum without receiving any "W" or "I" marks;
2. have at least a 2.0 CPHR and MGPA; and
3. meet any specific terms cited in letter of probation.

C. Conditions for **Continuing** on SAP after SAP for Lack of Progress (for major students): Students on SAP for Lack of Progress who complete a semester or summer session without receiving any W or I marks, but do not have at least a 2.0 CPHR and MGPA will be continued on SAP, but switched to SAP for Grades. If there are (rare) extenuating circumstances accounting for a "W" or "I" grade while on SAP for Lack of Progress, a student may, at the discretion of the advisor(s), be continued on SAP for Lack of Progress.

D. Conditions for **Department Dismissal**: Students on SAP for Lack of Progress will be dismissed from the Department of Electrical and Computer Engineering if they do not meet the terms required to continue on SAP or to return to good standing.

- E. Conditions for College Dismissal: Major students on SAP for Lack of Progress who are dismissed from the Department of Electrical and Computer Engineering are also subject to dismissal from the College of Engineering if their CPHR is less than 2.0, or if they did not take technical courses applicable to other engineering majors.

SAP FOR MAJORS AFTER REINSTATEMENT - *All students who are reinstated to the Department of Electrical and Computer Engineering are automatically placed on SAP for their next semester or summer term of enrollment.*

A. Conditions for Returning to Good Standing:

1. If the student achieves $\text{CPHR} \geq 2.0$ and $\text{MGPA} \geq 2.0$, without withdrawing from or receiving an incomplete for any course (no "W" or "I" marks), he or she will be returned to good standing.
2. If a student achieved $\text{CPHR} \geq 2.0$ and $\text{MGPA} \geq 2.0$ but also earned "W" or "I" marks, even with the permission of his or her academic advisor, he or she will be issued a letter of concern encouraging them to meet with an advisor to address the situation.

B. Conditions for Continuing on SAP (for major students after reinstatement): Students placed on SAP after reinstatement will be given terms of probation. For major students the terms typically are

1. follow a prescribed schedule of courses and possible restriction on work hours;
2. increase in the CPHR (positive change) if the CPHR is < 2.0 ;
3. take at least one major course **for an MGPA that is < 2.0** , and improve the MGPA (positive change).
N.b. If a student's next enrollment is during summer term and a major course appropriate to the student's program is not available, the student may be exempted from this requirement for that term, with permission of his or her academic advisor. In such a case, the student must earn a $\text{SGPA} \geq 2.0$ but would be continued on SAP for grades.
4. to receive no "W" or "I" marks without permission of an ECE academic advisor; and
5. to meet with his or her academic advisor by the end of the first week of classes and as additionally specified.

If the student has met the terms of probation but has not met the conditions for leaving SAP and returning to good standing, he or she will be continued on SAP for Grades.

- C. Conditions for Department Dismissal - If the student does not meet the terms of probation he or she will be dismissed from the Department of Electrical and Computer Engineering.
- D. Conditions for College Dismissal - Major students who are dismissed from the Department of Electrical and Computer Engineering with a CPHR of less than 2.0 are also subject to dismissal from the College of Engineering.

Section II Other Issues

Appeal of ASAP Subcommittee Actions

Students should first consult with an academic advisor to discuss the detailed basis for the ASAP Subcommittee's action. The academic advisor in consultation with the chair of the ECE Associate Chair for Instruction will determine whether new information is available that would change the Department's recommendation to the ASAP Subcommittee. If this is the case, the Associate Chair for Instruction will make a new recommendation to the chair of the ASAP subcommittee. The chair of the ASAP subcommittee will then make a decision on behalf of the ASAP Subcommittee based on **Article 8.13** of the ASAP Subcommittee's Operating Procedures.

If the student finds this review unsatisfactory, the student may prepare a petition asking the ASAP Subcommittee to reconsider its decision. The petition should be submitted to the chair of the ASAP Subcommittee and should include at least the following:

1. A restatement of the part of the ECE ASAP policy on which the ASAP Subcommittee's action was based.
2. A statement if the student believes that the data or the interpretation of the available data is in error.
3. An explanation of circumstances if the student believes the information originally supplied to the ASAP Subcommittee was substantially correct, but that there are extenuating circumstances that the committee should consider.
4. A statement that indicates what has changed in his or her circumstances to enable him or her to be successful in his or her program, should a favorable decision be made by the ASAP subcommittee

The appeal will be evaluated according to the policies of the ASAP Subcommittee

Notification of Departmental Policy for Academic Standards to Students

The academic standards policy is published on the ECE web site. All incoming freshman and transfer students are instructed on the policy in the ECE *Introduction to Engineering Survey* course. A link to the policy is included in all admission to major letters and all probation letters.

Reinstatement to the Major

A student dismissed once from the ECE programs may petition to be reinstated, typically after two semesters or one semester and a summer term have elapsed.

A reinstated student dismissed a second time from the ECE programs is not eligible to apply for reinstatement to the ECE programs, except under the University Fresh Start Rule, which requires a five-year absence from the university.

Petitions for reinstatement must be submitted early in the semester or summer term preceding the semester or summer term you are eligible for reinstatement (e.g. early in autumn semester to be eligible

for reinstatement in spring semester). Students intending to apply for reinstatement are advised to check with the College of Engineering at the beginning of the semester or summer term your petition is due for specific dates of deadlines.