

## 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
EGPA	An eligibility grade-point average over all pre-major 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.

\* Electrical and Computer Engineering EGPA courses: Engineering 1181 and 1182; Math 1151 and 1172; Chemistry 1250; Physics 1250 and 1251; CSE 1222 (or equivalents<sup>#,§</sup>). The EGPA is based on the best grade earned in a given course. Therefore if a course is taken multiple times, only the highest grade earned will be used in the EGPA calculation, with the exception of courses repeated under the Grade Forgiveness Rule (University Rule 2335-8-27.1) for which the original grade is excluded. A similar exclusion applies for courses repeated under the old Freshman Forgiveness rule, which was replaced by the Grade Forgiveness rule in autumn semester 2015. Note that in some cases different courses may be counted as equivalent for meeting a particular curricular requirement, but a better grade in one of those courses does not replace a worse grade in a different one of those courses.

# If a student has credit for Chemistry 1210, which excludes them from taking Chemistry 1250, Chemistry 1220 will be required to complete the ECE chemistry requirement. Chemistry 1210 is not included in the EGPA calculation. If both Chemistry 1220 and 1250 are taken, both are included in the EGPA calculation.

§ If a student has credit for Math 1152 and is excluded from taking Math 1172, then Math 2153 will also be required to complete the calculus requirement prior to admission to major. Math 1152, 1172 and 2153 are all included in the EGPA calculation.

† Prior to summer term 2012, the MGPA was based on all grades earned in a given course. Beginning summer term 2012 the MGPA will be based on the best grade earned in a given semester catalog course, with the exception of courses repeated under the Grade Forgiveness Rule (University Rule 2335-8-27.1) for which the original grade is excluded.

- 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, 5441, and 5523.

In order 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.
2. An EGPA of 2.0 or above in all EGPA courses taken at The Ohio State University.
3. A MGPA of 2.0 or above in all major courses taken at The Ohio State University.

*This document also describes the ECE Quarters-to-Semesters (Q2S) transition academic standards and progress policies for students who started at the Ohio State University spring quarter 2012 or earlier, but are graduating summer 2012 or later.*

### **Student who started prior to summer term 2012**

*For ECE major and pre-major students who started at the Ohio State University prior to summer term 2012 (referred to as transition students in this document), their academic standing at the end of spring quarter 2012 will be evaluated according to the quarter policies, however the letters describing the conditions of probation for their next semester, session or term of enrollment will be written so that they may be met under this policy.*

*For these students, if a course from the quarter catalog was taken multiple times, all grades earned in that course are included in the EGPA or MGPA. If a course from the semester catalog is taken multiple times, only the highest grade earned will be used in the MGPA calculation. The new policy on using best grade earned applies only to courses from the semester catalog.*

*These transition students are being given a choice of graduating meeting quarter-curriculum requirements or semester-curriculum requirements. The list of EGPA and MGPA courses differs depending on the requirements being met and the student's program of study.*

- *For transition students in either program of study meeting quarter-curriculum requirements the EGPA courses are: Engineering 181 (1181) and 183 (1182); Math 151, 152, 153 and 254 (1151 and 1172); Chemistry 121 (1250); Physics 131, 132 and 133 (1250 and 1251); and EnGraph 167 (CSE 1222). CSE 221 is included in the EGPA only if EnGraph 167 or any of its equivalents are not taken. All courses equivalent to said courses and any quarter-to-semester transition courses used to complete these sequences will also be included.*
- *For transition students in either program of study meeting semester-curriculum requirements the EGPA courses are: Engineering 1181 (181) and 1182 (183); Math 1151 and 1172 (151, 152, 153 and 254); Chemistry 1250 (121); Physics 1250 and 1251 (131, 132 and 133); and CSE 1222 (EnGraph 167). All courses equivalent to said courses and any quarter-to-semester transition courses used to complete these sequences will also be included.*
- *For transition students in the Electrical Engineering program of study meeting either quarter-curriculum or semester-curriculum requirements the MGPA courses are: all Electrical and Computer Engineering courses, excluding 300, 309, 320, 2300, 2300.01 and 2300.02.*
- *For transition students in the Computer Engineering program of study meeting either quarter-curriculum or semester-curriculum requirements the MGPA course are: all Electrical and Computer Engineering courses, excluding 300, 309, 320, 2300, 2300.01 and 2300.02; plus these Computer Science and Engineering courses: CSE 222, 321, all other 500-level and above courses from the quarter catalog (excluding 548, 675.01, 675.02, and 676), CSE 2221, 2231, 2321, 2431, 2451, 3241, 3461, 5242, 5361, and 5441. Any quarter-to-semester transition courses used to complete the CSE 2221-2231 sequence will also be included.*

## Academic Sanctions

The University has established two forms of academic sanctions for students not performing to minimum academic standards or who are not making progress toward their degree.

1. **Academic probation.** Any student whose cumulative point-hour ratio has fallen below a 2.00 shall be placed on probation (see University Rule 3335-9-25A). If the student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his or her probation, the college or school shall be empowered to dismiss him or her from the University (see University Rule 3335-9-26).
2. **Probation by Special Action.** If at any time the preparation, progress or success of a student in his or her academic program is determined to be unsatisfactory, the college or school in which the student is registered shall be empowered to place him or her on academic probation (see University Rule 3335-9-25B). A student on special action probation is subject to dismissal from the department or college if he or she fails to meet the conditions placed on his or her probation.

Status for Special Action Probation (SAP) is determined at the end of each semester and at the end of summer term. The evaluation conducted at the end of each semester will consider the student's performance in both sessions of that semester, as well as the full semester. The evaluation conducted at the end of summer term will consider the student's performance in all summer sessions and summer term.

After being placed on SAP, the satisfaction of SAP terms, return to good academic standing, continuation of SAP, and departmental or college dismissals are determined at the end of the student's next semester or summer term of enrollment. All exceptions to the SAP policies below and any SAP for Lack of Progress cases are brought before the Academic Standards and Progress (ASAP) subcommittee of the College of Engineering's College Committee on Academic Affairs (CCAA).

At the end of each semester or summer term all students being placed on SAP, continued on SAP being taken off SAP, or being dismissed from the department will be sent a letter by email to their official OSU email address indicating the student's academic status at that point and any terms of probation. Should this email not be received by the student before the first day of classes of the subsequent semester or summer term, it is the student's responsibility to contact his or her academic advisor to learn of their academic standing. A copy of this letter will also be placed in the student's record in OnCourse.

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 three sections. The first section is the SAP policy for students in the ECE major, the second section is the SAP policy for pre-ECE students, and the third section covers additional points common to the major and pre-major policies.

## **Special Action Probation (SAP) for Majors**

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

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 more than 4 hours in major courses on his or her transcript is placed on SAP for Grades if his or her MGPA is less than 2.0. ECE transfer credit is included in the sum for the 4 hour threshold, but only courses taken at OSU are included in the MGPA calculation.
3. An ECE major student with a CPHR of 2.0 or better but a MGPA below 2.0, and who has 4 or fewer hours in major courses on his or her transcript, will be issued a letter of warning, sent by email to the student's official OSU email address.

Conditions for Returning to Good Standing (for major students): 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.

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 warning about the potential for future SAP for lack of progress, sent by email to the student's official OSU email address.

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 are typically:

1. If CPHR  $< 2.0$ , cumulative deficiency points must be reduced by 5 if the student is full time, and by 0.4 for each credit hour of letter graded courses taken if less than full time. If CPHR  $\geq 2.0$ , must earn grades to keep it 2.0 or greater. Cumulative deficiency points are defined as the number of hours of B grades a student must earn to raise his or her CPHR to at least 2.0.
2. If MGPA  $< 2.0$ 
  - The student must take at least one major course and improve the MGPA (change in MGPA must be positive).
  - 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  $\geq 2.0$ .

If MGPA  $\geq 2.0$ , must earn grades to keep it 2.0 or greater.
3. Must not withdraw from or receive an incomplete for a course ("W" or "I" marks) without permission of his or her ECE academic advisor.
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.

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

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 (for major students)** *Students can be put on SAP for failure to make progress towards a degree in Electrical and Computer Engineering.*

Conditions for going on SAP for Lack of Progress (for major students):

1. Multiple “W” or “I” marks that prevent the student from making progress in the Electrical Engineering curriculum or Computer Engineering curriculum.
2. Not taking courses in his or her Electrical Engineering curriculum or Computer Engineering curriculum for two consecutive semesters or summer terms of enrollment.
3. Not having completed English 1110.
4. Remaining in a course for which they are not eligible due to earning a mark of “E”, “EN”, “W” or “I” in a prerequisite course.

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

- A. Address specific problems cited, e.g. if not completed English 1110, must do so.
- B. Enroll in and complete at least one course in their Electrical Engineering or Computer Engineering curriculum.
- C. Earn grades to maintain CPHR and MGPA at 2.0 or better.
- D. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks).
- E. Meet with their academic advisor by the end of the first week of classes and as additionally specified.

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:

- complete a semester or summer session that includes courses in their Electrical Engineering or Computer Engineering curriculum without receiving any “W” or “I” marks, and
- have at least a 2.0 CPHR and MGPA, and
- meet any specific terms cited in their letter of probation.

Conditions for continuing on SAP, for Grades (for major students): Students on SAP for Lack of Progress will be continued on SAP, for Grades, if they complete a semester or summer session that includes courses in their Electrical Engineering or Computer Engineering curriculum without receiving any W or I marks, but do not have at least a 2.0 CPHR and MGPA.

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, for Grades, or to return to good standing.

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 REINSTATED STUDENTS (for major students)** *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.*

Conditions for Returning to Good Standing (for major students): 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.

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 warning about the potential for future SAP for lack of progress, sent by email to the student’s official OSU email address.

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

1. A prescribed schedule of courses, and possibly restrictions on work hours.
2. If CPHR  $< 2.0$ , cumulative deficiency points must be reduced by 5 if the student is full time, and by 0.4 for each credit hour of letter graded course taken if less than full time. If CPHR  $\geq 2.0$ , must earn grades to keep it 2.0 or greater. Cumulative deficiency points are defined as the number of hours of B grades a student must earn to raise his or her CPHR to at least 2.0.
3. If MGPA  $< 2.0$ 
  - The student must take at least one major course and improve the MGPA (change in MGPA must be positive).
  - 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  $\geq 2.0$ .

If MGPA  $\geq 2.0$ , must earn grades to keep it 2.0 or greater.

4. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks) without permission of his or her ECE academic advisor.
5. 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.

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.

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.

## **Special Action Probation for Pre-Majors (PRE-ECE SAP)**

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

### Conditions for going on SAP for Grades (for pre-major students):

1. ECE pre-major students are placed on SAP for Grades if either of their CPHR or EGPA is less than 2.0. A student with CPHR less than 2.0 will also be on University Academic Probation by Special Action. (see University Rule 3335-9-25B)
2. An ECE pre-major student who has more than 4 hours in major courses on his or her transcript is placed on SAP for Grades if his or her MGPA is less than 2.0.
  - New first semester freshmen with CPHR and EGPA 2.0 or better will not be placed on SAP due to MGPA less than 2.0 until they have completed two semesters or a semester and a summer term at OSU. They will be issued a letter of warning instead, sent by email to the student's official OSU email address.
  - New transfer students may be placed on SAP due to MGPA less than 2.0 at the end of their first semester or summer term at OSU. ECE transfer credit is included in the sum for the 4 hour threshold, but only courses taken at OSU are included in the MGPA calculation.
3. If  $CPHR \geq 2.0$  and  $EGPA \geq 2.0$ , an ECE pre-major student with a MGPA below 2.0 who has 4 or fewer hours in major courses on his or her transcript will be issued a letter of warning, sent by email to the student's official OSU email address.

Conditions for Returning to Good Standing (for pre-major students): If the student achieves  $CPHR \geq 2.0$ ,  $EGPA \geq 2.0$ , 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

If a student achieved  $CPHR \geq 2.0$ ,  $EGPA \geq 2.0$ , 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 warning about the potential for future SAP for lack of progress, sent by email to the student's official OSU email address.

Conditions of Continuing on SAP for Grades (for pre-major students): Students placed on SAP for Grades will be given terms of probation. For pre-major students the terms are typically:

1. If  $CPHR < 2.0$ , cumulative deficiency points must be reduced by 5 if the student is full time, and by 0.4 for each credit hour taken if less than full time. If  $CPHR \geq 2.0$ , must earn grades to keep it 2.0 or greater. Cumulative deficiency points are defined as the number of hours of B grades a student must earn to raise his or her CPHR to at least 2.0.
2. If  $EGPA < 2.0$ 
  - Take at least one EGPA course and improve the EGPA (change in EGPA must be non-zero and positive).
  - If a student's next enrollment is during summer term and an EGPA 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  $\geq 2.0$ .

If  $EGPA \geq 2.0$ , must earn grades to keep it 2.0 or greater.

3. If  $MGPA < 2.0$ 
  - If the student has fewer than 4 hours in major courses on his or her transcript and takes additional major courses, he or she should strive to improve his or her MGPA, but it is not yet a term of probation.
  - If the student has more than 4 hours in major courses on his or her transcript, any change in MPGPA must be positive.

If  $MGPA \geq 2.0$ , must earn grades to keep it 2.0 or greater.
4. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks) without permission of his or her ECE academic advisor.
5. 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.

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.

**SAP FOR LACK OF PROGRESS (for pre-major students)** *Pre-major students can be put on SAP for failure to make progress towards entry into the Electrical and Computer Engineering major.*

Conditions for going on SAP for Lack of Progress (for pre-major students):

1. Multiple “W” or “I” marks that prevent the student from making progress toward entering the ECE major.
2. Not taking any EGPA courses for two consecutive semesters or summer terms of enrollment.
3. Taking the same course more than three times or repeating too many courses.
4. Remaining in a course for which they are not eligible due to earning a mark of “E”, “EN”, “W” or “I” in a prerequisite course.
5. Not earning admission to major by the end of the subsequent semester or summer term of enrollment after admission to major was denied due to EGPA less than the threshold for admission to major.

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

- A. Address specific problems cited.
- B. Enroll in and complete at least one EGPA course.
- C. Earn grades to maintain CPHR, SGPA and MGPA at 2.0 or better.
- D. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks).
- E. Meet with their academic advisor by the end of the first week of classes and as additionally specified.
- F. If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she must repeat at least one EGPA course and earn a term EGPA that is strictly greater than the threshold for admission to the ECE major. The term EGPA is calculated over all EGPA courses taken that semester or summer term,

Conditions for Returning to Good Standing (for pre-major students): Students will be removed from SAP for Lack of Progress and be in good academic standing if they:

- complete a semester or summer session that includes EGPA courses without receiving any W or I marks, and
- have at least a 2.0 CPHR, EGPA and MGPA, and
- meet any specific terms cited in their letter of probation.
- If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she must earn admission to the ECE major, in addition to satisfying the previous three bullets.

Conditions for continuing on SAP for Lack of Progress: If the student is on SAP due to the fifth condition for going on SAP for Lack of Progress (for pre-major students) he or she will be continued on SAP for Lack of Progress if he or she earns a term EGPA that is strictly greater than the threshold for admission to the ECE major but has not yet earned admission to the ECE major.

Conditions for continuing on SAP, for Grades (for pre-major students): Students on SAP for Lack of Progress will be continued on SAP, for Grades, if they complete a semester or summer session that includes an EGPA course without receiving any “W” or “I” marks, but do not have at least a 2.0 CPHR and EGPA. If MGPA is less than 2.0 they may be either continued on SAP for Grades or issued a letter of warning, as described in the pre-major SAP for grades section.

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 to continue on SAP, for Grades, or to return to good standing.

Conditions for College Dismissal: Pre-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 they did not take technical courses applicable to entry into other engineering majors.

**SAP FOR REINSTATED STUDENTS (for pre-major students)** *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.*

Conditions for Returning to Good Standing (for pre-major students): If the student achieves  $CPHR \geq 2.0$ ,  $EGPA \geq 2.0$ , 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

If a student achieved  $CPHR \geq 2.0$ ,  $EGPA \geq 2.0$ , 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 warning about the potential for future SAP for lack of progress, sent by email to the student’s official OSU email address.

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

1. A prescribed schedule of courses, and possibly restrictions on work hours.
2. If  $CPHR < 2.0$ , cumulative deficiency points must be reduced by 5 if the student is full time, and by 0.4 for each credit hour taken if less than full time. If  $CPHR \geq 2.0$ , must earn grades to keep it 2.0 or greater. Cumulative deficiency points are defined as the number of hours of B grades a student must earn to raise his or her CPHR to at least 2.0.
3. If  $EGPA < 2.0$

- Take at least one EGPA course and improve the EGPA (change in EGPA must be non-zero and positive).
- If a student's next enrollment is during summer term and an EGPA 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  $\geq 2.0$ .

If EGPA  $\geq 2.0$ , must earn grades to keep it 2.0 or greater.

4. If MGPA  $< 2.0$

- If the student has fewer than 4 hours in major courses on his or her transcript and takes additional major courses, he or she should strive to improve his or her MGPA, but it is not yet a term of probation.
- If the student has more than 4 hours in major courses on his or her transcript, any change in MGPA must be positive.

If MGPA  $\geq 2.0$ , must earn grades to keep it 2.0 or greater.

5. Must not withdraw from or receive an incomplete for a course ("W" or "I" marks) without permission of his or her ECE academic advisor.
6. 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.

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.

## **Issues Common to both Major and Pre-major SAP Policies**

### **Appeal of ASAP Subcommittee Actions**

Students should first consult with their academic advisor to discuss the detailed basis for the ASAP Subcommittee's action. The academic advisor in consultation with the chair of the ECE Undergraduate Studies Committee will determine if new information is available that would change the Department's recommendation to the ASAP Subcommittee. If this is the case, the Undergraduate Studies Committee chair 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:

- a) A restatement of the part of the ECE ASAP policy on which the ASAP Subcommittee's action was based.
- b) If the student believes that the data or the interpretation of the available data is in error, the student should so indicate.
- c) 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, these circumstances should be explained.
- d) The student should indicate 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 or Pre-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.