

Chemical & Biomolecular Engineering

Approved by CCAA 8 March, 2007

Academic Standards: Probation, Dismissal and Reinstatement

Probation (University Rule 3335-9-25A).

Any student who has accumulated fifteen or more deficiency points shall be placed on probation. The probation shall continue provided the student's college considers the student's progress to be satisfactory and shall be removed when the deficiency points are fewer than fifteen. The dean of the college or the director of the school in which the student is registered shall notify the student of probationary status, except as provided in Faculty Rule 3335-9-27. Such notification shall include a clear statement of what shall be considered satisfactory progress.

Probation by Special Action (University Rule 3335-9-25B).

If at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the College or School in which the student is registered shall be empowered to place the student on Academic Probation.

Chemical and Biomolecular Engineering Departmental Regulations

Refer to University Rule 3335-9-25B

The following academic standards program applies to both majors and pre-majors pursuing a BS in Chemical Engineering. When dealing with cumulative GPA, the department uses the GPA provided by MARX and ODS; thereby truncating the results rather than rounding up or down. "ChBE Coursework" is defined as any course that is taken within the department. It does not include pre-requisite first year coursework and chemistry courses. In considering either cumulative or ChBE coursework GPA all instances of a course are included in the score and the university freshman forgiveness rule is recognized. For every action below, a student shall be notified in a manner consistent with University procedures. If the student does not receive notification by the first day of classes the following quarter, it is the responsibility of the student to see his or her academic advisor.

Conditions for Departmental Warning

A student receiving two D's or worse in core courses (ChBE, Chemistry, Math, Physics, Engineering, Computer Science, and Engineering Graphics) during any one quarter will receive a warning letter from the department concerning their unsatisfactory academic performance. A student taking coursework that is not part of the Chemical Engineering program will receive a warning letter for lack of progress towards a degree. In either case, the student will be required to meet with his or her academic advisor to discuss their situation. If a student meets the conditions for a warning for a second consecutive quarter, they will not be given a second warning, but shall be immediately placed on SAP.

Conditions for Special Action Probation (SAP)

The department can place a student on special action probation (SAP) if any of the following occur:

- Their overall GPA falls below 2.00.
- Their GPA in ChBE courses falls below 1.70.
- They fail to meet the requirements for repeated classes.
- They meet the conditions for warning for two consecutive quarters (probation takes effect the second successive quarter after the initial warning)

- They are admitted to Chemical Engineering after having been previously dismissed from ChBE or any other department, the College or the University.

To be removed from SAP, the student must:

- Improve their cumulative GPA to 2.00 or above for the subsequent quarter with no grade lower than a C- and make a C+ or better when repeating a ChBE course.
- Not withdraw from any class without permission. (Schedule changes while on SAP must be approved by an advisor)
- Complete a schedule of courses which are part of the degree program for Chemical Engineering.
- Improve their overall GPA to greater than 2.00.
- Improve their ChBE GPA to greater than 1.70.

Conditions for Departmental Dismissal

A student can be dismissed from the department for not satisfying the conditions of their SAP.

In the case of special circumstances that may have affected their performance, a student may petition in writing to the Academic Standards and Progress Committee in the College of Engineering to have action reviewed.

Policy on Departmental Reinstatement

A reinstatement petition will be considered by the department typically no sooner than three academic quarters after the quarter of dismissal. In rare circumstances, petitions may be considered sooner. In the College of Engineering a student may be reinstated after dismissal a maximum of two times.

Any student reinstated to the department after dismissal from this or any other program in the College of Engineering will automatically be placed on SAP for the quarter they are reinstated.

Policy on Repeating D's for Chemical and Biomolecular Engineering 200 and 201

Students receiving a grade of D or D+ in ChBE 200 or 201 shall repeat the particular course in which that grade was received before continuing on to ChBE 201 or 420 respectively.

Please note that this applies only to 200 and 201. Students will not be asked to repeat any other Chemical and Biomolecular Engineering course for receiving a D or D+. If the student repeating one of these courses falls under the conditions for SAP they shall be placed on probation. They must meet the requirements of their SAP and they must make a C+ or better in the second attempt at a course.

Notification: Students shall receive a copy of this policy upon enrollment in the University Survey course and in ChBE 200. A signed copy of this document will be kept in the students file.

I have read and understood the Chemical & Biomolecular Engineering department's Academic Standards and Reinstatement of Dismissed Students policy.

Student's Signature

Date