

COLLEGE OF ENGINEERING
COLLEGE COMMITTEE ON ACADEMIC AFFAIRS
HANDBOOK

31 May 2012

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Any suggested changes or corrections to this handbook should be directed to Ed McCaul, Secretary CCAA, at 2-7931 or mccaul.1@osu.edu.

1. CCAA RESPONSIBILITIES

Comment: The following is extracted from Section 6 of the College's Pattern of Administration dated 3 May 2012. The most current version of the Faculty Rules is the authoritative source for description related to this Committee.

The paragraph numbering in this section reflects the numbering in the College's Pattern of Administration.

6. COMMITTEE ON ACADEMIC AFFAIRS

- 6.1 Faculty Membership: One member shall be elected from each undergraduate degree-granting program, including the Department of Food, Agricultural and Biological Engineering Center for Aviation Studies and the Engineering Physics Program; but excluding the Austin E. Knowlton School of Architecture. Each College Center offering an approved undergraduate degree program will be permitted to elect a member. The term of membership shall be three years, such terms beginning at the start of autumn semester.
- 6.2 Each program from which members may be elected, as defined in paragraph 6.1, shall have one vote on the committee.
- 6.3 Election of Members: Members shall be elected by the faculty of each concerned program as they are defined in paragraph 6.1.
- 6.4 Representation by Members: Each member is expected to become familiar with and advance before the Committee proposals originating in the program from which the member is elected, but each member also has the responsibility to act for the benefit of the College as a whole.
- 6.5 Officers: During each Spring term, the Committee shall elect from its continuing members a Chair for the following year beginning at the start of autumn term. The Secretary of the College or such other person as the Dean shall appoint shall be the Secretary of the Committee with the right to discuss but without the right of vote.
- 6.6 Powers Delegated: Subject to the separate powers of the Austin E. Knowlton School of Architecture, the Committee shall (a) Certify at the end of each term lists of students who have fulfilled the requirements for a degree or for whom special recommendation is made and recommend to the Faculty membership of the University Senate and the Board of Trustees, candidates for degrees. The Committee may delegate this task or any portion of it to the Secretary of the Committee. (b) Review and approve or disapprove proposals for new courses and proposals for changes in courses and curricula which are recommended by

departments or College Centers approved for such purposes, reporting its decisions directly to the departments or centers concerned and, subject to appeal as described in paragraph 6.10 of this POA, to the University Council on Academic Affairs.

- 6.7 Responsibility of Academic Policy: The Committee shall be responsible for making recommendations to the Faculty of the College concerning the educational and academic policies of the College. This shall include, but shall not be limited to, the responsibility to make recommendations concerning the establishment, alteration, and abolition of all curricula and courses offered by the College or any division thereof, of all degrees and certificates supervised by the College, and of all departments, schools and divisions of the College, and of all College Centers authorized to offer for-credit courses or degree programs. In carrying out its activities under this paragraph, the Committee shall, when appropriate, utilize its counterpart committee in the Austin E. Knowlton School of Architecture.
- 6.8 Action of the Committee: No action of the Committee other than one concerning a matter described in paragraph 6.6 (a) of this POA shall be effective until it appears in the form of an approved motion in the published minutes of the Committee.
- 6.9 Minutes: The Secretary of the Committee shall prepare minutes of the Committee meetings and shall publish them by causing them to be sent to each member of the Committee and to the chair of each department represented on the Committee.
- 6.10 Appeal: Any action of the Committee may be appealed to the Faculty of the College by twenty-five percent of the members of the Committee present at the meeting at which the vote is taken or upon written petition, addressed to the Secretary of the College, signed by twenty-five faculty members or by the majority of the faculty members of any department, such petitions being received at the administrative offices of the College within ten days after publication of the minutes containing a report of the action. The action being appealed shall be placed on the agenda, referred to in paragraph 4.4 of this POA, for the next regular or special meeting of the Faculty of the College.

2. DEGREES OFFERED

Degree	Information
Aerospace Engineering	
<ul style="list-style-type: none"> • BS, MS, PhD Aeronautical and Astronautical Engineering 	
Aviation	Department abolished and authority for its academic programs delegated to the Center for Aviation Studies in 2012
<ul style="list-style-type: none"> • BS Aviation* 	
Biomedical Engineering	Department created 2005
<ul style="list-style-type: none"> • BS, MS, PhD Biomedical Engineering 	BS degree approved Autumn 2008
Chemical & Biomolecular Engineering	Department name changed from Chemical Engineering to Chemical & Biomolecular Engineering in 2004
<ul style="list-style-type: none"> • BS, MS, PhD Chemical Engineering 	
Civil, Environmental and Geodetic Engineering	Department name changed from Civil & Environmental Engineering & Geodetic Science in 2011
<ul style="list-style-type: none"> • BS, MS, PhD Civil Engineering • BS, Environmental Engineering 	BS degree approved Summer 2009
	BS Geomatics Engineering degree withdrawn at transition to semester calendar, Summer 2012
<ul style="list-style-type: none"> • MS, PhD Geodetic Science and Surveying 	
	Professional degree – Civil Engineer withdrawn at transition to semester calendar, Summer 2012
Computer Science & Engineering**	
<ul style="list-style-type: none"> • BS Computer Science and Engineering • MS, PhD Computer and Information Science 	
Electrical & Computer Engineering	
<ul style="list-style-type: none"> • BS, MS, PhD Electrical and Computer Engineering 	Name of graduate program and graduate degrees changed to Electrical and Computer Engineering on 23 August 2006.
<ul style="list-style-type: none"> • Professional degree – Electrical Engineer 	Converted to semester calendar but inactive
Physics	
<ul style="list-style-type: none"> • BS Engineering Physics 	
Food, Agricultural, and Biological Engineering	
<ul style="list-style-type: none"> • BS, MS, PhD Food, Agricultural, and Biological Engineering 	
Integrated Systems Engineering	Department name changed 2009 to Integrated Systems Engineering
<ul style="list-style-type: none"> • BS, MS, PhD Industrial and Systems Engineering 	
	Professional degree – Industrial Engineer withdrawn at transition to semester calendar, Summer 2012
<ul style="list-style-type: none"> • Masters in Business Logistics Engineering 	

Degree	Information
Materials Science & Engineering	
• BS Ceramic Engineering	Deactivated February 2005
• BS, MS, PhD Materials Science and Engineering	
• BS Metallurgical Engineering	Deactivated February 2005
• BS, MS, PhD Welding Engineering	
Mechanical Engineering	
• BS, MS, PhD Mechanical Engineering	
	MS, PhD Engineering Mechanics degrees being withdrawn at conversion to semester calendar, Summer 2012
	Professional degree – Mechanical Engineer withdrawn at conversion to semester calendar, Summer 2012
• MS, PhD Nuclear Engineering	
Interdisciplinary Degrees	
• MS, Business Logistics Engineering	
• MS, PhD, Environmental Science	

* Aviation also offers a BS in Business Administration in the Fisher College of Business and a BS or a BA in the College of Social and Behavioral Sciences.

** Computer Science & Engineering also offers a BSCIS and BACIS in the Colleges of the Arts and Sciences.

3. MINORS

3.1. Undergraduate Minors Offered

Minor	Information
Aviation	
Biomedical Engineering	
Computer and Information Science	
Computational Science	Approved April 2010
Engineering Sciences	Approved 2009
Environmental Engineering	
Nuclear Engineering	
Surveying	Revised 2006
Technological Studies	Approved 2009

3.2. Undergraduate Minor Program Policy **College Of Engineering**

Approved by CCAA on 10 November 1999

Revised 19 November 2003, 9 February 2005, 25 February 2008

Revised for semester calendar 10 March 2010

Revised 31 May 2012

3.2.1. Minor Programs At The Ohio State University

1. Minor programs (“Minors”) are established by an “Offering Program” and are taken by students majoring in programs other than the Offering Program.* For a student to complete a Minor, the criteria for a Minor established by the Offering Program must be fulfilled. These criteria (usually a set of classes or choice of classes) are established by the Offering Program. Satisfaction of these criteria is verified by the Home College (i.e., the college which contains the Major Program) prior to awarding of the Minor.

3.2.2. ACTIONS REQUIRED OF STUDENTS

Minors pursued by students with Majors in the College of Engineering are administered as follows:

1. Minor Program Forms must be signed by an advisor in the Offering Program and by the student’s advisor in their Major Program prior to the student being accepted into the Minor program. Copies of this form will be retained by the Offering Program and the Major Program.
2. Students typically file Minor Program Forms with the College of Engineering when they file applications to graduate. However, approval of some minors is managed entirely through the Degree Audit Reporting System (DARS). Students are advised to check with the Offering Program in advance of the deadline for filing applications to graduate.
3. To change a Minor after submitting a Minor Program Form, a student must re-file a new Minor Program Form with all the appropriate signatures.

3.2.3. INFORMATION FOR ENGINEERING STUDENTS

The College of Engineering encourages the pursuit of Minors as enriching experiences for students and thus minimizes the obstacles to its students pursuing Minors in any area. A Minor signifies meeting certain standards established by the Offering Program. The following statements apply:

1. A Minor consists of course work, as determined by the sponsoring program.
2. A Minor is not required for graduation.
3. Minors are awarded only at the time that the student receives a bachelor’s degree.
4. Engineering Minors will be listed on the College’s web page.
5. Minors will appear on a student’s transcript.
6. There is no College of Engineering rule barring double counting of courses taken as part of a Major and Minor, including GE courses. Any double counting must

be approved by the student's Major Program as it may have rules affecting this practice.

7. A minimum aggregate PHR of 2.00 in the Minor is required.

3.2.4. MINOR PROGRAMS IN THE COLLEGE OF ENGINEERING

The College of Engineering has rules governing Minors offered by Offering Programs within the College:

1. A Minor must meet the following criteria:
 - a. Minors require a minimum of 12 semester credit hours with no maximum
 - b. Courses numbered less than 2000 may not count toward the 12 credit hour minimum.
 - c. Letter graded courses taken on a Pass/Non-Pass basis may not be applied to the minor.
 - d. Courses graded S/U may count for no more than 25% of the credit hours in the minor.

3.2.5. INITIATION OF A MINOR IN THE COLLEGE OF ENGINEERING

The procedure for establishing a Minor in the College of Engineering is as follows:

1. An Offering Program may apply for permission to have a Minor by submitting a package to CCAA. After approval, CCAA will forward it to the Council on Academic Affairs. The packet must have the following minimum information:
 - a. Name of the Minor, rationale for its development, a description of its purpose, and its anticipated benefits for the students.
 - b. Description of the proposed curriculum along with a list of required courses, electives, and their prerequisites that constitute that curriculum.
 - c. Statement of the Offering Program's policy on applicability of transfer credit courses toward the required curriculum of the minor.

- * CCAA voted on 18 May 2009 that students majoring in Computer Science and Engineering may take the Minor in Computational Science.

3.3. Minor Program Form

The College of Engineering

Student Name: _____

Student Identification Number: _____

Major: _____

E-Mail Address: _____

Name of Undergraduate Minor: _____

Undergraduate Minor Program of Study

Department	Course #	Course Title	Credit Hours	Grade

Student Signature Date

Print: _____ Signature: _____ Date: _____
Advisor Signature Major Program

Print: _____ Signature: _____ Date: _____
Advisor Signature Minor Program

4. ENGINEERING CORE CURRICULUM

Suggested revisions should be made to the
Core Curriculum and College Services Committee

College of Engineering Semester Core Curriculum

Approved by CCAA 9 June 2010 and by Council on Academic Affairs 5 January
2011

All engineering students must take the following courses:

Engineering 1181, 1182 (4) [or Freshman Engineering Honors sequence]

Physics 1250 (5)

Math 1151, 1172 (10)

Engineering 1100 (1)

5. ENGINEERING GENERAL EDUCATION REQUIREMENTS

Revised for Semester Calendar

Approved by CCAA 9 June 2010 and by Council on Academic Affairs 5 January 2011

Foreign Language section clarified by CCAA 31 May 2012

5.1. Liberal Arts General Education (GE) Requirements

ENGLISH & COMMUNICATION SKILLS (6 hrs)

- First Course (3 hrs) – English 1100
- Second Course (3 hrs) – Any 2367 course

FOREIGN LANGUAGE – waived for engineering majors

- Completion through enrollment in a foreign language sequence through 1103, or enrollment in a foreign language course with a prerequisite of 1103 can be substituted for one GE course requirement in the Culture and Ideas category; or
- Completion of a foreign language minor can be substituted for two GE courses, one in the Social Sciences category, group A or B, and one in the Culture and Ideas or Literature categories.

SOCIAL DIVERSITY IN THE UNITED STATES (3 hrs)

May overlap with another GE category

ETHICS (3 hrs selected from either Ethics Group I or II)

- Ethics Group I – Counts as a Social Science Course (If the Ethics course is in a specific Social Science category that course will only count in that category but if the Ethics course has not been designated then it may count in any of the three Social Science categories.)
- Ethics Group II – Counts as a Culture and Ideas Course

Students must take 18 hours across Social Sciences, Historical Study, and Arts & Humanities.

SOCIAL SCIENCES (6 hrs, no more than one from a group)

- A. Individuals and Groups
- B. Organization and Politics
- C. Human, Natural, & Economic Resources

LITERATURE (3 hrs)

VISUAL AND PERFORMING ARTS (3 hrs)

HISTORICAL STUDY (3 hrs)

SECOND HISTORICAL STUDY or CULTURE AND IDEAS (3 hrs)

UNIVERSITY CAPSTONE – waived for engineering majors but the following substitutions are allowed without a petition:

- A Social Science 3597 or 4597 capstone course can be substituted for any of the Social Science categories.
- An Arts & Humanities 3597 or 4597 capstone course can be substituted for the Visual/Performing Arts category.
- These University Capstone substitution options do not waive the Ethics requirement.

5.2. General Education Semester Transition Plan

Under the quarter system all Engineering students are required to take seven (35 hours) liberal arts general education courses, with the exception of those in CSE who are required to take 40 hours. Of those seven, three were designated as first writing requirement (English 110), second writing requirement (any 367), and a double counted Ethics course. Under the semester system, all Engineering students will be required to take eight (24 hours) liberal arts general education courses. Of those eight, three will again be designated as first writing, second writing, and a double counted Ethics course. Any student who is accepted into the College of Engineering prior to the start of semesters (Summer 2012) will only be required to take seven GEC liberal arts courses using the same distribution as in the quarter system. This will be in effect until the Summer of 2017 at which time those students will be required to meet the new semester General Education liberal arts requirements.

5.3. College of Engineering Ethics & Professionalism Course Review Procedures

Revised 29 January 2007 by the Ethics Subcommittee

The Core Curriculum and UG Services (Core) Committee will serve as the approval and review body for all courses that constitute the approved list of Ethics & Professionalism courses for the College of Engineering GE requirements.

5.3.1. Approval Process

1. The course must be approved as a course in the regular manner through the University's Office of Academic Affairs, but can be considered by the Review Panel prior to final approval by OAA. Approval for the category will be contingent on final approval by OAA.
2. A copy of the syllabus must be submitted along with a cover letter and other explanatory material to the College of Engineering's Office of Academic Affairs attention Program Director for Academic Affairs and Student Services.
3. The course will be considered for inclusion on the list of approved courses by the Ethics & Professional Subcommittee of the Core Committee based on the published guidelines approved by the core committee.
4. The Ethics & Professional Subcommittee will make a recommendation to the full committee which will then vote on whether the course should be included on the approved list of courses.

5.3.2. Review Process

1. The Ethics & Professional Subcommittee of the Core Curriculum and UG Services Committee will be responsible for reviewing all of the courses on the approved list at least once every five years to determine if each of the courses still meets the objectives as stated in published guidelines.
2. The Ethics & Professional Subcommittee will report to the full committee on its findings and the committee will vote on whether the list should be amended.

5.3.3. Ethics & Professional Subcommittee Membership

1. The subcommittee will consist of no less than four members.
2. Faculty members will be appointed by the Chair of the Core Committee for three-year terms. One member shall be from outside of the College of Engineering based on recommendation of the Chair of the Colleges of the Arts and Sciences Curriculum Committee. A student member shall be appointed annually to the Subcommittee by the Dean or the Dean's designee.
3. The chair of the subcommittee will be appointed annually by the Chair of the Core Committee.

5.4. Guidelines for Approval and Re-evaluation of Ethics & Professionalism Courses in the College of Engineering

As expressed in the Engineering GE model, engineers must have an understanding of ethics and professionalism both within professional practice and life activities in general. It is recognized that the engineering curriculum has multiple elements contributing to the development of students in this area. The College of Engineering will be responsible for dealing with the ethical and professionalism issues specific to engineering in both the engineering core and major. It is expected that Ethics & Professionalism courses as part of the Engineering GE will deal with ethical and professional issues relevant to engineering but in a larger context. The general learning objectives for GE courses are that upon completion engineering students will be able to have:

1. An ability to explain the ways in which society regulates the use of technology
2. An ability to identify stakeholders in an engineering solution
3. An ability to identify moral problems and dilemmas
4. An ability to analyze moral problems from different ethical perspectives
5. An ability to identify the personal values that an individual holds and uses to resolve moral problems and dilemmas
6. An ability to describe the relationship between personal values, social values, and professional values

5.4.1. Guidelines for initial evaluation of courses

1. Courses, while not being required to assist students in meeting all of the stated goals, must contribute to a majority of them.
2. Programs submitting a course for approval should state and show evidence for which of the goals the course addresses.
3. Courses should be proposed in a format that will fully support students meeting the stated goals.

5.4.2. Guideline for re-evaluation of courses

1. Courses currently being offered in this category may be periodically asked to submit a current syllabus for the course, representative work of the class (papers, exercises, exams), and other evidence supporting contribution of the course to the goals listed.
2. Student evaluations and other data may be collected and considered by the subcommittee in its deliberations.
3. Based on the learning objectives listed for the course, the Ethics and Professionalism Subcommittee will develop a recommendation as to continuation of the course in the category to be acted on by the full Core Committee.

5.4.3. Approved Courses

Course numbers updated for semesters (previous quarter course number)

1. Ethics Group I (Social Science)
 - a. Sociology 3302(302) – approved 2006
 - b. Sociology 3464(464)– approved AU 2007
 - c. Economics 3048(348) (Individual & Groups) – approved 2006
2. Ethics Group II (Arts & Humanities)
 - a. (Philosophy 294) (Group Studies Course offered WI & SP 07, WI 08) – approved 2006
 - b. Philosophy 1332(131.01) (Culture & Ideas) – approved 2007
 - c. Comparative Studies 2341(272) (Culture & Ideas) – approved 2006

5.5. Goals of A General Education

From “The Final Report of the Undergraduate Curriculum Committee, June 2002”:

1. write and speak with clarity and precision so as to advance thoughts and arguments cogently and persuasively
2. read and listen critically with comprehension and intellectual curiosity
3. engage in critical analysis and logical thinking
4. understand the processes used in modes of inquiry across varying disciplines
5. understand, evaluate, and present quantitative data and symbolic terms
6. know about the forces that regulate the human life cycle and shape our environments, and understand the interactions among science, technology, the individual, and society
7. know and appreciate the diverse forms of the creative expression of human experience as articulated in literature and the visual and performing arts
8. comprehend the forces that have influenced the shaping of society and thus understand the foundations of the contemporary world in terms of both individuals and groups
9. acquire and understanding of American institutions and the pluralistic nature of American society and develop an appreciation for the range of cultural traditions that have formed and informed our nation
10. achieve an understanding of and develop an appreciation for the cultural diversity and global interdependence of the modern world
11. appreciate and understand other cultures and modes of thinking through facility with languages other than English

6. SECOND BACCALAUREATE DEGREE POLICY

College of Engineering

Approved by CCAA on 1 October 2008

Semester update approved 31 May 2012

Students wishing to obtain a second baccalaureate degree at The Ohio State University may pursue a second baccalaureate degree in the College of Engineering by meeting the following requirements:

1. Pursue a different degree program from the first degree;
2. Gain admission to the major in which the second degree is being sought, including creation of a departmentally approved plan of study;
3. Earn through regular course enrollment a minimum of 30 semester credit hours beyond the total required for the first degree. At least 20 of the required 30 hours must be from courses taken in the Subject Area of the new program. The other 10 hours may be from courses outside that Subject Area but required for the program;
4. Satisfy the requirements of the program curriculum that is in place at the time of admission to the second major.

7. POSTHUMOUS DEGREE POLICY

College of Engineering
Approved 7 December 1999

Based upon CCAA's authority to certify the list of students who have fulfilled the requirements for a degree the following policy on posthumous degrees is established.

1. The majority of the faculty of the degree granting department in which the student was enrolled must vote in favor of awarding the posthumous degree.
2. A letter from the Department Chair stating that the majority of the department's faculty voted in favor of the posthumous degree and the academic status of the student in question will be sent to the Secretary CCAA.
3. The Secretary of CCAA will contact the CCAA Chair and determine if the Chair is willing to endorse the letter. If the Chair is willing to endorse the letter then the degree will be granted. If the Chair is not willing to endorse the letter the Department has the option of appealing to the full committee at its next scheduled meeting.
4. If the CCAA Chair is unavailable and will not be available within a reasonable period of time, the decision of endorsing or not endorsing the letter will evolve upon the Associate Dean for Undergraduate Education and Student Services.

8. UNDERGRADUATE COURSE PETITION POLICY

COLLEGE OF ENGINEERING
Approved by CCAA 9 March 2005
Revised 31 May 2012

The College of Engineering's General Policy for course substitution through petition is as follows:

It is understood that under most conditions/circumstances, students are required to have credit for all of the courses required for a specific program to be eligible for the BS degree associated with that program.

The College Committee on Academic Affairs delegates to the appropriate advisor the flexibility to petition for the substitution of a course in the same or similar discipline, when that course will enhance the student's education. The full justification for the substitution must be clearly stated in the petition.

The COE Petitions Committee is authorized by CCAA to approve these petitions.

9. CCAA POLICY FOR APPLYING ENGINEERING STUDENTS' TRANSFER CREDIT

Approved 22 April 2008

Semester update approved 31 May 2012

1. If a student has the total number of credit hours needed for graduation, he or she will not be required to "make up hours" in any particular GE category when course requirements are met by transferred courses having fewer hours than the OSU course(s) for which that credit was granted. If any program has an hour or proportional number of hours requirement for ABET, that requirement will take precedence.
2. Physics 1250 is a required Core course. The substitution of general credits for Physics will be permitted if and only if the Physics Department has determined that the student may advance into the next course. At this point the student would be able to substitute the course(s) they have transferred for Physics 1250 . Furthermore, once a petition is approved for a Core course it is valid for all programs in the college.

10. COLLEGE CHANGE CRITERIA FOR CURRENT OSU STUDENTS

Approved by CCAA 3 February, 2011
Revised 31 May 2012

Effective Summer 2012 and later

- OSU CPHR 2.0 or higher, and
- C- or higher in Math 1151, equivalent or higher, and
- Credit for one of the following: Chemistry 1210, Chemistry 1250, Physics 1250, Biology 2100; equivalent or higher.

Current OSU students meeting these criteria are allowed to enroll in the College of Engineering through the Pre-Major program within their desired department, or through the Undeclared program within the College. Admission into a Pre-Major program does not guarantee admission into the corresponding Major program. Students pursuing admission into a Major program must follow the current Application to Major process designated by the corresponding department. Students who have previously been dismissed from the Department, College, or University must follow the established process of Petitioning for Reinstatement.

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11. COMBINED BS/MS PROGRAM POLICY

Approved 24 January 2000

Semester update approved 9 December 2010

Revised 31 May 2012

Based upon the permission granted by the Graduate School, the College of Engineering has the authority to establish combined BS/MS Programs. As such, it is the desire of the College to establish combined BS/MS Programs, where appropriate, with the view of encouraging our best students to obtain an advance degree and thus furthering their education and academic preparation.

The following are minimum criteria for admission to a combined BS/MS program in the College of Engineering.

1. All current graduate school requirements for a combined BS/MS program must be met.
2. A student must have a minimum GPA of 3.5 on all undergraduate work to enter the program.
3. A student must have completed a minimum of 90 undergraduate credit hours to enter the program.

College limits upon departments having such a program are:

1. If applicable, all ABET requirements for the accredited undergraduate program must be met.
2. A maximum of 12 credit hours, all at the 5000 level or higher, may be counted toward both the B.S. and M.S. degrees.
3. All programs must be reviewed by CCAA every three years (2011, 2014, 2017, etc) at the beginning of the autumn semester. At that time each department having a combined BS/MS program must inform CCAA how many of their students successfully graduated from it.

12. COLLEGE OF ENGINEERING SYLLABUS FORMAT

Approved by CCAA 2 May 2007
Semester update approved 31 May 2012

The purpose of this policy is to achieve a degree of consistency on College of Engineering syllabi and to facilitate preparation for future ABET visits. There are two types of syllabi within the College of Engineering. The first is one that is submitted with a course request, which also collects information required for ABET purposes. The second is the syllabus that all instructors are encouraged to give to every student taking a course. This syllabus should contain additional information beyond that required for CCAA submission or ABET.

CCAA Submission Syllabus

Any new course proposal or course change request sent to the College of Engineering must be submitted through the College of Engineering's on-line syllabus tool.

Classroom Syllabus

The College of Engineering encourages all instructors to give a course syllabus to every student taking their course. A classroom syllabus should contain or reference at a minimum the information in the CCAA-approved course syllabus as described above as well as disabilities and academic misconduct statements. The syllabus may (and usually will) contain details beyond that required for CCAA submission and by ABET as there is no limit set by the college on the length of a syllabus handed out to students.

Disabilities Statement

A clear statement on disabilities should be included in the classroom syllabus. The following or a very similar statement is recommended in order to be consistent with OSU policies:

“Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss specific needs. Please contact the OSU Office for Disability Services for assistance in verifying the need for accommodations and developing accommodation strategies.”

Academic Misconduct Statement

A clear statement on academic misconduct should be included in the classroom syllabus. The following or a very similar statement, with course-specific details as appropriate, is recommended in order to be consistent with OSU policies:

“Any student found to have engaged in academic misconduct, as set forth in the Code of Student Conduct Section 3335-23-04, Prohibited Conduct, will be subject to disciplinary action by the university. Academic misconduct is any activity that tends

to compromise the academic integrity of the university, or subvert the educational process.”

Any instructor or department may include additional information and examples of academic misconduct that will not be tolerated.

13. HONORS DESIGNATION

13.1. POLICY ON ATTAINING AND MAINTAINING HONOR DESIGNATION

Updates approved by CCAA 31 May 2012

Requirement	Students Entering AU 06 through SP 12	Students Entering SU 12 or later
To Maintain Honors Status - Cumulative GPA	3.4 CPHR at end of each spring quarter; 3.3 end of first year only	3.4 CPHR at end of each spring semester; 3.3 at end of spring semester first-year students only
To Attain Honors Status	3.4 CPHR, Min 24 credits at OSU for letter grade	Submission of Honors Application, 3.4 CPHR, Min 15 credits at OSU for letter grade.*
Honors Contract	Must have an approved Graduation with Honors Plan completed by the end of their third year to maintain Honors status	Must have an approved Honors Contract* or Declaration of Intent to complete an Honors Thesis within the first four terms of enrollment
Honors Course Requirements	Option 1: Completion of First-year Engineering Honors sequence (ENG H191, H192 and H193 and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 6 honors, upper division (500+), or graduate-level courses over the first 3 years. (Note that a maximum of 2 honors embedded courses can be used for the 6 course requirement.)	Option 1: Completion of First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses). Option 2: 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student's major or minor requirements, or graduate-level courses taken by senior-petition or for a BS/MS program [†] . (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)

For students entering the University prior to Autumn 2006:

* Transfer students who transfer a large number of credit hours and whose transfer credit places them within four terms of graduation must complete a petition to the College of Engineering Undergraduate Honors Committee supported by their department advisor that shows how the coursework and other components of the Honors Contract will be completed by the time of graduation.

[†] Any petitions for exceptions will be evaluated on a case-by-case basis by the College of Engineering Undergraduate Honors Committee.

Honors courses are elective, not mandatory. A student who chooses not to enroll in honors courses will not jeopardize his or her honors status as long as a 3.4 cumulative point-hour ratio is maintained. A Honors engineering student may participate in the Graduation with Honors in Engineering (GHIE) program. Once enrolled in this program, you will be advised by a team. Members of this team will include: your program academic advisor, the College of Engineering Honors advisor, and a faculty mentor.

For students entering the University in Autumn 2006 through Spring 2012:

Honors courses are mandatory, not elective to maintain honors status and students must maintain a 3.4 cumulative point-hour ratio (3.3 at the end of year 1). Students must either complete:

1. six of the courses in the First-year Engineering Honors sequence (ENG H191, H192 and H193 and at least three companion Math, Physics or Honors Engineering Courses) or
2. six honors, upper division (500+), or graduate-level courses over the first 3 years. (Note that a maximum of 2 honors embedded courses can be used for the 6 course requirement.) In addition to the requirements listed above, all students wishing to maintain an honors status in the College of Engineering must have an approved Graduation with Honors Plan completed by the end of their third year.

For students entering the University in Summer 2012 or later:*

Honors courses are mandatory, not elective to maintain honors status and students must maintain a 3.4 cumulative point-hour ratio (3.3 at the end of year 1). Students must either complete:

1. the First-year Engineering Honors sequence (ENG 1281.0xH, and 1282.0xH and at least three companion Math, Physics or Honors Engineering Courses) or
2. 18 credit hours of Honors, upper division (4000- or 5000-level) courses outside of a student's major or minor requirements, or graduate-level courses taken by senior-petition or for a BS/MS program[†]. (Note that a maximum of 2 honors embedded courses can be used for the 18 credit hour requirement.)

13.2. POLICY ON HONORS EMBEDDED COURSES

COLLEGE OF ENGINEERING SUPPLEMENTAL GUIDELINES FOR HONORS EMBEDDED COURSES

Approved by CCAA 10 March 2006
Updated for SIS nomenclature 9 March 2012
Updates approved 31 May 2012

The College of Engineering's College Committee on Academic Affairs (CCAA) has approved the University's guidelines for honors embedded courses (attached) for use in the College of Engineering subject to the following requirement:

The Universities guidelines for proposing honors embedded courses may be found on the Honors and Scholars Center's web pages, in the Current Students – Academics section at <http://honors-scholars.osu.edu/current/academics.aspx> .

All proposals for an honors embedded option will follow the same approval process as a new course request with the addition that once the request reaches CCAA it will be sent to the College's Undergraduate Honors Committee for review and recommendation. Once the College's Undergraduate Honors Committee has completed its review it will send its recommendation to CCAA for its action. If the proposal is approved, CCAA will forward it to the University Honors & Scholars Center via sub-committee of the Honors Faculty Advisory Committee for listing. Approved proposals will be forwarded by the Honors Faculty Advisory Committee to the Office of Academic Affairs.

Administrative Notes:

1. Once a request has been approved a separate class number will be issued for the honors embedded subsection. Thus, any course that has been approved as an honors embedded course will have two class numbers – one for the non honors students and one for the honors students (limit of 12).
2. Neither a new course request nor a course change request need to be submitted as part an honors embedded option proposal. However, all of the information required in the university guidelines must be provided along with the all of the required signatures.

13.3. POLICY ON GRADUATION WITH HONORS IN ENGINEERING (Honors Contract) FOR UNDERGRADUATES

Approved by CCAA 25 February 2008

Updates approved 31 May 2012

Students wishing to Graduate with Honors in Engineering must submit and fulfill their Honors Contract.

To fulfill their Honors Contract, students must:

1. Have successfully completed the Honors/Graduate Coursework component, Investigational Studies component, and Leadership/Service component of their approved Honors Contract.
2. Have a Cumulative Point-Hour Ratio (CPHR) of at least 3.40, and
3. Have a Faculty Mentor who agrees to help the student toward achieving the goals established in the application to the Graduation with Honors in Engineering program.
4. Submit an application within the first four terms of enrollment at OSU. Applicants must use the Honors Contract available on the college website (<http://www.engineering.osu.edu/>). When approved at the college level, indicated by signature of the college Honors advisor, the application becomes the student's Honors Contract.

Eligibility for Continuance: To maintain Honors status in the College of Engineering, students must make satisfactory progress toward completion of the curriculum and activities established in their Honors Contract.

Revisions: Approved plans may be revised, as long as they continue to meet the stated requirements. Students must request official approval for significant revisions with a letter of explanation for the need for revision from their advising team. All approved revisions must be filed with the College of Engineering Honors Office.

Completion: The semester before graduation, students are to indicate that they will complete the requirements for Graduation with Honors in Engineering by following the directions in the completion section of their approved Honors Contract and submitting it to the College Honors advisor for certification. The college Honors advisor in collaboration with the faculty mentor and the academic advisor will validate that the student will successfully complete the program by the time of graduation by signing the completion section of the Honors Contract. The document with all required signatures shall be submitted to the College Honors Office no later than noon on the second Friday of the semester in which the student intends to graduate.

Upon successful completion of the approved criteria of the Honors Contract, the student will be a candidate for a Bachelor of Science degree in her/his field with Honors in Engineering.

13.4. POLICY ON GRADUATION WITH HONORS RESEARCH DISTINCTION IN ENGINEERING FOR UNDERGRADUATES

Approved by CCAA 27 May 2008

Revisions Approved by CCAA 31 May 2012

By completing an undergraduate research project with thesis, eligible students can graduate "With Honors Research Distinction in the [Department of research]". To be eligible to participate in the program a student must have a CPHR of at least 3.40 and expect to graduate in the next two years. They are also eligible to apply for research scholarship and internship support.

The necessary steps for graduating "with Honors Research Distinction" are:

1. Identify a faculty member with whom they will do their UG research.
2. Submit, during or prior to the first semester of research, a completed Declaration of Intent. This is followed by a project proposal and a letter of recommendation by the faculty advisor. The proposal and recommendation must be submitted at least two semesters in advance of graduation and may be submitted as part of the application for research scholarship support.
3. Complete at least 6, advisor approved, credit hours of Honors-level research credit (4999H or department equivalent) in support of the research project. (This requirement may be larger for some programs.)
4. Satisfactorily complete a one-hour oral defense of a draft thesis before a faculty committee of at least two faculty with graduate advising status one of whom is the faculty advisor. The exam must be completed no later than the seventh week of the semester of graduation.
5. Submit the Final Honors Thesis to the Knowledge Bank no later than the eighth week of the semester of graduation. The "Graduate School Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents" is to be used as a style guide (copies can be obtained from the Graduate School Office or Web page).
6. Have at least a 3.40 CPHR at the time of graduation.
7. Submit documentation of an enhanced Honors experience consisting of either a. or b. below:
 - a. Completion of an Honors Contract in Engineering
 - b. Completion of at least three of the following seven activities (with up to one repeated use of the same category).
 - i. Presentation of their research at an OSU sponsored event (e.g. the Denman Undergraduate Research Forum)
 - ii. Presentation of their research at a meeting or conference external to OSU (e.g. meeting of a professional society)

- iii. Submission of a manuscript to a peer-reviewed research journal or conference proceedings (student may be a co-author)
- iv. Submission of a manuscript to an undergraduate research journal or non-peer-reviewed journal or proceedings (student must be lead author)
- v. Completion and submission of a patent disclosure application
- vi. 3 semester hours of Honors designated or graduate coursework
- vii. Other appropriate activity by petition to and approval of the College of Engineering Undergraduate Honors Committee.

13.5. POLICY ON GRADUATION WITH RESEARCH DISTINCTION IN ENGINEERING FOR UNDERGRADUATES

APPROVED BY CCAA 31 May 2012

By completing an undergraduate research project with thesis, eligible students can graduate "With Research Distinction in the [Department of research]". To be eligible to participate in the program a student must have a CPHR of at least 3.0 and expect to graduate in the next two years. They are also eligible to apply for research scholarship and internship support.

The necessary steps for graduating "with Research Distinction" are:

1. Identify a faculty member with whom they will do their UG research.
2. Submit, during or prior to the first semester of research, a completed Declaration of Intent. This is followed by a project proposal and a letter of recommendation by the faculty advisor. The proposal and recommendation must be submitted at least two semesters in advance of graduation and may be submitted as part of the application for research scholarship support.
3. Complete at least 6, advisor approved, credit hours of research credit (4998.0x or department equivalent) in support of the research project. (This requirement may be larger for some programs.)
4. Satisfactorily complete a one-hour oral defense of a draft thesis before a faculty committee of at least two faculty with graduate advising status one of whom is the faculty advisor. The exam must be completed no later than the tenth week of the semester of graduation.
5. Submit the Final Thesis to the Knowledge Bank no later than the eleventh week of the semester of graduation. The "Graduate School Guidelines for Preparing and Submitting Theses, Dissertations, and D.M.A. Documents" is to be used as a style guide (copies can be obtained from the Graduate School Office or Web page).
6. Have at least a 3.0 CPHR at the time of graduation.

14. GRADUATION REQUIREMENTS

UPDATES APPROVED BY CCAA 31 May 2012

14.1. Graduation Checkout Requirements

- 1) Curriculum Requirements
 - a. Complete all the course requirements specified in a curriculum leading to a baccalaureate degree.
 - b. Complete the university requirements (curricular requirements and General Education).
 - c. Earn a cumulative point-hour ratio of not less than 2.00 on all hours undertaken.
 - d. Earn a cumulative point-hour ratio of not less than 2.00 on all credit hours taken in the student's academic area. -
- 2) Application
 - a. An application to graduate must be submitted two terms in advance.
 - b. If a student makes changes to their proposed academic plan, a revision must be filled out.
 - c. If a student does not plan to attend commencement an absentee form must be submitted by the tenth Friday of the Autumn or Spring semester or the fourth Friday of the Summer term in which they plan to graduate.
 - d. If students need to make any adjustments to their name, all changes must be made by the University Registrar in the Student Services Center.
- 3) Engineering Minors
 - a. If a student plans to receive an Engineering minor, they must submit a minor program form with their application to graduate (See Minor section).
 - b. If a student plans to receive a non Engineering minor, they must meet the requirements set by the offering unit.
- 4) Honors
 - a. In order for a student to receive Latin honors designation the following requirements must be met according to university rules:
 - i. 60 or more Ohio State semester credit hours earned.
 - ii. A cumulative grade point average of:
 1. 3.50 or higher for Cum Laude
 2. 3.70 or higher for Magna Cum Laude
 3. 3.90 or higher for Summa Cum Laude
 - b. Students who graduate with "With Honors Research Distinction in the [Department of research]" or "With Research Distinction in the [Department of research]" or "With Honors in Engineering" also can wear honors braids during the ceremony even if they are not receiving Latin honors.
- 5) Transfer Credit

- a. Any student using transfer credit toward their degree needs to have the credit transferred no later than Friday of finals week of the term in which they plan to graduate.

14.2. Graduation “Walking” Policy

Subject: Graduation “Walking” Policy for the College of Engineering, 27 February 2006

- Effective Spring quarter 2006 students who have applied to graduate but are ineligible can “walk” in the graduation ceremony only if they have met the following:
 1. Had a missing grade for the current term.
 2. Had a failing or incomplete grade posted the final week of the current term
- Students cannot “walk” if they drop required classes anytime during the term in which they plan to graduate.
- Exceptions to this policy must be approved by the Associate Dean for Undergraduate Education and Student Services.

Dave Tomasko

Associate Dean for Undergraduate Education and Student Services

15. APPEAL PROCESS FOR STUDENTS DURING QUARTER TO SEMESTER TRANSITION

Approved by CCAA 3 May 2011

In the event that a student disagrees with a department or program decision during the transition and feels that the decision will cause their graduation to be delayed, that student may file a written appeal with the college. To hear appeals, an ad hoc subcommittee of the College Committee on Academic Affairs (CCAA) will be convened consisting of the following representatives: Chair of CCAA, Chair of Academic Standards and Progress Committee (ASAP), Director of Academic Advising, and Associate Dean for Undergraduate Education and Student Services.

To submit an appeal the following steps must be taken:

1. Write an appeal that includes the following information:
 - a. A letter signed by the student describing the issue(s) and the actions the student has taken to resolve the issue(s).
 - b. A copy of the student's transition academic plan (TAP) or other quarter-to-semester worksheet used in the program.
 - c. A letter or email from the program's undergraduate studies chair acknowledging the issue(s).
2. The written appeal is to be submitted to Suzanne Dantuono in Hitchcock 244.
3. The appeals committee will contact the student if an interview is deemed necessary.
4. A written response will be sent to the student within 10 working days of when the appeal was received by the college.

16. PROBATION, DISMISSAL, AND REINSTATEMENT POLICIES

College of Engineering

Academic Standards and Progress (ASAP) Subcommittee of CCAA

September 30, 2009

Revised 2 July, 2007, 13 December, 2007, December 18, 2008, March 26, 2009,
and September 2, 2010.

Revisions Approved by CCAA on 24 October, 2007, 14 January, 2008, 27 April,
2009 and 11 October, 2010.

Conversion to semester policies approved by CCAA on 29 March 2012.

Revisions Approved by CCAA on 26 April 2012 and 31 May 1012.

**College of Engineering
Probation, Dismissal, and Reinstatement Policies**

Academic Standards and Progress Subcommittee of CCAA

Semester Version Approved by CCAA 29 March 2012

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General Information

All undergraduate students must meet standards of academic progress. Students who do not meet these standards are subject to probation and dismissal. Dismissed students have an opportunity to apply for reinstatement.

As described in University Rules, the responsibility for administering these rules is split between the college and the student's program. It is the purpose of this document to show how these provisions are implemented in the College of Engineering (COE) and the individual programs.

Probation

There are two kinds of probation, "academic probation" (AP) and "special action probation" (SAP)

A) Academic 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 student shall be notified of probationary status by the dean of the college or the director of the school in which the student is registered, except as provided in rule 3335-9-27 of the Administrative Code. Such notification shall include a clear statement of what shall be considered to be satisfactory progress.

In the COE, the dean has appointed a designee to perform this notification. The designee presents academic probation cases to the Academic Standards and Progress (ASAP) Subcommittee at the quarterly meeting after grades are submitted.

University academic probation and dismissal policies supersede all other college actions.

B) 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. An undergraduate student admitted with conditions and who has not satisfied the conditions after earning thirty quarter credit hours through regular course enrollment at this university shall be placed on academic probation.

In the COE, academic degree programs set the policies for SAP for students in their major. In addition, some programs set SAP policy for their premajors, other programs have no SAP policies for premajors in which case the college administers Academic Probation when so needed.

The next section gives the operating policy of the ASAP subcommittee. This is followed by the policies of the individual programs. If a program does not have a separate operating policy, the University's policy on academic probation and dismissal is the only policy that applies.

**Operating Policy for the Standing Academic Standards and Progress
Subcommittee (ASAP) of CCAA**

Semester policy approved by CCAA 29 March 2012

1 History:

The Academic Standards and Progress Subcommittee (ASAP) evolved from a committee established in approximately 1990 to monitor policies established and issues arising as the college and departments began to manage enrollments. The subcommittee was established by the Engineering College Dean.

2 Position in College:

ASAP is a standing subcommittee of CCAA. Conforming to the College of Engineering's Pattern of Administration, at least one member of ASAP must be a CCAA member.

3 Duties:

ASAP has the responsibility to recommend policies and rules relative to academic standards controlling warning, probation, and dismissal of undergraduate students in the Engineering College, to implement appropriate actions in these areas, and to monitor the progress of students in academic difficulty. ASAP does not consider or regulate program admission requirements, except as they interact with warning, probation, and dismissal. Specific duties include:

- 3.1 Develop, update, and act upon CCAA-approved policies for students being given an academic warning, being placed on probation, or being dismissed from the College.
- 3.2 Review policies of individual departments regarding probation and dismissals and recommend approval of such policies to CCAA.
- 3.3 Review and approve departmental/programmatic recommendations for warning, probation, and dismissal actions ensuring compliance with their approved departmental/programmatic policies. While the departmental/programmatic policy and recommendations should always be strongly considered, the voting subcommittee has the authority to decide the final outcome in all cases.
- 3.4 Recommend actions regarding undecided pre-major students.
- 3.5 Recommend to CCAA such actions, policies, or procedures that may reduce the number of students in academic difficulty.

4 Membership:

- 4.1 Each undergraduate program in the College shall recommend, for appointment by the dean, a faculty member to represent their program on ASAP. The designated faculty member will generally be the Undergraduate Program Chair. When a department has multiple programs, different programs may be represented by the same faculty member if they so choose; however, that faculty member will be allowed only one vote.

- 4.2 Undergraduate Program Advisors are asked to attend meetings of the subcommittee and have all privileges of the meeting except the vote. However, one Undergraduate Program Advisor, designated by the advisors annually shall have voting rights on ASAP.
- 4.3 Due to the sensitive nature of the information regarding individual students being handled, the vast majority of the business of the committee needs to be conducted without student representatives being present. Therefore, a student member will not be part of the ASAP subcommittee. However, because the remaining policy matters discussed are all subject to the review and approval of CCAA, where student representation is present, the general principle of student representation will be maintained.
- 4.4 The Minority Engineering Program shall designate a member with voting rights.
- 4.5 The Women in Engineering Program shall recommend, for appointment by the dean, a member with voting rights.
- 4.6 The Associate Dean for Undergraduate Education and Student Services shall serve as an ex officio, non-voting member of ASAP.
- 4.7 A College staff member who monitors student status shall serve as an Ex-Officio member with voting rights. This member will be appointed by the dean.
- 4.8 Departments/programs may delegate an alternative voting member for an absent member. Such delegation must be made in writing prior to the ASAP meeting.
- 4.9 At least one member of the ASAP subcommittee must be a member of CCAA.

5 Officers:

- 5.1 During the spring Academic Term of each year, the subcommittee shall elect a new Chair for the following year from the continuing members of the subcommittee. No individual may serve as Chair of ASAP for more than three consecutive one-year terms. The College Staff representative who monitors student status shall serve as the Secretary of the subcommittee.

6 Meetings:

- 6.1 The subcommittee shall meet at least once each summer, autumn, and spring terms, normally on the Thursday following graduation. Other meetings may be called by the Chair if policy issues arise that cannot be handled during the time of the regular meeting.
- 6.2 Minutes will be recorded for each of the meetings. Normally, the minutes will be recorded by the Secretary. The minutes shall be circulated prior to the next meeting and the corrected minutes approved at the next meeting. Consistent with university and FERPA (Family Educational Rights and Privacy Act) regulations, the minutes should include:
 - 6.2.1 A list of those attending the meeting
 - 6.2.2 A record of all motions and their disposition
 - 6.2.3 Any policy documents that were distributed at the meeting
 - 6.2.4 Any discussion of principles or policies that lead to a vote
- 6.3 The College will maintain a repository to archive the meeting minutes and the detailed spreadsheets that are submitted by programs to the ASAP Subcommittee summarizing the pertinent information on each case for which

action was taken. The repository will be available to members of the ASAP Subcommittee.

- 6.4 For voting purposes, a quorum of the ASAP Subcommittee is 50 percent plus 1 of the voting members

7 Operational Definitions:

7.1 Department Dismissal (DD). Department dismissal means that the student will not be allowed to enroll in a given program or in any program-specific course unless it is required in the core of their new major (or by permission of the dismissing program). A department or program may recommend departmental dismissal based on that department's or program's SAP policy. No student can be dismissed from a department unless he or she is already on probation. Departments (or programs) may specify in their policy the number of times that a student may be dismissed and reinstated to their programs. Department/program dismissal is authorized under the SAP Rules of the University [3335-9-25(B)]

7.2 College Dismissal (CD). College dismissal means that the student will not be allowed to enroll in any program in the College of Engineering without submitting a petition for reinstatement. A college-dismissed student will not be allowed to enroll in any course that is open only to engineering students in the College of Engineering unless required in the core of their new major (or by permission of the unit offering such course). The subcommittee may college dismiss a student if it determines that the student:

- 7.2.1 has been accepted to a major, is departmentally dismissed, and has a cumulative gpa ("gpa" = grade point average) less than 2.0, or
- 7.2.2 is unlikely to succeed in any program in the college, or
- 7.2.3 is in the Re-Exploration or Engineering Undecided program and fails to meet the terms of their probation, or
- 7.2.4 has shown a lack of progress by failing to take any engineering core or major courses for their past two Academic Terms of enrollment or more.
- 7.2.5 No student can be dismissed from the college unless he or she is already on probation. No student may be reinstated more than two times in the College. College dismissal is authorized under the SAP Rules of the University [3335-9-25(B)]

7.3 Academic Dismissal (AD). Academic dismissal is defined by University Rule 3335-9-26. Students who do not meet university academic standards will be dismissed (AD) from the University. No student can be dismissed from the University unless he or she is already on probation. Students who have been dismissed cannot enroll in any courses taught at the University. This action is taken under University Rule 3335-9-26.

8 ASAP Subcommittee Operations:

- 8.1 All ASAP college-wide operational policies must be approved by CCAA and will to be made public by being placed in the CCAA Handbook.
- 8.2 Before taking effect, all departmental/program policies must be approved by CCAA following a review and recommendation from ASAP. These policies will be made public by being placed in the CCAA handbook and on the appropriate

- web page. Departments may request CCAA consideration of proposed policies whether they are recommended for approval by ASAP or not.
- 8.3 If a program elects not to participate in actions under Special Action Probation [University Rule 3335-9-25(B)], only the academic policy of the University will apply (University Rule 3335-9-26).
 - 8.4 If a conflict arises between Departmental and ASAP policies, ASAP policies shall prevail.
 - 8.5 ASAP takes final action on all probation and dismissal recommendations in the College of Engineering, including CD and DD. Final action means that the department/program may not deviate from the ASAP decision with one narrow exception. When the outcome of a case that was recommended and approved based on objective departmental standards (e.g. grades, gpa) would be changed by new objective information (e.g., new grade, gpa), the department may revise the outcome and notify ASAP (Chair or Secretary) accordingly. The secretary will record the change and will report it as part of the minutes. This exception does not apply to other new, non-grade based information such as personal or health updates.
 - 8.6 In practice, departmental recommendations consistent with the approved objective (i.e. grade-based) policies for that program will normally not be discussed by ASAP before acting, but will simply be approved unless a subcommittee member, the department/program involved, or the student in question requests a discussion. Departments / Programs must certify that such cases are consistent with their and the College's published, objective policies.
 - 8.7 ASAP discusses departmental recommendations before acting on them if:
 - 8.7.1 The objective standards in the approved department policy statement are contrary to, are ambiguous about, or do not address the action proposed,
 - 8.7.2 The proposed action is based on subjective standards (i.e. "lack of progress"),
 - 8.7.3 The program requests a review,
 - 8.7.4 A member of the ASAP Subcommittee or CCAA committee requests a review,
 - 8.7.5 A student appeals a previous decision (after first appealing to the program), or
 - 8.7.6 The department policy is unapproved or out-of-date.
 - 8.8 Reports by the ASAP chair or designee will be made to CCAA of unusual issues or proposed policy changes.
 - 8.9 The ASAP Subcommittee does not consider or regulate program admission or reinstatement requirements, except as they interact with SAP.
 - 8.10 After the ASAP Committee approves a dismissal, the following policies shall apply:
 - 8.10.1 When a student is Academically Dismissed, no department or program may reinstate the student for a minimum of two Academic Terms.
 - 8.10.2 After a student has been Academically Dismissed for two Academic Terms, any department or program has the authority to reinstate the student to their program
 - 8.10.3 No Academically Dismissed student may be reinstated unless into a department or program

- 8.10.4 When a student is Departmentally or College Dismissed, any department or program has the authority to immediately reinstate the student to their program
- 8.11 Notification of a student of SAP actions will be consistent with OSU notification procedures.
- 8.12 Notification of a student going onto probation shall be made by the end of the second week of the Academic Term.
- 8.13 The chair of the ASAP Subcommittee (or, if unavailable, the Associate Dean for Undergraduate Education and Student Services) can, in extraordinary circumstances, make decisions on behalf of ASAP concerning dismissals if the issue cannot be handled during the time of the regularly scheduled quarterly meeting. If the chair takes such action, the chair must make a report to the full subcommittee at the subcommittee's next meeting, and the action must be recorded in the minutes.

9 Appeal Process

- 9.1. Students who are a major or premajor in a specific program should first consult with the advising staff to discussed the detailed basic for the ASAP Subcommittee's action. Students who are in Engineering Undeclared or Re-Exploring Engineering should consult with the advising staff in the Engineering College. The advising staff will determine if new information is available that would change their recommendation to the ASAP Subcommittee. If this is the case, the advising staff should make a new recommendation to the chair of the ASAP subcommittee. The chair will then make a decision on behalf of the ASAP Subcommittee based on Article 8.13 of the ASAP Subcommittee's Operating Procedures.
- 9.2. If the student cannot resolve the issue with the advising staff, 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 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) If a favorable decision is made by the ASAP subcommittee, the student should indicate what has changed in their circumstances to enable them to be successful in their program.
 - e) In the case of a student in Engineering Undeclared or Re-Exploring Engineering, the student should indicate which program(s) to which they intend to apply for admission.
- 9.3. After the chair receives the petition, he/she will form a subcommittee to evaluate the petition. The subcommittee will normally be made up of 4 ASAP Subcommittee members. This will include the chair, a representative from the

college advising staff, two faculty members who are not from the student's home program if the student is a major or premajor, and a non-voting faculty member or advisor who is familiar with the case. If the student is in Engineering Undeclared or Re-Exploring Engineering, one member of the subcommittee will be from a program to which the student intends to apply for admission.

9.4. Normally, the appeal subcommittee will evaluate the petition and make a decision within two week after the petition is received by the chair.

Aeronautical and Astronautical Engineering Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

The following conditions must be met to be considered in good academic standing in the Aeronautical and Astronautical Engineering (AAE) degree program:

1. A semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (SPHR)
2. A cumulative point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (CPHR)
3. A point-hour ratio of 2.0 or above in all required pre-major courses taken at The Ohio State University (EPhR)*
4. A point-hour ratio of 2.0 or above in all major courses taken at The Ohio State University (MPHR)†

*Aeronautical and Astronautical Engineering EPhR courses: Math 1151, 1172, and 2173 (or equivalents); Chemistry 1250; Physics 1250 and 1251; Engineering 1181 and 1182 (or equivalents); ME2010 or 2010H; AERO 2200. *If a course is taken multiple times, all grades earned will be used in the EPhR calculation with the exception of any grades that have been “forgiven” according to University Faculty Rule 3335-8-27.1 (Freshman forgiveness rule).*

† Aeronautical and Astronautical Engineering: all Aeronautical and Astronautical Engineering courses, excluding AERO 2200. *The MPHR will be 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 MPHR calculation.*

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 towards their degree.

- 1) **Academic Probation:** Any student who has accumulated fifteen or more deficiency points shall be placed on academic 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 AAE program if he or she fails to meet the conditions placed on his or her probation.

Special Action Probation (SAP)

Aeronautical and Astronautical Engineering has three forms of SAP: **1)** SAP for grades; **2)** SAP for lack of progress; and **3)** SAP after reinstatement.

SAP eligibility is determined at the end of each semester.

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 of enrollment**. All exceptions to the SAP policies below are brought before the Academic Standards and Progress subcommittee of the College of Engineering CCAA.

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

- Students are eligible for SAP for Grades if they fail to maintain a 2.00 SPHR, CPHR, and EPHR (pre-major students) or MPHHR (major students).
- Students on SAP for Grades will be required to earn at least a 2.00 SPHR during their next semester of enrollment.
- Students on SAP for Grades will be continued on SAP for Grades:
 - until they achieve at least a 2.0 CPHR and EPHR (pre-major students) or MPHHR (major students), as long as they continue to earn at least a 2.00 SPHR.
 - if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- Students on SAP for Grades will return to good academic standing when they achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHHR (major students) without receiving any “W” or “I” marks on their transcript.
- Students on SAP for Grades will be dismissed from the Aeronautical and Astronautical Engineering program (DD) if they fail to earn at least a 2.00 SPHR.
- Major students who are dismissed from the Aeronautical and Astronautical Engineering program with less than a 2.0 CPHR are also subject to College Dismissal (CD).

2) SAP FOR LACK OF PROGRESS *Students can be put on SAP for failure to make progress towards a degree in aeronautical and astronautical engineering.*

- Students are eligible for SAP for Lack of Progress if they are in good academic standing but have:
 - multiple “W” or “I” marks that prevent them from making progress in the AAE curriculum.
 - enrolled in consecutive semesters without taking courses in the AAE curriculum.

- Students on SAP for Lack of Progress, during their next semester of enrollment, will be required to:
 - enroll in at least one course in the AAE curriculum, earn at least a 2.0 SPHR, and complete all AAE curriculum courses in which they enroll (no “W” or “I” marks); or
 - transfer to another department or college by the first Friday of the semester.
- Students on SAP for Lack of Progress will be continued on SAP for Grades if they:
 - complete a semester that includes courses in the AAE curriculum without receiving any “W” or “I” marks on their transcript.
 - earn at least a 2.00 SPHR but do not have at least a 2.00 CPHR and EPHR (pre-major students) or MPHR (major students).
- Students will be removed from SAP for Lack of Progress and will be in good academic standing if they:
 - complete a semester that includes courses in the AAE curriculum without receiving any “W” or “I” marks on their transcript.
 - achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students).
- Students on SAP for Lack of Progress will be dismissed from the College of Engineering (CD) if they fail to meet the terms to continue on SAP or return to good academic standing.

3) SAP FOR REINSTATED STUDENTS *All students who are reinstated to the Department of Mechanical and Aerospace Engineering are automatically placed on SAP for their next semester of enrollment.*

A student dismissed from the department may petition to be reinstated after two academic semesters. Students may apply during the second semester. The academic advisor will receive the petition and forward it to the AAE Undergraduate Studies Committee. Students can be reinstated a maximum of two times.

- Students on SAP for Reinstated Students will be required to earn at least a 2.00 SPHR at the end of their next semester of enrollment.
- Students on SAP for Reinstated Students will be continued on SAP for Grades:
 - until they achieve at least a 2.0 CPHR and EPHR (pre-major students) or MPHR (major students), as long as they continue to earn at least a 2.00 SPHR.
 - if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- Students will be removed from SAP for Reinstated Students and will be in good academic standing if they achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students).
- Students on SAP for Reinstated Students will be dismissed from the Department of Mechanical and Aerospace Engineering (DD) if they fail to earn at least a 2.00 SPHR at the end of their next semester of enrollment.

- Major students who are dismissed from the Department of Mechanical and Aerospace Engineering with less than a 2.0 CPHR are also subject to College Dismissal (CD).

Appeal of Departmental Actions

A student who feels that their performance may have been affected by special circumstances may petition in writing to the Chair of the **Aeronautical and Astronautical Engineering Program** Undergraduate Studies Committee. If a student finds this review unsatisfactory, an appeal may be made directly to the Academic Standards and Progress Committee (ASAP) through the college designee to this committee.

Notification of Departmental Policy for Academic Standards to Students:

All incoming freshman, transfer students, and students new to the major receive and sign a copy of the academic standards policy.

Aviation
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

The following conditions must be met to be considered in good academic standing in the Engineering Aviation (AVIATION-PRE) program:

5. A Term Point-Hour Ratio (TPHR) of 2.0 or above in all courses taken each term at The Ohio State University
6. A Cumulative Point-Hour Ratio (CPHR) of 2.0 or above in all courses taken at The Ohio State University
7. A cumulative point-hour ratio of 2.0 or above in the Eligibility Point-Hour Ratio courses taken at The Ohio State University (EPHR)*

*Eligibility Point-Hour Ratio is comprised of courses which are commonly included in the application to major process in the College of Engineering. The academic performance in these courses is monitored in order to ensure that students in the Engineering Aviation program are performing at the minimum academic level required for admission to a major. The courses included in the Eligibility Point-Hour Ratio (EPHR) are:

Department	Course Number
Chemistry	1210
Engineering	1181, 1182
Math	1151, 1172
Physics	1250
English	1110

Any of these courses taken as Honors are also included in the Eligibility Point-Hour Ratio.

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 who has accumulated fifteen or more deficiency points shall be placed on academic 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 if he or she fails to meet the conditions placed on his or her probation.

SPECIAL ACTION PROBATION (SAP) for Engineering Aviation (AVIATION-PRE)

The Engineering Aviation program (AVIATION-PRE) has two forms of SAP: 1) SAP for grades and 2) SAP for lack of progress.

SAP FOR GRADES

Conditions for being placed on SAP

If an Engineering Aviation (AVIATION-PRE) student has one or more of the following conditions, he/she will be placed on SAP for grades:

- Less than a 2.0 Term Point-Hour Ratio (TPHR) in all courses taken during a term at The Ohio State University.
- Less than a 2.0 Cumulative Point-Hour Ratio (CPHR) and less than 15 deficiency points in all courses taken at The Ohio State University.
- Less than a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPhR) taken at The Ohio State University.

Terms of SAP

Each student placed on SAP must meet the following terms:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) in the next term of enrollment

If the student meets the terms above, he/she will continue on SAP until the Conditions for Leaving SAP are met (see below).

If the student does not meet the terms of SAP, and does not have any documented extenuating circumstances, then the student is Dismissed from the College of Engineering.

Conditions for leaving SAP

Each student may be removed from SAP if the following conditions are met:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) or above in all courses taken in the next term of enrollment at The Ohio State University, and
- Earn a minimum of a 2.0 Cumulative Point-Hour Ratio (CPHR) at The Ohio State University, and
- Earn a minimum of a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPhR) taken at the Ohio State University.

If the student meets the conditions above, then the student will be removed from SAP for the following term of enrollment.

SAP FOR LACK OF PROGRESS

Conditions for being placed on SAP

If an Engineering Aviation (AVIATION-PRE) student meets the following condition, he or she will be placed on SAP for lack of progress:

- Two consecutive terms without scheduling any technical courses**

** Technical courses are any non-General Education course that fulfills an Engineering degree requirement.

Terms of SAP

Each student placed on SAP must meet the following terms:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) in the next term of enrollment, AND
- Enroll in at least one technical course, or transfer out of Engineering Aviation (AVIATION-PRE), during the next term of enrollment.

If the student meets the terms above, he/she will continue on SAP until the Conditions for Leaving SAP are met (see below).

If the student does not meet the terms of SAP, and does not have any documented extenuating circumstances, then the student is Dismissed from the College of Engineering.

Conditions for leaving SAP

Each student may be removed from SAP if the following conditions are met:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) or above in all courses taken in the next term of enrollment at The Ohio State University, and
- Earn a minimum of a 2.0 Cumulative Point-Hour Ratio (CPHR) at The Ohio State University, and

- Earn a minimum of a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPHR) taken at the Ohio State University, and
- Enroll in at least one technical course, or transfer out of Engineering Aviation (AVIATION-PRE), during the next term of enrollment.

If the student meets the conditions above, then the student will be removed from SAP for the following term of enrollment.

IMPLEMENTATION

The new Academic Standards Policy for Engineering Aviation Students will be implemented as follows:

1. Any new Engineering Aviation (AVIATION-PRE) student entering OSU AU05 or later or returning to OSU after an absence of 5 years or longer, will automatically be under this new policy.

Procedure for Student Appeal of Program Actions

A student who feels that his/her performance may have been affected by special circumstances may petition in writing to the Director, Center for Aviation Studies and the Associate Dean of Undergraduate Education and Student Services for the College of Engineering. If a student finds this review unsatisfactory, he or she may appeal directly to the Academic Standards and Progress Committee (ASAP) through the college designee to this committee.

Notification of Program Policy for Academic Standards to Students

All Engineering Aviation (AVIATION-PRE) students will receive the academic standards during instruction of Engineering Aviation Survey. The standards will be reviewed by the instructor/advisor with the students and the content will be posted to the course website. In addition, handouts of the academic standards will be available in the Engineering Aviation Advising Office.

Semester Conversion – Transition Plan

Students who were admitted to OSU prior to Summer 2012 may have completed quarter equivalents of the semester courses included the Eligibility Point-Hour Ratio. The grades and credit hours in these courses will be converted to the semester equivalent hours and credit points and incorporated into the cumulative Eligibility Point-Hour Ratio. In addition the quarter hours included in the Cumulative Point-Hour Ratio will be converted to the correct semester equivalents. This recalculation of cumulative hours will occur prior to Summer

2012 to allow students ample time to review their cumulative statistics on the Student Information System.

Biomedical Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

The Department of Biomedical Engineering (BME) encourages strong academic performance by its undergraduate pre-major and major students. To this end, students are provided with regular (at least once each semester) information concerning their academic standing in the BME Department. One means by which this is done is through the tracking of students' Special Action Probation (SAP) status. By tracking a student's SAP status, the student is given ample warning regarding the seriousness of his/her position and ensuring the continued quality of students graduating from the program.

Summary of University Rules

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.

Biomedical Engineering Departmental Regulations

This document is distributed in the BME 2000: Introduction to Biomedical Engineering course offered each Autumn, and every student is required to read and return a signed copy of the *Academic Standards: Probation, Dismissal and Reinstatement* document to the instructor. A signed copy of this document will be kept in the students file. The Undergraduate Handbook, which includes this document, is available on the Department's website.

1. Conditions for Departmental Warning

A student who earns a SPHR below a 2.0 will receive a warning letter from the department concerning their unsatisfactory academic performance. A student

[†] Number of credit points below minimum points needed for a 2.0 CPHR. Deficiency points is calculated as $2.0 \times \text{Credit Hours Attempted} - \text{Total Points Earned}$.

enrolled in a term that does not include any coursework within the Biomedical Engineering program will receive a warning letter for lack of progress towards the 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 term, they will not be given a second warning, but shall be immediately placed on Special Action Probation.

2. Conditions for Special Action Probation (SAP)

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

- Their CPHR falls below 2.0.
- Their MPHR falls below 2.0.
- Their EPHR falls below 2.0
- They fail to meet the requirements for repeated classes.
- They meet the conditions for warning for two consecutive terms (probation takes effect the second successive term after the initial warning)
- They are admitted to Biomedical Engineering after having been previously dismissed from BME or any other department, the College or the University.
- Lack of Progress – they are not taking any courses towards the BME degree during any term.

To continue in the department on SAP a student must:

- Attain a minimum SPHR of 2.0 for the subsequent term with no grade lower than a C- and make a C+ or better when repeating a BME course.
- Not withdraw from any class without permission. (Any schedule changes must be approved by an advisor while on SAP).
- Complete a schedule of courses which are part of the degree program for Biomedical Engineering.

To be removed from SAP, the student must:

- Improve their EPHR, MPHR and CPHR to greater than 2.0.

3. 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 an action reviewed.

4. Policy on Departmental Reinstatement

A reinstatement petition will be considered by the department typically no sooner than two academic terms after the term 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 term they are reinstated.

5. Policy on Repeating Biomedical Engineering 2000 and 2700

Students receiving a grade of D+ or D in BME 2000 or BME 2700 shall repeat the course(s) before continuing on to the BME Domain Courses (BME 4110, BME 4210, BME 4310, BME 4410, BME 4510 or BME 4610).

Please note that this applies only to BME 2000 and BME 2700. Students will not be asked to repeat any other Biomedical Engineering course for receiving a grade of D+ or D. If the student repeating this course 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.

6. Student Appeals Process

A student may appeal to the Undergraduate Studies Chair in writing for any concerns regarding Departmental warning or Special Action Probation.

A student may appeal any Departmental dismissal or any specific reinstatement condition(s) directly to the Academic Standards and Progress Committee.

I have read and understood the Biomedical Engineering Academic Standards: Probation, Dismissal and Reinstatement policy.

Student's Signature

Chemical & Biomolecular Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

Semester Conversion

Effective June 2012, the University will be converting from a quarter-based system to a semester-based system of academic instruction. Prior to the conversion, and following the posting of grades for Spring Quarter 2012, all cumulative data (grade points, graded hours, and earned hours) will be multiplied by 0.67. This will in turn result in all point-hour-ratios (cumulative point hour ratio, major point hour ratio, semester point hour ratio) being equal to their respective quarter values.

Chemical and Biomolecular Engineering Departmental Regulations

The following academic standards program applies to both majors and pre-majors pursuing a BS in Chemical Engineering. When dealing with cumulative point hour ratio (CPHR), the department uses the CPHR provided by SIS and ODS; thereby truncating the results rather than rounding up. "CBE 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 the cumulative point hour ratio, all instances of a course are included in the score and the university freshman forgiveness rule is recognized. When considering the major point hour ratio (MPHR), the highest grade in a course will be used in the calculation of the MPHR. 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 (Biology, CBE, Chemistry, Math, Physics, Engineering, and Computer Science) during any one semester will receive a warning letter from the department concerning their unsatisfactory academic performance. A student not taking any coursework that counts towards 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 semester, 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 CPHR falls below 2.00.
- Their MPHR falls below 2.00 and they have taken five or more credits of CBE coursework. If a transfer student has one or more CBE courses, he or she may be placed on SAP whenever their OSU MPHR is less than 2.0. (Note: Students who began taking coursework at the University under quarters, will be required to

maintain a MPHR greater than 1.7. The 2.0 MPHR rule only applies to students who began taking coursework under semesters).

- They fail to meet the requirements for repeated classes.
- They meet the conditions for warning for two consecutive semesters (probation takes effect the second successive semester after the initial warning)
- They are admitted to Chemical Engineering after having been previously dismissed from CBE or any other department, the College or the University.

To be removed from SAP, the student must:

- Improve their semester point hour ratio (SPHR) to 2.00 or above for the subsequent semester with no grade lower than a C- .
- 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 CPHR to 2.0 or above.
- Improve their major point hour ratio (MPHR) to greater than 2.00.

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 two academic semesters after the semester 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 semester they are reinstated.

Policy on Repeating Chemical and Biomolecular Engineering 2200

Students receiving a grade below C- in CBE 2200 shall repeat the course before continuing on to enroll in additional CBE coursework.

Also, students will only be permitted to take CBE 2200 twice. Students failing to achieve a C- or above during the second attempt will not be permitted to continue in the program.

Students will not be asked to repeat any other Chemical and Biomolecular Engineering course for receiving a D or D+.

Students shall receive a copy of this policy upon enrollment in the University Survey course and CBE 2200. 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

Civil Engineering

Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Every Civil Engineering undergraduate student must meet certain standards of academic achievement. Students who fail to meet these criteria will be placed on academic probation. Specifically, the University Rules provide for two types of probation:

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 student shall be notified of probationary status by the dean of the college or the director of the school in which the student is registered, except as provided in rule 3335-9-27 of the Administrative Code. Such notification shall include a clear statement of what shall be considered to be 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. An undergraduate student admitted with conditions and who has not satisfied the conditions after earning thirty quarter credit hours through regular course enrollment at this university shall be placed on academic probation.

The following academic standards apply to students in the Civil Engineering program:

Pre-Civil Engineering Standards

Departmental Academic Warning

A Pre-Civil Engineering student may receive a **Departmental Academic Warning** if, after their first Academic Term of enrollment at the University, the student has failed to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the EPHR*.

Special Action Probation

A Pre-Civil Engineering student will be placed on **Special Action Probation (SAP)** at the end of an Academic Term for failure to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the EPHR*.

Civil Engineering Major Standards

Special Action Probation

A Civil Engineering student will be placed on **SAP** if the student has failed to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the major point hour ratio (MPHR)**.

*Monitored courses for the eligibility point hour ratio (EPHR) include: *Math 1151, 1172; Physics 1250, 1251; ENG 1181, 1182 (or the curricular equivalent or semester transition equivalent of above mentioned courses as determined by the Department).*

**Monitored courses for major point hour ratio (MPHR) include: *ME 2010, ME 2020, ME 2030; Math 2177; Chem. 1250; CSE 1221; EarthSci 1121 or ENR 3000/3001; CE 2050, 2060, 2090, 2410, 2810, 3080, 3130, 3160, 3310, 3510, 3540, 3700, 4000.01, 4000.02, 4320, 4350, ENV 3200, and all courses considered technical electives (or the curricular equivalent or semester transition equivalent of above mentioned courses as determined by the Department).*

CIVIL ENGINEERING SAP REGULATIONS

Pre-major and Major SAP Conditions

Any student in the Civil Engineering program who has received an Academic Warning or who is placed on **SAP** will be sent notification describing the particular conditions of their probation. Typical probation conditions include, but are not necessarily limited to:

1. Must meet with the Chair of the Undergraduate Studies Committee, or designee, during the **first week** of each term to discuss the terms of the student's SAP.
2. Must take a course load each term that has been discussed with and approved by the Chair of Undergraduate Studies Committee and/or the student's academic advisor.
3. May not withdraw from a course nor receive an "incomplete" grade without prior written permission of the Chair of the Undergraduate Studies Committee.
4. Must remove a specified number of deficiency points based on grades earned in the monitored courses taken that term. Typically, three deficiency points must be removed if only one monitored course is taken, and five deficiency points must be removed if two or more monitored courses are taken.
5. Must maintain a cumulative point hour ratio (CPHR) and semester point hour ratio (SPHR) of 2.0 or higher for each Academic Term the student is on SAP.

Conditions for Returning to Academic Good Standing

A student who has removed all deficiency points and has a CPHR and EPHR or MPHR of 2.0 or higher will be returned to good standing status in the Department.

Conditions for Continuing on SAP

A student who has met the terms of his or her probation but who does not yet have a CPHR, EPHR or MPHR of 2.0 or higher and have not removed all deficiency points will remain on SAP. The student's SAP conditions are subject to change to reflect student progress.

Conditions for Departmental Dismissal

A student on SAP in the civil engineering program who fails to meet the conditions of their probation shall be considered for departmental dismissal. A civil engineering student on SAP will not be dismissed unless at least 10 hours of monitored courses have been attempted.

POLICY ON REINSTATEMENT OF DISMISSED STUDENTS

Reinstatement after Academic Dismissal

Students who have been dismissed from the civil engineering program or another engineering program may petition the Undergraduate Studies Committee for reinstatement into the program. A reinstatement petition may be submitted no sooner than two Academic Terms after dismissal. Under individual circumstances, some students may be considered for an earlier petition.

SAP After Reinstatement

A student granted reinstatement into the Civil Engineering Program will be placed on SAP for a minimum of two full Academic Terms of enrollment. Reinstated students will

retake all D's and D+'s earned in the previously identified monitored EPHR and MPHR course group, earning a grade of C or better in each retake. Some or all K credits may also be required to be retaken. Each course can be retaken only once. If the student earns a B or better in each retake, the student can be reinstated as soon as all retakes are completed. In addition, the Undergraduate Studies Committee may require that specific measures be undertaken to resolve personal or financial problems that may have contributed to the student's academic difficulties.

A student who has been dismissed two or more times from the College of Engineering Department(s) for academic reasons will not be eligible for reinstatement or entry into the department, except under the conditions of the five year Fresh Start Rule (3335-7-261).

APPEAL PROCESS

- I. A reinstated student may appeal to the Undergraduate Studies Chair in writing to adjust the projected course load and conditions of their reinstatement program.
- II. A student may appeal any Departmental dismissal or any specific reinstatement condition(s) directly to the College of Engineering's Academic Standards and Progress Committee.

NOTIFICATION

The Undergraduate Student Handbook outlining the Department's probationary and dismissal policy is available on the Department website. The Departmental Special Action Probation and Dismissal policy is discussed in detail with students in Engineering 1100 and upon acceptance into the major. Upon entering the Civil Engineering program, students must submit a signed copy of the Academic Standards and Reinstatement of Dismissed Students policy to be kept in the student's file.

Computer Science and Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

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

Majors and pre-majors in the BS-CSE program in the Department of Computer Science and Engineering whose major-point-hour-ratio (MPHR) is below 2.0 will be placed on *Special Action Probation* (SAP). For the purposes of SAP, the MPHR will be calculated as the average of grades received in CSE courses that can be included in the BS-CSE major.

If a student who is already on SAP receives an *incomplete* ("I") grade in a course, the *alternate* grade assigned to the student will be used for the MPHR calculation. If, at a later point, the instructor assigns a different grade to the student, the MPHR will be recalculated at that point. Students should note that if the instructor does not assign an alternate grade, the Registrar's system will assign "E" as the default alternate grade.

Any pre-major student, whose admission to the BS-CSE major would result in immediate SAP status, will not be admitted to major.

2. Conditions on Students on SAP

Any student who is placed on SAP is expected to reduce his or her CSE deficiency points by at least 2 points during each semester that the student is enrolled in any CSE courses.

Additional conditions, depending upon the individual circumstances of the student, may be imposed by the chair of the department's Undergraduate Studies Committee, in consultation with the academic advisor.

Students who are on SAP are strongly encouraged to consult with the advisors in the Undergraduate Advising Office to identify ways to improve their academic performance. It is especially important to meet with an advisor if the student feels that he or she is not performing well in one or more CSE courses so that suitable corrective actions can be identified and put into practice in a timely manner.

3. Ending SAP Status

In order to end his or her probationary status, a student who is on SAP must increase the MPHR, calculated in the manner described in Section 1, to at least 2.0, and meet any other conditions specified in his or her individual case.

Any student who is on SAP and transfers out of the BS-CSE program is no longer considered to be on SAP in the BS-CSE program.

4. Dismissal Following SAP

Any student who is on SAP and fails to meet the condition(s) of his or her probation as described in Section 2 is subject to dismissal from the BS-CSE program.

Any student who is on SAP for two periods of enrollment and has not, at the end of that period, increased his or her MPHR to 2.0 or higher, is subject to dismissal from the BS-CSE program.

Any student who is dismissed from the program may also be subject to dismissal from the College of Engineering and/or the University as per the applicable faculty rules.

Should the student have extenuating circumstances that resulted in his or her not meeting one or more probation conditions, a written petition may be submitted to the chair of the Undergraduate Studies Committee appealing the dismissal action. Any exceptions that are approved will apply only to the particular semester.

5. Reinstatement to the BS-CSE Program

A student who has been dismissed from the BS-CSE program may apply for reinstatement if his or her current CSE MPHR, calculated as specified in Section 1, is 2.0 or higher. A student who has been dismissed from any of the programs, including the BS-CSE program, in the College of Engineering a combined total of three or more times will not be eligible for admission or reinstatement to the BS-CSE program.

6. Transferring to the CIS Program

Students dismissed from the BS-CSE program may apply to transfer to the BS-CIS or BA-CIS program in ASC. Such a transfer does not, however, address the issue of poor performance in CSE courses. Students who transfer to a CIS program are encouraged to meet with the CSE Advisors to discuss these issues and meet with an advisor in ASC to review other curricular matters.

7. Lack of Progress

Students not making progress in the major may be placed on probation for lack of progress for the following reasons:

1. Excessive number of W's or I's;
2. Not taking any courses in the major for two consecutive semesters

8. Transition Policy

After spring quarter 2012, all cumulative academic data will be converted to semester values by multiplying the quarter number by 2/3 using .67 as the official operational definition of 2/3, thus making the semester GPA equivalent to the GPA under quarters.

12/2011

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

Semester policy approved by CCAA 29 March 2012

Update approved by CCAA 26 April 2012 (CHEM 1210 & 1220, pg 1)

Update approved by CCAA 31 May 2102 (Math 1152 & 2153, pg 1)

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^{#,§}). 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. 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. Therefore if a semester catalog course is taken multiple times, only the highest grade earned will be used in the MGPA calculation.

- 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.

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 who has accumulated fifteen or more deficiency points shall be placed on academic 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 May term, summer session 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 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, to their mailing address officially on record with the university, indicating the student's academic status at that point and any terms of probation. Should this letter 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.

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 Academic Warning or Academic Probation, depending on the number of CPHR deficiency points (see University Rule 3335-9-25A).
2. An ECE major student who has more than 4 hours in major classes 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 classes on his or her transcript, will be issued a letter of warning.

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.

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.
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.
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 class 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:

1. Address specific problems cited, e.g. if not completed English 1110, must do so.
2. Enroll in and complete at least one course in their Electrical Engineering or Computer Engineering curriculum.
3. Earn grades to maintain CPHR and MGPA at 2.0 or better.
4. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks).
5. 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 ≥ 2.0 and MGPA ≥ 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 ≥ 2.0 and MGPA ≥ 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.

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.
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 ≥ 2.0 .
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.
 - New first semester freshmen will not be placed on SAP until they have completed two semesters or a semester and a summer term at OSU. They will be issued a letter of warning instead.
 - New transfer students may be placed on SAP at the end of their first semester or summer term at OSU.
 - If CPHR < 2.0 the student will also be on Academic Warning or Academic Probation, depending on the number of CPHR deficiency points (see University Rule 3335-9-25A).
2. An ECE pre-major student who has more than 4 hours in major classes 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 will not be placed on SAP until they have completed two semesters or a semester and a summer term at OSU. They will be issued a letter of warning instead.
 - New transfer students may be placed on SAP 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 classes on his or her transcript will be issued a letter of warning.

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.

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.
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.
3. If MGPA < 2.0

- If the student has fewer than 4 hours in major classes on his or her transcript and takes additional major classes, he or she should strive to improve his or her MGPA, but it is not yet a term of probation.
 - If the students has more than 4 hours in major classes on his or her transcript, any change in MPGA must be positive.
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 class more than three times or repeating too many classes.
4. Remaining in a class 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 pre-major students the terms are typically:

1. Address specific problems cited.
2. Enroll in and complete at least one EGPA course.
3. Earn grades to maintain CPHR, SGPA and MGPA at 2.0 or better.
4. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks).
5. 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 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.

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 ≥ 2.0 , EGPA ≥ 2.0 , and MGPA ≥ 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 ≥ 2.0 , EGPA ≥ 2.0 , and MGPA ≥ 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.

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

All incoming freshman, transfer students, and students new to the major receive a copy of the academic standards policy. The policy is also published on the ECE web site.

During spring quarter 2012 message about the updated semester ASAP policy, including a link to the policy on the ECE web site, will be sent to the OSU email address of all ECE majors and pre-majors not graduating spring quarter 2012. The link will also be included in letters mailed to students for any actions related to the academic standards evaluation at the end of spring quarter 2012.

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 for at least five years. (After this time the University Fresh Start Rule applies.)

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.

Engineering Physics

Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

The following conditions must be met to be considered in good academic standing in the Engineering Physics degree program:

1. A semester/summer point-hour ratio of a 2.0 or above in all courses taken at The Ohio State University (SPHR).
2. A cumulative point-hour ratio of a 2.0 or above in all course take at The Ohio State University (CPHR)
3. A point-hour ratio of a 2.0 or above in all required pre-major courses taken at The Ohio State University (EPhR[‡])
4. A point-hour ratio of a 2.0 or above in all major courses taken at The Ohio State University (MPHR[§])

- Students are eligible for SAP for Grades if they fail to maintain a 2.00 SPHR, CPHR, and EPhR (pre-major students) or MPHR (major students).
- Students on SAP for Grades will be required to earn at least a 2.00 SPHR during their next quarter of enrollment.

After a student is placed on SAP for Grades, there are three possible outcomes:

1. Return to good academic standing
 - Students on SAP for Grades will return to good academic standing when they achieve at least a 2.0 in their SPHR, CPHR, and EPhR (pre-major students) or MPHR (major students) without receiving any “W” or “I” marks on their transcript.
2. Continue on SAP for Grades
 - Students on SAP for Grades will be continued on SAP for Grades until they achieve at least a 2.0 their CPHR and EPhR (pre-major students) or MPHR (major students), as long as they continue to earn at least a 2.00 SPHR.
3. Be dismissed from the Department of Physics
 - Students on SAP for Grades will be dismissed from the Department of Physics (DD) if they fail to earn at least a 2.0 SPHR in the following quarter of enrollment.
 - Major students who are dismissed from the Department of Physics with less than a 2.0 CPHR are also subject to College Dismissal (CD).

[‡] Engineering Physics EPhR courses: Physics 1250, 1251, 2300; Math 1511, 1172 (or equivalent); Engineering 1181, 1182 (or equivalent). If a course is taken multiple times, the highest grade earned will be used in the EPhR calculation.

[§] Engineering Physics MPHR courses: All 2000 level and above Physics courses and all 2000 level and above engineering courses. The MPHR will be based on the highest grade earned in a given course. Therefore if a course is taken multiple times, only the highest grade earned will be used in the MPHR calculation.

Environmental Engineering

Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Every Environmental Engineering undergraduate student must meet certain standards of academic achievement. Students who fail to meet these criteria will be placed on academic probation. Specifically, the University Rules provide for two types of probation:

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 student shall be notified of probationary status by the dean of the college or the director of the school in which the student is registered, except as provided in rule 3335-9-27 of the Administrative Code. Such notification shall include a clear statement of what shall be considered to be 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. An undergraduate student admitted with conditions and who has not satisfied the conditions after earning thirty quarter credit hours through regular course enrollment at this university shall be placed on academic probation.

The following academic standards apply to students in the Environmental Engineering program:

Pre-Environmental Engineering Standards

Departmental Academic Warning

A Pre-Environmental Engineering student may receive a **Departmental Academic Warning** if, after their first Academic Term of enrollment at the University, the student has failed to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the EPHR*.

Special Action Probation

A Pre-Environmental Engineering student will be placed on **Special Action Probation (SAP)** at the end of an Academic Term for failure to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the EPHR*.

Environmental Engineering Major Standards

Special Action Probation

An Environmental Engineering student will be placed on **SAP** if the student has failed to maintain at least a 2.0 PHR based on grades earned in attempts of the monitored courses of the major point hour ratio (MPHR)**.

*Monitored courses for the eligibility point hour ratio (EPHR) include: *Math 1151, 1172; ENGR 1181, 1182; Chem. 1210, 1220; Physics 1250; ME 2040 (or the curricular equivalent or semester transition equivalent of above mentioned courses as determined by the Department).*

**Monitored courses for major point hour ratio (MPHR) include: *ME 2030; Chem. 2310; CSE 1221; Math 2177; Microbio. 4000; ENR 3000, 3001; CHBE 5771; ENE 2090, 2100, 3080, 3130, 3200, 3210, 4090, 4200, 5110, 5170, CE 2050, 2060, 2090, 3160 and all courses considered technical electives (or the curricular equivalent or semester transition equivalent of above mentioned courses as determined by the Department).*

ENVIRONMENTAL ENGINEERING SAP REGULATIONS

Pre-major and Major SAP Conditions

Any student in the Environmental Engineering program who is placed on Academic Warning or who is on **SAP** will be sent notification describing the particular conditions of the probation. Typical probation conditions include, but are not necessarily limited to:

1. Must meet with the Chair of the Undergraduate Studies Committee, or designee, during the **first week** of each term to discuss the terms of the student's SAP.
2. Must take a course load each term that has been discussed with and approved by the Chair of Undergraduate Studies Committee and/or the student's academic advisor.
3. May not withdraw from a course nor receive an "incomplete" grade without prior written permission of the Chair of the Undergraduate Studies Committee.
4. Must remove a specified number of deficiency points based on grades earned in the monitored courses taken that term. Typically, three deficiency points must be removed if only one monitored course is taken, and five deficiency points must be removed if two or more monitored courses are taken.
5. Must maintain a cumulative point hour ratio (CPHR) and semester point hour ratio (SPHR) of 2.0 or higher for each Academic Term the student is on SAP.

Conditions for Returning to Academic Good Standing

A student who has removed all deficiency points and has a CPHR and EPHR or MPHR of 2.0 or higher will be returned to good standing status in the Department.

Conditions for Continuing on SAP

A student who has met the terms of his or her probation but who does not yet have a CPHR, EPHR or MPHR of 2.0 or higher and have not removed all deficiency points will remain on SAP. The student's SAP conditions are subject to change to reflect student progress.

Conditions for Departmental Dismissal

A student on SAP in the Environmental Engineering program who fails to meet the above listed conditions shall be considered for departmental dismissal. An Environmental Engineering student on SAP will not be dismissed unless at least 10 hours of monitored courses have been attempted.

POLICY ON REINSTATEMENT OF DISMISSED STUDENTS

Reinstatement after Academic Dismissal

Students who have been dismissed from the Environmental Engineering Program or another engineering program may petition the Undergraduate Studies Committee for reinstatement into the program. A reinstatement petition may be submitted no sooner than two Academic Terms after dismissal. Under individual circumstances, some students may be considered for an earlier petition.

SAP After Reinstatement

A student granted reinstatement into the Environmental Engineering Program will be placed on SAP for a minimum of two full Academic Terms of enrollment. Reinstated students will retake all D's and D+'s earned in the previously identified monitored EPHR and MPHR course group, earning a grade of C or better in each retake. Some or all K credits may also be required to be retaken. Each course can be retaken only once. If the student earns a B or better in each retake, the student can be reinstated as soon as all retakes are completed. In addition, the Undergraduate Studies Committee may require that specific measures be undertaken to resolve personal or financial problems that may have contributed to the student's academic difficulties.

A student who has been dismissed two or more times from the College of Engineering Department(s) for academic reasons will not be eligible for reinstatement or entry into the department except under the conditions of the five year Fresh Start Rule (3335-7-261).

APPEAL PROCESS

- I. A reinstated student may appeal to the Undergraduate Studies Chair in writing to adjust the projected course load and conditions of their reinstatement program.
- II. A student may appeal any Departmental dismissal or any specific reinstatement condition(s) directly to the College of Engineering's Academic Standards and Progress Committee.

NOTIFICATION

The Undergraduate Student Handbook outlining the Department's probationary and dismissal policy is available on the Department website. The Departmental Special Action Probation and Dismissal policy is discussed in detail with students in Engineering 1100 and upon acceptance into the major. Upon entering the Civil Engineering program, students must submit a signed copy of the Academic Standards and Reinstatement of Dismissed Students policy to be kept in the student's file.

Food, Agricultural and Biological Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

STANDARDS OF ACADEMIC PERFORMANCE for PRE-MAJORS

Revision approved by CCAA (Date)

Note 1: "If at any time the preparation, progress or success of a student in his or her academic program is determined to be unsatisfactory, the department in which the student is registered shall be empowered to place him or her on academic probation." (see University Rule 3335-9-26)

Note 2: For all intents and purposes throughout this document a "semester" will be defined as either a semester during the academic year and/or the total "summer term," comprised of the full consecutive period from the beginning of the May session through completion of the subsequent summer session as a single combined unit. In no instances shall a seven-week period, a May session, or a summer session individually be construed for any intent or purpose as equal to or interpreted as, a "semester."

Department expectations for continuing in **good standing** in the FABE Department for **PRE-MAJORS** are:

1. earning and maintaining a cumulative point-hour ratio of 2.0 or higher** in these courses:
 - a. Biology 1113 (Biological, Ecological and Food) or the equivalent
 - b. Chemistry 1210 and 1220 (Biological and Food), Chemistry 1250 (Agricultural and Ecological), or the equivalent
 - c. CSE 1221 or Engineering 1221 (Agricultural and Ecological) or the equivalent
 - d. Engineering 1181, 1182, or the equivalent
 - e. Math 1151 and 1172, or the equivalent
 - f. Physics 1250 or the equivalenthereafter referred to as the "Earned Point Hour Ratio", or "EPHR"
2. earning and maintaining an overall university cumulative point hour ratio of 2.0 or higher
3. continuous registration in courses clearly applicable to the pursuit of an undergraduate degree from the Department of Food, Agricultural and Biological Engineering

Academic criteria

for which **pre-major students** may be placed on the department's **Academic Special Action Probation** at the end of any given semester of enrollment are:

1. earning an overall university cumulative point hour ratio below 2.0
2. earning an EPHR below 2.0** in required courses: chemistry, math, physics, engineering and courses noted earlier under "Pre-majors" by specialization
3. acceptance into the department from any other engineering discipline with an EPHR below 2.0** (see list of courses and stipulations included under the heading about good standing for "**Pre-majors**" above, and **below.)
4. re-entrance into the department following either Departmental Dismissal from any engineering department, or College Dismissal.

Lack of Progress criteria

for which **pre-major students** may be placed on the department's **Academic Special Action Probation** at the end of any given semester of enrollment:

1. earning a university cumulative point hour ratio below 2.0 for any one semester
2. accumulating three or more grades of "W" over any two consecutive semesters of enrollment
3. failing to take at least one course required for a degree in FABE for any two consecutive semesters. This omission will be construed as a lack of interest in pursuing an undergraduate degree from the FABE Department and the student will be placed on ASAP with the intent of removing him or her from the department student roster at the end of the first semester on ASAP.

**FAB Engineering's EPHR is calculated using the last grade earned

STANDARDS OF ACADEMIC PERFORMANCE for MAJORS

Department expectations for continuing in **good standing** in the FABE Department for **MAJORS** are:

1. maintaining a university cumulative point-hour ratio of 2.0 or higher** in all non-GE courses required in the major, including technical elective courses, also known as the "Major Point Hour Ratio" or "MPHR"
2. earning and maintaining an overall university cumulative point-hour ration of 2.0 or higher
3. continuous registration in courses clearly applicable to the pursuit of a undergraduate degree from the Department of Food, Agricultural and Biological Engineering

Academic criteria

for which **major** students may be placed on the department's **Academic Special Action Probation** at the end of any given semester are:

1. earning an overall university cumulative point hour ratio below 2.0.
2. earning an MPHR below 2.0** in all non-GE courses required in the major, including technical elective courses
3. acceptance into the department from any other engineering discipline with either an EPHR or MPHR below 2.0**
4. re-entrance into the department following either Departmental Dismissal from any engineering department, or College Dismissal.

Lack of Progress criteria

for which **major** students may be placed on the department's **Special Action Probation** at the end of any given semester are:

1. Earning a university cumulative point hour ratio below 2.0 for any one semester
2. Accumulating three or more grades of "W" over any two consecutive semesters
3. Failing to take at least one required course in any one of the four FABE specialties for any one semester, which will be construed as a lack of interest in pursuing a major within the FABE Department and the student will be place on SAP with the expectation of dismissal from the departmental roster at the end of one semester on SAP.

****FAB Engineering's EPHR, MPHR and CPHR are calculated using the last grade earned.**

Terms of Academic Special Action Probation:

A student placed on Academic Special Action Probation will be sent a letter to their home from the FABE Department notifying him or her of their academic probation status, the conditions of that probation, and the possible consequences for non-adherence to these conditions.

The conditions for students on **Academic Special Action Probation** are:

Each semester while on probation, the student **must**

1. earn a 2.0** or higher semester point hour ratio (SPHR) in all courses taken required for the MPHR (i.e., specifically-required courses toward completion of the major, including applied and technical electives courses)
2. earn a 2.0 or higher university cumulative point hour ratio (CPHR)
3. reduce the number of deficiency points remaining at the conclusion of the previous semester
4. not: drop a course prior to the third week of the semester, incur a "W" (withdrawal) from any course, or receive an "I" (incomplete) grade in any course without prior written permission from his or her department academic or faculty advisor, or from an advisor in the College of Engineering, and
5. register or make course changes only through his or her faculty advisor, department academic advisor, or a College of Engineering advisor.

Note 3: While on probation, the student's registration window(s) will be locked

REMOVAL from Academic Special Action Probation

will occur:

- a) at the end of the semester in which the student once again attains an MPHR of 2.0** or higher, and/or
- b) removes all deficiency points in courses included in the MPHR, and/or
- c) after the student has demonstrated a commitment to earn an undergraduate degree from the Department of Food, Agricultural and Biological Engineering by having registered, attended, and successfully completed at least one uniquely major-required course each full semester for two full consecutive semesters, or
- d) upon a vote of dismissal from the departmental Academic Affairs Committee for a period not to exceed one full academic year (i.e., two full academic semesters) for non-compliance to the conditions of his or her **Academic Special Action Probation**, whichever action is most applicable to the original reason for the student's being placed on probation.

At the end of every semester all students being placed on **Academic Special Action Probation**, continuing on **Academic Special Action Probation**, being taken off of **Academic Special Action Probation** or being dismissed from the department will be sent a letter to the student's home address of record indicating the student's academic status at that point. A copy of this letter will be transmitted to the College of Engineering Office and a second copy will be retained in the student's record within the department. Should this letter not be received by the student before the first day of classes of the subsequent semester, it is the student's responsibility to contact the department's academic advisor to learn their academic standing as it pertains to the student's continuation in the department and/or within the university.

****FAB Engineering's EPHR, MPHR and CPHR are calculated using the last grade earned.**

Industrial and Systems Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

A. EXPECTED STANDARDS OF ACADEMIC PERFORMANCE

The Department of Integrated Systems Engineering (ISE) encourages strong academic performance by students in its undergraduate major and pre-major programs in Industrial & Systems Engineering. In order to encourage students to maintain good academic standing, as well as provide guidance to students who have fallen below an acceptable level, the department has established rules outlined in this document for Special Action Probation.

All ISE Major and Pre-Major Students are required to read and sign these rules, which must be complied with in order to stay in good academic standing in the department; each student will also receive a copy of these rules.

A.1 Publication of this policy

A copy of this statement is published on the department's website.

A.2 Definitions and acronyms

Cumulative Point Hour Ratio (CPHR): overall GPA

Semester Point Hour Ratio (SPHR): GPA for a given semester

Departmental Point Hour Ratio (DPHR): GPA that only includes ISE courses

Eligibility Point Hour Ratio (EPHR): GPA that only includes courses that are required for admission to the ISE program

A.3 Definition of Good Standing for ISE Majors

A student is in "Good Standing" as a ISE major if the following two conditions are met:

- i. A cumulative university GPA (CPHR) of 2.0 or greater is attained for all graded courses taken at OSU.
- ii. A cumulative GPA for all ISE courses taken (DPHR = Departmental Point Hour Ratio) of 2.0 or greater is attained. The classes included in the DPHR are all graded ISE courses taken, including required and elective courses. Technical elective courses outside of ISE are not included in the DPHR. If a student retakes a course included in the DPHR, the higher of the two grades will be used in the DPHR calculation.

A.4 Definition of Good Standing for ISE Pre-Majors

A student is in good academic standing as an ISE pre-major if all of the following conditions are met:

- i. A SPHR of 2.0 or higher is achieved each semester.
- ii. A CPHR of 2.0 or higher is maintained.
- iii. An EPHR of 2.0 or higher is achieved for each semester

- iv. Satisfactory progress is made toward becoming a Major in ISE, as determined by the Undergraduate Studies Committee (USC).

B. ACADEMIC PROBATION, DISMISSAL, AND REINSTATEMENT

The University rules provide two types of probation: University Academic Probation and Special Action Probation (SAP).

B.1 University Academic Probation

Any student who has accumulated the equivalent of 10 or more semester deficiency points** or who does not maintain at least a 2.0 cumulative point hour ratio shall be placed on University Academic Probation (See University Rule 3335-9-25A). If a student's college or school considers a student's progress to be 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 335-9-26)

B.2 Special Action Probation (SAP) for the ISE program

In addition to the University Academic Warning, Academic Probation, and Academic Dismissal policies enforced by the College of Engineering, there are two forms of Special Action Probation (SAP) for Industrial and Systems Engineering students: SAP for Grades and SAP for Lack of Progress. A subset of the SAP for Grades policy includes placing students on SAP if they are admitted to the major with below a 2.0 in any Eligibility Point Hour Ratio course.

B.2.1 Circumstances leading to SAP for Grades

Following each semester's report of grades, a student who has earned a semester point hour ratio (SPHR) less than a 2.0, regardless of total credit hours taken during that semester, is placed on SAP for Grades. Each student placed on SAP for Grades will be mailed a letter, to their local address, accompanied by an email to their official OSU email address, informing the student that they have been placed on Special Academic Probation, and outlining the steps necessary to return to good academic standing.

B.2.1.1 Requirements for returning to good academic standing (SAP for Grades)^{††}

In order to return to good academic standing, students who have been placed on SAP for grades must fulfill the following requirements:

- i. The student must earn a SPHR of 2.0 or above in their next semester of enrollment.
- ii. If an ISE major, the student must enroll in and complete one or more ISE required course(s), or a technical elective course that counts towards their graduation, earn a grade of 2.0 or above in each of those courses, and earn a SPHR of 2.0. Pre-major students must enroll in one or more course required for admission to the ISE major and earn at least a 2.0 in each of those courses,

** Deficiency points for semesters = 0.67 x deficiency points for quarters

†† There is one exception to these conditions. Students on SAP who choose to take an academic semester for internship or co-op would not normally meet Condition ii. However, the ISE department wishes to encourage students to participate in internships and co-ops. Therefore, the ISE department will allow students to take one academic semester of internship or co-op while on Special Action Probation during their term as an ISE Major. Any student taking a second semester of internship or co-op while on SAP will be judged to be in violation of the Condition ii and will be subject to dismissal.

as well as earn a 2.0 SPHR. A student may take one semester long course or two half semester courses to meet the minimum courseload of this requirement. A single half semester course will not be sufficient to meet this requirement.

- iii. The student may not drop any course after the third Friday of the semester without written permission from the ISE Undergraduate Studies Chair.
- iv. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.
- v. The May term and courses taken in the May term, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.

B.2.2 Circumstances leading to SAP for Lack of Progress

Students may be placed on SAP for Lack of Progress for either of the following circumstances:

- i. Accumulation of three or more grades of “W” over any two consecutive semesters;
- ii. Failure to enroll in at least one required course in the ISE major for two consecutive semesters

B.2.2.1 Requirements for returning to good academic standing (SAP for Lack of Progress)

In order to return to good academic standing, students who have been placed on SAP for lack of progress must fulfill the following requirements:

- i. If an ISE major, the student must enroll in and complete one or more ISE required course(s), or a technical elective course that counts towards their graduation, and earn a 2.0 or above in each of those courses. Pre-major students must enroll in one or more course required for admission to the ISE major and earn a 2.0 or above in each of those courses. A student may take one semester long course or two half semester courses to meet the minimum courseload of this requirement. A single half semester course will not be sufficient to meet this requirement.
- ii. The student must earn a SPHR of 2.0 or above in each semester that they are on SAP.
- iii. The student must earn a DPHR of 2.0 or above for the ISE courses taken during each semester they are on SAP.
- iv. The student may not drop any course after the third Friday of the semester without written permission from the Undergraduate Studies Chair.
- v. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.

- vi. The May term and courses taken in the May term, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.

B.2.3 SAP Meeting and Course Load Restriction

Students placed on SAP for either grades or lack of progress must meet during the first week of each semester with either the Academic Advisor or the Chair of the Undergraduate Studies Committee to discuss the terms of the student's Special Action Probation.

Students must complete a course load each semester that is approved by the Chair of the Undergraduate Studies Committee while the student is on Special Action Probation. Students may be restricted in the total number of course credit hours in which they can enroll while on SAP.

B.2.4 Removal from SAP

Following receipt of grades following the student's next semester of enrollment, if it is determined that the student has met all of the terms listed above, the student will be removed from SAP, and will receive a letter and email informing them of that fact.

B.2.5 Department Dismissal

If the student fails to meet the terms of their academic probation as listed above, then the student will be considered for departmental dismissal. Students may be continued on SAP, at the sole discretion of the ISE Undergraduate Studies Committee, for extenuating circumstances.

B.2.6 Reinstatement

Students dismissed from the ISE department for grades or lack of progress may petition for reinstatement, but are required to wait at least two semesters following the semester of dismissal before doing so. This period will provide adequate time for the student to demonstrate a capability of satisfactory performance in engineering-related courses. A student wishing to be considered for reinstatement should first meet with the Academic Advisor in order to prepare the petition.

B.2.7 Appeal Process

Students may appeal any action related to SAP by written petition to the ISE Undergraduate Studies Committee. Students should confer with the ISE Undergraduate Advisor before preparing such a petition. If such an appeal is not successful, students have the right to appeal to the College Committee on Academic Standards and Progress.

I have read and understand the Academic Standards and Reinstatement of Dismissed Students policy of the Industrial and Systems Engineering Program.

Student's Signature

Date

Addendum. Semester Transition Policy for Determining Point–Hour Ratio

For cases in which a student's grades include courses taken under both quarters and semesters, the following formula will be used to calculate the students cumulative GPA:

$$\frac{\{ [(2/3) * \text{sum (qtr credit points)}] + [\text{sum (sem credit points) }] \}}{\{ [(2/3) * \text{sum (qtr credit hrs)}] + [\text{sum (sem credit hrs) }] \}}$$

Materials Science and Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

Definition of Abbreviations

The following terms are used in this document:

- MSE:** Materials Science and Engineering
MATSCEN: OSU Registrar's abbreviation for MSE courses
OSU: The Ohio State University
USC: MSE Department's Undergraduate Studies Committee
Student: A Major or Pre-Major in MSE
SAP: Special Action Probation
GPA: Grade Point Average
CPHR: Cumulative Point Hour Ratio
GPA of all graded courses taken at OSU
DPHR: Department Point Hour Ratio
Cumulative GPA of MATSCEN courses only
EPHR: Eligibility Point Hour Ratio (formerly, SPHR)
GPA used to determine acceptance to the major, using the following set of courses or their equivalents:
CHEM 1210 or 1250; or CHEM 121 and 122; and
ENGR 1181 or 1281H or 1185; and 1182 or 1282H or 1186; or 181 or 191 and 183 or 193; or 185 and 186; and
MATH 1151 or 1161; and 1172 or 1152 or 2162; or 151, 152 and 153; or 161 and 162; and
MATSCEN 2010 or 205; and
PHYSICS 1250; or 131 and 132.
For courses that are retaken, only the most recent grade will be included in the calculation of the EPHR.
PPHR: Pre-major Point Hour Ratio
GPA for the following set of courses or their equivalents for which the student has received graded credit at OSU:
CHEM 1250, 2310, 1210, 1220, 121, 122, 123, 125,
ENGR 1181, 1182, 1185, 1186, 1187, 1281, 1282, 181, 183, 191, 192, 193, 185, 186, 187,
CSE 1221, 202, 205, EnGrph 167,
MATH 1151, 1152, 1172, 2177, 151, 152, 153, 254, 415, 255,
PHYSICS 1250, 1251, 1240, 1241, 131, 132, 133.
TPHR: Term Point Hour Ratio
GPA for all graded courses taken during a given term.

Notification of Policies

A copy of this statement is made available on the department web page.

Admission to the Materials Science and Engineering Major

- Admission to the MSE major requires a CPHR and EPHR of 2.0 or greater.

- Admission to the MSE major requires a grade of “C” or better in MATSCEN 2010 or 205.
- Admission to the MSE major is guaranteed for students who have a CPHR and EPHR of 3.0 or greater.
- Applicants to the MSE major with either a CPHR or EPHR below 3.0 will be admitted on a space available basis.
- MSE majors typically will begin the major courses in the Spring term of the second year of the curriculum plan.
- Formal application to the MSE major is required by November 1, prior to the desired Spring term of entry to the major.
- Beginning with the Spring 2013 term, applicants to the MSE major will have completed the following courses, to be considered for admission:
 - CHEM 1210 or 1250; or 121 and 122; or 125; and
 - ENGLISH 1110 or 110; and
 - ENGR 1181, 1281H, or 1185; or 181 or 191; or 185, 186, and 187; and
 - 1182, 1282H, or 1186; or 183 or 193; and
 - MATH 1151 or 1161; or 151 or 161; and 1172, 1152, or 2162; or 152 and
 - 153 or 154; or 162; and
 - MATSCEN 2010 or 205; and
 - PHYSICS 1250; or 131 and 132.

ACADEMIC PROBATION, DISMISSAL, AND REINSTATEMENT

University rules provide for two types of probation:

1. University Academic Probation

Any student who has accumulated fifteen or more deficiency points shall be placed on University Academic Probation (See University Rule 3335-9-25A). If a 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 335-9-26). Students may also be placed on University Academic Warning under these rules.

2. Special Action Probation (SAP)

In addition to the University Academic Warning, Academic Probation and Academic Dismissal policies enforced by the College of Engineering, there are two forms of Special Action Probation (SAP) for students: 1) SAP for Grades, and 2) SAP for Lack of Progress. A subset of the SAP for Grades policy includes placing students on SAP if they are admitted to the major with below a 2.0 in their EPHR courses.

Major and Pre-Major SAP Policies

The Department of Materials Science and Engineering encourages strong academic performance by its undergraduate pre-major and major students. To this end, students are provided with regular information concerning their academic standing in the programs. One means by which this is done is through the tracking of students’ Special Action Probation (SAP) status. By tracking a student’s SAP status, the student is given ample warning regarding the seriousness of his/her position and ensuring the continued quality of students graduating from the Materials Science and Engineering program.

Materials Science and Engineering SAP Policies

Materials Science and Engineering pre-majors and majors are subject to the same rules, with the exception of the calculation of PPHR (Pre-major Point Hour Ratio) for pre-majors.

SAP for Grades

A student is considered to be in good academic standing following each term's report of grades, if a student has earned

1. a TPHR of 2.0 or higher
2. a CPHR of 2.0 or higher
3. a DPHR of 2.0 or higher
4. For pre-majors, only: a cumulative PPHR of 2.0 or higher regardless of total credit hours taken that term.

A student who is not in good standing, as defined above, is placed on SAP for Grades for the following term.

SAP for Lack of Progress

A student who earns excessive Ws or Is as determined by the Undergraduate Studies Committee, or a student who has taken courses not related to the major in two consecutive terms, may be placed on SAP for Lack of Progress for the following term.

Other Grounds for SAP

In some instances (reinstatement, for example), a student may be accepted to the major on SAP.

Conditions of SAP for Grades

Each student placed on SAP will be sent a letter by e-mail stating the following conditions of their probation:

1. The student must earn a term point-hour (TPHR) of 2.0 or above in their next term of enrollment.
2. The student must earn a term point-hour ratio of 2.0 or above in MATSCEN courses in the next term of enrollment.
3. The student may not receive a grade of Incomplete (I) or a grade of E or EN **in any course** taken in the next term or enrollment.
4. The student must maintain or attain a CPHR of 2.0 or higher, or show progress towards attaining a CPHR of 2.0, as determined by the USC.
5. A student may remain on SAP for Grades no longer than two consecutive terms of enrollment.

Conditions of SAP for Lack of Progress

Each student placed on SAP for Lack of Progress will be sent a letter by e-mail stating the following conditions of their probation:

1. In the next term of enrollment the student must enroll in at least one course related to the major.
2. A student may remain on SAP for Lack of Progress no longer than two consecutive terms of enrollment.

- A student placed on SAP may be required to meet periodically with the Academic Advisor, Faculty Advisor, or with the Undergraduate Studies Chairperson.
- A student on SAP may be restricted in the number of hours in which he/she will be allowed to enroll for the next term.
- Other conditions may be imposed by the USC as deemed suitable to encourage the student's success.

Removal from SAP

Following receipt of grades after the student's next term of enrollment, a student will be removed from SAP if it is determined that the student has met the terms listed above. A letter of this notification will be sent by e-mail to the student.

Department Dismissal

If the student fails to meet the above-listed Conditions of SAP, the student will be considered for dismissal from the Materials Science and Engineering program.

Reinstatement

A student dismissed from the program may petition for reinstatement no earlier than one semester after dismissal. This will provide adequate time for the student to demonstrate the capability of satisfactory performance in scientific and technical courses, as well as give the student the opportunity to reenter the major in proper sequence of courses. A student wishing to be considered for reinstatement should first meet with the Academic Advisor.

Revised 11/28/11

Mechanical Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

For Students who Transition from Quarters to Semesters

All Point Hour Ratios (PHR) referred to and defined below (SPHR, CPHR, EPHR, MPHR) will be calculated based on Semester Credit Hours. Quarter Credit Hours will be converted to Semester Credit Hours by multiplying by 2/3.

The following conditions must be met to be considered in good academic standing in the Mechanical Engineering (ME) degree program:

1. A semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (SPHR)
2. A cumulative point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (CPHR)
3. A point-hour ratio of 2.0 or above in all required pre-major courses taken at The Ohio State University (EPHR)*
4. A point-hour ratio of 2.0 or above in all major courses taken at The Ohio State University (MPHR)†

* Mechanical Engineering EPHR courses: Math 1151, 1172, and 2173; Chemistry 1250; Physics 1250 and 1251; Engineering 1181 and 1182; ME 2010 (or equivalents) *If a course is taken multiple times, all grades earned will be used in the EPHR calculation with the exception of any grades that have been “forgiven” according to University Faculty Rule 3335-8-27.1 (Freshman forgiveness rule).*

† Mechanical Engineering MPHR courses: all Mechanical Engineering courses, excluding ME 2010 or 2010H. *The MPHR will be 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 MPHR calculation.*

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 who has accumulated fifteen or more deficiency points^{‡‡} shall be placed on academic 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,

^{‡‡} Number of credit points below minimum points needed for a 2.0 CPHR. Deficiency points is calculated as 2.0 x Credit Hours Attempted – Total Points Earned.

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 if he or she fails to meet the conditions placed on his or her probation.

Special Action Probation (SAP)

Mechanical Engineering has three forms of SAP: **1)** SAP for grades; **2)** SAP for lack of progress; and **3)** SAP after reinstatement.

SAP eligibility is determined at the end of each semester.

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 of enrollment**. All exceptions to the SAP policies below are brought before the Academic Standards and Progress subcommittee of the College of Engineering CCAA.

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

- Students are eligible for SAP for Grades if they fail to maintain a 2.00 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students).
- Students on SAP for Grades will be required to earn at least a 2.00 SPHR during their next semester of enrollment.
- Students on SAP for Grades will be continued on SAP for Grades:
 - until they achieve at least a 2.0 CPHR and EPHR (pre-major students) or MPHR (major students), as long as they continue to earn at least a 2.00 SPHR.
 - if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- Students on SAP for Grades will return to good academic standing when they achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students) without receiving any “W” or “I” marks on their transcript.
- Students on SAP for Grades will be dismissed from the Department of Mechanical Engineering (DD) if they fail to earn at least a 2.00 SPHR.
- Major students who are dismissed from the Department of Mechanical Engineering with less than a 2.0 CPHR are also subject to College Dismissal (CD).

2) SAP FOR LACK OF PROGRESS *Students can be put on SAP for failure to make progress towards a degree in mechanical engineering.*

- Students are eligible for SAP for Lack of Progress if they are in good academic standing but have:

- multiple “W” or “I” marks that prevent them from making progress in the ME curriculum.
- enrolled in consecutive semesters without taking courses in the ME curriculum.
- Students on SAP for Lack of Progress, during their next semester of enrollment, will be required to:
 - enroll in at least one course in the ME curriculum, earn at least a 2.0 SPHR, and complete all ME curriculum courses in which they enroll (no “W” or “I” marks); or
 - transfer to another department or college by the first Friday of the semester.
- Students on SAP for Lack of Progress will be continued on SAP for Grades if they:
 - complete a semester that includes courses in the ME curriculum without receiving any “W” or “I” marks on their transcript.
 - earn at least a 2.00 SPHR but do not have at least a 2.00 CPHR and EPHR (pre-major students) or MPHR (major students).
- Students will be removed from SAP for Lack of Progress and will be in good academic standing if they:
 - complete a semester that includes courses in the ME curriculum without receiving any “W” or “I” marks on their transcript.
 - achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students).
- Students on SAP for Lack of Progress will be dismissed from the College of Engineering (CD) if they fail to meet the terms to continue on SAP or return to good academic standing.

3) SAP FOR REINSTATED STUDENTS *All students who are reinstated to the Department of Mechanical Engineering are automatically placed on SAP for their next semester of enrollment.*

A student dismissed from the department may petition to be reinstated after two academic semesters. Students may apply during the second semester. The academic advisor will receive the petition and forward it to the ME Undergraduate Studies Committee. Students can be reinstated a maximum of two times.

- Students on SAP for Reinstated Students will be required to earn at least a 2.00 SPHR at the end their next semester of enrollment.
- Students on SAP for Reinstated Students will be continued on SAP for Grades:
 - until they achieve at least a 2.0 CPHR and EPHR (pre-major students) or MPHR (major students), as long as they continue to earn at least a 2.00 SPHR.
 - if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- Students will be removed from SAP for Reinstated Students and will be in good academic standing if they achieve at least a 2.0 SPHR, CPHR, and EPHR (pre-major students) or MPHR (major students).

- Students on SAP for Reinstated Students will be dismissed from the Department of Mechanical Engineering (DD) if they fail to earn at least a 2.00 SPHR at the end of their next semester of enrollment.
- Major students who are dismissed from the Department of Mechanical Engineering with less than a 2.0 CPHR are also subject to College Dismissal (CD).

Appeal of Departmental Actions

A student who feels that their performance may have been affected by special circumstances may petition in writing to the Chair of the Mechanical Engineering Undergraduate Studies Committee. If a student finds this review unsatisfactory, an appeal may be made directly to the Academic Standards and Progress Committee (ASAP) through the college designee to this committee.

Notification of Departmental Policy for Academic Standards to Students:

All incoming freshman, transfer students, and students new to the major receive and sign a copy of the academic standards policy.

Welding Engineering
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

Definition of Abbreviations

The following terms are used in this document:

- MSE:** Materials Science and Engineering
WE: Welding Engineering
WELDENG: OSU Registrar's abbreviation for WE courses
OSU: The Ohio State University
USC: MSE Department's Undergraduate Studies Committee
Student: A Major or Pre-Major in WE
SAP: Special Action Probation
GPA: Grade Point Average
CPHR: Cumulative Point Hour Ratio
GPA of all graded courses taken at OSU
DPHR: Department Point Hour Ratio
Cumulative GPA of WELDENG courses only
EPHR: Eligibility Point Hour Ratio (formerly, SPHR)
GPA used to determine acceptance to the major, using the following set of courses or their equivalents:
CHEM 1210 or 1250; or CHEM 121 and 122; and
ENGR 1181 or 1281H or 1185; and 1182 or 1282H or 1186; or 181 or 191 and 183 or 193; or 185 and 186; and
MATH 1151 or 1161; and 1172 or 1152 or 2162; or 151, 152 and 153; or 161 and 162; and
MATSCEN 2010 or 205; and
PHYSICS 1250; or 131 and 132.

For courses that are retaken, only the most recent grade will be included in the calculation of the EPHR.

- PPHR:** Pre-major Point Hour Ratio
GPA for the following set of courses or their equivalents for which the student has received graded credit at OSU:
CHEM 1250, 2310, 1210, 1220, 121, 122, 123, 125,
ENGR 1181, 1182, 1185, 1186, 1187, 1281, 1282, 181, 183, 191, 192, 193, 185, 186, 187,
CSE 1221, 202, 205, EnGrph 167,
MATH 1151, 1152, 1172, 2177, 151, 152, 153, 254, 415, 255,
PHYSICS 1250, 1251, 1240, 1241, 131, 132, 133.

- TPHR:** Term Point Hour Ratio
GPA for all graded courses taken during a given term.

Notification of Policies

A copy of this statement is made available on the department web page.

Admission to the Welding Engineering Major

- Admission to the WE major requires a CPHR and EPHR of 2.0 or greater.

- Admission to the WE major is guaranteed for students who have a CPHR and EPHR of 3.0 or greater.
- Applicants to the WE major with either a CPHR or EPHR below 3.0 will be admitted on a space available basis.
- WE majors typically will begin the major courses in the Spring term of the second year of the curriculum plan.
- Formal application to the WE major is required by November 1, prior to the desired Spring term of entry to the major.
- Beginning with the Spring 2013 term, applicants to the WE major will have completed the following courses, to be considered for admission:
 - CHEM 1210 or 1250; or 122; or 125; and
 - ENGLISH 1110 or 110; and
 - ENGR 1181, 1281H, or 1185; or 181 or 191; or 185, 186, and 187; and
 - 1182, 1282H, or 1186; or 183 or 193; and
 - MATH 1151 or 1161; or 151 or 161; and 1172, 1152, or 2162; or 152 and 153 or 154; or 162; and
 - MATSCEN 2010 or 205; and
 - PHYSICS 1250; or 131 and 132.

ACADEMIC PROBATION, DISMISSAL, AND REINSTATEMENT

University rules provide for two types of probation:

1. University Academic Probation

Any student who has accumulated fifteen or more deficiency points shall be placed on University Academic Probation (See University Rule 3335-9-25A). If a 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 335-9-26). Students may also be placed on University Academic Warning under these rules.

2. Special Action Probation (SAP)

In addition to the University Academic Warning, Academic Probation and Academic Dismissal policies enforced by the College of Engineering, there are two forms of Special Action Probation (SAP) for students: 1) SAP for Grades, and 2) SAP for Lack of Progress. A subset of the SAP for Grades policy includes placing students on SAP if they are admitted to the major with below a 2.0 in their EPHR courses.

Major and Pre-Major SAP Policies

The Department of Materials Science and Engineering and the Welding Engineering program encourage strong academic performance by its undergraduate pre-major and major students. To this end, students are provided with regular information concerning their academic standing in the programs. One means by which this is done is through the tracking of students' Special Action Probation (SAP) status. By tracking a student's SAP status, the student is given ample warning regarding the seriousness of his/her position and ensuring the continued quality of students graduating from the Welding Engineering program.

Welding Engineering SAP Policies

Welding Engineering pre-majors and majors are subject to the same rules, with the exception of the calculation of PPHR (Pre-major Point Hour Ratio) for pre-majors.

SAP for Grades

A student is considered to be in good academic standing following each term's report of grades, if a student has earned

5. a TPHR of 2.0 or higher
6. a CPHR of 2.0 or higher
7. a DPHR of 2.0 or higher
8. For pre-majors, only: a cumulative PPHR of 2.0 or higher regardless of total credit hours taken that term.

A student who is not in good standing, as defined above, is placed on SAP for Grades for the following term.

SAP for Lack of Progress

A student who earns excessive Ws or Is as determined by the Undergraduate Studies Committee, or a student who has taken courses not related to the major in two consecutive terms, may be placed on SAP for Lack of Progress for the following term.

Other Grounds for SAP

In some instances (reinstatement, for example), a student may be accepted to the major on SAP.

Conditions of SAP for Grades

Each student placed on SAP for Grades will be sent a letter by e-mail stating the following conditions of their probation:

6. The student must earn a term point-hour (TPHR) of 2.0 or above in their next term of enrollment.
7. If enrolled in WE courses in the next term of enrollment, the student must earn a term point-hour ratio of 2.0 or above in WE courses.
8. The student may not receive a grade of Incomplete (I) or a grade of E or EN **in any course** taken in the next term or enrollment.
9. The student must maintain or attain a CPHR of 2.0 or higher, or show progress towards attaining a CPHR of 2.0, as determined by the USC.
10. A student may remain on SAP for Grades no longer than two consecutive terms of enrollment.

Conditions of SAP for Lack of Progress

Each student placed on SAP for Lack of Progress will be sent a letter by e-mail stating the following conditions of their probation:

3. In the next term of enrollment the student must enroll in at least one course related to the major.
4. A student may remain on SAP for Lack of Progress no longer than two consecutive terms of enrollment.

- A student placed on SAP may be required to meet periodically with the Academic Advisor, Faculty Advisor, or with the Undergraduate Studies Chairperson.
- A student on SAP may be restricted in the number of hours in which he/she will be allowed to enroll for the next term.
- Other conditions may be imposed by the USC as deemed suitable to encourage the student's success.

Removal from SAP

Following receipt of grades after the student's next term of enrollment, a student will be removed from SAP if it is determined that the student has met the terms listed above. A letter of this notification will be sent by e-mail to the student.

Department Dismissal

If the student fails to meet the above-listed Conditions of SAP, the student will be considered for dismissal from the Welding Engineering program.

Reinstatement

A student dismissed from the program may petition for reinstatement no earlier than one semester after dismissal. This will provide adequate time for the student to demonstrate the capability of satisfactory performance in scientific and technical courses, as well as give the student the opportunity to reenter the major in proper sequence of courses. A student wishing to be considered for reinstatement should first meet with the Academic Advisor.

Revised 11/28/11

Engineering Undeclared
Academic Standards: Probation, Dismissal and Reinstatement
 Semester policy approved by CCAA 29 March 2012

The following conditions must be met to be considered in good academic standing in the Engineering Undeclared (ENGPRES-PR) program:

- A Term Point-Hour Ratio (TPHR) of 2.0 or above in all courses taken each term at The Ohio State University
- A Cumulative Point-Hour Ratio (CPHR) of 2.0 or above in all courses taken at The Ohio State University
- A cumulative point-hour ratio of 2.0 or above in the Eligibility Point-Hour Ratio courses taken at The Ohio State University (EPR)*

*Eligibility Point-Hour Ratio is comprised of courses which are commonly included in the application to major process in the College of Engineering. The academic performance in these courses is monitored in order to ensure that students in the Engineering Undeclared program are performing at the minimum academic level required for admission to a major. The courses included in the Eligibility Point-Hour Ratio (EPR) are:

Department	Course Number
Chemistry	1210, 1220, 1250
Engineering	1100 , 1110, 1120, 1181, 1182, 1185, 1186, 1187, 1281, 1282
Math	1151, 1152, 1161, 1172, 2153, 2162
Physics	1250, 1251, 1260, 1261
English	1110

Any of these courses taken as Honors are also included in the Eligibility Point-Hour Ratio.

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.

- **Academic probation.** Any student who has accumulated fifteen or more deficiency points shall be placed on academic 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).
- **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 if he or she fails to meet the conditions placed on his or her probation.

SPECIAL ACTION PROBATION (SAP) for Engineering Undeclared (ENGPRESAP)

The Engineering Undeclared program (ENGPRESAP) has two forms of SAP: 1) SAP for grades and 2) SAP for lack of progress.

SAP FOR GRADES

Conditions for being placed on SAP

If an Engineering Undeclared (ENGPRESAP) student has one or more of the following conditions, he/she will be placed on SAP for grades:

- Less than a 2.0 Term Point-Hour Ratio (TPHR) in all courses taken during a full academic term (Autumn, Spring, Summer) at The Ohio State University.
- Less than a 2.0 Cumulative Point-Hour Ratio (CPHR).
- Less than a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPHR) taken at The Ohio State University.

Terms of SAP

Each student placed on SAP must meet the following terms:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) in the next full academic term of enrollment (Autumn, Spring, Summer)

If the student meets the terms above, he/she will continue on SAP until the Conditions for Leaving SAP are met (see below).

If the student does not meet the terms of SAP, and does not have any documented extenuating circumstances, then the student is Dismissed from the College of Engineering.

Conditions for leaving SAP

Each student may be removed from SAP if the following conditions are met:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) or above in all courses taken in the next full academic term of enrollment (Autumn, Spring, Summer) at The Ohio State University, and
- Earn a minimum of a 2.0 Cumulative Point-Hour Ratio (CPHR) at The Ohio State University, and
- Earn a minimum of a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPHR) taken at the Ohio State University.

If the student meets the conditions above, then the student will be removed from SAP for the following term of enrollment.

SAP FOR LACK OF PROGRESS

Conditions for being placed on SAP

If an Engineering Undeclared (ENGPRES-PRES) student meets the following condition, he or she will be placed on SAP for lack of progress:

- Two consecutive full academic terms (Autumn, Spring, Summer) without scheduling any technical courses**

** Technical courses are any non-General Education course that fulfills an Engineering degree requirement.

Terms of SAP

Each student placed on SAP must meet the following terms:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) or above in all courses taken in the next full academic term of enrollment (Autumn, Spring, Summer) at The Ohio State University, and
- Enroll in at least one technical course, or transfer out of Engineering Undeclared (ENGPRES-PRES), during the next academic term of enrollment.

If the student meets the terms above, he/she will continue on SAP until the Conditions for Leaving SAP are met (see below).

If the student does not meet the terms of SAP, and does not have any documented extenuating circumstances, then the student is Dismissed from the College of Engineering.

Conditions for leaving SAP

Each student may be removed from SAP if the following conditions are met:

- Earn a 2.0 Term Point-Hour Ratio (TPHR) or above in all courses taken in the next full academic term of enrollment (Autumn, Spring, Summer) at The Ohio State University, and
- Earn a minimum of a 2.0 Cumulative Point-Hour Ratio (CPHR) at The Ohio State University, and
- Earn a minimum of a 2.0 cumulative point-hour ratio in the Eligibility Point-Hour Ratio Courses (EPHR) taken at the Ohio State University, and
- Enroll in at least one technical course, or transfer out of Engineering Undeclared (ENGPRES-PRES), during the next full academic term of enrollment (Autumn, Spring, Summer) at The Ohio State University.

If the student meets the conditions above, then the student will be removed from SAP for the following term of enrollment.

IMPLEMENTATION

The new Academic Standards Policy for Engineering Undeclared Students will be implemented as follows:

2. Any new Engineering Undeclared (ENGPRES-PR) student entering OSU AU05 or later or returning to OSU after an absence of 5 years or longer, will automatically be under this new policy.

Procedure for Student Appeal of Program Actions

A student who feels that his/her performance may have been affected by extenuating circumstances may petition in writing to the Director of Advising for the College of Engineering or a designee. If a student finds this review unsatisfactory, he or she may appeal directly to the Academic Standards and Progress Committee (ASAP) through the college designee to this committee.

Notification of Program Policy for Academic Standards to Students

All Engineering Undeclared (ENGPRES-PR) students will receive the academic standards during instruction of Engineering Undeclared Survey. The standards will be reviewed by the instructor/advisor with the students and the content will be posted to the course website. In addition, handouts of the academic standards will be available in the Engineering Undeclared Advising Office.

Semester Conversion – Transition Plan

Students who were admitted to OSU prior to Summer 2012 may have completed quarter equivalents of the semester courses included the Eligibility Point-Hour Ratio. The grades and credit hours in these courses will be converted to the semester equivalent hours and credit points and incorporated into the cumulative Eligibility Point-Hour Ratio. In addition the quarter hours included in the Cumulative Point-Hour Ratio will be converted to the correct semester equivalents. This recalculation of cumulative hours will occur prior to Summer 2012 to allow students ample time to review their cumulative statistics on the Student Information System. Equivalent quarter courses are as follows:

Department	Course Number
Chemistry	121, 122, 125
Engineering	181, 183, 185, 186, 187, 191, 192, 193, 293
Math	151, 152, 153, 254, 161, 162, 263
Physics	131, 132, 133
English	110.xx

Engineering Re-Exploring
Academic Standards: Probation, Dismissal and Reinstatement
Semester policy approved by CCAA 29 March 2012

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.

- **Academic probation.** Any student who has accumulated fifteen or more deficiency points shall be placed on academic 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).
- **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 if he or she fails to meet the conditions placed on his or her probation.

The Re-Exploring Engineering program (ENGREEXP) has one form of Special Action Probation: SAP after departmental dismissal.

SAP AFTER DEPARTMENTAL DISMISSAL

Conditions for going on SAP: Re-Exploring (ENGREEXP) students will be placed on SAP for the next Academic Term of enrollment following a departmental dismissal and will remain on SAP for each subsequent Academic Term (Autumn, Winter, Summer) in the Re-Exploring program. A maximum of two Academic Terms of enrollment in the Re-Exploring program (ENGREEXP) is allowed.

Terms of SAP: Each student placed on SAP must meet the following terms:

- 2.0 Academic Term Point-Hour Ratio (TPHR) in each academic term of enrollment (Autumn, Spring, Summer) in the Engineering Re-Exploring program.
- 2.0 Re-Exploring Point-Hour Ratio (RPHR)* in each academic term of enrollment (Autumn, Spring, Summer) in the Engineering Re-Exploring program.
- Minimum of two advising appointments (one by the 3rd Friday and the next by the 10th Friday) in each academic term of enrollment (Autumn, Spring, Summer) in the Engineering Re-Exploring program.
- Maximum of TWO Academic Terms within the Engineering Re-Exploring program.

* Re-Exploring Point-Hour Ratio courses (RPHR): Any non-General Education course that fulfills a specific Engineering degree requirement. This point-hour ratio is not cumulative. Instead, it is calculated each Academic Term for the currently enrolled coursework.

If the student does not meet the terms of special action probation and does not have any documented extenuating circumstances, then the student may be Dismissed from the College of Engineering.

Conditions for leaving SAP:

If the student meets the terms of SAP (see above) and transfers out of Engineering Re-Exploring for the next term of enrollment, then the student is no longer on SAP in Engineering Re-Exploring.

Implementation

The new Academic Standards Policy for Engineering Re-Exploring students will be implemented as follows:

- Any student departmentally dismissed SU05 or later will automatically be under this policy.
- Any student in Engineering Re-Exploring who goes on voluntary Leave of Absence will be able to continue in Engineering Re-Exploring upon returning to The Ohio State University, provided that the student is in good standing with the University and the College of Engineering. Students who have a Leave of Absence because of a College and/or Academic Dismissal are not permitted to return to The Ohio State University through the Engineering Re-Exploring program. Instead, these students need to Petition for Reinstatement through their desired program/major of interest.

Procedure for Student Appeal of Program Actions

A student who feels that his/her performance may have been affected by extenuating circumstances may petition in writing to the Director of Advising for the College of Engineering or a designee. If a student finds this review unsatisfactory, he or she may appeal directly to the Academic Standards and Progress Committee (ASAP) through the college designee to this committee.

Notification of Program Policy for Academic Standards to Students

All Engineering Re-Exploring (ENGREEXP) students will be notified of their special action probation status immediately following their departmental dismissal via email to their secure OSU email address. Students who have been departmentally dismissed will receive a notification regarding their dismissal from their former department and a separate notification regarding their special action probation status in the Engineering Re-Exploring program. Special action probation terms will be reviewed by the advisor during the student's mandatory advising appointment.

Semester Conversion – Transition Plan

Students who were admitted to OSU prior to Summer 2012 will have their Cumulative Point-Hour Ratio converted to the correct semester equivalents. This recalculation of cumulative hours will occur prior to Summer 2012 to allow students ample time to review their cumulative statistics on the Student Information System.