

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

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**Standards of Academic Performance**

For Undergraduate Electrical and Computer Engineering Students

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

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

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

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

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

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

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

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

### **Academic Sanctions**

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

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

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

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

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

Electrical and Computer Engineering has three forms of SAP: 1) SAP for Grades; 2) SAP for Lack of Progress; and 3) SAP After Reinstatement.

The remainder of the Special Action Probation policy for the Electrical and Computer Engineering undergraduate programs is described in three sections. The first section is the SAP policy for students in the ECE major, the second section is the SAP policy for pre-ECE students, and the third section covers additional points common to the major and pre-major policies.

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

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

Conditions for going on SAP for Grades (for major students):

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

Conditions for Returning to Good Standing (for major students): If a student on SAP for grades 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 on SAP for Grades achieves CPHR  $\geq 2.0$  and MGPA  $\geq 2.0$  but also earned "W" or "I" marks, even with the permission of his or her academic advisor, he or she will be issued a letter of concern to recommend the student meet with an advisor.

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 the student is on SAP because CPHR was < 2.0, the student must improve the CGPA (change in CGPA must be positive).
  
2. If the student is on SAP because MGPA was < 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. Student must 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.

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

- A. Earn grades to maintain CPHR and MGPA at 2.0 or better.
- B. Must not withdraw from or receive an incomplete for a course ("W" or "I" marks).
- C. 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 after SAP for Lack of Progress (for major students): Students on SAP for Lack of Progress who complete a semester or summer session without receiving any W or I marks, but do not have at least a 2.0 CPHR and MGPA will be continued on SAP, but switched to SAP for Grades. If there are (rare) extenuating circumstances accounting for a “W” or “I” grade while on SAP for Lack of Progress, a student may, at the discretion of the advisor(s), be continued on SAP for Lack of Progress.

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

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

**SAP FOR REINSTATED STUDENTS (for major students)** *All students who are reinstated to the Department of Electrical and Computer Engineering are automatically placed on SAP for their next semester or summer term of enrollment.*

Conditions for Returning to Good Standing (for major students): If the student achieves CPHR  $\geq$  2.0 and MGPA  $\geq$  2.0, without withdrawing from or receiving an incomplete for any course (no “W” or “I” marks), he or she will be returned to good standing.

If a student achieved CPHR  $\geq$  2.0 and MGPA  $\geq$  2.0 but also earned “W” or “I” marks, even with the permission of his or her academic advisor, he or she will be issued a letter of concern encouraging them to meet with an advisor to address the situation.

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

1. A prescribed schedule of courses, and possibly restrictions on work hours.
2. If CPHR  $<$  2.0, the student must increase the CHPR (change in CPHR is positive).

3. If MGPA < 2.0
  - The student must take at least one major course and improve the MGPA (change in MGPA must be positive).
  - If a student's next enrollment is during summer term and a major course appropriate to the student's program is not available, the student may be exempted from this requirement for that term, with permission of his or her academic advisor. In such a case the student must earn a SGPA  $\geq$  2.0, but would be continued on SAP for grades.
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 their CPHR is less than 2.0. A student with CPHR less than 2.0 will also be on University Academic Probation by Special Action. (see University Rule 3335-9-25B)
2. An ECE pre-major student who has taken any major courses at OSU is placed on SAP for Grades if his or her MGPA is less than 2.0. Only courses taken at OSU are included in the MGPA calculation.

Conditions for Returning to Good Standing (for pre-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 concern encouraging him or her to meet with an advisor to address the situation, sent by email to the student’s official OSU email address.

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

1. If the student is on SAP because their CPHR was  $< 2.0$ , the CPHR must be increased. If the student is on SAP for Grades but their CPHR was  $\geq 2.0$ , the student must earn grades to keep it 2.0 or greater.
2. If the student is on SAP because their MGPA was  $< 2.0$ , any change in MGPA must be positive.  
If the student is on SAP but their MGPA  $\geq 2.0$ , the student must earn grades to keep it 2.0 or greater.
3. The student 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. The student must 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. Taking the same course more than three times or repeating too many courses.
- 3.
4. Not earning admission to major by the end of the subsequent semester or summer term of enrollment after admission to major was denied. A student may apply to the major no more than two times.

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. Earn grades to maintain CPHR and MGPA at 2.0 or better.
3. Must not withdraw from or receive an incomplete for a course (“W” or “I” marks).
4. Meet with their academic advisor by the end of the first week of classes and as additionally specified.

Conditions for Returning to Good Standing after SAP for Lack of Progress (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 term without any “W” or “I” grades, and
- have at least a 2.0 CPHR and MGPA, and
- meet any specific terms cited in their letter of probation.

If the student is on SAP for Lack of Progress (for pre-major students), he or she must earn admission to the ECE major, in addition to satisfying the previous three bullets.

Conditions for continuing on SAP after SAP for Lack of Progress (for premajor students): Students on SAP for Lack of Progress who do not have at least a 2.0 CPHR and MGPA, but who otherwise



meet the terms specified, will be continued on SAP, but switched to SAP for Grades.

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.

Conditions for Admission to Major: A Pre-major student may apply for admission to major according to the Admissions Policy in effect at the time. A student on SAP may or may not be admitted to the major, and may be admitted on SAP, after which the probation policy for majors applies. No student may apply for admission to major more than two times.

**SAP FOR REINSTATED STUDENTS (for pre-major students)** *All students who are reinstated to the Department of Electrical and Computer Engineering are automatically placed on SAP for their next semester or summer term of enrollment.*

Conditions for Returning to Good Standing (for pre-major students): If the student achieves CPHR  $\geq 2.0$  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 concern sent by email to the student's official OSU email address, recommending the student meet with an advisor to address the situation.

Conditions for Continuing on SAP (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  $< 2.0$ , CPHR must be improved. If CPHR  $\geq 2.0$ , must earn grades to keep it 2.0 or greater.

3. If MGPA < 2.0
  - If the students has any major courses on his or her transcript, any change in MPGA must be positive.

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

5. Must not withdraw from or receive an incomplete for a course ("W" or "I" marks) without permission of his or her ECE academic advisor.
6. Meet with his or her academic advisor by the end of the first week of classes and as additionally specified.

If the student has met the terms of probation but has not met the conditions for leaving SAP and returning to good standing, he or she will be switched to 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 ECE Associate Chair for Instruction will determine whether new information is available that would change the Department's recommendation to the ASAP Subcommittee. If this is the case, the Associate Chair will make a new recommendation to the chair of the ASAP subcommittee. The chair of the ASAP subcommittee will then make a decision on behalf of the ASAP Subcommittee based on Article 8.13 of the ASAP Subcommittee's Operating Procedures.

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

- a) A restatement of the part of the ECE ASAP policy on which the ASAP Subcommittee's action was based.
- b) If the student believes that the data or the interpretation of the available data is in error, the student should so indicate.
- c) If the student believes the information originally supplied to the ASAP Subcommittee was substantially correct but that there are extenuating circumstances that the committee should consider, these circumstances should be explained.
- d) The student should indicate what has changed in his or her circumstances to enable him or her to be successful in his or her program, should a favorable decision be made by the ASAP subcommittee

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

#### **Notification of Departmental Policy for Academic Standards to Students:**

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

**Reinstatement to the Major or Pre-major**

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

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

Petitions for reinstatement must be submitted early in the semester or summer term preceding the semester or summer term you are eligible for reinstatement (e.g. early in autumn semester to be eligible for reinstatement in spring semester). Students intending to apply for reinstatement are advised to check with the College of Engineering at the beginning of the semester or summer term your petition is due for specific dates of deadlines.