

College of Engineering

Academic Standards and Progress
Subcommittee of the College Committee on
Academic Affairs
Handbook
2021-2022

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Introduction

The College of Engineering Academic Standards and Progress (ASAP) committee is a subcommittee of the Committee on Academic Affairs (CCAA). As a response to college and department enrollment management efforts and changes, this subcommittee was established circa 1990 in order to monitor arising policies and issues related to academic performance and progress.

All undergraduate students must meet standards of academic progress. Students who do not meet these standards may be subject to probation or dismissal at the program, college, or university level. Dismissed students have an opportunity to apply for reinstatement.

University Faculty Rules state that the responsibility for administering these rules is split between the college and the student's academic program. The purpose of this document is to show how these provisions are implemented in the college through ASAP and the individual academic programs within the College of Engineering.

This document is updated regularly at the end of spring semester; however, it may also be updated throughout the year on an as-needed basis. Please send all edits for consideration to Assistant Dean of Curriculum and Assessment, Rosie Quinzon-Bonello (quinzon-bonello.1@osu.edu).

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Duties

1. ASAP shall have the responsibility to recommend policies and rules relative to academic standards controlling warning, probation, and dismissal of undergraduate students in the College of Engineering, to implement appropriate actions in these areas, and to monitor the progress of students in academic difficulty. ASAP shall not consider or regulate academic program admission requirements, except as they interact with warning, probation, and dismissal. Specific duties include
 - 1.1. 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.
 - 1.2. Review policies of individual departments regarding probation and dismissals and recommend approval of such policies to CCAA.
 - 1.3. Review and approve academic program recommendations for warning, probation, and dismissal actions ensuring compliance with their approved academic program policies. While the academic program policy and recommendations should always be strongly considered, the voting subcommittee has the authority to decide the final outcome in all cases.
 - 1.4. Recommend actions regarding pre-major students.
 - 1.5. Recommend to CCAA such actions, policies, or procedures that may reduce the number of students in academic difficulty.
 - 1.6. The ASAP subcommittee shall not consider or regulate academic program admission.

Membership and Voting

2. Conforming to the College of Engineering's pattern of administration (POA), at least one member of ASAP shall be a CCAA member.
3. Faculty Membership: One member shall be appointed from each undergraduate degree-granting program, including the Department of Food, Agricultural and Biological Engineering, Center for Aviation Studies, and the Engineering Physics Program; and the Engineering Technology Program, but excluding the Austin E. Knowlton School of Architecture. The Engineering Education Department, while not granting an undergraduate degree, will have one member.
4. The Minority Engineering (MEP) program shall have a designated member with voting rights.
5. The Women in Engineering (WIE) program shall have a designated a member with voting rights
6. The associate dean for Undergraduate Education and Student Services shall serve as an ex officio, non-voting member of ASAP.
7. The director of academic advising shall serve as an ex-officio member with voting rights.
8. Undergraduate advisors are asked, but not required, to attend meetings of the subcommittee and shall have all privileges of the meeting except the vote. However, one undergraduate program advisor, shall be designated annually by the advisors and have voting rights on ASAP.
9. Due to the sensitive nature of student information that is reviewed and discussed, a student member shall not be part of the ASAP subcommittee. Student membership on CCAA, and other CCAA subcommittees, where remaining policy matters are discussed, shall be maintained.
10. An academic program may utilize a proxy as a voting member to represent an academic program. The secretary of the committee shall be notified in writing prior to the ASAP meeting.
11. Representatives shall be present at the meeting in order to vote.

Officers

12. During spring semester of each year, the subcommittee shall elect a new chair for the following academic year.
 - 12.1. No individual shall serve as chair of ASAP for more than three consecutive one-year terms.
 - 12.2. The assistant dean of curriculum and assessment shall serve as the secretary of the subcommittee.

Meetings

13. ASAP shall meet at the end of each autumn and spring semester, and at the end of summer term, normally on the Thursday following graduation. Other meetings may be called by the committee chair if policy issues arise that cannot be handled during a regularly scheduled meeting.
 - 13.1. Minutes shall be recorded for each of the meetings by the subcommittee secretary.
 - 13.2. The minutes shall be circulated prior to the next meeting, and the corrected minutes approved at the subsequent meeting.
 - 13.3. Consistent with university and FERPA (Family Educational Rights and Privacy Act) regulations, the minutes should include
 - a) a list of those attending the meeting,
 - b) a record of all motions and their disposition,
 - c) any policy documents that were distributed at the meeting, and
 - d) any discussion of principles or policies that lead to a vote.
 - 13.4. The college shall 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 shall be available to members of the ASAP subcommittee.
 - 13.5. For voting purposes, a quorum of the ASAP subcommittee shall be a majority of the voting members

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Policy Approval, Implementation, and Precedence

14. All ASAP college-wide operational policies shall be approved by CCAA, and as with the CCAA handbook, accessible by the public.
 - 14.1. Before taking effect, all academic program policies shall be approved by CCAA following a review and recommendation from ASAP.
15. Academic programs may request CCAA consideration of proposed policies whether they are recommended for approval by ASAP or not.
16. If an academic program elects not to participate in actions under special action probation (University Rule 3335-9-25B), only university academic policy shall apply (University Rule 3335-9-25A).
17. If a conflict arises between college ASAP and academic program policies, college ASAP policies shall prevail.
18. The ASAP committee shall take final action on all probation and dismissal recommendations in the College of Engineering, including Academic Dismissal (AD), College Dismissal (CD), Departmental Dismissal (DD), and Program Dismissals for lack of progress (PD).
19. Academic programs shall not deviate from the ASAP decision with one exception:
 - 19.1. When the outcome of a case that was recommended and approved based on objective academic program standards (e.g. grades, GPA) are changed by new objective information (e.g., new grade, GPA), the academic program may revise the outcome and notify the ASAP subcommittee secretary accordingly.
 - 19.2. The subcommittee secretary shall record the change and report it as part of the minutes.
 - 19.3. This exception shall not apply to other new, non-grade-based information such as personal or health updates.
 - 19.4. If an academic program is not represented by voting or non-voting member, and its request by proxy for exceptions are not clear, the subcommittee shall not take any action on such requests.
20. In practice, the ASAP committee simply approves and does not discuss academic program recommendations consistent with the approved objective (i.e., grade-based) policies before action is taken, unless a subcommittee member, the academic program involved, or the student in question requests a discussion.
 - 20.1. Academic programs shall certify that such cases are consistent with their and the college's published, objective policies.
 - 20.2. ASAP shall discuss academic program recommendations before acting on them if
 - a) the objective standards in the approved academic program policy statement are contrary to, are ambiguous about, or do not address the action proposed;
 - b) the proposed action is based on subjective standards (i.e., "lack of progress");
 - c) the academic program requests a review;
 - d) a member of the ASAP subcommittee or CCAA committee requests a review;
 - e) a student appeals a previous decision (after first appealing to the academic program), or;
 - f) the academic program policy is unapproved or out-of-date.
21. The ASAP chair or designee shall inform CCAA of unusual issues or proposed policy changes.

22. Notification of a student of SAP actions shall be consistent with OSU notification procedures.
 - 22.1. Notification of a student placed on probation shall be made no later than second week of the academic term.
23. The chair of the ASAP subcommittee or the associate dean for Undergraduate Education and Student Services) may, in extraordinary circumstances, make decisions on behalf of ASAP concerning dismissals or other SAP actions if the issue cannot be addressed during the time of the regularly scheduled term meeting.
 - 23.1. If the chair takes such action, the chair shall report to the full subcommittee at the subcommittee's next meeting, and the action shall be recorded in the minutes.

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Probation – Definitions and Responsibilities

University Rules defines two types of probation, university academic probation and probation by special action.

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

Any student whose cumulative point-hour ratio has fallen below a 2.00 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 cumulative point-hour ratio has reached a 2.0. 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.

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

Probation by special action. 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 semester credit hours through regular course enrollment at this university shall be placed on probation.

24.

Units and Probation Actions		
EASE determines Academic Probation (AP)	Academic programs determine Probation by Special Action (SAP)	Probation by Special Action due to Lack of Progress (LOP) is determined
<ul style="list-style-type: none"> for all pre-major and major students for reinstated major and pre-major students with <2.0 CPHR 	<ul style="list-style-type: none"> for their major students for their reinstated major and pre-major students 	<ul style="list-style-type: none"> by EASE for all pre-major students by academic programs for their major students

Academic Probation

25. The Engineering Academic Success and Engagement (EASE) office shall administer university Academic Probation (AP) policy.
 - a. In alignment with university AP policy (16a), the College of Engineering requires that any student (pre-major or major) whose cumulative point-hour ratio (CPHR) falls below 2.0 shall be placed on university AP.
 - b. AP academic review shall be performed by EASE under the supervision of the director of Academic Advising, who shall present academic probation cases to the ASAP subcommittee at the end of the term. This typically occurs the Thursday after current students' final grades are due.
26. Conditions for removal from university academic probation (AP) shall be as follows:
 - a. Obtain at least a ≥ 2.3 TPHR at the end of their next term of enrollment, and all subsequent terms until a ≥ 2.0 CPHR is achieved.
 - b. Meet two times with an advisor.
 - c. Have no failing grades including E, EN, NP, NEN or U at the end of their next term of enrollment.
 - d. No Incompletes without first speaking with an advisor
27. Students who fail to meet these conditions shall be academically dismissed from the university, as approved by the ASAP committee.

End of Spring Semester Academic Probation

28. The semester calendar does not provide the opportunity for a full ASAP committee to review university academic probation at the end of spring semester before summer term begins. This impacts students on AP who are enrolled in courses at the beginning of summer term.
29. In order to facilitate a thoughtful yet expedient academic review of this group of students on AP, a subgroup of the full ASAP committee shall conduct a special review for university academic actions, such as academic dismissal, for students meeting the following conditions:
 - a. Student must be on Academic Probation for spring semester
 - b. Students who have not met terms of Academic Probation
 - c. Students who are enrolled in at least one course which starts at the beginning of summer term
30. The subgroup shall include the associate dean for Undergraduate Education and Student Services, and the director of Advising.
31. The academic advisor for each student's department shall be consulted for feedback, as they are currently for academic dismissal decisions.
32. The subgroup shall only determine the student's university academic action (academic dismissal, college dismissal, continued academic probation).
33. Decisions regarding the student's standing within the department shall continue to be reviewed by the department and the ASAP committee during its regularly scheduled meetings.

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Probation by Special Action

34. Academic degree programs in the College of Engineering shall determine and administer probation by special action (SAP) policies for their major students.
 - 34.1. Academic programs shall not place a pre-major student on SAP, unless the student has been approved for reinstatement (42).
 - 34.2. Academic probation for pre-majors shall be administered by the college EASE office which applies university AP policy; however, advising responsibilities shall remain with the student's academic program.
 - 34.3. Pre-major students enrolled at regional campuses shall be subject to regional campus SAP policies.
35. Regional campus students who have been admitted to a major shall be subject to their major program's SAP policies, regardless of campus. Refer to individual academic program SAP policies for details.

Probation by Special Action due to Lack of Progress

36. Students who do not make progress through the engineering curriculum but otherwise are in good standing shall be placed on special action probation due to lack of progress (LOP).
37. LOP for pre-majors and majors are administered differently.
38. Major LOP policy shall be established and administered by individual programs. Refer to individual academic program SAP policies for details.
39. Pre-major LOP is administered by EASE in consultation with the college data specialist.
 - 39.1. EASE may place a pre-major student on LOP if one or more of the following scenarios apply:
 - a) No eligibility courses¹ taken for two consecutive semesters.
 - b) No application to major submitted although course ready.
 - c) Two major application cancellations although course ready.
 - d) No switch out of COE after two major application attempts that result no major placement.
 - e) Two successful admission cycles where all admit offers are declined.
 - f) Other extraordinary circumstances that demonstrate lack of progress through the curriculum.
40. All LOP recommendations shall be brought before ASAP for discussion.
41. Pre-major LOP conditions may be met through the following:
 - a) Conditions for **2a** - Successful completion of at least one eligibility course at the end of the student's next term of enrollment.
 - b) Conditions for **2b** and **2c** - Submission and completion of an application cycle during the student's next term of enrollment.
 - c) Conditions for **2a** through **2e** - Enrollment in a new college by the end of the student's next term of enrollment

¹ FE sequences, Math, Chemistry 1210 or higher, Physics 1250 or higher, CSE 2221

- d) Other extraordinary conditions as determined by EASE or the student's academic program.
- 42. The EASE office shall track and determine if pre-major students meet or do not meet LOP conditions and communicate as necessary to the student's academic program.
- 43. Individual academic programs shall track and determine if their major students meet or do not meet major LOP conditions. Refer to individual academic program SAP policies for details.

Probation Discrepancies and Precedence

- 44. A student may be simultaneously on AP and SAP
- 45. All university AP actions shall supersede all college actions.
- 46. If there is a discrepancy between an AP and an academic program SAP action, the college and academic program representatives shall meet and make a decision that is in the best interest of the student.
- 47. If an agreement cannot be reached, the case shall be brought before the ASAP committee for review and a decision. (12.2)
- 48. Reinstatements and SAP - Refer to sections ???

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Dismissals

49. University Rules 3335-9-26 – If the student’s college or school considers a student’s progress as unsatisfactory in meeting the conditions place on his or her probation, the college or school shall be empowered to dismiss the student from the university. Notice of the dismissal shall be sent to the student by the dean of the college or the director of the school in which the student was registered for the semester for the summer term, or session, except as provided in rule 3335-9-27 of the Administrative Code. No student shall be subject to academic dismissal unless he or she is currently on probation.

50. The College of Engineering employs four types of dismissals:

- Department Dismissal (DD) major students only
- College Dismissal (CD)
- Pre-major Program Dismissal (PD)*
- Academic Dismissal (AD)

51. Department Dismissal

A major student shall not be permitted to enroll in any courses administered by the department of the academic program from which they were dismissed unless the course is required in the core of their new major or by permission of the dismissing academic program.

51.1. Academic programs may specify in their SAP policy the number of times that a student may be departmentally dismissed.

52. College Dismissal

The student shall not be permitted to enroll in any academic program in the College of Engineering. A college-dismissed student shall not be permitted to enroll in any course that is open only to students enrolled in the College of Engineering.

52.1. ASAP committee may college dismiss pre-major or major students under the following conditions:

Pre-major	Major	Engineering Re-exploration
Failure to meet AP conditions (by exception)	Failure to meet AP conditions (by exception)	Failure to meet AP conditions (by exception)
Failure to meet college LOP conditions	Failure to meet academic program LOP conditions	failure to meet terms of SAP
	DD and <CPHR 2.0	

52.2. *Program Dismissal (PD)

This is a pre-major LOP unofficial college dismissal which is not recorded on the student’s transcript. Pre-major LOP students who are program dismissed are generally in academic good standing but have not met LOP conditions (37).

52.3. A program dismissed student shall be moved to Engineering Re-exploring and their scheduling window locked until the student switches to a program outside of the College of Engineering.

53. Academic Dismissal (AD)

This is the most severe of dismissal actions. Students who have been academically dismissed shall not be permitted to enroll in any courses taught at the University.

54. University dismissal policies supersede all other college actions.

54.1. If there is a dismissal discrepancy between the college and academic program, representatives from both units must meet and make a decision that is in the best interest of the student.

55. If an agreement cannot be reached, or if an exception is requested, the case is brought before the ASAP committee for review and a decision.

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Reinstatement

56. All students seeking reinstatement shall submit a reinstatement petition to their intended academic program.
57. Reinstatements for both major and pre-major students shall remain the administrative responsibility of the academic programs.
58. It is not possible for a student to seek reinstatement to Engineering Re-exploring.

Reinstatement after Academic Dismissal

59. University Rule 3335-9-26 - Any student who may be reinstated by a college or school following academic dismissal shall be subject to such special requirements as may be determined appropriate by the dean of the college or director of the school. If the performance record of any reinstated student does not meet the conditions of probation specified at the time of reinstatement, then the college or school in which the student is registered shall determine whether the student is to be dismissed or continued on probation.
60. No academic program shall reinstate an academically dismissed (AD) student for a minimum of two academic terms.
61. After a student has been academically dismissed for two academic terms, any academic program shall have the authority to reinstate the student.
62. An academically dismissed student must be reinstated to an academic program.
63. Academically dismissed students shall be reinstated no more than two times to the college
64. After the second academic dismissal, the student shall not be eligible for reinstatement except under the conditions of the five year Fresh Start Rule (3335-7-261).
65. Any exceptions shall be brought before the ASAP subcommittee for discussion.

Reinstatement after College or Departmental Dismissal

66. College dismissed students shall be reinstated no more than two times to the college and must be reinstated to an academic program.
67. After the second college dismissal, the student shall not be eligible for reinstatement except under the conditions of the five year Fresh Start Rule (3335-7-261).
68. Academic programs may determine their reinstatement submission timeline for college or department dismissed students. Refer to individual academic program reinstatement policies.
69. Academic programs may specify in their SAP policy the number of times that a Department Dismissed (DD not CD or AD) student may submit a reinstatement petition. Generally, this submission would come from a major student who was department dismissed into Engineering Re-exploring
70. Any exceptions shall be brought before the ASAP subcommittee for discussion.

Probation by Special Action Terms after Reinstatement

71. Any reinstated students with a < 2.0 CPHR shall be automatically placed on university AP and subject to conditions as stated in (item 17) to achieve good academic standing.
72. Academic programs may place any reinstated students on SAP irrespective of CPHR. Refer to individual program reinstatement SAP policies for more information.

- 73. If a reinstated student’s academic status is in doubt as a result of differing AP and SAP terms university policy shall prevail, unless a consensus can be reached between the units that is in the best interest of the student.
- 74. If an agreement cannot be reached, the case is brought before the ASAP committee for discussion.

Appeals Process

- 75. Any pre-major or major student may appeal an ASAP decision.
- 76. Students should first consult with the advising staff of their home department to discuss the basic details for the ASAP subcommittee’s action. Engineering Re-exploring students should consult with the EASE advising staff.
- 77. The advising staff shall determine if new information is available that would change their recommendation to the ASAP subcommittee and provide this information to the director of advising.
- 78. The director of advising and associate dean of Undergraduate Education and Student Services shall make a decision on behalf of the ASAP subcommittee. Additional participants in this process may be determined on case-by-case basis. The decision made after deliberation shall be final.

Communications

- 79. All communications shall be issued through OSU email by either the EASE office or the student’s academic program, depending on the student’s status:

EASE shall notify	Academic Programs shall notify
<p>pre-major and major students for</p> <ul style="list-style-type: none"> • new, continued, or off AP • AD or CD • AD or CD appeal decision <p>pre-major students for</p> <ul style="list-style-type: none"> • new, continued, or off LOP • PD • PD appeal decision 	<p>major students for</p> <ul style="list-style-type: none"> • new, continued, or off SAP • DD • DD appeal decision <p>pre-major and major students for</p> <ul style="list-style-type: none"> • reinstatement decision

The next section covers ASAP policies by program. If a program does not have a separate operating policy, the university’s policy on academic probation and dismissal shall be the only policy that applies.

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Aerospace Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 27 January 2016

Revision approved by CCAA 21 December 2017

Revisions approved by CCAA 24 March 2021

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

1. a semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (TPHR);
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 major courses taken at The Ohio State University (MPHR)†.
4. a grade of C- or better in MECHENG 2040 and AEROENG 2200+ Aerospace MPHR courses: all AEROENG courses, excluding AEROENG 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, with the exception of courses repeated under the Grade Forgiveness Rule (University Rule 2335-8-27.1) under which the original grade is excluded.

Special Action Probation (SAP)

The Aerospace Engineering program 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 earn a grade of C- or better in MECHENG 2040 and AEROENG 2200, maintain a 2.00 TPHR, CPHR and/or MPHR (major students only).
 - Students on SAP for grades will be required to earn at least a 2.00 TPHR during their next semester of enrollment or 2.30 TPHR for students who have a cumulative GPA below a 2.00.
 - Students on SAP for Grades will be continued on SAP for Grades
 - if they achieve a 2.00 TPHR but fail to earn at least a 2.0 MPHR (major students only);

- if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- if they have not yet retaken MECHENG 2040 and AEROENG 2200 and earned a grade of C- or better.
- Students on SAP for Grades will return to good academic standing when they achieve:
 - at least a 2.0 TPHR and MPHR (major students only) without receiving any “W” or “I” marks on their transcript.
 - a grade of C- or better in MECHENG 2040 and AEROENG 2200
- Students on SAP for Grades will be dismissed from the Department of Mechanical and Aerospace Engineering (DD) if they fail to earn at least a 2.00 TPHR 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).

2. SAP FOR LACK OF PROGRESS Students can be put on SAP for failure to make progress towards a degree in Aerospace 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 AEROENG curriculum.
 - enrolled in consecutive semesters without taking courses in the AEROENG 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 AEROENG curriculum, earn at least a 2.0 TPHR, and complete all AEROENG 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 AEROENG curriculum without receiving any “W” or “I” marks on their transcript.
 - earn at least a 2.00 TPHR but do not have at least a 2.00 CPHR and MPHR (major students only).
- 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 AEROENG curriculum without receiving any “W” or “I” marks on their transcript.
 - achieve at least a 2.0 TPHR and MPHR (major students only).
- 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 AEROENG 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 TPHR 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 MPHR (major students only), as long as they continue to earn at least a 2.00 TPHR.
- 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 TPHR, CPHR, and 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 TPHR 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 Aerospace 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:

SAP policies are covered in ENGR 1100.15 and reviewed again when students are admitted to the AEROENG major. These admitted students electronically accept and agree to the SAP policies.

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Aviation

Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 29 August 2013

Revision approved by CCAA 21 December 2017

Revision approved by CCAA August 13, 2020

Revisions approved by CCAA 21 May 2021

The Engineering Aviation program (AVIATION) has three forms of SAP for major students: 1) SAP for grades 2) SAP for lack of progress, and 3) SAP specific to pre-major and major Engineering Aviation (AVIATION) for Professional Pilot students.

SAP FOR GRADES

Conditions for being placed on SAP

If an Engineering Aviation (AVIATION) major 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) in all courses taken at The Ohio State University.
- Less than a 2.0 cumulative point-hour ratio in the major point-hour ratio Courses (MPHR) 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, they 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 department for not satisfying the conditions of their SAP. .

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 Major Point-Hour Ratio Courses (MPHR) 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) major student meets the following condition, they will be placed on SAP for lack of progress:

- Two consecutive terms without scheduling any aviation or technical courses**

Terms of SAP

Each major 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 aviation or technical course, or transfer out of Engineering Aviation (AVIATION), during the next term of enrollment.

If the student meets the terms above, they 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 department for not satisfying the conditions of their SAP.

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 aviation or technical course, or transfer out of Engineering Aviation (AVIATION), 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.

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Policy on Departmental Reinstatement

A reinstatement petition will be considered by the Center for Aviation Studies typically no sooner than two academic terms after the term 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. 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).

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

IMPLEMENTATION

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

1. Any new Engineering Aviation (AVIATION) student entering OSU AU14 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 their performance may have been affected by special circumstances may petition in writing to the Director of the 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, they 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) 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.

SPECIAL ACTION PROBATION (SAP) for Engineering Aviation (AVIATION) for Professional Pilot Students

The following are the guidelines for student lack of progress in flight laboratories also called the Student Records Audit (SRA). These policies will apply to all students (pre-major and major) enrolled in a flight education courses, including students who are not yet a declared major in Engineering Aviation.

STUDENT RECORDS AUDIT

The 14 CFR 141 student records audit (SRA) shall be conducted to identify students who are not meeting the requirements of the course enrolled.

The criteria of identification:

1. Three or more repeat lessons
2. Multiple (3 or more sets of 3) repeated Lessons in a course
3. Excessive hours in course (see Appendix A)
4. Block test completion status
5. FAA written completion

SRAs shall be conducted at the end of each week by the Senior Instructors.

Each Senior instructor shall be assigned line instructors to Audit.

Each Senior instructor shall conduct a self-audit of their students to include in the report.

The SRA does not override an instructor's duty or ability to bring problems forward or request help for a student.

SRA SUBMISSION

Senior Instructors shall submit the audits to the compliance manager on or before Monday morning.

Any students flagged by the audit criteria shall be highlighted and presented first.

If a student has already started a corrective action plan this shall be noted on the report by the compliance manager.

SRA REVIEW

The compliance manager shall review all at risk student's records.

After reviewing the student's records the compliance manager shall meet with one or more of the senior staff from assistant chiefs up to and including the director of Flight Education as necessary to discuss possible corrective actions.

This review shall be completed as soon as possible. Delays to student progress should be minimized as much as practical.

CORRECTIVE ACTION PLAN (Diagram listed in Appendix B)

The corrective action plan is the documented steps to be followed by the instructor and student to help the student get back on track in the course the student has enrolled.

Each corrective action plan shall include:

1. A detailed narrative describing the reasons/conditions in which the plan is necessary.
2. A detailed narrative describing the steps of the plan.
3. Criteria defining completion.
4. The date the plan was agreed upon by the instructor and student.
5. Signatures of the student, and instructor agreeing to the plan.
6. Signatures of the Chief instructor or the Director of Flight Education approving the corrective action.
7. Date and Signatures of the student, instructor, and assistant chief signifying completion.

The corrective action plan becomes part of the student's flight records. The original is to be maintained in the student's folder.

All corrective action plans are protected as student record and must follow FERPA guidelines as applicable.

All communication to a parent or legal guardian regarding the Corrective Action Plan shall be handled by the Director of Flight Education or as the Director delegates.

CORRECTIVE ACTION PLAN COMPLETION REVIEW

After completion of the corrective action assigned the instructor shall report to the compliance manager and Chief Instructor.

The Corrective Action Plan shall be signed and dated complete. The student shall be returned to normal flight status and the signed action plan shall be retained in the student's flight record.

In the case of a student's parent(s) becoming involved with the situation, the Director of Flight Education shall also be notified at completion.

All communication to a parent or legal guardian regarding the completion of the Corrective Action Plan shall be handled by the Director of Flight Education or as the Director delegates.

UNSATISFACTORY CAP

If a student does not complete the Corrective action plan satisfactory a second Corrective action plan may be assigned. If the second Corrective action plan is failed the director of Flight education has the authority to seek corrective measures as outlined.

1. Written notice of disciplinary action
2. Review board with student affairs and CAS
3. Removal of the flight student from flight status
4. Removal of the flight student from flight program

Appendix A

TABLE 1 EXCESSIVE HOURS IN COURSE

Course hours below do **NOT** include the stage checks at the end of each stage.

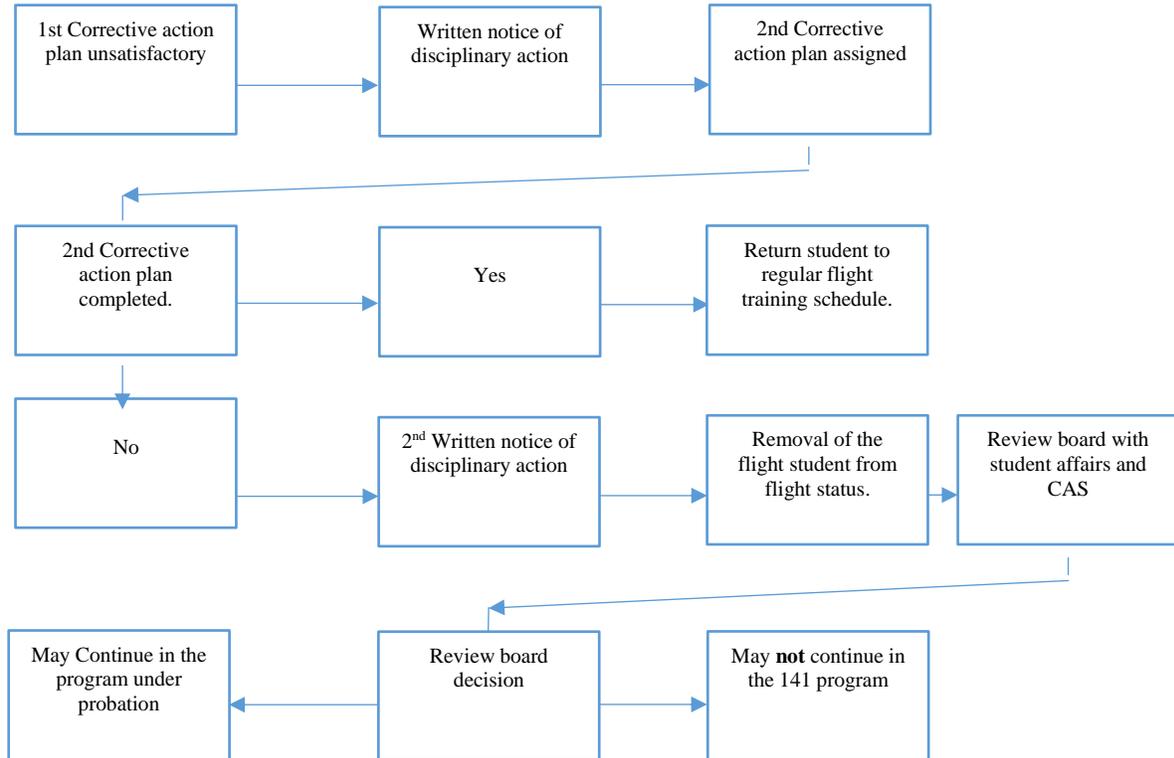
Course hours below are totals of dual flight time. ATD, SOLO and Ground are not included.

	2101	2102	2501	3101	3101 – II	4101	4101 - II
Min Hours	18	17.3	21.4	13.5	15.5	25.3	28.7
Max Hours	30.0	26.0	26.75	17.0	20.0	30.0	34.0
Percentage	150%	150%	125%	125%	125%	125%	125%
Mile Stone		PPASEL			Instrument		Commercial
Min Hours		35.3			29		75.4
Max Hours		53.0			37.0		95.0
Percentage		150%			125%		125%

APPENDIX B

UNSATISFACTORY CAP PROCESS FLOW DIAGRAM

The following diagram is a description of the workflow process when dealing with an unsatisfactory corrective action plan.



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Biomedical Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 25 March 2021

The Department of Biomedical Engineering (BME) encourages strong academic performance by its undergraduate 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 their position and ensuring the continued quality of students graduating from the program.

1. Conditions for Departmental Warning

A major student who earns a TPHR below a 2.0 will receive a warning letter from the department concerning their unsatisfactory academic performance. The student will be required to meet with their 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 (SAP).

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.
- 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.

To continue in the department on SAP a student must

- Attain a minimum TPHR of 2.0 for the subsequent term with no grade lower than a C- and earn 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 that are part of the degree program for Biomedical Engineering.

To be removed from SAP, the student must:

- Improve their 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

Students receiving a grade below C- in BME 2000 shall repeat the course before continuing on to the BME Domain Courses

Please note that this applies only to BME 2000. 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 earn 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

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Chemical & Biomolecular Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Revision approved by CCAA 21 May 2013

Revision approved 12 August 2021

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. The major point hour ratio (MPHR) is calculated based on CBE coursework alone, and 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 semester, 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. (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 CBE department, a student may be reinstated at most two times after dismissal.
- 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 on the first attempt shall repeat the course and earn a C- or higher before continuing on to enroll in additional CBE coursework. The grade earned during the first attempt will be replaced by the grade earned during the second attempt in regards to the calculation of the MPHR. Students who receive a C- on the second attempt will be continued on SAP and are required to raise their MPHR to 2.0 or higher by the end of the subsequent term of enrollment in which appropriate CBE courses are offered. Failure to meet this condition will be deemed a violation of the terms of SAP and will result in department dismissal.
- 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 student's file.

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

Student's Signature

Date

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Civil Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 12 May 2014

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 21 April 2021

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:

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

Civil Engineering Major Standards

Special Action Probation (SAP)

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 major point-hour ratio (MPHR) include: *MECHENG 2010, 2020, 2030; Math 2177; Chemistry 1210; ENGR 1221; both additional science elective courses; CIVILEN 2050, 2060, 2090, 2405, 2410, 2810, 3080, 3130, 3160, 3310, 3510, 3540, 3541, 3700, 4001, 4002, 4320 or 4350, ENVENG 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

Major SAP Conditions

Any student in the Civil Engineering program 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 student's academic advisor, by the end of the second 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 student's academic advisor.
3. May not withdraw from a course nor receive an "incomplete" ("I") grade without prior written permission of the student's academic advisor.
4. May not fail a course, or fail due to non-attendance (i.e., earn a grade of "E" or "EN").
5. Must maintain a term point hour ratio (TPHR) of 2.3 or higher for each Academic Term the student is on SAP.

Conditions for Returning to Academic Good Standing

A student who has a CPHR and 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 or MPHR of 2.0 or higher 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.

POLICY ON REINSTATEMENT OF DISMISSED STUDENTS

In the College of Engineering, a student may be reinstated from a university dismissal (AD), college dismissal (CD) up to and no more than two times. In alignment with college policy, the Civil Engineering program will not accept reinstatement petitions from department dismissed (DD) Re-exploring students who had been previously reinstated two times (aggregate) into any engineering program unless under the conditions of the five year Fresh Start Rule (3335-8-26.1).

Reinstatement after Academic Dismissal

Students who have been dismissed from the Civil, or Environmental Engineering programs 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.

Reinstatement after Departmental Dismissal

Students dismissed from Civil or Environmental Engineering majors shall be eligible for reinstatement under the following conditions:

- Student has not been enrolled in Civil or Environmental Engineering for two (2) subsequent academic terms, and
- Students has maintained an average of at least a 2.3 term point-hour ratio (TPHR) since the student's dismissal.

Any additional special requirements determined appropriate by the Department. This is in accordance with University rule 3335-9-28.

Students dismissed from other majors must meet with an academic advisor to determine their eligibility to enroll in the Civil or Environmental pre-major. These students must apply and be accepted into their intended major in the department.

Students dismissed from the Civil or Environmental Engineering pre-majors must meet with an academic advisor to determine their eligibility for admission into the Civil or Environmental Engineering major.

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. 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.

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 electronic copy of the Academic Standards and Reinstatement of Dismissed Students policy.

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

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 21 April 2021

The policy below provides the conditions and actions of Special Action Probation (SAP) pertaining to majors in the Department of Computer Science and Engineering. CSE majors are subject to the applicable portion of the policy for each term of enrollment, including Summer term (and its various subdivisions).

Special Action Probation (SAP) for Majors

Conditions for placement on SAP:

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.

For any CSE course that a student has repeated, the most recent grade for the course will be the grade included in the MPHR calculation, even if the most recent grade is lower than the previous grade(s).

If a student 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.

Terms of probation for students placed on SAP:

Any CSE major who is placed on SAP is expected to enroll in at least one CSE course in the next term of enrollment and achieve a term MPHR of 2.3 or higher until the MPHR returns to 2.0 or higher.

Conditions for Good Academic Standing:

Students who achieve a MPHR of 2.0 or higher, without incurring any Incompletes in MPHR courses, will be returned to good academic standing.

Conditions for Department Dismissal and College Dismissal:

Students who do not achieve a term MPHR of 2.3 or higher may remain on SAP for no more than two consecutive terms of enrollment in which CSE courses are taken and are subject to dismissal from the department. Students on SAP who do not take CSE courses in the following term of enrollment will be eligible for immediate dismissal from the department due to lack of progress.

Students eligible for dismissal from the department whose CPHR is below 2.0 are also eligible to be dismissed from the College of Engineering.

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.

Conditions for Reinstatement:

Students who have been dismissed from the department or college and have been away for at least two semesters may seek reinstatement to the CSE major by filing a Petition for Reinstatement. Consideration of reinstatement earlier than two semesters after dismissal may be done on a case-by-case basis. Students interested in reinstatement are expected to consult with an academic advisor prior to submission of the petition.

General Information:

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.

Note about Computer and Information Science (CIS) as an alternative to CSE

Students not making progress toward admission to CSE and who wish to switch to pre-CIS must consult with an academic advisor in ASC Advising to determine feasibility. Probation and dismissal policies for pre-CIS are similar to those used for CSE. Students who do not meet the standards for CSE typically do not meet the standards for CIS.

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

Semester policy approved by CCAA 29 March 2012
Revision approved by CCAA 26 April 2012 (CHEM 1210 & 1220)
Revision approved by CCAA 31 May 2102 (Math 1152 & 2153)
Revision approved by CCAA 17 April 2013
Revision approved by CCAA 13 January 2014
Revision approved by CCAA 27 January 2016
Revision approved by CCAA 11 May 2017
Revision approved by CCAA 11 September 2018
Revision approved by CCAA August 13, 2020
Revision approved by CCAA April 21, 2021

STANDARDS OF ACADEMIC PERFORMANCE

For Undergraduate Electrical and Computer Engineering Students

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

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

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

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

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

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

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

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

Electrical and Computer Engineering has three forms of SAP:

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

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

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

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

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

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

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

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

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

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

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

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

D. Conditions for Department Dismissal

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

E. Conditions for College Dismissal:

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Conditions for **Returning** to Good Standing:

1. If the student achieves 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.
2. 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 concern encouraging them to meet with an advisor to address the situation.

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

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

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

C. Conditions for Department Dismissal - If the student does not meet the terms of probation he or she will be dismissed from the Department of Electrical and Computer Engineering.

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

Section II Other Issues

Appeal of ASAP Subcommittee Actions

Students should first consult with an academic advisor to discuss the detailed basis for the ASAP Subcommittee's action. The academic advisor in consultation with the chair of the ECE Associate Chair for Instruction will determine whether new information is available that would change the Department's

recommendation to the ASAP Subcommittee. If this is the case, the Associate Chair for Instruction will make a new recommendation to this information to the director of advising. (section)

Notification of Departmental Policy for Academic Standards to Students

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

Reinstatement to the Major

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

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.

In the College of Engineering, a pre-major or major student may be reinstated from a university (AD), college (CD), or department dismissal (DD aggregate) a maximum of two times. After the second dismissal or any type, a student 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)

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Engineering Physics
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved 12 August 2021

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 major courses taken at The Ohio State University (MPHR²)

- Students are eligible for SAP for Grades if they fail to maintain a 2.00 SPHR, CPHR, and MPHR.

- 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 MPHR 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 MPHR 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).

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² 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.

Engineering Technology
Academic Standards: Probation, Dismissal and Reinstatement

The BS in Engineering Technology does not currently participate in actions under special action probation (University Rule 3335-9-25B), and therefore only university academic policy shall apply (University Rule 3335-9-25A).

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Environmental Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 12 May 2014

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 21 May 2021

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

Environmental Engineering Major Students

Special Action Probation (SAP)

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 major point hour ratio (MPHR) include: MECHENG 2040, 2030; Chemistry 1210, 1220, 2510; ENGR 1221; Math 2177; MICROBIO. 4000.OX; ENR 3000 and 3001, or EarthSci 1121; CBE 5771; CIVILEN 2050, 2060, 2090, 3080, 3130, 3160; ENVENG 2100, 3200, 3210, 4090, 4200, 5110, 5170, 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

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 student's academic advisor, by the end of the second 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 student's academic advisor.
3. May not withdraw from a course nor receive an "incomplete" ("I") grade without prior written permission of the student's academic advisor
4. May not fail a course, or fail due to non-attendance (i.e., earn a grade of "E" or "EN").
5. Must maintain a term point hour ratio (TPHR) of 2.3 or higher for each Academic Term the student is on SAP.

Conditions for Returning to Academic Good Standing

A student who has a CPHR and an 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 an MPHR of 2.0 or higher 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.

POLICY ON REINSTATEMENT OF DISMISSED STUDENTS

In the College of Engineering, a student may be reinstated from a university dismissal (AD), college dismissal (CD) up to and no more than two times. In alignment with college policy, the Environmental Engineering program will not accept reinstatement petitions from department dismissed (DD) Re-exploring students who had been previously reinstated two times (aggregate) into any engineering program unless under the conditions of the five year Fresh Start Rule (3335-8-26.1).

Reinstatement After Academic Dismissal

Students who have been dismissed from the Civil or 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.

Reinstatement After Departmental Dismissal

- Students dismissed from Civil or Environmental Engineering majors shall be eligible for reinstatement under the following conditions:
- Student has not been enrolled in Civil or Environmental Engineering for two (2) subsequent academic terms; and
- Student has maintained an average of at least a 2.3 term point-hour ratio (TPHR) since the student's dismissal; and
- Any additional special requirements determined appropriate by the Department. This is in accordance with University rule 3335-9-28.

Students dismissed from other majors must meet with an academic advisor to determine their eligibility to enroll in the Civil or Environmental Engineering pre-major. These students must apply and be accepted into their intended major in the department.

Students dismissed from the Civil or Environmental Engineering pre-majors must meet with an academic advisor to determine their eligibility for admission into the Civil or Environmental major.

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. 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.

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 Environmental students must submit a signed electronic copy of the Academic Standards and Reinstatement of Dismissed Students policy.

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Food, Agricultural and Biological Engineering
Academic Standards Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 8 August 2017

Revision approved by CCAA 9 May 2019

Revisions approved 12 August 2021

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.”

Definition of Point-Hour Ratios

The following point-hour ratios are used as part of the academic standards and progress evaluation:

- CPHR: Cumulative Point-Hour Ratio, defined as the cumulative point-hour ratio of all graded coursework completed at the university.
- TPHR: Term Point-Hour Ratio, defined as the point-hour ratio of all graded coursework completed at the university during a specific term.
- MPHR: Major Point-Hour Ratio, defined as the cumulative point-hour ratio of all graded coursework completed at the university and included in the MPHR for graduation certification.
- TMPHR: Term Major Point-Hour Ratio, defined as a point-hour ratio MPHR courses completed during a specific term.

Standards of Academic Progress for Students in the FABE Major Program

Department Good Standing

Students must meet the following requirements to be considered in good academic standing in the FABE major program:

1. Maintain an MPHR of 2.0
2. Maintain a CPHR of 2.0
3. Maintain continuous registration in courses applicable to progression through the undergraduate curriculum from the Department of Food, Agricultural and Biological Engineering.

Conditions for Being Placed on Special Action Probation

Students will be placed on special action probation (SAP) if any of the following occur:

1. MPHR falls below a 2.0

2. CPHR falls below a 2.0
3. Lack of progress, defined as failure to make satisfactory academic progress due to excessive withdrawals/course drops or lack of enrollment in major coursework within the FABE degree, as determined by the FABE Department

Students enrolled in the FABE major program may be placed on special action probation during their first semester if their current academic record falls below the requirement for good standing or as part of a condition of reinstatement.

Conditions for Special Action Probation

Students on special action probation must meet the following terms to continue in the FABE pre-major program:

1. Earn a TPHR of 2.3 or earn a CPHR of 2.0
2. Earn a TMPHR of 2.3 or earn a MPHR of 2.0
3. If on special action probation for lack of progress, must complete a department-approved schedule of coursework and only incur W's or course drops if receive approval by the department academic or faculty advisor.

Students who meet these terms will continue on special action probation until they meet the requirement for good standing.

Conditions for Dismissal

Students who do not meet the terms of their special action probation are eligible for dismissal from the department.

Students who are eligible for department dismissal from the major program and have a CPHR of less than 2.0 are automatically eligible for dismissal from the College of Engineering.

Conditions for Reinstatement

Any student reinstated to the Food, Agricultural and Biological Engineering program will automatically be placed on SAP for the term they are reinstated.

Conditions for Returning to Good Standing

Students who meet the terms of their special action probation will continue on special action probation until they meet the requirements for good standing.

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Industrial and Systems Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 15 September 2014

Revision approved by CCAA 9 May 2019

Revision approved by CCAA 17 December 2021

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 to be made aware of these policies while in the pre-major survey course and upon entering the major. Students must comply with these policies in order to stay in good academic standing in the department.

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

A.3 Definition of Good Standing for ISE Majors

A student is in "Good Standing" as an ISE major if the following four 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.
- iii. Students will or have achieved a letter grade of C or better for Math 2568 or MATH 2174, STAT 3470, CSE 1223 or CSE 1194 (Programming in Python) or CSE 1222 or ENGR 1281.01H, and ENGLISH 1110. A student who does not achieve a letter grade of C or better for these courses will be placed on SAP for Grades and will be required to retake the course(s).

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

A student is in good academic standing as an ISE pre-major if the student meets the definition of good standing as defined in the OSU College of Engineering Academic Standards policy for engineering pre-majors.

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 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.

B.2.1 Circumstances leading to SAP for Grades

There are three conditions that would lead to a student being placed on SAP for Grades. One or more could occur in a semester:

- i. 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.
- ii. ISE students are required to achieve a letter grade of C or higher in Math 2568 or MATH 2174, STAT 3470, CSE 1223 or CSE 1194 (Programming in Python) or CSE 1222 or ENGR 1281.01H, and ENGLISH 1110. A student who does not achieve a C or better in these courses will be placed on SAP for Grades and is required to retake the course(s).
- iii. The student receives an Emergency Pass (EP), Low Pass (LP), or No Pass (NP) for a course that is required in the ISE curriculum; this refers to courses that count towards graduation, other than a course that exclusively meets a general education requirement.

Each student placed on SAP for Grades will receive notification via email sent 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)³

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. The student must enroll in and complete one or more course(s) required in the ISE curriculum that count towards their graduation, earn a grade of 2.0 or above in each of those courses, and earn a SPHR of 2.0. A student must take at least 3 credit hours during the semester to meet the minimum course load of this requirement. General education courses, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.
- iii. If the student is on SAP for receiving less than a C in Math 2568 or MATH 2174, STAT 3470, CSE 1223 or CSE 1194 (Programming in Python) or CSE 1222 or ENGR 1281.01H, or ENGLISH 1110, the student must repeat at least one of these courses where the grade of record is less than a C during each subsequent semester until the student has a C or better recorded for each of these courses. If they do not meet the grade requirement of C or higher when repeating the course, they can be dismissed from the department.
- iv. The student may not drop any course for a Withdraw (W) without written permission from an ISE Academic Advisor.
- v. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.

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. A student who is in the major and is not enrolled at OSU for two semesters in a row is subject to placement on SAP for Lack of Progress.
- ii. Failure to enroll in at least one required course in the ISE curriculum for two consecutive semesters

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

³ 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.

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. A student must enroll in and complete one or more courses required in the ISE curriculum that count towards graduation and earn a 2.0 or above in each of those courses. A student must take at least 3 credit hours during the semester to meet the minimum course load of this requirement. General education courses, alone, will not be sufficient when evaluating grades or progress for making a decision about removing a student from SAP.
- 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 for a Withdraw (W) without written permission from an ISE Academic Advisor.
- v. The student may not receive a grade of Incomplete or a grade of E in any course taken that semester.

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 two weeks of each semester with the student's assigned ISE Academic Advisor 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 an email sent to their OSU email account 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 an ISE 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 an ISE Academic 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.

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Materials Science and Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 18 September 2014

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 24 May 2021

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 the major 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.

Materials Science and Engineering SAP Policies

SAP

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

5. A semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (TPHR)
6. A cumulative point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (CPHR)
7. A point-hour ratio of 2.0 or above in all MATSCEN courses taken at The Ohio State University (MPHR)
8. A grade of C- or better in MSE 2010.

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

Other Grounds for SAP

In some instances, a change of major who already is on SAP or reinstatement to the major, for example, a student may be accepted to the major on SAP.

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 earn a grade of C or better in MSE 2010, maintain a 2.00 TPHR, CPHR, and MPHR (major students only).
- Students on SAP for Grades will be required to earn at least a 2.00 TPHR during their next semester of enrollment or 2.30 TPHR for students who have a cumulative GPA below a 2.00.
- Students on SAP for Grades will be continued on SAP for Grades
- If they achieve a 2.00 TPHR but fail to earn at least a 2.0 CPHR and MPHR (major students only).

- If they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
- If they have not yet retaken MSE 2010 and earned a grade of C- or better.

Conditions of SAP

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 and have taken at least one technical course. Technical courses are any non-General Education course that fulfills an Engineering degree requirement.
 2. If enrolled in MATSCEN courses in the next term of enrollment, the student must earn a term point-hour ratio of 2.0 or above in MATSCEN courses.
 3. The student may not receive a grade of Incomplete (I) without consulting with their advisor, or a grade of E or EN **in any course** taken in the next term of 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 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 they 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.

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Mechanical Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 27 January 2016

Revision approved by CCAA 21 December 2017

Revision approved by CCAA 17 December 2021

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

1. a semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (TPHR);
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 major courses taken at The Ohio State University (MPHR)†;
4. a grade of C- or better in MECHENG 2010.

† Mechanical Engineering MPHR courses: all Mechanical Engineering courses, excluding MECHENG 2010 (or equivalents). 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, with the exception of courses repeated under the Grade Forgiveness Rule (University Rule 2335-8-27.1) under which the original grade is excluded.

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

Special Action Probation (SAP)

The Mechanical Engineering program 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.

4. **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 earn a grade of C- or better in MECHENG 2010, maintain a 2.00 TPHR, CPHR, and/or MPHR (major students only).
- Students on SAP for Grades will be required to earn at least a 2.00 TPHR during their next semester of enrollment or 2.30 TPHR for students who have a cumulative GPA below a 2.00.
- Students on SAP for Grades will be continued on SAP for grades:
 - if they achieve a 2.00 TPHR but fail to earn at least a 2.0 CPHR and/or MPHR (major students only).
 - if they withdrawal from or receive an incomplete for a course (“W” or “I” marks on transcript).
 - if they have not yet retaken MECHENG 2010 and earned a grade of C- or better.
- Students on SAP for Grades will return to good academic standing when they achieve:
 - at least a 2.0 TPHR, CPHR, and MPHR (major students only) without receiving any “W” or “I” marks on their transcript.
 - a grade of C- or better in MECHENG 2010.
- Students on SAP for Grades will be dismissed from the Department of Mechanical and Aerospace Engineering (DD) if they fail to earn at least a 2.00 TPHR 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).

5. **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 MECHENG curriculum.

- enrolled in consecutive semesters without taking courses in the MECHENG 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 MECHENG curriculum, earn at least a 2.0 TPHR, and complete all MECHENG 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 MECHENG curriculum without receiving any “W” or “I” marks on their transcript.
 - earn at least a 2.00 TPHR but do not have at least a 2.00 CPHR and MPHR (major students only).
 - 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 MECHENG curriculum without receiving any “W” or “I” marks on their transcript.
 - achieve at least a 2.0 TPHR, CPHR, and MPHR (major students only).
 - 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.

6. 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 MECHENG 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 TPHR 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 MPHR (major students only), as long as they continue to earn at least a 2.00 TPHR.
 - 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 TPHR, CPHR, and 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 TPHR 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 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:

SAP policies for new pre-MECHENG freshman and transfer students are covered in ENGR 1100.15 and reviewed again when students are admitted to the MECHENG major. These admitted students electronically accept and agree to the SAP policies.

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Welding Engineering
Academic Standards: Probation, Dismissal and Reinstatement

Semester policy approved by CCAA 29 March 2012

Revision approved by CCAA 15 September 2014

Revision approved by CCAA 15 May 2018

Revision approved by CCAA 24 May 2021

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 the major 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.

Welding Engineering SAP Policies

SAP

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

1. A semester point-hour ratio of 2.0 or above in all courses taken at The Ohio State University (TPHR)
2. A point-hour ratio of 2.0 or above in all WELDENG courses and MATSCEN 3333 taken at The Ohio State University (MPHR)

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

Other Grounds for SAP

In some instances, a change of major who already is on SAP or reinstatement to the major, for example, a student may be accepted to the major on SAP.

Conditions of SAP

Each student placed on SAP 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 and have taken at least one technical course. Technical courses are any non-General Education course that fulfills an Engineering degree requirement.
7. If enrolled in WELDENG courses in the next term of enrollment, the student must earn a term point-hour ratio of 2.0 or above in WELDENG courses.
8. The student may not receive a grade of Incomplete (I) without consulting with their advisor, or a grade of E or EN **in any course** taken in the next term of enrollment.

9. The student must maintain or attain a cumulative point hour ratio (CPHR) of 2.0 or higher, or show progress towards attaining a CPHR of 2.0, as determined by the Undergraduate Studies Committee (USC).

10. A student may remain on SAP 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 they 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.

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

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 shall be placed on SAP for the next academic term of enrollment following a departmental dismissal and shall remain on SAP for each subsequent academic term (autumn, spring, 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 shall 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, the student shall no longer be on SAP in Engineering Re-Exploring.

Leave of Absence

Any student in Engineering Re-Exploring who goes on voluntary Leave of Absence shall be permitted 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 shall not be permitted to return to The Ohio State University through the Engineering Re-Exploring program. Instead, these students shall petition for reinstatement through their desired academic program.

Procedure for Student Appeal of Program Actions

A student who feels that their performance may have been affected by extenuating circumstances may petition in writing to the director of Advising for the College of Engineering. If a student finds this review unsatisfactory, they may appeal directly to the Academic Standards and Progress Committee (ASAP). See ASAP Appeals Process (52-??)

Notification of Program Policy for Academic Standards to Students

All Engineering Re-Exploring (ENGREEXP) students shall be notified of their SAP 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 shall be reviewed by the advisor during the student's mandatory advising appointment.

2012 Semester Conversion Transition Plan

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

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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-PRE) 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 (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 Undeclared 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, 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.

SPECIAL ACTION PROBATION (SAP) for Engineering Undeclared (ENGPRES-PRE)

The Engineering Undeclared program (ENGPRES-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 Undeclared (ENGPRES-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 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-PR) 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-PRE), 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-PRE), 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:

1. Any new Engineering Undeclared (ENGPRE-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 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 (ENGPRE-PRE) 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

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Appendix
Spring Semester 2020 Academic Probation

Approved by CCAA May 20, 2020

1. In light of the extraordinary circumstances surrounding the coronavirus (COVID-19) outbreak, per a resolution passed by University Senate on March 26, 2020, Ohio State students were given option to obtain a Pass/No Pass grade (PA/NP) grade instead of a traditional letter grade for General Education and elective courses taken during Spring Semester 2020. This option was not extended to subsequent semesters.
2. Consistent with the university resolution, the PA/NP option was extended to all major and minor courses (i.e., all degree requirements) for undergraduate and graduate programs in the College of Engineering and Knowlton School of Architecture.
3. The ASAP committee recommended not to impose academic sanctions at the end of the Spring 2020 semester, and for reasons of consistency and fairness, not to grant exceptions. The committee recommended that the only action taken would be that of removing eligible students from SAP.

In addition:

- a. Spring SAP reports would still be generated.
- b. Students eligible for dismissal would be “Continued on SAP”.
- c. Students eligible for “New to AP or SAP” would not be placed on AP or SAP and would be contacted by departments as deemed necessary.
- d. Programs would report the number of pre-majors and majors removed from SAP.

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