

BE Probation Policy

One of the goals of the Biological Engineering program is to ensure that students are successful in pursuit of their degree. Occasionally, some students will struggle with the rigor of an engineering curriculum and risk dismissal from the university when they accumulate deficit points—numerical grade below a C times the number of credits.

In an effort to ensure that students do not proceed too far into their program without a certain degree of success, the BE Probation Policy will be enforced as described below. Students who cannot meet the terms of the probation will be asked to continue their academic program in another major (likely not engineering). Doing so early will allow them access to other majors.

A student can be placed on academic probation if his/her university cum, upper division, or departmental grade point average falls below 2.00. Lower division students whose pre-professional grade point average falls below 2.50 will also be placed on probation.

A BE student on academic probation must complete a probation contract each term he/she is on probation. A student who fails to see the probation counselor by the end of the first week of classes for preparation of the probation contract will be instantly barred from further registration in the Department and the current term's registration will be cancelled.

A condition of probation is that the student must see the probation counselor on a bi-weekly basis to review progress towards meeting the conditions of probation. These meetings are mandatory and considered a condition of probation. If a student on academic probation does not meet with the probation counselor on a bi-weekly basis, the department will consider this a violation of the conditions of academic probation and will bar the student from further registration.

The departmental policy on probation is in addition to the College of Engineering and university policies.

Dropping a course or withdrawing from the university while on probation:

Students on academic probation will *not* be permitted to drop a course or withdraw from the university. If a student on either Term 1 or Term 2 probation drops a course or withdraws from the university, he/she instantly violates probation and will be suspended from the department. A registration hold will be placed on the student's record and the student must change his/her major.

Registration while on probation:

Students on a Term 1 probation will be permitted to advance register for the following term. Students on a Term 2 probation will not be permitted to register until grades have been posted by the Registrar's Office on the student's transcript. In addition, Term 2 probation students must decide at the beginning of the Term 2 probation whether he/she wants to remain in the Department or request a courtesy registration in order to transfer to another department. If the student chooses to remain in the department and does not meet the conditions of probation, the student will *not* get a third term for courtesy registration.

Dismissal from the department:

Students can be dismissed from the department and any further registration cancelled for the following reasons:

- Students who do not meet all the conditions of the Term 1 probation contract.
- Students who are placed on a Term 2 probation contract and do not remove all deficit points by the end of the Term 2.
- Students admitted on a one-term trial admission program who do not meet all the conditions placed on them.
- Students who have 15 or more deficit points at the upper division level.
- Students who have 15 or more deficit points at the university level and have been dismissed by the university for poor academic performance.

Students on probation who do not meet all of the conditions placed on them will be dismissed from the department, even if the student is on Term 1 probation. The student is also directed to read the section on "Dropping a course or withdrawing from the university while on probation".

A student does have the right to appeal the dismissal. In order to appeal, the student must write a letter of petition to Dr. Jim Leary, the Undergraduate Coordinator. The circumstances must be severe, out of the student's control, and be fully explained and documented for a chance of the petition being approved. If the petition is approved and the student is readmitted for a last chance probation, all deficits points must be removed that term.