

**Chemical & Biomolecular Engineering**  
**Academic Standards: Probation, Dismissal and Reinstatement**  
**Approved by CCAA 21 May 2013**

**Semester Conversion**

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

**Chemical and Biomolecular Engineering Departmental Regulations**

The following academic standards program applies to both majors and pre-majors pursuing a BS in Chemical Engineering. When dealing with cumulative point hour ratio (CPHR), the department uses the CPHR provided by SIS and ODS; thereby truncating the results rather than rounding up. "CBE Coursework" is defined as any course that is taken within the department. It does not include pre-requisite first year coursework and chemistry courses. In considering the cumulative point hour ratio, all instances of a course are included in the score and the university freshman forgiveness rule is recognized. 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 students file.

---

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

---

*Student's Signature*

*Date*