Academic Regulations

Attendance

Each professor in the School of Engineering & Applied Science decides how many absences a student may have and still pass the course. Professors are expected to give reasonable consideration to unavoidable absences and to the feasibility of making up work that has been missed. Students are expected to explain to their professors the reasons for any absences and to discuss with them the possibility of making up missed assignments.

Units and Grades

A credit unit is the equivalent of one recitation or lecture hour a week for one semester, or one laboratory of two and one-half hours a week for one semester. A student’s work is rated in terms of the following system of grades and grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>P#</td>
<td>Pass</td>
</tr>
<tr>
<td>F#</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Course work incomplete</td>
</tr>
<tr>
<td>X</td>
<td>No final exam taken</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
</tr>
<tr>
<td>L</td>
<td>Successful audit</td>
</tr>
<tr>
<td>Z</td>
<td>Unsuccessful audit</td>
</tr>
<tr>
<td>N</td>
<td>No grade submitted</td>
</tr>
</tbody>
</table>

For students who entered prior to Fall 2010, plus and minus marks to the grades of A, B, C, D and F do not affect the value of the grade points earned by each letter grade.

To graduate, a student must meet the following criteria:

1. at least a C (2.0) cumulative average and
2. at least a C (2.0) cumulative average in the student’s major area of study

Auditing a Course

A student may register for a specific course as an auditor. When a student uses the Audit grading option, the student is expected to attend all of the course’s classes. Completion of homework and the taking of exams are not required. The grade L signifies a successful audit (class attendance) and the grade Z signifies an unsuccessful audit. Neither grade affects a student’s grade point average, nor do the course’s units contribute to the student’s total cumulative degree-seeking units. Audit courses do not count toward any degree; however, audit units do count toward full-time status determination and tuition. Class attendance is required to earn the grade L; unsatisfactory attendance will result in a grade of Z. Certain computer science courses do not allow students with auditor status.

Incomplete Grades

The grade I (incomplete) indicates that the work of a student has been generally acceptable but that extenuating circumstances led to certain requirements not having been met. The grade of X is recorded when a student is absent from a midterm or final examination because of illness or other unavoidable reason, provided the work has been otherwise satisfactory.

Grades of X and I must be removed no later than the close of the next full semester a student is in residence. On failure to make up an X or I, the student will not receive credit for the course, and the grade will be changed to F unless the student has been explicitly excused by the associate dean.

Pass/Fail Option

All undergraduate engineering students are eligible to register each semester for up to 6 units on the pass/fail option, up to a maximum of 18 units attempted. Some departments require students to take certain courses pass/fail; credits in these courses do not count toward either the semester limit of 6 units or the cumulative limit of 18 units. Other than these courses, only elective courses may be taken on this option, including courses in other divisions of the university, but still contingent upon and subject to departmental requirements. Humanities, social sciences and some technical electives specifically allowed by individual engineering programs, as well as some engineering courses, both undergraduate and graduate that are not specifically required for the student’s major program may be taken with the pass/fail option. Some programs do not allow courses, required or elective, to be taken with the pass/fail option. Graduate courses taken on the pass/fail basis cannot be transferred later for credit toward a graduate degree.

Changes from the regular grade basis to pass/fail or vice versa may not be made after the last dates specified in the current
Course Listings. The normal regulations for withdrawal or change to auditor status also apply to pass/fail courses.

A final grade of P# (pass) will earn degree credit. A final grade of F# (fail) will not earn degree credit. Neither P# nor F# will affect the grade point average.

Minimum and Maximum Course Loads

Undergraduate engineering students must take a minimum of 12 units of credit to be considered full-time. Students may not enroll in more than 21 units without special permission and additional per-unit tuition charge.

Repeating a Course

If an Engineering student repeats a course at Washington University, only the second grade is included in the calculation of the grade point average. Both enrollments and grades are shown on the student’s official transcript. The symbol R next to the first enrollment’s grade indicates that the course was later retaken. Credit toward the degree is allowed for the latest enrollment only.

Academic Probation and Suspension

A student whose work is of unsatisfactory quality is placed on academic probation. If a student on probation doesn’t improve his or her academic record after a reasonable time, probation is followed by dismissal. The regulations governing probation and dismissal are as follows:

1. At the close of each semester, each student’s semester grade point average is computed as the total grade points earned during the semester divided by the total credit units attempted. At the same time, the cumulative grade point average is computed as the quotient of the cumulative total of grade points over the cumulative total of credit units attempted. The computations are made on the basis of the grade point scale indicated in the section on grades. Courses taken on a pass/fail basis are not included in these calculations.

2. At the close of each semester, each student’s semester and cumulative grade point averages are reviewed. If either is below 2.0, the probation rules stated below apply and the student is notified of any academic probation or dismissal action.

3. At the end of a semester, any student who in the judgment of the associate dean is not making adequate academic progress is required to meet with the student’s adviser before enrollment is allowed for the following semester.

4. A student who is dismissed may, if he or she desires to continue, present a written statement setting forth reasons why the student believes the situation should be reconsidered. This statement should be addressed to the Undergraduate Academic Standards Committee and forwarded via the associate dean (Lopata Hall, Room 303).

Probation and Dismissal Rules

1. Probation follows any semester during which either the semester or cumulative grade point average is less than 2.0, or a student has three I (incomplete) grades at the end of a semester, or a student was enrolled in credit courses and earns no degree credit at the end of a semester, or a student drops below full-time student status without the approval from his or her academic adviser or the associate dean for students.

2. If a student has been on academic probation twice previously, dismissal may follow the next time the student is eligible for probation.

3. Dismissal may result if a student becomes eligible for probation in two sequential semesters.

4. Dismissal may result if any course is failed twice.

First Academic Probation

The first time a student qualifies for probation, he or she is placed on “First Academic Probation.” Students placed on First Academic Probation status are sent a letter informing them of this action.

Second Academic Probation

The second time a student qualifies for probation, he or she is placed on “Second Academic Probation.” Students placed on Second Academic Probation status are sent a letter informing them of this action.

Special Academic Probation

Special Academic Probation means that a student was eligible for suspension but was not suspended.

Stop Procedure

Any student who in the judgment of Engineering Student Services is not making adequate academic progress is required to meet with his or her academic adviser before enrollment is allowed for the following semester.

When Engineering Student Services reviews the academic records of students eligible for probation, students having serious academic difficulties are identified and notified of the “stop” process. The letter instructs them to write a brief (one or two pages) statement, and meet with their academic advisers to discuss their situations. After this discussion takes place, the academic adviser notifies the Registrar that the discussion has occurred. If the Registrar is not notified by the deadline stated in the letter, the Registrar may withdraw the student from all current courses.

Students who have been doing satisfactory course work, and suddenly complete a semester with unacceptable grades, typically have personal problems that have seriously interfered
with their academic work. It is also typical that such students are embarrassed by their academic performance and are reluctant to talk with parents, advisers, counselors and deans about their problems. The “stop” procedure is specifically designed for the student to answer the question: “Are you getting appropriate help?”

**Academic Suspension**

The third time a student qualifies for probation, or becomes eligible for probation the second semester in a row, or fails the same course twice, he or she is dismissed from the university. Students placed on academic suspension status are sent a letter informing them of the suspension action. Students who wish to appeal are instructed to prepare a written statement that informs the Academic Standards Committee of the decision to appeal, and respond to two questions: explain why the unsatisfactory academic performance occurred; and, if allowed to return, what would be done differently by the student. The student must then attend an appeal hearing. The student’s academic record, written appeal and any other factors the student may wish to discuss are considered by the Committee. When the discussion ends, the student leaves the hearing room and the Committee immediately makes a decision regarding the student’s appeal. Engineering Student Services then informs the student of the Committee’s decision. The Committee’s decision is final (no other appeals are possible). If the appeal is successful, the student is placed on Special Academic Probation and the student is allowed to enroll in classes.

If a student is placed on academic suspension status and chooses not to appeal, or appeals and the appeal is denied, the student is not allowed to enroll in any classes in any division at Washington University. If a suspended student would like to return to the university at a future time, the student must apply for reinstatement to the School of Engineering & Applied Science.

**Full-Time and Part-Time Enrollment**

Undergraduate degree programs are full-time programs. Part-time enrollment is not allowed unless serious health problems prevent a student from being enrolled full-time.

Part-time enrollment and partial tuition charges are allowed for seniors who must enroll for an extra semester. For students who enroll as freshmen, this status is allowed after their eighth semester. For dual degree students, part-time status is allowed after their fourth semester. (NOTE: Summer semesters are not counted as an academic semester.) Part-time students take 1 to 11 units and are charged for part-time tuition, along with the standard undergraduate fees. Scholarship support is not normally available for part-time students.

**Special Note to senior-level undergraduate students:** Senior-level students (those in their seventh or eighth semester) will automatically be designated as having full-time enrollment status if taking 6 or more units. All students designated with full-time status will automatically be charged the full-time tuition.

**Leaves of Absence**

Engineering students may petition to take a leave of absence. On a leave of absence, students are assured re-enrollment within the next two years. Before returning, the student is to notify the School of Engineering & Applied Science and submit a Reinstatement Form at least six weeks prior to the beginning of the appropriate term. A student wishing to take a medical leave of absence must have a recommendation for the medical leave of absence from Student Health Services submitted to the appropriate dean in the School of Engineering & Applied Science prior to leaving and prior to re-enrollment. The dean will decide whether or not to grant the request for the medical leave of absence and re-enrollment upon reviewing the recommendations from the Student Health Services and the student’s file.

**Transfer Credit**

A student must get prior approval before taking a course at another university. After completing the course, the student must have an official copy of the transcript sent to the School of Engineering & Applied Science for evaluation. If the credit is accepted, the course will show on the transcript with the units, but not the grade. Only units of credit for courses with a grade of C- or better will transfer.

**Military Training**

Army and Air Force ROTC programs are available at Washington University.

A student in the School of Engineering & Applied Science who takes an ROTC course will have the course name, number, credit units* and grade entered on the official transcript. If the course is numbered 100–299, the course’s units and grade will not apply toward the student’s degree requirements; if the course is numbered 300–499 and the grade is D– or better, the course’s units will apply toward the student’s degree requirements (as a free elective) but the grade will not affect the student’s cumulative or semester grade point average. *All ROTC courses are initially set up with 0 units. Engineering students may petition Engineering Student Services (Lopata Hall, Room 303) to have units of credit posted for the ROTC course(s) in which they are enrolled.

See course descriptions for Air Force ROTC and Army ROTC.

**Physical Education**

Students in the School of Engineering & Applied Science are not required to enroll in physical education courses; however, these courses may be taken for recreation and will count toward the 120 units needed for graduation.
University College

Engineering students may only enroll in a limited number of University College courses that have been preapproved by the Engineering Undergraduate Studies Committee. Approved courses taken by students will display on official transcripts and the course units will count toward engineering degree requirements, but the grade will not be calculated in grade point averages. Approved courses must be taken for letter grade and students must earn a minimum grade of C- for the course units to count toward engineering degree requirements.

Current approved courses, which may be needed by students seeking admission into medical school, include:

- U29 204 Nutrition
- U29 322 Introduction to Anatomy and Physiology
- U29 406 Introduction to Biochemistry
- U29 4170 Endocrine Physiology
- U29 4241 Immunology

Students who are required to do so may enroll in the courses listed below; these courses will display on official transcripts but the course units will not count toward engineering degree requirements:

- U15 1511 Academic Writing for Second Language Writers
- U15 199 Tutorial for English Composition