Industrial and Systems Engineering

Academic Standards: Probation, Dismissal and Reinstatement

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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 two 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.

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.1 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.1.1 Circumstances leading to SAP for Grades

There are two conditions that would lead to a student being placed on SAP for Grades. One or both 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. The student receives No Pass (NP), E, NEN, or EN 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 an email 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. 1.1.1 Requirements for returning to good academic standing (SAP for Grades)[1]

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 C 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 deciding about removing a student from SAP.

iii.The student may not drop any course for a Withdraw (W) during the semester without written permission from an ISE Academic Advisor.

iv.The student may not receive a grade of Incomplete or a grade of E, EN, NEN, or NP in any course taken that semester.

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[1] 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.

B.1.2 Circumstances leading to SAP for Lack of Progress

Students may be placed on SAP for Lack of Progress for the following circumstance:

i. Failure to enroll in at least one required course in the ISE major for two consecutive semesters.[2]

B.1.2.1 Requirements for returning to good academic standing (SAP for Lack of Progress)

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 C 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 deciding 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) during the semester without written permission from an ISE Academic Advisor.

v. The student may not receive a grade of Incomplete or a grade of E, EN, NEN, or NP in any course taken that semester.

B1.3 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.1.4 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.

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[2] The exception to this condition is: Students who are on an internship or co-op for two consecutive semesters will not be placed on SAP for Lack of Progress for failing to enroll in a required course in the ISE major for two semesters in a row.

B.2 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.3 Reinstatement

In the College of Engineering, a student may be reinstated from a university dismissal (AD) or college dismissal (CD) up to and no more than two times. In alignment with college policy, the ISE program will not accept reinstatement petitions from department dismissed (DD) Re-exploring students who have 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).

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.

Students dismissed from other majors must meet with an ISE academic advisor to determine their eligibility to enroll in the ISE pre-major. These students are also required to wait at least two semesters following the semester of dismissal, to provide adequate time for the student to demonstrate a capability of satisfactory performance in engineering–related courses. These students must apply and be accepted into the ISE major.

SAP After Reinstatement.

A student granted reinstatement into the ISE Program will be placed on SAP for a minimum of two full academic terms of enrollment. Requirements in Sections B.2.1.1 and B.2.2.1 must be met during this period.

B.4 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 Undergraduate 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.