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Academic performance policy of ECE graduate students

The faculty in ECE expect and require students in our graduate programs to maintain high standards of academic performance both in their course work and their research. Regarding academic courses, any grade below B- is regarded as sub-standard and therefore demanding of immediate attention by the student's advisor and the Graduate Committee.

A student receiving the grade of C in one academic course (for 3 or more academic credits) is considered to be on departmental probation. Probation calls for several immediate actions:

- (1) The student is to schedule a private interview with the advisor to discuss the circumstances of the poor grade and to consider remedial action. Within two weeks of official posting of the grade, the student must make contact with the advisor to schedule this meeting.
- (2) After the meeting, the student is to compose a letter with the following elements: (i) an honest explanation of the circumstances that led to the grade of C, (ii) a description of any remedial work that has been agreed upon with the advisor, and (iii) the student's own assessment of his or her ultimate prospects for success in the graduate program. The advisor is asked to co-sign this letter, which is submitted within one week of the advisor meeting **in hard copy** to the Graduate Committee. The letter becomes a part of the student's permanent departmental file. Based on this letter, the committee may seek additional information from the advisor and may require a meeting with the student. *In such a matter, the advisor's opinion is deemed very important.*
- (3) A student who follows all procedures described in (1) and (2) above, but in any subsequent semester receives a second grade below B- in any academic course, is automatically considered to have provided *prima facie* evidence of inadequacy to complete a program of study in the ECE graduate program and may be recommended for immediate dismissal to the Dean of Graduate Studies. If a student wishes to contest such a recommendation, it is his or her responsibility to contact the advisor immediately and to petition the Graduate Committee for reinstatement. Without fail, the Graduate Committee must receive this petition within two weeks of the posting of the grade(s).
- (4) Failure of a graduate student to meet all reporting requirements in a timely fashion and/or to meet with his/her advisor is grounds for immediate review by the Graduate Committee and possible dismissal from the ECE graduate program.

A student who receives either (i) grades of C in two (2) courses during one semester or (ii) a grade of E in one course is subject to immediate dismissal from the ECE graduate program based on poor academic performance. A student wishing to avoid such action must immediately contact his or her advisor and then must prepare and submit **in hard copy** a petition to the Graduate Committee explaining why dismissal should not be the outcome. Without fail, this petition and any supporting evidence, must be received by the Graduate Committee within two weeks of the posting of the grade(s).