

SCHOOL OF ENGINEERING
GUIDELINES FOR DETERMINATION OF ACADEMIC STANDING
AND DEFINITIONS OF ACADEMIC STANDING CATEGORIES

Determination of a student's academic status is made by the Committee on Academic Standing. The formal action taken by the committee has been stated in the accompanying letter. In order to understand the full significance of this action, you need to know how the Committee on Academic Standing reaches its decisions, what the various categories of probation are, and the conditions you must meet in order to be removed from probation. Please understand that the following procedures are guidelines; the Committee reserves the right to make decisions on an individual student based on its judgment of the student's academic progress.

Students are subject to action by the Committee on Academic Standing if a semester results in one or more of the following:

- two Ds
- one F
- two incompletes
- fewer than three credits with C- or better
- a semester grade point average below 1.80
- a cumulative grade point average below 1.67

Normally, students are removed from Probation if, in the succeeding semester, they earn four credits with grades of C- or better and no failing grades. An incomplete, even with a default grade of C- or better, is not counted as a grade. Also, none of these courses may be taken pass/fail.

The committee also determines whether students are maintaining satisfactory progress toward the degree. Students are subject to action by the Committee on Academic Standing if they complete fewer than the following number of credits:

| | First year | Sophomore | Junior | Senior |
|--------|------------|------------|------------|-------------|
| Fall | 3 credits | 12 credits | 22 credits | 32 (BS, 31) |
| Spring | 7 credits | 17 credits | 27 credits | 38 (BS, 36) |

Students who fail to meet these guidelines may be placed in any one of the following categories (arranged in order of increasing seriousness):

Probation I: A formal expression of concern. A notice of Probation I indicates that, if the present level of performance were to continue through the following semester, more serious action would be necessary. .

Probation II: A student's lack of meaningful progress toward the degree or weak academic performance during a single semester or over several semesters places the student on Probation II.

Probation III: Students placed in this category are not making satisfactory academic progress. Students in this category are strongly urged to take a voluntary leave of absence for one or two semesters to reconsider their academic goals. A student on Probation III is not considered to be in good academic standing.

Required to Withdraw: Students in this category are required to withdraw for one or two semester, or longer. Normally, Tufts will accept transfer credit for no more than one semester's and one summer's worth of work completed during the absence.

Permanent Academic Withdrawal: In rare instances, a student will be required to withdraw permanently from the university. Normally, a student will have been required to withdraw on at least one previous occasion and, upon return, will have made no progress toward the degree.

NOTE: Students receiving financial aid should consult Financial Services in Dowling Hall.

SOME SUGGESTIONS FOR STUDENTS IN ACADEMIC DIFFICULTY

If you are having academic difficulties, your teachers, your academic dean, and your advisor want to be of assistance to ensure that you are making adequate progress toward your degree. All of them are committed to helping you accomplish your academic and personal goals.

We understand that you may already have taken advantage of some of the resources available to you at Tufts. However, we would like to remind you of the following procedures that might help you be more successful academically.

1. Develop with your advisor or academic dean a program of courses suited to your academic capabilities that will not overburden you. You may wish to consider changing your major.
2. Attend all of your classes. Budget your study time by completing assignments on time and keeping up with required readings. The Academic Resource Center can be a helpful resource for developing effective study habits and improving time-management skills.

3. If you are having difficulties in a particular course, discuss the matter with your instructor. A tutor may be helpful: the Academic Resource Center in Dowling Hall can provide tutors without charge.
4. Consult Tufts Counseling and Mental Health Service for guidance on any matter which might have contributed to poor performance. All matters discussed with that office are strictly confidential.
5. Consult Career Services in Dowling Hall. Fresh thinking about career objectives may help you better understand your academic priorities.
6. You may have devoted too much time to extracurricular activities. If so, you should consider curtailing those that were particularly time consuming.

[UPDATED December 2007]