

# UNIVERSITY POLICIES AND PROCEDURES

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## GRADES

### DISTRIBUTION OF GRADES

Academic grades may be released legally to the parents of dependent students. In accordance with affirming legal opinion, effective August 1, 1986, WPI assumes that all undergraduates have dependent status unless they inform the Projects and Registrar's Office in writing that they are independent. Petition forms are available in the Registrar's Office. Such a declaration may be filed by a student at any time. After receipt of such notice, the Registrar will not release grades to parents unless legal evidence of dependency is presented to the contrary. (The listing of a student as a dependent on the parent's IRS 1040 Form is the accepted legal evidence of dependency under the Privacy Act or Buckley Amendment. Information on file with the Financial Aid Office will remain confidential within that office and will not be used in any manner relative to this issue).

### GRADE SYSTEM SELECTION

The PLAN grading system applies only to admitted, degree-seeking undergraduate students. All other students such as Consortium (CO), nondegree-seeking Special Students (SX), and Graduate students will receive traditional A, B, C, D, F, Withdrawal and Pass/Fail grades.

The AD, AC grading system applies to all degree candidates who matriculated prior to May 1, 1986, and who have not exercised the one-time option to change to the A, B, C system.

### PLAN (Current system)

*Projects:* The following term grades are possible: A, B, C, SP (Satisfactory Progress), NAC (Not Acceptable) and NR (No record).

*Courses:* The following grades are possible: A, B, C, NR, and I (Incomplete). An instructor may also assign an "I" in an Independent Study course. AT (attended) is used to denote participation in seminars or college-sponsored programs.

### TRADITIONAL (System before mid-1970's)

*Courses:* The following grades are possible: A, B, C, D, F, Withdrawal, and I (Incomplete).

### GRADES FOR COMPLETION OF DEGREE REQUIREMENTS

The overall evaluation of degree requirements (for the MQP, the IQP and the Sufficiency) will be graded in the student's respective grade system. The transcript will contain an abstract describing the content of the completed project.

### NO RECORD (NR)

The NR (No Record) grade is assigned by a faculty member for course or project work for which credit has not been earned. This grade applies to PLAN students (admitted, degree-seeking) only. The NR grade does not appear on the students' transcripts or grade reports, nor is it used in the calculation of satisfactory academic progress.

### INCOMPLETE (I)

An I grade, when assigned, will be changed to NR after one term unless extended in writing by the instructor to the Registrar's Office. The I grade is not assigned for Qualifying Projects or the Sufficiency.

### SATISFACTORY PROGRESS (SP)

In project work (IQP, MQP only) extending beyond one term for which a grade is not yet assigned, an interim grade of SP (Satisfactory Progress) may be used on grade sheets. In such cases, the SP evaluation will count as units earned toward meeting the 15-unit rule, the distribution requirements, and the minimum standards for satisfactory academic progress. SP grades remain on the transcript until changed to the final grade as submitted on the Completion of Degree Requirement Form or through the grade change form procedure.

### OTHER GRADES

A ? or Q signifies a grade that has not been submitted.

### PROJECT GRADING

The Faculty of WPI have endorsed the following grading guidelines for project activity:

1. Each term a student is registered for a project, the student receives a grade reflecting judgment of accomplishments for that term.
2. Upon completion of the project, students will receive an overall project grade. It is important to note that this grade reflects not only the final products of the project (e.g., results, reports, etc.), but also the process by which they were attained. No amount of last-minute effort should turn a mediocre project effort into an A.
3. The available grades and their interpretations are as follows:
  - **A:** a grade denoting a consistently excellent effort, and attaining the stated project goals.
  - **B:** a grade denoting a consistently good effort, and attaining the stated project goals.
  - **C:** a grade denoting an acceptable effort, and partially attaining the stated project goals.
  - **SP:** a grade denoting an effort sufficient for the granting of the credit for which the student is registered. This grade provides students with no feedback, and its use is discouraged except for circumstances in which the faculty member is unable to judge the quality of the work (yet can still determine that the granting of credit is appropriate).
  - **NAC:** a grade denoting an effort unacceptable for the credit for which the student is registered. Note that this grade is entered into the student's transcript.
  - **NR:** a grade denoting an effort insufficient for the credit for which the student is registered. This grade is appropriate when the project has not proceeded due to circumstances beyond the control of the student, or for project extensions which do not represent the full amount of credit for which the student is registered.
4. The results of a project should be such that an outside reviewer would reasonably deem the project as being worthy of the credit and grade given, based on evidence such as the project report.
5. In light of the above grading criteria, it is strongly suggested that a formal project proposal or contract be developed early in the project activity, so that all participants in the activity have a clear understanding of the project goals, and advisor and student expectations.

## CUMULATIVE POINT AVERAGE

WPI does not maintain a Cumulative Grade Point Average for undergraduate students. A student who needs a cumulative point average for external use may apply to the Registrar and receive a numerical equivalent. This information is usually provided only for students applying to graduate or professional schools when the application process requires a translation. Cumulative point averages will not be printed on student's transcripts nor shall class rankings be developed from them.

When requested by the student, the numerical equivalent of the cumulative point average will be based on a point assignment of A = 4.0, B = 3.0, C = 2.0 while DIST and AC grades will be 4.0 and 2.75 respectively.

## GRADE APPEAL AND GRADE CHANGE POLICY

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. WPI presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

**Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

**Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

**Error:** The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which

are included in WPI's Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI's Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law and by WPI policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic term after the disputed grade is received.

## STUDENT GRADE APPEAL PROCEDURE

1. A student who wishes to question a grade must discuss the matter first with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic term after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.
2. If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Head, within one week of speaking with the instructor. For a grade in a course, independent study or Major Qualifying Project (MQP), the appropriate person is the instructor's Department Head. For a grade in an Interactive Qualifying Project (IQP), the appropriate person is the Dean of the Interdisciplinary and Global Studies Division (IGSD). If the instructor of record is a Department Head or the Dean of the IGSD, then the student should request to meet with the Dean of Undergraduate Studies, who will serve as the appropriate Department Head in this step. The appropriate Department Head will meet within one week with the student, and, if he or she believes that the complaint may have merit, with the instructor. After consultation with the Department Head, the instructor may choose to let the grade remain, to change a course grade, or to petition the Committee on Academic Operations to change a grade for a Degree Requirement (MQP, IQP). The Department Head will communicate the result of these discussions to the student.
3. If the matter remains unresolved after Step Two, the student should submit a written request within one week to the Provost's Office to request an *ad hoc* Faculty Committee for Appeal of a Grade. The Dean of Undergraduate Studies will meet with the student, and will ask the Faculty Review Committee to appoint the *ad hoc* Committee for Appeal of a Grade. The FRC, in consultation with the Dean of Undergraduate Studies, will select the members of the *ad hoc* committee. The Chair of the FRC will convene the *ad hoc* committee and serve as its non-voting chair. The *ad hoc* committee for appeal of a grade in a course, independent

study or MQP will be composed of three faculty members chosen in the instructor's department or in closely allied fields. The *ad hoc* committee for appeal of a grade in an IQP will be composed of the instructor of record's Department Head and two faculty members who are experienced advisors of IQPs chosen from any department. Appointees to the *ad hoc* committee must not have any apparent conflicts of interest with the instructor of record (which might include but are not limited to frequent co-advising or research collaboration). The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.

4. Through its inquiries and deliberations, the *ad hoc* committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The *ad hoc* committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the *ad hoc* committee will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the *ad hoc* faculty committee determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she must provide a written explanation for refusing.
5. The *ad hoc* faculty committee, after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the three members of the committee will sign the grade change form and transmit it to the Registrar. The instructor and student will be advised of the new grade. Under no circumstances may persons other than the original faculty member or the review committee change a grade. Should the *ad hoc* faculty committee feel that the instructor's written explanation justifies the original grade, the *ad hoc* committee will report this in writing to the student and instructor and the matter will be closed.

#### **FACULTY GRADE CHANGE PROCEDURE**

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an *ad hoc* committee. An instructor may request a grade change in one of two ways. First, for courses, an instructor may submit a course grade change in writing to the Registrar at any time prior to a student's graduation. Second, for Degree Requirements (MQP, IQP), an instructor must submit a petition to the Committee on Academic Operations (CAO) to change the grade.

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## **TRANSFER CREDIT**

### **TRANSFER CREDIT BEFORE MATRICULATION TO WPI**

After a student has been accepted and final transcripts received, the Office of Admissions coordinates the formal evaluation of credit accepted towards a WPI degree. Courses taken at regionally accredited post-secondary institutions that are comparable to courses offered at WPI will be reviewed for course content and level by the WPI department offering the comparable course. Only those courses in which the transfer student received a grade of C or better will be evaluated for possible transfer credit. Please note vocational, correspondence, pre-college or review courses are not transferable. Also, non-credit CEU courses, adult enrichment or refresher courses, and CLEP examinations are not recognized for transfer credit.

### **TRANSFERING CREDIT AFTER MATRICULATION TO WPI**

If you are currently a WPI student who wishes to take courses at a regionally accredited post-secondary institution, you must obtain a WPI Transfer Credit Authorization form from the Registrar's Office. This form and the course description must be taken to the WPI department head and academic advisor for approval before the course is taken. On the form, the department head specifies a minimum grade for transfer. This minimum grade depends on the institution at which the course is taken and how critical the course is to the department. Courses that have not been pre-approved may not receive transfer credit. The completed form must be filed in the Registrar's Office before taking the course. After successful completion of the course, an official transcript should be sent to WPI. Students can check the web for posting of credit. Please note vocational, correspondence, pre-college or review courses are not transferable. Also, noncredit CEU courses, adult enrichment or refresher courses, and CLEP examinations are not recognized for transfer credit.

### **TRANSFERRING CONSORTIUM COURSES**

Courses taken through the consortium do not need to be transferred into WPI. Courses will automatically be part of the WPI transcript. However, if you are taking the course through the consortium to fulfill a WPI distribution requirement, you should check with the Registrar's Office to see if the course has been pre-approved to satisfy the requirement. If not, you will need approval from the relevant department head before taking the course.

To apply for approval of a consortium course to satisfy a specific WPI distribution requirement, a student must obtain a WPI Transfer Credit Authorization form from the Registrar's Office. This form and the course description must be taken to the WPI department head for approval before the course is taken. The WPI department head decides whether the proposed course meets the department distribution requirement. If it does, the department head specifies on the form a minimum grade for satisfying the distribution requirement. This minimum grade depends on the institution at which the course is taken and how critical the course is to the department. Courses that have not been pre-approved may receive WPI elective credit. The complete form must be filed in the Registrar's Office before taking the course.

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## GRADUATION WITH HONORS

For all degree candidate students graduating from WPI after May 1, 2011, graduation honors will be determined as follows:

### Graduation With High Distinction

An *A* or *DIST* grade on any *four* of the following:

- MQP
- IQP
- Sufficiency
- Eight units of work registered at WPI (exclusive of PE and of the MQP, IQP and the SUFF/Independent Study component of the Sufficiency)

### Graduation With Distinction

A grade of *A* or *DIST* on the following criteria:

- MQP
- IQP
- Sufficiency
- Four units of work registered at WPI (exclusive of PE and of the MQP, IQP and the SUFF/Independent Study component of the Sufficiency).

or

a grade of *A* or *DIST* on the following criteria:

- Two of the three projects: MQP, IQP and the SUFF/Independent Study component of the Sufficiency
- Six units of work registered at WPI (exclusive of PE and of the MQP, IQP and the SUFF/Independent Study component of the Sufficiency).

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*For all degree candidate students graduating from WPI from May 1, 1986, to June 1, 2010, graduation honors will be determined as follows:*

### Graduation with High Distinction

An *A* or *DIST* grade on any four of the following:

- MQP
- IQP
- Sufficiency
- Six units of work registered at WPI (exclusive of PE and of the MQP, IQP, or the SUFF/Independent Study component of the Sufficiency)

### Graduation with Distinction

An *A* or *DIST* grade on any three of the above.

## HONORS FOR DOUBLE MAJORS

If a student completes two majors, the student is awarded a degree with “Distinction” or “High Distinction” if the student meets the criteria above in either or both majors; if both awards are received, the degree is awarded with “High Distinction.”

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## COMMENCEMENT

### COMMENCEMENT POLICY

The policy for allowing certain undergraduate students who have not completed all degree requirements to participate in Commencement exercises is:

1. Undergraduate students who have not met all degree requirements will be eligible to participate in Commencement exercises only if *all of the following* are true:
  - a. The student was registered for all remaining requirements for graduation in the D term immediately preceding Commencement Day.
  - b. At the end of D term, the student is within 1/3 unit of meeting all requirements for graduation.
  - c. The student has completed at least 2 of the 3 WPI Project Requirements (Sufficiency, IQP, and MQP).
  - d. The student has registered for any remaining course or project work no later than 10 days before Commencement Day.
2. Undergraduate students who meet these conditions will be permitted to participate in Commencement exercises but will not receive their diploma. The names of such students will not be included in the Commencement program. The actual degree will be conferred only after all degree requirements have been completed.
3. All WPI undergraduate students will be notified of these policies and procedures each B term.
4. Undergraduate students seeking an exception to this policy have the right to petition the Committee on Academic Operations for a waiver for extenuating circumstances. Petitions must be received no later than 10 days before Commencement Day.

### A/C TERM DEGREE COMPLETION

Students completing 100% of WPI graduation requirements by the end of A-term or C-term will be eligible for a 50% refund of tuition for the semester of completion. Eligible students must complete the form available in the Registrar’s Office and submit by the end of B-term (for C-term completion) or D-term (for A-term completion). Students/responsible parties will be billed for the full semester and then will be refunded 50% of the tuition bill once the graduation requirements have been signed off and the student’s withdrawal has been officially processed. Qualified students receiving financial aid from WPI will retain 50% of any WPI scholarship, and their loan eligibility will be reviewed on an individual basis. Students living in WPI housing will still be financially responsible for paying the full semester’s worth of room and board.

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## DESIGNATION OF MAJOR AREA OF STUDY

Designation of a student’s major area of study on the transcript is determined by his or her completion of published academic activity distribution requirements, as well as by the Major Qualifying Project. The authority and responsibility of certification of the disciplinary or interdisciplinary area will lie with the appropriate departmental or IGSD Program Review Committee (PRC) in consultation with the student and his or her academic advisor.

For examples of major areas of study, please see page 10.

## DOUBLE MAJOR

### DISTRIBUTION REQUIREMENTS

The distribution requirements of each major must be met, but requirements common to both majors may have to be met only once. A minimum of three units of qualifying project work is thus required for fulfillment of the project portion of the double major requirements: one unit in each of the two major areas of study, and one unit of an IQP. See page 13 for details and options.

For students wishing to pursue double majors not involving social science, the program audit for each intended major must be completed and certified by the review committee of each department involved. Academic activities appropriate to both majors may be counted in both majors.

For the policy in the special situation of double majors involving the social sciences, see page 101.

If a student wishes to complete two Interdisciplinary (individually designed) Majors Programs, the double major must be proposed in a single Educational Program Proposal, which must be approved by the student's Program Advisory Committee for each major. The Committees shall ensure that the majors are substantially nonoverlapping.

If a student's double major includes an Interdisciplinary (individually designed) Major Program, the double majors must be described in the Educational Program Proposal for the Interdisciplinary Major.

## DESIGNATION OF CLASS YEAR

Class year will normally be designated as year of matriculation plus four with the additional requirement that the accumulation of 30/3 units is necessary for fourth-year status, 19/3 units for third-year status, and 8/3 units for second-year status. The class year of transfer students will be determined on an individual basis. Class year designations will be reviewed at the end of Term E each year and changed if the credit accumulation does not meet the above specifications. After Term E, students may petition to be redesignated in their original class if they meet the minimum unit requirements.

## ACADEMIC HONESTY POLICY

Academic honesty is a fundamental principle of learning and a necessary foundation for all academic institutions, particularly those dedicated to independent project-based education, such as WPI. Violations of the principle deny the violators an opportunity to obtain confident command of the material they are credited with knowing, cheat their classmates out of deserved rewards and recognition, debase the institution, and demean the degree that it awards. It is, therefore, a matter of great and mutual concern to all members of the WPI community that a concerted effort be made to maintain high standards of integrity, both to protect the value of the educational process in which we are engaged and to maintain the credibility of the institution.

### DEFINITION

Individual integrity is vital to the academic environment because education involves the search for and acquisition of knowledge and understanding, which are, in themselves, intangible. Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresentation of the relation between the work being evaluated (or the resulting evaluation) and the student's actual state of knowledge is an act of academic dishonesty. The following acts are examples of academic dishonesty at WPI:

#### Fabrication

*Examples:*

- Altering grades or other official records
- Changing exam solutions after the fact
- Inventing or changing laboratory data
- Falsifying research
- Inventing sources
- Sabotage of another student's work or academic record

#### Plagiarism

*Examples:*

- Misrepresenting the work of another as one's own
- Inaccurately or inadequately citing sources including those from the Internet

#### Cheating

*Examples:*

- Use of purchased term papers
- Copying on exams, homework, or take-home exams
- Use of unauthorized materials or sources of information such as "cheat sheet," pre-programmed calculator
- Assistance of another person in cases where prohibited

#### Facilitation

*Examples:*

- Sharing test questions or answers from an exam with another student
- Letting another student copy a solution to a homework problem, exam, or lab
- Taking an exam for another student
- Assistance in any act of academic dishonesty of another student

## RESPONSIBILITIES OF FACULTY MEMBERS AND STUDENTS

Faculty members should outline their policies concerning evaluation procedures and their expectations pertaining to academic integrity at the beginning of each course. Faculty must ensure that student performance is judged solely on the basis of academic work in courses and projects. Because of the differences in disciplines and the type of work involved, faculty interpretation regarding what constitutes academic dishonesty may vary across campus. Since project-based education places a strong emphasis on group work, faculty and students should be particularly attentive to the distinction between group work and

individual performance expectations. Faculty and students are responsible for knowing and understanding WPI's policy and procedure for dealing with academic dishonesty. Faculty are encouraged to implement measures designed to minimize or prevent academic dishonesty.

### PROCEDURES

The WPI faculty and administration have developed a set of procedures designed to ensure uniform (and fair) treatment of undergraduate or graduate students suspected of academic dishonesty. Students or others who suspect a faculty member of professional dishonesty should consult the academic department head or the provost.

- Faculty shall report to the department chair any suspected act of academic dishonesty.
- The chair shall review cases referred to him/her to determine if there is reason for believing that academic dishonesty may be involved.
- Faculty shall allow the student to continue in the course without prejudice, pending resolution of the case.
- The chair or instructor shall check with the dean or associate dean of students to determine if the student has any record of prior offenses involving academic dishonesty.
- The chair or instructor shall consult with the student involved. If the act of academic dishonesty is admitted and is the first violation of that nature, the chair or instructor may resolve the complaint within the department, provided the penalty is accepted by the student in writing. The maximum penalty that can be applied at the department level is dismissal from a course or a project without credit. In all cases, a signed, written report on the matter, including the action taken, shall be sent to the Dean of Students Office and to the student's Academic Advisor.
- For the second and subsequent violations, the case shall be submitted to the Campus Hearing Board for resolution.
- The Campus Hearing Board shall hear the allegations, following standard procedures for disciplinary hearings established by WPI. The board may impose normal disciplinary sanctions and may recommend loss of any credit or grade for the course or project. If a student is found not responsible on a complaint of academic dishonesty, he/she may not be failed or penalized by the instructor on the grounds of dishonesty. The instructor shall assign a grade based on his or her assessment of the student's mastery of the material being evaluated.
- Disciplinary records for any act of academic dishonesty shall be retained in the Dean of Students Office for two years from the date of graduation or withdrawal from WPI, except when the sanction includes suspension or expulsion. In cases resulting in suspension or expulsion from WPI, disciplinary records shall be kept in perpetuity. Records for cases that are pending completion of the hearing and/or the sanction shall be kept in perpetuity. Judicial records are kept separate from a student's academic records. A student's judicial record may be shared internally as appropriate to determine if a past record exists. Records shall be available to prospective employers and other authorized individuals, in accordance with federal regulations that require written permission from the student involved.

## GUIDELINES FOR THE DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS, ACADEMIC WARNING, ACADEMIC PROBATION AND ACADEMIC SUSPENSION

### SATISFACTORY ACADEMIC PROGRESS

In order to assist both the student, parents and the academic advisor in determining whether a student is making academic progress, WPI has adopted both of the following guidelines, effective Term A, 1989.

1. The student must complete at least 4/3 units of work in two successive terms, including Military Science, Physical Education and Consortium courses.
2. The student must complete at least 8/3 units of work in four successive terms, including Military Science, Physical Education and Consortium courses.

Note: Term E (Summer School) will be included if the student is registered full time.

### ACADEMIC WARNING

Each student's academic record will be reviewed at the conclusion of terms B and D according to the guidelines above. If a student's performance falls short of either guideline 1 or 2, the student, parent and academic advisor will be notified that the student is not making satisfactory progress. The notification will place the student on *Academic Warning*. At this time, the student is urged, with the help of his/her advisor, to identify the nature of the academic difficulty and to formulate a course of action for overcoming the difficulty.

### ACADEMIC PROBATION

During the next review of academic progress, should the student fail, once again, to maintain satisfactory academic progress, the student, parent and academic advisor will be notified. This notification will place the student on Academic Probation for two terms. *Academic Probation* will prevent the student from receiving financial aid, will result in loss of eligibility for team sports, will prevent the student from obtaining undergraduate employment in the Co-op Program and will prevent participation in the Global Perspective Program.

Students who obtain no academic credit (exclusive of Physical Education or ROTC-related courses) in either Term A or Term C shall be sent a letter by the Director of Academic Advising informing them of the following change of academic status if they earn no academic credit for the next term for which they are registered.

Students who fail to obtain credit for two consecutive terms shall:

- a) be placed on Academic Probation if currently they are classified as making satisfactory progress, or
- b) be placed on Academic Suspension if currently they are on the list of students on Academic Warning or on Academic Probation.

Subsequent academic review shall follow the rules for all students.

This amendment shall be incorporated in the Undergraduate Catalog and shall be implemented as of the Fall semester of 1994. Students affected by this rule retain the right to petition the Committee on Academic Operations for a waiver for extenuating circumstances.

**ACADEMIC SUSPENSION**

Should a student on Academic Probation fail to make satisfactory academic progress during the next review period, the student will be *suspended* from WPI. The notification will prevent the student from enrolling as a full-time student *or* a special student for at least the next two terms. Subsequent readmission is subject to approval (with possible conditions) of a petition through the Registrar to the Committee on Academic Operations (CAO). As a general rule, a student readmitted after suspension will be placed on an Academic Probation status.

New students (first year or transfer) who fail to obtain academic credit for the first two terms shall be placed on Academic Suspension and not allowed to enroll for the following terms. Readmission is subject to approval by the Committee on Academic Operations.

**IMPROVEMENT IN STATUS**

Students on Academic Warning or Academic Probation have the opportunity to improve their status by progressing through the levels in reverse order. If a student on Academic Probation satisfactorily meets the guidelines at the end of the next review period, he or she will be moved to the list of students on Academic Warning. A student on Academic Warning would be moved back to Satisfactory Academic Progress status.

**TERM E REVIEW PERIOD**

An exception to the guidelines stated above can occur when a student registers full time for Term E. At the conclusion of Term E, a review will be conducted which will include the previous five terms. If the student has completed 10/3 units acceptable work, the student's academic progress status will improve. Thus, a student on Warning status after the Term D review will start terms A and B on Satisfactory Academic Progress. A student placed on Academic Probation after the Term D review will be on Warning status for terms A and B. A student on Suspension status after the Term D review will be able to register for terms A and B on Academic Probation.

**SUMMER BRIDGE PROGRAM**

Students who finish the academic year on Academic Warning or Academic Probation status, but who have passed at least 2 units of academic work during the previous four terms, are eligible to participate in the Summer Bridge Program. Students who participate in the program enroll in Term E for two courses and also take a four-week study skills program. Successful completion of the courses and the study skills program will result in the academic status rising one level (Academic Probation to Academic Warning, or Academic Warning to Satisfactory Academic Progress). The Office of Academic Advising coordinates the Summer Bridge Program.

**SPECIAL STUDENTS**

Students pursuing the bachelor's degree as special students will be subject to the same review schedule and standards as full-time students except that, during any review period, the student's academic record from the four most recent terms will be checked to ensure the student has satisfactorily completed at least two-thirds of the academic activities for which he/she has registered.

**PETITIONS**

Students may petition through the Registrar's Office to the Committee on Academic Operations (CAO) for reconsideration of the status of any of the following:

- Academic Warning
- Academic Probation
- Academic Suspension
- Readmission after Suspension
- Other unusual situations

Students who petition for reconsideration of status must accomplish the following:

1. Go to the Registrar's Office and obtain a petition form.
2. Complete form with advisor and obtain advisor's approval and signature.
3. Submit form to the Registrar's Office within three weeks of the issuance of grades for B, D, or E term reviews except for readmission after suspension. For readmission after suspension, petitions must be submitted to the Registrar's Office at least three weeks prior to the start of classes.

**READMISSION AFTER SUSPENSION**

Deadlines for petitions:

July 15 for Term A

November 15 for Term C

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**ADMINISTRATIVE OBLIGATIONS AND HOLDS**

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The college reserves the right to hold grades, transcripts, registration and/or diploma for any student who has an outstanding administrative obligation with the college.

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**DIRECTORY INFORMATION AND RELEASE OF INFORMATION**

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The items listed below are designated as Directory Information and may be released at the discretion of the institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to withhold the disclosure of any or all of the categories of Directory Information. Written notification to withhold directory information must be received by the Registrar's Office during the first week of the fall semester. Forms are available in the Registrar's Office. A request to withhold directory information in no way restricts internal use of the material by the college.

Directory information will include the student's campus mailbox, full name, year, major codes, advisor code, e-mail address, home address, local address, local phone, date and place of birth, dates of attendance, degrees and awards received, and most recent or previous educational agency or institution.

Unless a student notifies the Registrar's Office in writing to the contrary, the college considers all undergraduate students to be dependents of their parents. In compliance with the Family Educational Rights and Privacy Act, the college reserves the right to disclose information about the status of dependent students to their parents without the students' written consent. Petition forms for Declaration of Independent Status are available in the Registrar's Office upon request (see information under Distribution of Grades, page 166).

**POLICY ON RELEASING INFORMATION ON DECEASED STUDENTS**

The education records of deceased students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. Only the Registrar may release the academic records of deceased students. The person requesting the records must provide as much of the following information as possible within the written request:

- Student's name (and maiden name, if applicable).
- Student's Social Security number.
- Student's date of birth.

The dates that the deceased student attended WPI  
Death Certificate (Photo copy is acceptable).

The petitioner must also provide the following personal information within his/her written request:

Name,

Address.

Phone Number.

Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying the same.

Signature.

Date of request.

A calendar is published by the Registrar prior to the enrollment course-change period which specifies the time periods and fees for late changes. Students are responsible for the dates and should contact the Registrar's Office if they need information to avoid late fees. Requests for exceptions to published deadlines must be submitted in writing and approved by the Registrar prior to Enrollment Day, and will be granted based on documented extenuating circumstances, i.e., medical, military obligations.

### REGISTRATION

During the spring, students will receive information regarding course offerings for the following academic year. After consulting with academic advisors, students will make course selections via the online registration system. Students with holds may be prevented from registering until the obligation is met.

Project/Independent study registration for terms A-E will be accepted up to the 15th day of the term, not including weekends, without penalty. A \$100 late registration fee will be charged per project/Independent study after the 15th day.

### ENROLLMENT

At the beginning of terms A and C, students will receive enrollment information. **All students must enroll whether or not course changes are to be made.** A \$100 late enrollment fee will be charged after the fourth day of the semester (fall/spring).

### COURSE CHANGES

Course changes can be made online (<http://registrar.wpi.edu>) until 4 p.m. on the second day of classes for each term.

Course change (Add/Drop) without penalty for terms A-E may occur through the 4th day of the term, not including weekends. On days 5-10 of the term, not including weekends, add and drop is permitted with instructor approval. A \$100 late fee will be charged per class on days 5-10. No add/drops are allowed after day 10.

### APPLICATION FOR DEGREE

Each student must file an application for degree with the Registrar's Office in accordance with the following schedule:

#### To graduate in:

May	Beginning of preceding Term B
October	Beginning of preceding Term D
February	Beginning of preceding Term A

### WAIT LISTS

When a seat in a class becomes available to a student on the wait list, he or she will be notified via e-mail. The e-mail contains instructions on how to claim the available seat.

If a student does not receive an e-mail, it means no seat is available for him/her in the wait-listed class. Wait lists for an upcoming term are abolished on the first day of classes for that term. Students are automatically removed from the list at that time.

### OVERLOADS OF COURSES

**The standard course load for WPI students is one unit per term (exclusive of courses for ROTC, and Physical Education, which do not count towards overloads). Students may register in advance for a maximum of one unit in any term.**

Registration for courses which will result in an overload may take place, on a space-available basis, as of the first day of the term in which that course is offered.

A student may not include any portion of qualifying work (project or Sufficiency) as part of an overload without the approval of both the academic and project advisors. Written approval will be requested before registration can be completed in such cases.

Overload charges will be computed each semester based on the course and project load included in the student's final term registration.

To compute overload charges, see Expenses, page 198.

### WITHDRAWAL FROM COURSES

Students on the WPI Plan who wish to withdraw from a course or project will be assigned a grade of NR (No Record) by the instructor. The student should contact the instructor and indicate that he/she will not be continuing in the class.

### TRANSCRIPT FEES

Transcripts are furnished upon written request to the Registrar's Office. Each student is allowed one free transcript. Each additional transcript is subject to a fee established by the college administration. Official transcripts cannot be faxed.

The college reserves the right to withhold the release of transcript information for students with administrative obligations.

### DEGREE AUDITS

WPI has developed a computerized degree evaluation which lists students' courses as they apply to the respective department distribution requirements. The degree evaluation is available online.

Any course substitutions or exceptions to the degree evaluation must be forwarded to the Registrar IN WRITING from the Department Program Review Committee.

### WITHDRAWAL FROM WPI

Students wishing to withdraw from the WPI should initiate that procedure by consulting the Registrar's Office. Withdrawals are appropriate for medical issues, personal or financial hardships. Any reduction in tuition charges is directly dependant on the date the student officially withdraws and formally files his/her paperwork with the Registrar's Office.

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## PROJECT AND INDEPENDENT STUDY REGISTRATION

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### PLANNING

During the academic planning period, which starts in February, students who intend to conduct project work during the following year should set aside time to plan their projects, meet with faculty, and form project teams. The faculty will list project opportunities on the Projects Program web page in February. (Some Project Centers and special programs may have an application process before that.) Each academic department typically will hold a projects information meeting for students in their major. Students are also encouraged to meet with faculty individually.

*The most important and difficult part of a project is the planning which precedes the execution.* The planning phase of your project will involve developing a background, talking to people in the field, finding out what has already been done in the area, and determining what your goals are and what you need to do to accomplish them. If any special equipment, financing, or resources will be needed for execution of the

project, it is especially important to make this known early to ensure that it will be available to you. In addition, most faculty members require a project proposal before registration of the project.

### PROJECT REGISTRATION

Students who intend to do project work must complete a project registration form by no later than the beginning of the first term of that project work. The Project Registration Form is available on-line at the Registrar's Office web site, under Forms For Students. Once completed on-line, it must be printed for the signature of the student and the project advisor, and brought to the Registrar's Office. Any student who will travel to an off-campus location, such as a Residential Projects Program site, is required to file a project registration form with the Registrar's Office before traveling to that site.

Project/Independent Study registration for terms A-E will be accepted up to the 15th day of the term (not including weekends) without penalty. A \$100 late registration fee will be charged per project/independent study after the 15th day.

A project involving an off-campus sponsor (MQP mostly, but some IQP) carries the further obligation of compliance with the rules and regulations of the sponsor. Often, these are specified in a formal contract between the sponsor and WPI, and are legally binding. At the time of registration, any affected student will be required to review the legal documents in the Registrar's office, and sign an agreement and release form.

A student may not receive monetary compensation from an off-campus sponsor and receive academic credit for the same work.

**For an MQP, the project advisor or an associate advisor must be a member of the faculty in the discipline which corresponds to the major area of study of the student.**

### CHANGE OF REGISTRATION INFORMATION

For all changes in projects, use the Project Registration Form. Students may change the title, the type or the discipline of the project with the approval of the project advisor but without having to secure the approval of the academic advisor. The student must obtain the project advisor's written approval and the academic advisor's approval before changing the number of units in the current or future terms.

All project changes are to be made only during the course-change period of each term.

### CHANGING PROJECT ADVISOR

To change the project advisor for a degree-required project, students must obtain the authorizing signatures of both the existing and new project advisors and of the academic advisor and submit the form during a course change period.

### PROJECT CONFERENCES

Students should report to their project advisor's office at the beginning of the term to make arrangements for subsequent meetings.

### OVERLOAD WITH PROJECT

If a part of the work in a given term involves qualifying project work, students may not register for an overload without the written approval of both the academic and project advisors on a project overload petition form. This form is available at the Registrar's Office.

### PROJECT COMPLETION

During the final term of registration for the project and sufficiently prior to the deadline for submittal of Completion of Degree Requirement Forms, students must submit their completed project report to the project advisors. Students are also required to submit a copy of the document to the participating off-campus organization sufficiently prior to the end of the term so that proprietary and confidential information in the report can be identified and removed. Most off-campus organizations require 30 days for this review, and the grade and final report cannot be submitted to the Registrar by the project advisor until this review has been done.

The project report must contain a title page similar in format to that specified on the Projects Program web page, in the area entitled, "Finishing Up." A final project report may NOT be submitted as hard copy, or on disk or CD. Directions for submitting the project report electronically are available in Gordon Library or on-line. (See Electronic Project Submission on page 14.)

### REGISTRATION POLICY FOR DEGREE REQUIREMENTS

The completion of a degree requirement (MQP, IQP or Humanities and Arts Requirement) will not be recorded in the Registrar's Office after the second day of classes of a term unless the student is registered for a minimum of 1/6 unit *of the same activity* in that term. The deadline for receipt of the Completion Form (and reports for projects) is no later than the second day of classes for the next term. Any exceptions to this policy must be handled by written petition from the project advisor.

NOTE: Candidates for degrees must meet graduation deadlines if they differ from the above. Deadlines for degree candidates will be strictly enforced!

Only Completion of Degree Requirement (CDR) forms which are complete, correct and consistent with the student's registration records will be accepted by the Registrar's Office. The CDR must be accompanied by the written report or other appropriate documentation. (See PROJECTS section, page 14.)

### SPECIAL STUDENTS

The status of Special Student during the regular academic year is granted only to those who meet one or more of the following qualifications:

1. Persons holding a baccalaureate degree before the start of a semester.
2. Persons wishing to take a specific course and who are not pursuing a degree program at WPI.
3. Persons pursuing a degree program over an extended period of time and who have a planned program which involves a *maximum* of one unit per semester (August through December; January through May) *throughout* the academic year.
4. Students may apply for Special Student status on a semester-basis at the Registrar's Office. Financial aid may be impacted by this change-of-status. Campus housing will not be allowed.

Special students pay tuition on the basis of 1/3 unit at the start of each term. All other undergraduate students will pay full tuition and will be considered regular students with full resident

privileges. (Special students may not engage in varsity/club sports, may not participate in any extracurricular activities, may be required to register for courses on a space-available basis, and *are not eligible for financial aid or any form of on-campus student employment.*)

The following registration procedures apply:

- Students who wish to enroll as special students must apply for such status before Enrollment Day, Term A. Such status will allow a maximum of one unit per each semester of the academic year. Students who enroll as regular students in the fall may not transfer to or from special student status until the following fall or until all degree requirements have been certified with the Projects and Registrar's Office as having been satisfactorily completed.
- Changing between full-time/part-time status is not allowed at midsemester.
- Special students wishing to return as full-time students must be readmitted according to the procedures specified under Readmission in the Admissions section of this catalog, page 196.

For the Guidelines for Determination of Satisfactory Progress for Special Students, see page 172.

## PROJECT REGISTRATION TOPIC CODES

### MQP MAJORS AND COORDINATORS

	<b>Majors</b>	<b>Coordinators</b>
BIO	Biology and Biotechnology	J. Rulfs
BBC	Biology and Biotechnology with Concentration	J. Rulfs
BC	Biochemistry	K. Wobbe
BME	Biomedical Engineering	Y. Mendelson
CA	Computers with Applications	D. Finkel
CE	Civil Engineering	T. El-Korchi
CH	Chemistry	K. Wobbe
CHE	Chemical Engineering	W. Clark
CS	Computer Science	D. Finkel
ECS	Economics/Science	O. Pavlov
ECE	Electrical and Computer Engineering	R. Labonte
EP	Environmental Policy and Development	J. Doyle
EV	Environmental Engineering	J. Plummer
HU	Humanities	M. Parkinson
ID	Interdisciplinary	R. Vaz
IE	Industrial Engineering	S. Johnson
IS	International Studies	P. Hansen
MA	Mathematical Sciences	S. Weekes
MAC	Actuarial Mathematics	J. Abraham
ME	Mechanical Engineering	B. Savilonis
MFE	Manufacturing Engineering	K. Rong
MG	Management	M. Banks
MGE	Management Engineering	M. Banks
MIS	Management Information Systems	M. Banks
PH	Physics	T. Keil
PHE	Engineering Physics	T. Keil
SD	System Dynamics	K. Saeed
STP	Society, Technology & Policy	J. Wilkes
TC	Professional Writing	C. Demetry
PSS	Psychological Science	J. Doyle

### HUMANITIES AND ARTS ADVISORS

<b>Topics</b>	<b>Project Advisor</b>
Topics in American Studies	S. Bullock, J. Hanlan, K. Ljungquist, W. Mott
Topics in Art	M. D. Samson, J. Rosenstock
Topics in Drama/Theatre	J. Sands, S. Vick, J. Zinn
Topics in Foreign Language (German)	D. Dollenmayer
Topics in Foreign Language (Other)	A. Rivera
Topics in Foreign Language (Spanish)	A. Rivera
Topics in Global Studies	W. Addison, P. Hansen
Topics in History (American)	W. Baller, S. Bullock, D. Gray, J. Hanlan, D. Rawson, J. Watters
Topics in History (European)	W. Addison, W. Baller, J. Forgeng, P. Hansen
Topics in History (Science and Technology)	M. Barroll, J. Forgeng, E. Parkinson, D. Spanagel
Topics in International Studies- Humanities (Interrelated)	B. Addison, P. Hansen
Topics in Literature (American)	J. Dempsey, K. Ljungquist, W. Mott, S. Nikitina
Topics in Literature (Contemporary)	
Topics in Literature (English)	J. Brattin, M. Ephraim
Topics in Music	F. Bianchi, J. Delorey, R. Falco, E. Shim, D. Weeks
Topics in Philosophy	R. Gottlieb, J. Sanbonmatsu
Topics in Religion	R. Smith
Topics in Writing, Rhetoric, and Communications	L. Higgins
International Students	J. Forgeng
IMGD	D. O'Donnell, J. Rosenstock