

ACADEMIC 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 Projects and 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 A, B, C Plan grading system applies to all degree-candidate students who enter WPI after May 1, 1986, and those degree candidate students enrolled at WPI prior to May 1, 1986, who elect this grading system.

The AD, AC grading system applies to all other 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.

GRADE MODES

The following codes are used to designate the various grading systems in use on campus:

N: A, B, C System

C: AD, AC System

T: A, B, C, D, F (Nonadmitted Undergraduate Students)

A, B, C 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.

AD, AC SYSTEM

Projects: The following term grades are possible: AD (Acceptable with Distinction), AC (Acceptable), SP (Satisfactory Progress), NAC (Not Acceptable) and NR (No Record).

Courses: The following grades are possible: AD, AC, 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.

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.

A summary of students' Competency Examinations (if applicable) and the evaluation of performance will be included on transcripts. **THE FINAL GRADE ON A DEGREE REQUIREMENT CANNOT BE CHANGED AFTER IT HAS BEEN ACCEPTED BY THE PROJECTS AND REGISTRAR'S OFFICE.** Not Acceptable work on the Competency Examination will not be recorded on the transcript.

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 Projects and 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.

TRANSFER CREDIT

WPI encourages qualified transfer students to apply for admission to WPI. Transfer students bring to WPI an added richness of experience, educational background, and diversity that serves to strengthen the educational experience of all students at WPI.

After a student has been accepted and final transcripts received, the Office of Academic Advising coordinates the formal evaluation of credit accepted toward a WPI degree. Courses taken at regionally accredited post-secondary institutions which satisfy a WPI departmental review of course content and level and which are comparable to courses offered at WPI will be granted credit if a grade of C or better is achieved. Formal transfer credit evaluations are provided only to applicants who have been admitted.

Free elective credit may be awarded through the office of academic advising for courses with no WPI equivalent. However, any courses considered for transfer must be relevant to WPI's educational mission. Vocational, corre-

spondence, 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.

WPI reserves the right not to award credit for courses which were taken more than eight years prior to the date when the student applies for transfer when, in the opinion of the department, the knowledge attained in such courses is deemed to be out of date and/or in need of verification.

Students may petition the Committee on Academic Operations (CAO) for cases involving procedural irregularity.

The policy does not apply for students attending WPI who subsequently take courses elsewhere.

If you are currently a WPI student: Students attending WPI who wish to take courses at a regionally accredited post-secondary institution should obtain a WPI Transfer Credit Authorization form from the Projects and Registrar's Office. This form and the course description should be taken to the WPI department head and academic advisor for approval.

If the transfer credit is to be used toward the Sufficiency requirement, the Sufficiency advisor must also approve the transfer-credit authorization.

The completed form should be returned to the Projects and Registrar's Office. After successful completion of the course, an official transcript should be sent to WPI. Students will be notified when the transcript has been received and credit posted.

GRADUATION WITH HONORS

For all degree candidate students graduating from WPI after May 1, 1986, 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)
- Competency Exam (if available as a valid option; only valid for students matriculating prior to May 1984)

Graduation With Distinction

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

CREDIT OVERLAP FOR DEGREE DESIGNATIONS AND REQUIREMENTS

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.

For students completing a double major, the rules regarding graduation with honors (above) are modified so that both MQPs are included in the list of items counted towards graduation with honors. High Distinction shall require an A grade on any five items in the list. Distinction shall require an A grade on any four items in the list. If a single project is used to satisfy a requirement for both majors, then an A grade on that project shall count twice in the list of items counted towards graduation with honors.

TRANSFER STUDENTS

Transfer students should check with the Projects and Registrar's Office to determine whether their course grades would qualify for WPI honors.

TRANSCRIPT FEES

Transcripts are furnished upon written request to the Projects and 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 audit which lists students' courses as they apply to the respective department distribution requirements. The degree audit is available on the world wide web.

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

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 pages 22-23.

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. It is the intent of this policy that the three units of project activity requirement be interpreted to mean three *distinct* project activities, each bearing *at least* one unit of credit.

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.

The number of majors associated with a single WPI Bachelor of Science degree shall be **limited to two**.

For the policy in the special situation of double majors involving the social sciences, see page 151.

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.

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 Perspectives Program.

Students who obtain no academic credit (exclusive of Physical Education or Military Science) 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.

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), and eligibility for financial aid restored. 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 Projects and 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 Projects and 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 Projects and 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 Projects and 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

ADMINISTRATIVE OBLIGATIONS

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.

DIRECTORY INFORMATION AND RELEASE OF INFORMATION

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 Projects and Registrar's Office during the first week of the fall semester. Forms are available at registration and in the Projects and 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 Projects and 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 Office of Projects and Enrollment Services upon request (see information under Distribution of Grades, page 204).

REGISTRATION

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 Projects and 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 or those who do not pay the tuition deposit may be prevented from preregistering until the obligation is met.

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.**

COURSE CHANGES

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

APPLICATION FOR DEGREE

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

To graduate in:	Form must be filed:
May/June	Beginning of preceding Term A during Enrollment
October	Beginning of preceding Term D
February	Beginning of preceding Term B

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 Military Science and Physical Education courses, which do not count towards overloads). Students may preregister for a maximum of one unit in any term.

Registration for overloads may take place, on a space-available basis, on the last two days of the course change period.

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 231.

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.

WITHDRAWAL FROM WPI

Students wishing to withdraw from WPI should initiate that procedure by consulting the Director of Academic Advising. Any tuition refund is directly dependent on the date the student officially withdraws and formally files his/her paperwork with the Projects and Registrar's Office.

PROJECT AND INDEPENDENT STUDY REGISTRATION

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 present information on project opportunities starting with Project Opportunities Night in February. (Some Project Centers and special programs have an application process which begins in November.) Immediately after Project Opportunities Night, students should meet with potential project advisors to discuss expectations about the project.

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.

REGISTRATION

Students who intend to do project work next year should complete a registration form during the Project Registration Period. During other times of the year, registration for project or independent study work must be completed within the course-change period of any term. The Project Registration Form is available at the Projects and Registrar's Office.

For registration, the following information is needed: project title, advisor(s), discipline(s), name and address of off-campus organization (if any), and type (major qualifying, interactive qualifying or pre/postqualifying project). Projects involving an off-campus organization carry the further obligation of compliance with the rules and regulations of the organization. Often, these are specified in a formal contract between the organization and WPI and are legally binding. At the time of registration, students will be required to review the legal documents in the Projects Office and sign an agreement and release form.

Students may not receive pay from an off-campus organization and project credit for the same work.

Students must note that where the major area of study is a recognized disciplinary area of the college, either the MQP advisor or an associate advisor must be a member of the faculty in that discipline.

Additional information regarding project registration will be available through the Projects and Registrar's Office prior to the registration period.

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.

OVERLOADS

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 Project Center.

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 in *Project Support Modules*, Section 8, "The Format of the Project Report." The report itself must be submitted in a hard binding equivalent to the pressboard binders available in the WPI Bookstore. (See Documentation and Final Report Procedures on pages 33-34.)

REGISTRATION POLICY FOR DEGREE REQUIREMENTS

The completion of a degree requirement (MQP, IQP or Sufficiency) will *not* be recorded in the Projects and Registrar's Office on or after the first 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 the last working day *prior to* the first 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!

The final grade on a degree requirement cannot be changed after it has been accepted by the Projects and Registrar's Office.

Only Completion of Degree Requirement (CDR) forms which are complete, correct and consistent with the student's registration records will be accepted by the Projects and Registrar's Office. The CDR must be accompanied by the written report or other appropriate documentation. (See PROJECTS section, page 33.)

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 who have completed four full years of undergraduate work, satisfied the residency requirement, and must complete a limited amount of additional work to complete their degree requirements.

Special students pay tuition on the basis of \$1,927 (2000-01 figure) per 1/3 unit at the start of each term. All other undergraduate students will pay full tuition (\$23,122 for the 2000-01 academic year) 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 on or 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.
- Reduction from full-time to part-time status is not allowed at mid semester.
- 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 229.

For the Guidelines for Determination of Satisfactory Progress for Special Students, see page 207.

PROJECT REGISTRATION TOPIC CODES

MQP Majors & Coordinators

	Majors	Coordinators
BBI	Biology	T. Crusberg
BBT	Biotechnology	T. Crusberg
BC	Biochemistry	W. Hobey
BE	Biomedical Engineering	R. Peura
CA	Computers with Applications	L. Becker
CE	Civil Engineering	F. Hart
CH	Chemistry	W. McGimpsey
CM	Chemical Engineering	W. Clark
CS	Computer Science	L. Becker
EC	Economics	D. Woods
EE	Electrical Engineering	W. Michalson
EP	Environmental & Policy Studies	K. Saeed
ET	Economics & Technology	K. Saeed
EV	Environmental Engineering	L. Schachterle
HU	Humanities	M. Parkinson
ID	Interdisciplinary	H. Hakim
IE	Industrial Engineering	S. Johnson
MA	Mathematical Sciences	W. Farr
MAC	Acturial Mathematics	A. Heinricher
ME	Mechanical Engineering	B. Savilonis
MFE	Manufacturing Engineering	R. Demetriou
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
ST	Society, Technology & Policy	K. Saeed
TC	Technical, Scientific & Professional Communication	J. Trimbur

Humanities & Arts Sufficiency

Topics	Sequence Code	Project Advisor
Topics in American Studies	AM	S. Bullock (SCB), J. Hanlan (JPH), K.Ljungquist (KPL), J. Manfra (JM), L. Menides (LJM), W. Mott (WTM), J. Trimbur (JOT), J. Zeugner (JFZ)
Topics in Art	AR	L. Fontanella (LF), M. D. Samson (MDS)
Topics in Drama/Theatre	DT	D. O'Donnell (DMO), S. Vick (SV)
Topics in Foreign Language (German)	GN	D. Dollenmayer (DZD)
Topics in Foreign Language (Spanish)	SP	L. Fontanella (LF), A. Rivera (AAR)
Topics in Global Studies	GS	W. Addison (WAA), P. Dunn (PPD), P. Hansen (PHH), J. Zeugner (JFZ)
Topics in History (American)	HA	W. Baller (WXB), S. Bullock(SCB), D. Gray (DEG), J. Hanlan (JPH), J. Manfra (JM), J. Zeugner (JFZ)

Topic	Code	Advisor	Code	Advisor	Department
Topics in History (European)	HE	W. Addison (WAA), W. Baller (WXB), P. Dunn (PPD), P. Hansen (PHH), J. Singman (JLS),	IFC LJC DC	Cruz, I. F. Curran, L. J. Cyganski, D.	CS HU EE/BE
Topics in History (Science and Technology)	HS	E. Parkinson (EMP), J. Singman (JLS), M. Sokal (MMS)	RAD ED RYD	D'Andrea, R. A. Daneels, E. Datta, R.	CE MG CM
Topics in International Studies-Humanities (Interrelated)	HU	W. Addison (WAA), P. Dunn (PPD), P. Hanson (PHH), J. Zeugner (JFZ)	PWD NAD MAD CXD	Davis, P. W. Dembsey, N. A. Demetriou, M. Demetry, C.	MA FPE ME ME
Topics in Literature (American)	LA	K. Ljungquist (KPL), L. Menides (LJM), W. Mott (WTM)	DDB MFD JPD	DiBasio, D. Dimentberg, M. Dittami, J. P.	CM/BE ME CH
Topics in Literature (Contemporary)	LC	J. Trimbur (JOT)	AGD DZD	Dixon, A. G. Dollenmayer, D. B.	CM HU
Topics in Literature (English)	LE	J. Brattin (JYB), M. Ephraim (MKE)	JKD BDD	Doyle, J. K. Doytchonov, B. D.	SS MA
Topics in Music	MU	F. Bianchi (FB), L. Curran (LJC), R. Falco (RGF), D. Weeks (DGW)	RJD PPD WWD	Duckworth, R. J. Dunn, P. P. Durgin, W. W.	EE HU ME/BE
Topics in Philosophy	PY	R. Gottlieb (RSG), M. Janack (MQJ)	TEL MBE	El-Korchi, T. Elmes, M. B.	CE MG
Topics in Religion	RE	R. Smith (RLS), T. Shannon (TAS)	AEE MKE	Emanuel, A. E. Ephraim, M. K.	EE HU
Topics in Writing, Rhetoric, and Communications	WR	J. Trimbur (JOT)	CDF WWF JDF DXF KXF RWF MSF MQF LF	Fairchild, C. D. Farr, W. W. Fehribach, J. D. Finkel, D. Fisler, K. Fitzgerald, R. W. FitzPatrick, M. S. Fofana, M. Fontanella, L.	CH MA MA CS CS CE CE ME HU

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Code	Advisor	Department
DSA	Adams, D. S.	BB
WAA	Addison, W. A. B.	HU
LDA	Albano, L. D.	CE
ANA	Alexandrou, A. N.	ME
DA	Apelian, D.	ME
PKA	Aravind, P. K.	PH
JMA	Arguello, J. M.	CH
HXA	Ault, H. K.	ME/BE
JCB	Bagshaw, J. C.	BB
WXB	Baller, W. A.	HU
MCB	Banks, M. C.	MG
JRB	Barnett, J. R.	FPE
IB	Bar-On, I.	ME
HB	Beall, H.	CH
LAB	Becker, L. A.	CS
MYB	Behr, M.	MA
JIB	Bergendahl, J.	CE
FB	Bianchi, F.	HU
RRB	Biederman, R. R.	ME
JYB	Brattin, J. J.	HU
MQB	Bromberg, M. C.	EE
CAB	Brown, C. A.	ME
DCB	Brown, D. C.	CS
DRB	Brown, D. R.	EE
SCB	Bullock, S. C.	HU
NAB	Burnham, N. A.	PH
TAC	Camesano, T. A.	CM
RDC	Cheetham, R. D.	BB
MHC	Chen, M.	MA
PRC	Christopher, P. R.	MA
MXC	Ciaraldi, M. J.	CS
EXC	Clancy, E. A.	EE
WMC	Clark, W. M.	CM/BE
MLC	Claypool, M.	CS
KAC	Clements, K. A.	EE
REC	Connors, R. E.	CH
TCC	Crusberg, T. C.	BB/BE
NAG	Gatsonis, N.	ME
MXG	Gennert, M. A.	CS/BE
AG	Gerstenfeld, A.	MG
DVG	Gibson, D. G.	BB/BE
RSG	Gottlieb, R. S.	HU
LSG	Graubard, L. S.	MG
PJG	Grebinar, P. J.	PE
NNH	Hachem, N.	CS
RRH	Hagglund, R. R.	ME
HH	Hakim, H.	EE
JPH	Hanlan, J. P.	HU
PHH	Hansen, P. H.	HU
FLH	Hart, F. L.	CE
GTH	Heineman, G. T.	CS
ACH	Heinricher, A. C.	MA
JCH	Hermanson, J. C.	ME
HNH	Higgins, H. N.	MG
WDH	Hobey, W. D.	CH
AHH	Hoffman, A. H.	ME
MKH	Hofri, M.	CS
ZWH	Hou, Z.	ME
MH	Humi, M.	MA
GSI	Iannacchione, G. S.	PH
MQJ	Janack, M.	HU
SNJ	Jasperson, S. N.	PH
PJ	Jayachandran, P.	CE
HJ	Johari, H.	ME
SAJ	Johnson, S. A.	MG
RKJ	Jordan, R. K.	MA

Code	Advisor	Department	Code	Advisor	Department
CJK	Kasouf, C. J.	MG	JJR	Rencis, J. J.	ME
RNK	Katz, R. N.	ME	FHR	Ribeiro, F. H.	CM
SCK	Kazin, S.	MG	MWR	Richman, M. W.	ME
THK	Keil, T. H.	PH	KJR	Rissmiller, K. J.	SS
NK	Kildahl, N.	CH	AR	Rivera, A.	HU
HK	Kim, H.	MA	PER	Robakiewicz, P. E.	BB
REK	Kinicki, R. E.	CS	YR	Rong, Y.	ME
SQK	Kohles, S. S.	BE/ ME/BB	CR	Ruiz, C.	CS
			JXR	Rulfs, J.	BB
			EAR	Rundensteiner, E. A.	CS
RQL	Labonte, R. C.	EE	KMR	Rutledge, K. M.	CM
CJL	Larsen, C. J.	MA	EFR	Ryder, E. F.	BB
KAL	Lemone, K. A.	CS			
LCL	Lew Yan Voon, L. C.	PH	KQS	Saeed, K.	SS
RPL	Lipton, R. P.	MA	GFS	Salazar, G. F.	CE
KPL	Ljungquist, K. P.	HU	MDS	Samson, M. D.	HU
ETL	Loiacono, E. T.	MG	MOS	Sarkis, M.	MA
FJL	Looft, F. J.	EE	GXS	Sarkozy, G. N.	CS
DAL	Lucht, D. A.	FPE	BJS	Savilonis, B. J.	ME/BE
REL	Ludwig, R.	EE	AAS	Scala, A. A.	CH
RYL	Lui, R. Y. M.	MA	LES	Schachterle, L. E.	HU
KKL	Lurie, K. A.	MA	SMS	Selkow, S. M.	CS
			BZS	Servatius, B. I.	MA
YHM	Ma, Y. H.	CM	TAS	Shannon, T. A.	HU
MVM	Makhlouf, M. M.	ME	YBS	Shin, Y. B.	MG
SNM	Makarov, S. N.	EE	SYS	Shivkumar, S.	ME/BE
RBM	Mallick, R. B.	CE	RKS	Shonat, R. D.	BE
JM	Manfra, J.	HU	RDS	Sisson, R. D.	ME
WJM	Martin, W. J.	MA	RLS	Smith, R. L.	HU
PPM	Mathisen, P. P.	CE	MMS	Sokal, M. M.	HU
WGM	McGimpsey, W. G.	CH	CYS	Sotak, C. H.	BE
JKM	McNeill, J.	EE	MUS	Stevens, M. R.	CS
YXM	Mendelson, Y.	BE	MS	Strong, D. M.	MG
LJM	Menides, L. J.	HU	JMS	Sullivan, J. M.	ME/BE
WZM	Michalson, W. R.	EE	BS2	Sunar, B.	EE
JEM	Miller, J. E.	BB	GAS	Swartzlander, G.	PH
SM	Mirza, S.	ME			
JGM	Mistry, J. J.	MG	DZT	Tang, D.	MA
WTM	Mott, W. T.	HU	RWT	Thompson, R. W.	CM
			JOT	Trimbur, J. M.	HU
BN	Nandram, B.	MA	GT	Tryggvason, G.	ME
DWN	Nicoletti, D. W.	EE	JAT	Tyler, Jeffrey A.	BB
FN	Noonan, F.	MG			
MNN	Noori, M. N.	ME	HGV	Vassallo, H. G.	MG
RLN	Norton, R. L.	ME	RXV	Vaz, R. F.	EE
			DV	Vermes, D.	MA
JTO	O'Connor, J. T.	SS/MG	BMV	Vernescu, B. M.	MA
DJO	Olinger, D. J.	ME	SZG	Vernon-Gerstenfeld, S.	ISD
JAO	Orr, J. A.	EE	SV	Vick, S.	HU
JCO	O'Shaughnessy, J. C.	CE	OV	Volkoff, O.	MG
CP	Paar, C.	EE	HFV	Walker, H. F.	MA
KZP	Pahlavan, K.	EE	AW	Walther, A.	PH
EMP	Parkinson, E. M.	HU	MOW	Ward, M. O.	CS/BE
JWP	Pavlik, J. W.	CH	JEW	Watters, J. E.	HU
PCP	Pedersen, P.	EE	PZW	Weathers, P. J.	BB
JP	Petrucelli, J. D.	MA	SW	Weekes, S. L.	MA
RAP	Peura, R. A.	BE/EE	DGW	Weeks, D. G.	HU
GDP	Phillies, G. D. J.	PH	SJW	Weininger, S. J.	CH
SWP	Pierson, S. W.	PH	NAW	Whitmal, N. A.	EE
RP	Pietroforte, R.	CE	KAW	Wilkins, K. A.	MG
GXP	Pins, G. D.	BE	JMW	Wilkes, J. M.	SS
JYP	Plummer, J. D.	CE	CEW	Wills, C. E.	CS
SMP	Politz, S. M.	BB	KNW	Wobbe, K. N.	CH
LP	Polizzotto, L.	EE	JPW	Woycheese, J. P.	FPE
RJP	Pryputniewicz, R. J.	ME	BEW	Wyslouzil, B. E.	CM
RSQ	Quimby, R. S.	PH/BE	RZ	Zalosh, R. G.	FP
			ZAZ	Zeng, Z. A.	MG
MJR	Radzicki, M. J.	SS	JFZ	Zeugner, J. F.	HU
LRR	Ram-Mohan, L. R.	PH/EE	JZ	Zhu, J.	MG
MHR	Ray, M. H.	CE	AZ	Zozulya, A.	PH