

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 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 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

Any course considered for transfer credit must be relevant to WPI's educational mission. Elective credit, either free elective and department elective credit, may be awarded for courses with no WPI equivalent. 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.

The decision to award transfer credit is made by the WPI department offering the most comparable courses. Transfer credit evaluation is coordinated by the Office of Academic Advising and the Projects and Registrar's Office according to the following procedures. Students may petition the Committee on Academic Operations (CAO) for cases involving procedural irregularities.

TRANSFER STUDENTS

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 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.

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 Projects and 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 Projects and 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 the department. Courses that have not been pre-approved may receive WPI elective credit. The complete form must be filed in the Projects and Registrar's Office before taking the course.

TRANSFERRING IN CREDIT

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 Projects and 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 Projects and Registrar's Office before taking the course. 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)

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.

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, harass-

ment 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, Sufficiency Project, 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 Associate Provost, 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, or Sufficiency). 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 Associate Provost 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 Associate Provost, 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, Sufficiency Project, 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, and Sufficiency), an instructor must submit a petition to the Committee on Academic Operations (CAO) to change the grade.

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 online.

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 page 24.

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 pages 180-181.

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 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 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 Projects and Registrar's Office upon request (see information under Distribution of Grades, page 236).

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 may be prevented from registering 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 online (<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:

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 263.

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 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.

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 Projects & 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." 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 page 36.)

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!

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 35.)

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 \$2,355 (2003-04 figure) per 1/3 unit at the start of each term. All other undergraduate students will pay full tuition (\$28,250 for the 2003-04 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 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 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 262.

For the Guidelines for Determination of Satisfactory Progress for Special Students, see page 240.

PROJECT REGISTRATION TOPIC CODES

MQP Majors and Coordinators

	Majors	Coordinators
BIO	Biology and Biotechnology	J. Rulfs
BBC	Biology and Biotechnology with Concentration	J. Rulfs
BC	Biochemistry	W. Hobey
BME	Biomedical Engineering	R. Peura
CA	Computers with Applications	L. Becker
CE	Civil Engineering	F. Hart
CH	Chemistry	W. McGimpsey
CHE	Chemical Engineering	W. Clark
CS	Computer Science	L. Becker
EC	Economics	K. Saeed
ECE	Electrical and Computer Engineering	R. Labonte
EP	Environmental Policy and Development	K. Saeed
ET	Economics & Technology	K. Saeed
EV	Environmental Engineering	L. Schachterle
HU	Humanities	M. Parkinson
ID	Interdisciplinary	P. Davis
IE	Industrial Engineering	S. Johnson
IS	International Studies	P. Hansen
MA	Mathematical Sciences	W. Farr
MAC	Actuarial Mathematics	A. Heinricher
ME	Mechanical Engineering	B. Sivilonis
MFE	Manufacturing Engineering	M. 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 and Arts Sufficiency

Topics	Project Advisor
Topics in American Studies	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	M. D. Samson (MDS)
Topics in Drama/Theatre	D. O'Donnell (DMO), S. Vick (SV)
Topics in Foreign Language (German)	D. Dollenmayer (DZD)
Topics in Foreign Language (Other)	A. Rivera (AAR)
Topics in Foreign Language (Spanish)	H. J. Manzari (HJM), A. Rivera (AAR)
Topics in Global Studies	W. Addison (WAA), P. Hansen (PHH), J. Zeugner (JFZ)
Topics in History (American)	W. Baller (WXB), S. Bullock (SCB), D. Gray (DEG), J. Hanlan (JPH), J. Manfra (JM), J. Zeugner (JFZ)
Topics in History (European)	W. Addison (WAA), W. Baller (WXB), J. Forngeng (JLS), P. Hansen (PHH)
Topics in History (Science and Technology)	E. Parkinson (EMP), J. Forngeng (JLS), M. Sokal (MMS)
Topics in International Studies- Humanities (Interrelated)	B. Addison (WAA), P. Hansen (PHH), J. Zeugner (JFZ)
Topics in Literature (American)	T. Code (TWC), K. Ljungquist (KPL), L. Menides (LJM), W. Mott (WTM)
Topics in Literature (Contemporary)	J. Trimbur (JOT)
Topics in Literature (English)	J. Brattin (JYB), T. Code (TWC), M. Ephraim (MKE)
Topics in Music	F. Bianchi (FB), L. Curran (LJC), J. Delorey (JD2), R. Falco (RGF), D. Weeks (DGW)
Topics in Philosophy	R. Gottlieb (RSG), G. Lew (GKL), J. Sanbonmatsu (JS6)
Topics in Religion	R. Smith (RLS), T. Shannon (TAS)
Topics in Writing, Rhetoric, and Communications	J. Trimbur (JOT)

CODING OF PROJECT ADVISORS

Code	Advisor	Department	Code	Advisor	Department
DSA	Adams, D. S.	BB	WWF	Farr, W. W.	MA
WAA	Addison, W. A. B.	HUA	JDF	Fehribach, J. D.	MA
EOA	Agu, E. O.	CS	DXF	Finkel, D.	CS
LDA	Albano, L. D.	CE	KXF	Fisler, K.	CS
DA	Apelian, D.	ME	RWF	Fitzgerald, R. W.	CE
PKA	Aravind, P. K.	PH	MSF	FitzPatrick, M. S.	CE
JMA	Arguello, J. M.	CH	MQF	Fofana, M.	ME
HXA	Ault, H. K.	ME/BME	CF	Furlong-Vazquez, C.	ME
JCB	Bagshaw, J. C.	BB	RG1	Garcia, R.	PH
WXB	Baller, W. A.	HUA	NAG	Gatsonis, N.	ME
MCB	Banks, M. C.	MG	MXG	Gennert, M. A.	CS/BME
JRB	Barnett, J. R.	FPE	AG	Gerstenfeld, A.	MG
IB	Bar-On, I.	ME	DVG	Gibson, D. G.	BB/BME
LAB	Becker, L. A.	CS	RSG	Gottlieb, R. S.	HUA
JIB	Bergendahl, J.	CE	PJG	Grebinar, P. J.	PE
FB	Bianchi, F.	HUA	RRH	Hagglund, R. R.	ME
RRB	Biederman, R. R.	ME	HH	Hakim, H.	ECE
KLB	Billiar, K. L.	BME	JPH	Hanlan, J. P.	HUA
JB3	Blandino, J. J.	ME	PHH	Hansen, P. H.	HUA
JYB	Brattin, J. J.	HUA	FLH	Hart, F. L.	CE
CAB	Brown, C. A.	ME	NTH	Heffernan, N.	CS
DCB	Brown, D. C.	CS	GTH	Heineman, G. T.	CS
DRB	Brown, D. R.	ECE	ACH	Heinricher, A. C.	MA
SCB	Bullock, S. C.	HUA	HNH	Higgins, H. N.	MG
NAB	Burnham, N. A.	PH	LDH	Higgins, L. D.	HUA
TAC	Camesano, T. A.	CHE	WDH	Hobey, W. D.	CH
RDC	Cheetham, R. D.	BB	AHH	Hoffman, A. H.	ME
PRC	Christopher, P. R.	MA	MKH	Hofri, M.	CS
MXC	Ciaraldi, M. J.	CS	ZWH	Hou, Z.	ME
EXC	Clancy, E. A.	ECE	MH	Humi, M.	MA
WMC	Clark, W. M.	CHE/BME	GS1	Iannacchione, G. S.	PH
MLC	Claypool, M.	CS	SNJ	Jasperson, S. N.	PH
KAC	Clements, K. A.	ECE	PJ	Jayachandran, P.	CE
ECE	Cobb, E. C.	ME	HJ	Johari, H.	ME
REC	Connors, R. E.	CH	SAJ	Johnson, S. A.	MG
TCC	Crusberg, T. C.	BB/BME	CJK	Kasouf, C. J.	MG
LJC	Curran, L. J.	HUA	NKK	Kazantzis, N.	CHE
DC	Cyganski, D.	ECE/BME	THK	Keil, T. H.	PH
RAD	D'Andrea, R. A.	CE	NK	Kildahl, N.	CH
ED	Daneels, E.	MG	BYK	King, B. M.	ECE
RYD	Datta, R.	CHE	REK	Kinicki, R. E.	CS
PWD	Davis, P. W.	MA	CK	Koleci, C.	PH
NAD	Dembsey, N. A.	FPE	RQL	Labonte, R. C.	ECE
MAD	Demetriou, M.	ME	CJL	Larsen, C. J.	MA
CXD	Demetry, C.	ME	KAL	Lemone, K. A.	CS
DDB	DiBiasio, D.	CHE/BME	LCL	Lew Yan Voon, L. C.	PH
MFD	Dimentberg, M.	ME	KPL	Ljungquist, K. P.	HUA
JPD	Dittami, J. P.	CH	ETL	Loiacono, E. T.	MG
AGD	Dixon, A. G.	CHE	FJL	Looft, F. J.	ECE
DZD	Dollenmayer, D. B.	HUA	WJL	Lou, W.	ECE
DJD	Dougherty, D. J.	CS	DAL	Lucht, D. A.	FPE
JKD	Doyle, J. K.	SS	REL	Ludwig, R.	ECE
RJD	Duckworth, R. J.	ECE	RYL	Lui, R. Y. M.	MA
WWD	Durgin, W. W.	ME/BME	KKL	Lurie, K. A.	MA
TEL	El-Korchi, T.	CE	JML	Lyneis, J. M.	SS
MBE	Elmes, M. B.	MG			
AEE	Emanuel, A. E.	ECE			
MKE	Ephraim, M. K.	HUA			

Code	Advisor	Department	Code	Advisor	Department
YHM	Ma, Y. H.	CHE	GFS	Salazar, G. F.	CE
JM8	MacDonald, J. C.	CH	MDS	Samson, M. D.	HUA
SNM	Makarov, S. N.	ECE	JS6	Sanbonmatsu, J.	HUA
MVM	Makhlouf, M. M.	ME	MOS	Sarkis, M.	MA
RBM	Mallick, R. B.	CE	BJS	Savilonis, B. J.	ME/BME
JM	Manfra, J.	HUA	AAS	Scala, A. A.	CH
MMX	Mani, M.	CS	LES	Schachterle, L. E.	HUA
HJM	Manzari, H. J.	HUA	SMS	Selkow, S. M.	CS
WJM	Martin, W. J.	MA	BZS	Servatius, B. I.	MA
PPM	Mathisen, P. P.	CE	TAS	Shannon, T. A.	HUA
LM1	Mathews, L. M.	BB	SYS	Shivkumar, S.	ME/BME
WGM	McGimpsey, W. G.	CH	RKS	Shonat, R. D.	BME
JKM	McNeill, J.	ECE	RDS	Sisson, R. D.	ME
YXM	Mendelson, Y.	BME	RLS	Smith, R. L.	HUA
LJM	Menides, L. J.	HUA	MMS	Sokal, M. M.	HUA
WZM	Michalson, W. R.	ECE	CYS	Sotak, C. H.	BME
JEM	Miller, J. E.	BB	MS	Strong, D. M.	MG
JGM	Mistry, J. J.	MG	JMS	Sullivan, J. M.	ME/BME
YMM	Moon, Y.-M.	ME	BS2	Sunar, B.	ECE
CJM	Morales, C. J.	MA			
WTM	Mott, W. T.	HUA	DZT	Tang, D.	MA
KM	Mukherjee, K.	MG	SST	Taylor, S. S.	MG
			VRT	Thalladi, V. R.	CH
BN	Nandram, B.	MA	RWT	Thompson, R. W.	CHE
FN	Noonan, F.	MG	JOT	Trimbur, J. M.	HUA
RLN	Norton, R. L.	ME	GT	Tryggvason, G.	ME
			GZT	Tuttle, G.	HUA
JTO	O'Connor, J. T.	SS/MG	JAT	Tyler, Jeffrey A.	BB
DJO	Olinger, D. J.	ME			
JAO	Orr, J. A.	ECE	HGV	Vassallo, H. G.	MG
JCO	O'Shaughnessy, J. C.	CE	RXV	Vaz, R. F.	ECE
			DV	Vermes, D.	MA
KZP	Pahlavan, K.	ECE	BMV	Vernescu, B. M.	MA
DPP	Papageorgiou, D. P.	ECE	SZG	Vernon-Gerstenfeld, S.	ISD
EMP	Parkinson, E. M.	HUA	SV	Vick, S.	HUA
JWP	Pavlik, J. W.	CH	OV	Volkoff, O.	MG
OVP	Pavlov, O. V.	SS			
PCP	Pedersen, P.	ECE	HFW	Walker, H. F.	MA
JP	Petrucelli, J. D.	MA	MOW	Ward, M. O.	CS/BME
RAP	Peura, R. A.	BME/ECE	JEW	Watters, J. E.	HUA
GDP	Phillies, G. D. J.	PH	PZW	Weathers, P. J.	BB
SWP	Pierson, S. W.	PH	EAW	Weaver, E. A.	SS
RP	Pietroforte, R.	CE	SW	Weekes, S. L.	MA
GXP	Pins, G.D.	BME	DGW	Weeks, D. G.	HUA
JYP	Plummer, J. D.	CE	SJW	Weininger, S. J.	CH
SMP	Politz, S. M.	BB	JDW	Wilbur, J. D.	MA
GFP	Pollice, G. F.	CS	KAW	Wilkins, K. A.	MG
RJP	Pryputniewicz, R. J.	ME	JMW	Wilkes, J. M.	SS
			CEW	Wills, C. E.	CS
RSQ	Quimby, R. S.	PH/BME	KNW	Wobbe, K. N.	CH
PIQ	Quinn, P. J. M.	HUA	JPW	Woycheese, J. P.	FPE
MJR	Radzicki, M. J.	SS	RZ	Zalosh, R. G.	FP
LRR	Ram-Mohan, L. R.	PH/ECE	ZAZ	Zeng, Z. A.	MG
MHR	Ray, M. H.	CE	JFZ	Zeugner, J. F.	HUA
JJR	Rencis, J. J.	ME	JZ	Zhu, J.	MG
MWR	Richman, M. W.	ME	AZ	Zozulya, A.	PH
KJR	Rissmiller, K. J.	SS			
AR	Rivera, A.	HUA			
YR	Rong, Y.	ME			
CR	Ruiz, C.	CS			
JXR	Rulfs, J.	BB			
EAR	Rundensteiner, E. A.	CS			
EFR	Ryder, E. F.	BB			
KQS	Saeed, K.	SS			