

Computer Engineering Department Major Probation and Disqualification Policy, Spring 2016

Based on the University Policy on Academic Standards: Probation and Disqualification, [S10-6](#), each program may employ a policy on probation and disqualification from the major. In determining a student's eligibility to remain in the major, the Computer Engineering department employs both the quality of performance and progress toward the degree in both majors: Computer Engineering (CMPE) and Software Engineering (SE). The main goal of this policy is to identify and provide the necessary assistance to academically troubled students to succeed in their major as well as to prevent students from continuing in a major they are not prepared for. This document explains the specifics of the department policy with regard to the major probation and disqualification. In all the following cases, the point of contact for discussing and appealing the decision is the department undergraduate coordinator.

I. Major Probation

Undergraduate computer engineering or software engineering students will be placed on major probation if any of the following conditions are met:

1. Their major GPA is below 2.0.
2. They are not making progress in their major. This is defined as not taking or not getting a passing grade in any class in the major for two consecutive semesters.

Students who are placed on major probation will be notified by email stating the cause of the probation. They are advised to meet with the department undergraduate coordinator. Also, students need to inform the department if they take one semester off or have circumstances out of their control that affect their academic progress (evidence and department approval are required).

Major GPA is computed over all STEM classes (science, engineering, and math classes) required in the major following the University Policy in Repetition of Courses, [F08-2](#). This means that if a student repeats a course for Grade Forgiveness, the earned grade for Grade Forgiveness is the grade of record. Also, a student may repeat an individual course for Grade Forgiveness only once. In addition, when a course is repeated for Grade Averaging, grade points and units for all attempts will be calculated in the student's major GPA.

Students will remain on probation until they obtain clearance or are disqualified. They are cleared from major probation when they raise their major GPA to at least 2.0 (if that is the cause of the probation) or showing progress in their major (if that is the cause) as defined above.

As in academic probation, students on major probation are restricted to a course load of no greater than 12 units.

II. Major Disqualification

Students who are on a major probation whether the reason is a low major GPA or lack of progress in the major can be disqualified from the major for the same reason or the other. They could be disqualified from the major if:

1. Their term major GPA is below 2.0 and their overall major GPA is below 2.0.
2. They are not making progress in their major, as defined above, in the subsequent semester.

Disqualified students from the major will be notified by the department and are required to drop all the courses offered by the department. Also, their major will be changed to "Undeclared". As in academic disqualification, freshmen (students with 30 or less units) on major probation are allowed a second consecutive semester of major probation if their term GPA is between 1.50 and 1.99.

III. Reinstatement to the Major

The department follows the department change of major policy, published at the department website, for reinstatement. This could mean that the students need to raise their GPA to a specific threshold to be considered for reinstatement.

Open university and non-major students cannot "force" their way to the department majors by taking classes in the major. The department has no obligations to reinstate or accept them even if they have made significant progress toward a degree.