To: All CEE Students

From: Kamal Tawfiq, Ph.D., P.E., Chairman

Subject: Excessive Repeat Policy

Date: January 2, 2008 (Revised: Summer, 2013)

Criteria: A student in the Department of Civil and Environmental Engineering will be placed on probationary status if the student falls into any of the following situations:

- Accrues two grades below C in a single engineering course that is required under his/her curriculum, or in MAC 2313/3313, MAP3305/2302, or PHY 2049/3049.
- Accrues a total of three grades below C in all engineering courses that are required under his/her curriculum, MAC 2313/3313, MAP3305/2302, and PHY 2049/3049.
- Has an overall GPA below 2.0.

Consequences: A student who meets the above criteria will be placed on academic probation during the subsequent semester and will be required to sign an academic probation/readmit contract with the department. A student may not graduate while on probation.

Reinstatement: To be reinstated, the following conditions must be met:

- The student will have one semester (the probationary semester) to raise his/her GPA above 2.0.
- The student must retake all courses that were the cause for probation according to an agreed upon schedule (during the probationary semester, if available) and achieve a grade of C or better.

Permission to enroll in other civil and environmental engineering courses during the probationary semester will only be granted after consultation with an academic advisor. No more than one reinstatement will be permitted.

Dismissal: A student on probation will be permanently dismissed from the CEE program and will not be eligible for further reinstatement under the following conditions:

- If a student who is on probation does not raise his/her GPA above 2.0 and/or achieve a grade of C or better in all course taken during the probationary semester.
- If a student who has been reinstated to the program subsequently falls below an overall GPA of 2.0 and/or fails to achieve a grade of C or better in any math, science, or engineering course.

A student who has already reached or exceeded the course repeat limits stated above prior to declaring the civil or environmental major is considered to be on reinstatement, and must achieve a grade of C or better on all subsequent courses to avoid permanent dismissal.