SECTION 4

University Policies and Procedures ........................................ 195
Grades .............................................................................. 195
Grade Appeal and Grade Change Policy .............................. 196
Transfer Credit ................................................................. 198
Graduation with Honors ..................................................... 198
Commencement ................................................................. 199
Early Completion ............................................................... 199
Designation of Major Area of Study .................................. 199
Double Major .................................................................... 199
Designation of Class Year ................................................... 199
Academic Honesty Policy .................................................... 199
Guidelines for the Determination of Satisfactory Academic
Progress, Academic Warning, Academic Probation
and Academic Suspension ................................................... 201
Administrative Obligations and Holds .................................. 202
Directory Information and Release of Information .......... 202
Office of the Registrar ......................................................... 203
Project and Independent Study Registration ....................... 204
Registration Policy for Degree Requirements .................... 205
Part-Time Degree Students .................................................. 205
Non-Degree Students .......................................................... 205
DISTRIBUTION OF GRADES

Academic grades of undergraduate students may be released to parent(s) of a student claimed as a dependent for tax purposes. WPI presumes that all undergraduate students are dependents of their parent(s) unless they file a Declaration of Independent Status petition form with the Registrar's Office. These forms are available in the Registrar's Office. After the Registrar's Office receives a Declaration of Independent Status petition form from an undergraduate student, the Office will not release the student's academic grades to the parent(s) of such student until such time as the student rescinds their Declaration, in writing filed with the Registrar's Office, or his/her parent(s) provide acceptable proof of tax-dependent status to the Registrar's Office.

GRADING 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.

Students such as Consortium (CO), nondegree-seeking students, and Graduate students will receive traditional A, B, C, D, F, Withdrawal and Pass/Fail grades.

GRADES FOR COMPLETION OF DEGREE REQUIREMENTS

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

NO RECORD (NR)

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

INCOMPLETE (I)

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

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.

QUALIFYING PROJECT GRADING

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

1. Each term a student is registered for a qualifying project, the student receives a term grade reflecting assessment of his or her accomplishments for that term.

2. Upon completion of a project, each student will receive an overall project grade (also known as the "CDR grade," since it certifies completion of the degree requirement) reflecting his or her individual overall accomplishments for the project.

3. The term grades and the overall project grade reflect both the products of the project (e.g., results, reports, etc.) and also the process by which they were attained. The term grades and the overall project grade may be different.

The following are some characteristics that faculty should use in communicating expectations and evaluating the quality of each student's project work.

The degree to which the student:

• developed effective or creative goals or approaches,
• demonstrated initiative and originality,
• showed depth and critical thought in analysis,
• produced high quality results,
• took the lead in discussion, planning, and analysis,
• produced a clear, professional-level report with excellent drafts along the way,
• anticipated work that needed to be done and completed it in a timely manner, and
• worked to advance the success of the team.

For both terms and overall project, the available grades and interpretations are:

A: This grade denotes excellent work that attains all of the project goals and learning outcomes. The product and process of this work meet all of the expectations and exceed them in several areas.

B: This grade denotes consistently good work that attains the project goals and learning outcomes. The product and process of this work meet but generally do not exceed all of the expectations.

C: This grade denotes acceptable work that partially attains project goals and learning outcomes. The product and process of this work meet some but not all expectations.

SP: This grade denotes satisfactory progress and certifies sufficient accomplishments to earn credit for that term. Faculty who assign this grade should provide clear feedback to the student regarding his or her progress during the term. The use of the SP grade is discouraged except in circumstances where the faculty member is unable to judge the quality of the work, yet can attest that the granting of credit is appropriate. This is a temporary grade and must be replaced by a permanent grade consistent with the criteria outlined above by, if not before, the end of the project.
NR: This grade denotes work that did not attain the project goals or learning outcomes and is insufficient for registered credit. Both product and process were inconsistent with acceptable project work at WPI as outlined above.

NAC: This grade is reserved for performance that is unacceptable. It might mean that a student’s performance (or lack of it) has seriously impeded group progress, or it has embarrassed the group, a project sponsor, or WPI. Note that this grade remains on the transcript.

4. Project goals should be established and clearly articulated early in the project. This may be done in the form of a formal project proposal. Learning outcomes for the qualifying projects have been established by the faculty and are published in the undergraduate catalog.

5. Project advisors should clearly convey in writing their expectations for learning and performance to project students at the start of the project, and provide students with substantive feedback on a regular basis during the project.

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.

DEAN’S LIST

The Dean’s List is created and published twice a year: in January to review student work completed during the AB terms and in May to review student work completed during the CD terms. To be named to the Dean’s List a student must:

Complete 4/3 units with grades of A’s, and at least an additional 2/3 units with grades of B or above.

For example, a student with 4A’s, 2B’s and 1C (or 1 NR) in 1/3-unit courses during a semester is eligible for the Dean’s List. Credits earned in Physical Education, Military Science, and Air Force Aerospace Studies are not used in the evaluation for the Dean’s List. For the purposes of determining the Dean’s List only, an SP grade for project work will be considered a B grade. The Dean’s List recognizes outstanding work completed during the most recent semester. Student requests to re-evaluate their eligibility for the Dean’s List due to a grade change after the semester review is completed will be considered only in unusual circumstances and at the discretion of the Dean of Undergraduate Studies.

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 assumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

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

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

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

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

Error: The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in WPI’s Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI’s Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law and by WPI policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in an expeditious and 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 to the Faculty Review Committee before the end of the second week of the term after the disputed grade is received (D term grades may be appealed the following A term). Any exceptions to this deadline for submission of appeal can only be made by the Office of the Provost.

STUDENT GRADE APPEAL PROCEDURE

1. A student who wishes to question a grade must discuss the matter first with the instructor of record within one week after receiving the grade. Late appeals will only be reviewed at the discretion of the Faculty Review Committee (FRC). 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, Inquiry Seminar or Practicum, 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 representative from the Provost’s office (the Dean of Undergraduate Studies, or alternative if necessary), who will serve as the appropriate Department Head/Dean in this step. The appropriate Department Head/Dean 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/Dean, 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 (CDR grade for MQP, IQP, or Humanities and Arts Inquiry Seminar or Practicum). The Department Head/Dean 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 Provost’s representative (the Dean of Undergraduate Studies, or alternate) will meet with the student, and will ask the FRC to appoint the ad hoc Committee for Appeal of a Grade. The Chair of the FRC will select the members of the ad hoc committee and serve as its non-voting chair. The ad hoc committee for all undergraduate appeals will be composed of three FRC members.

Appointees to the ad hoc committee must not have any apparent conflicts of interest with the student or instructor of record. The Chair of the FRC requests a written statement from the student and a written response from the instructor. The ad hoc committee examines the written information and may gather additional information 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 arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will make its decisions based on a majority vote.

5. If the ad hoc 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. This decision of the ad hoc committee is final and not subject to appeal.

6. 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 reasoning. At this point, the instructor may change the grade. If the instructor declines to change the grade, he or she must provide a written explanation for refusing. If the ad hoc faculty committee concludes 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. If the ad hoc faculty committee concludes that it would be unjust to allow the original grade to stand, the ad hoc committee 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. The written records of these proceedings will be filed in the student’s file in the Registrar’s Office.

FACULTY GRADE CHANGE PROCEDURE

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

TRANSFER CREDIT BEFORE MATRICULATION TO WPI

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

TRANSFER CREDIT AFTER MATRICULATION TO WPI

If you are currently a WPI student who wishes to take courses at a regionally accredited post-secondary institution, you must obtain a WPI Transfer Credit Authorization form from the Registrar’s Office. This form and the course description must be taken to the department head 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 within the department. Courses that have not been pre-approved may receive WPI elective credit. The complete form must be filed in the Registrar’s Office before taking the course.

TRANSFERRING CONSORTIUM COURSES

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

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

GRADUATION WITH HONORS

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

Graduation With High Distinction

An A or DIST grade on any four of the following:
- MQP
- IQP
- Inquiry Seminar/Practicum
- Eight units of work registered at WPI (exclusive of PE and of the MQP, IQP and the Inquiry Seminar/Practicum component of the Humanities and Arts Requirement).

Graduation With Distinction

A grade of A or DIST on the following criteria:
- MQP
- IQP
- Inquiry Seminar/Practicum
- Four units of work registered at WPI (exclusive of PE and of the MQP, IQP and the Inquiry Seminar/Practicum component of the Humanities and Arts Requirement).

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

Graduation With High Distinction

An A or DIST grade on any four of the following:
- MQP
- IQP
- Inquiry Seminar/Practicum
- Six units of work registered at WPI (exclusive of PE and of the MQP, IQP and the Inquiry Seminar/Practicum component of the Humanities and Arts Requirement).

Graduation With Distinction

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

HONORS FOR DOUBLE MAJORS

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

COMMENCEMENT POLICY

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

1. Undergraduate students who have not met all degree requirements will be eligible to participate in Commencement exercises only if all of the following are true:
   a. At the end of D term, the student is within 1/3 unit of one activity in all requirements for graduation.
   b. The student has completed at least 2 of the 3 WPI Project Requirements (Humanities and Arts Requirement, IQP, and MQP).

2. Undergraduate students who meet these conditions will be permitted to participate in Commencement exercises but will not receive their diploma. The names of such students will not be included in the Commencement program. The actual degree will be conferred only after all degree requirements have been completed.

3. All WPI undergraduate students will be notified of these policies and procedures each B term.

4. Undergraduate students seeking an exception to this policy have the right to petition the Committee on Academic Operations for a waiver due to extenuating circumstances. Petitions must be received no later than noon (12 p.m.) the Wednesday before Commencement Day.

EARLY COMPLETION

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

DESIGNATION OF CLASS YEAR

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

ACADEMIC HONESTY POLICY

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

DEFINITION

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

**Fabrication**

*Examples:*

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

**Plagiarism**

*Examples:*

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

**Cheating**

*Examples:*

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

**Facilitation**

*Examples:*

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

**RESPONSIBILITIES OF FACULTY MEMBERS AND STUDENTS**

Faculty members should outline their policies concerning evaluation procedures and their expectations pertaining to academic integrity at the beginning of each course. Faculty must ensure that student performance is judged solely on the basis of academic work in courses and projects. Because of the differences in disciplines and the type of work involved, faculty interpretation regarding what constitutes academic dishonesty may vary across campus. Since project-based education places a strong emphasis on group work, faculty and students should be particularly attentive to the distinction between group work and individual performance expectations. Faculty and students are responsible for knowing and understanding WPI’s policy and procedure for dealing with academic dishonesty. Faculty are encouraged to implement measures designed to minimize or prevent academic dishonesty.

**PROCEDURES**

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

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

SATISFACTORY ACADEMIC PROGRESS
In order to assist the student, parents, and the academic advisor in determining whether a student is making academic progress, WPI has adopted the following guidelines.

To maintain Satisfactory Academic Progress, a student must:
1. Complete at least 4/3 units of academic work for the fall semester (A and B terms); and
2. Complete at least 4/3 units of academic work for the spring semester (C and D terms).

Note: Air Force Aerospace Studies (AS), Military Science (ML), and Physical Education (PE) courses are not included in any evaluation of Academic Progress.

Academic Progress is evaluated at the end of each semester and any student who does not maintain Satisfactory Academic Progress will move down one level of academic standing (to warning, from warning to probation, or from probation to suspension). First-year students who earn no academic credit (see note above) during their first two terms at WPI will be placed on Academic Suspension. Thereafter, any student who earns no academic credit in a semester will move down two levels in academic standing.

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. This notification will place the student on Academic Warning for two terms. At this time, the student is urged, with the help of the advisor, to identify the nature of the academic difficulty and to formulate a course of action for overcoming the difficulty. Students on Academic Warning are not eligible to apply to the Global Perspective Program.

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

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 part-time 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 two terms. To apply for readmission, a student must submit a petition to the Committee on Academic Operations (CAO).

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.

SUMMER REVIEW PERIOD
An exception to the guidelines stated above can occur when a student registers for Term E. At the conclusion of Term E, a review will be conducted at the student’s request which will include E-term and the previous four 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.

SUMMER ACADEMIC SUCCESS 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 Academic Success Program. Students who participate in the program enroll in ID 1000- Summer Academic Success Program, a five-week academic skills course, as well as two E Term courses. Successful completion of the courses and ID 1000 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 Academic Success Program.

PART-TIME STUDENTS
Students pursuing the bachelor’s degree as part-time students will be subject to the same review schedule and standards as full-time students. All part-time students will be reviewed after the Fall and Spring semesters and must satisfactorily complete at least one-third of the academic activities for which he/she has registered. For more information on part-time status, please see page 205.

PETITIONS
Students may petition through the Registrar’s Office to the Committee on Academic Operations (CAO) for reconsideration of the status of the following:
- Academic Probation
- Academic Suspension
- Readmission after Suspension
Students who petition for reconsideration of status must accomplish the following:
1. Obtain a petition form from the Registrar’s Office webpage.
2. Complete the form and obtain advisor’s approval and signature.
3. Submit the form to the Registrar’s Office within three weeks of the issuance of grades for B, D, or E term reviews except for readmission after suspension.

DEADLINES FOR READMISSION AFTER SUSPENSION
July 20 for Term A
November 15 for Term C

ADMINISTRATIVE OBLIGATIONS AND HOLDS
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 Registrar’s Office during the first week of the fall semester. Forms are available in the Registrar’s Office. A request to withhold directory information in no way restricts internal use of the material by the college.

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

Unless a student notifies the Registrar’s Office in writing to the contrary, the college considers all undergraduate students to be dependents of their parents. In compliance with the Family Educational Rights and Privacy Act, the college reserves the right to disclose information about the status of dependent students to their parents without the students’ written consent. Petition forms for Declaration of Independent Status are available in the Registrar’s Office upon request (see information under Distribution of Grades, page 195).

POLICY ON RELEASING INFORMATION ON DECEASED STUDENTS
The education records of deceased students may be released or disclosed, at the time of death, upon written request, to a spouse, a parent, the executor of the estate, the eldest surviving child, the eldest surviving sibling, and surviving descendent, or pursuant to a court order or subpoena. Only the Registrar may release the academic records of deceased students. The person requesting the records must provide as much of the following information as possible within the written request:
Student’s name (and maiden name, if applicable).
Student’s Social Security number.
Student’s date of birth.
The dates that the deceased student attended WPI.
Death Certificate (Photo copy is acceptable).

The petitioner must also provide the following personal information within his/her written request:
Name.
Address.
Phone Number.
Evidence that he/she is qualified to receive the records, based on the above criteria or, in the absence of evidence, a statement certifying the same.
Signature.
Date of request.
A calendar is published by the Registrar's Office prior to the add/drop period which specifies the time periods and fees for late changes. Students are responsible for the dates and should contact the Registrar's Office if they need information to avoid late fees. Requests for exceptions to published deadlines must be submitted in writing to the Registrar's Office 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 will be prevented from registering until the obligation is met.

CHECK-IN
At the beginning of terms A and C, students will receive check-in information. Check-in is an on-line confirmation that students will be attending classes or working on a project for that particular semester. In addition, by checking-in, students acknowledge that they will be financially responsible for paying all charges associated with that particular semester. All students must check-in whether or not course changes are to be made.

COURSE CHANGES
There is an add/drop period at the start of each term and the exact deadlines depend on whether the course follows a 7-week schedule or a 14-week schedule.

For 7-week courses (undergraduate and graduate), a student can add a course without a fee through the fifth day of classes. On the sixth through the tenth day of classes, students can add courses (with instructor approval) with a $100 late fee. Students can drop courses on days 1-10 of each term without incurring a late fee.

For undergraduates in 7-week courses, no adds or drops are allowed after the tenth day of the term. For graduate students in 7-week courses who drop a course after the tenth day, but before the end of the fifth week of the term, a W (Withdrawal) will be assigned. No tuition or fees will be refunded after the tenth day of the term.

For 14-week courses (undergraduate and graduate), students can make course changes (add or drop) without penalty prior to the third meeting of the course. A $100 late fee will be charged for course changes made after the third course meeting and before the fourth.

For undergraduate students, no adds or drops are allowed after the fourth meeting of the course. For graduate students in a 14-week course who drop the course after the fourth meeting and before the tenth week of the term, a grade of W (Withdrawal) will be assigned. No tuition or fees will be refunded after the fourth meeting of the course.

Students who wish to add a course after the add/drop deadline must submit a petition to the Committee on Academic Operations for undergraduate courses and the Committee on Graduate Studies and Research for graduate courses. In all such cases, instructor-approval will be required.

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

To graduate in:
May Beginning of preceding Term B
October Beginning of preceding Term D
February Beginning of preceding Term A

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

If a student does not receive an e-mail, it means no seat is available for him/her in the wait-listed class.

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 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 based on the student's registration after the add/drop period in the second term of the semester.

To compute overload charges, see Expenses, page 230.

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

TRANSCRIPT FEES
WPI has recently contracted with Credentials Solutions to manage transcript orders. All transcript requests should now be made online and are $5.00 per transcript to be paid by credit card using Credential Solutions.

Please visit wpi.edu/+registrar for more information.

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

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

See page 230 for information concerning tuition charges.
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 IQP 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 list MQPs on the department’s web site and will hold a projects information meeting for students in their major. Students are also encouraged to meet with faculty individually.

The most important and difficult part of a project is the planning which precedes the execution. The planning phase of your project will involve developing a background, talking to people in the field, finding out what has already been done in the area, and determining what your goals are and what you need to do to accomplish them. If any special equipment, financing, or resources will be needed for execution of the project, it is especially important to make this known early to ensure that it will be available to you. In addition, most faculty members require a project proposal before registration of the project.

PROJECT REGISTRATION
Students who intend to do project work must complete a project registration form by no later than the beginning of the first term of that project work. The Project Registration Form is available on-line at the Registrar’s Office web site, under Forms for Students. Once completed on-line, it must be submitted electronically to the project advisor for approval. Any student who will travel to an off-campus location, such as a Residential Projects Program site, is also required to fill out an electronic project registration form.

Project/Independent Study registration for terms A-E will be accepted up to the 10th day of the term (not including weekends) without penalty.

A project involving an off-campus sponsor (MQP mostly, but some IQP) carries the further obligation of compliance with the rules and regulations of the sponsor. Often, these are specified in a formal contract between the sponsor and WPI, and are legally binding. At the time of registration, any affected student will be required to indicate the sponsor on the electronic registration form.

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

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

CHANGE OF REGISTRATION INFORMATION
For all changes in projects, students must use the electronic Project Registration Form. Students may make changes to the project by making an addendum to the previously registered project and submitting the changes electronically to the project advisor for approval.
REGISTRATION POLICY FOR DEGREE REQUIREMENTS

The completion of a degree requirement (MQP, IQP or Humanities and Arts Requirement) will not be recorded in the Registrar’s Office after the tenth 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 is no later than the tenth day of classes for the next term. Any exceptions to this policy must be handled by written petition from the project advisor.

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

Only Completion of Degree Requirement (CDR) forms which are complete, correct and consistent with the student’s registration records will be accepted by the Registrar’s Office. (See PROJECTS section, page 14.)

PART-TIME DEGREE STUDENTS

Students may apply for Part-Time Student status on a semester basis at the Registrar’s Office. Part-time students pay tuition on the basis of registered credit at the start of each semester, including credits for ROTC and PE. Campus housing will not be allowed. Part-time students may not engage in varsity/club sports, may not participate in any extracurricular activities, and are only eligible to apply for limited federal and state financial aid (institutional financial aid is not available) including any form of on-campus student employment. The following registration procedures apply:

- Students who wish to enroll as part-time students must apply by July 20 for the Fall semester and by November 15 for the Spring semester. Such status will allow a maximum of one unit per each semester of the academic year.
- Changing between full-time/part-time status is not allowed at mid-semester.
- Part-time 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 Part-time Students, see page 201.

NON-DEGREE STUDENTS

Students wishing to take courses on a full-time or part-time basis as a non-degree student may do so by contacting the Registrar’s Office. Non-degree students are permitted to earn a maximum of 18 credits (6/3rds) in a non-degree status. Non-degree students will be tracked through the Registrar’s Office. Non-degree students pay tuition on the basis of registered credit at the start of each semester. Campus housing will not be allowed. Non-degree 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.

PROJECT REGISTRATION TOPIC CODES

MQP MAJORS AND COORDINATORS

<table>
<thead>
<tr>
<th>Majors</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Aerospace Engineering</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology and Biotechnology</td>
</tr>
<tr>
<td>BBC</td>
<td>Biology and Biotechnology with Concentration</td>
</tr>
<tr>
<td>BC</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>BME</td>
<td>Biomedical Engineering</td>
</tr>
<tr>
<td>CA</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CE</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CHE</td>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>CS</td>
<td>Computer Science</td>
</tr>
<tr>
<td>ECS</td>
<td>Economics/Science</td>
</tr>
<tr>
<td>ECE</td>
<td>Electrical and Computer Engineering</td>
</tr>
<tr>
<td>EP</td>
<td>Environmental Policy and Development</td>
</tr>
<tr>
<td>EV</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>HU</td>
<td>Humanities</td>
</tr>
<tr>
<td>ID</td>
<td>Interdisciplinary</td>
</tr>
<tr>
<td>IE</td>
<td>Industrial Engineering</td>
</tr>
<tr>
<td>IMG</td>
<td>Interactive Media &amp; Game Development</td>
</tr>
<tr>
<td>INTL</td>
<td>International and Global Studies</td>
</tr>
<tr>
<td>MA</td>
<td>Mathematical Sciences</td>
</tr>
<tr>
<td>MAC</td>
<td>Actuarial Mathematics</td>
</tr>
<tr>
<td>ME</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>MFE</td>
<td>Manufacturing Engineering</td>
</tr>
<tr>
<td>MG</td>
<td>Management</td>
</tr>
<tr>
<td>MGE</td>
<td>Management Engineering</td>
</tr>
<tr>
<td>MIS</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>PH</td>
<td>Physics</td>
</tr>
<tr>
<td>PHE</td>
<td>Applied Physics</td>
</tr>
<tr>
<td>RBE</td>
<td>Robotics Engineering</td>
</tr>
<tr>
<td>SD</td>
<td>System Dynamics</td>
</tr>
<tr>
<td>STP</td>
<td>Society, Technology &amp; Policy</td>
</tr>
<tr>
<td>TC</td>
<td>Professional Writing</td>
</tr>
<tr>
<td>PSS</td>
<td>Psychological Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Majors</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>N. Gatsonis</td>
</tr>
<tr>
<td>BIO</td>
<td>J. Rulfs</td>
</tr>
<tr>
<td>BBC</td>
<td>J. Rulfs</td>
</tr>
<tr>
<td>BC</td>
<td>D. Heilman</td>
</tr>
<tr>
<td>BME</td>
<td>G. Pins</td>
</tr>
<tr>
<td>CA</td>
<td>D. Finkel</td>
</tr>
<tr>
<td>CE</td>
<td>T. El-Korchi</td>
</tr>
<tr>
<td>CH</td>
<td>D. Heilman</td>
</tr>
<tr>
<td>CHE</td>
<td>W. Clark</td>
</tr>
<tr>
<td>CS</td>
<td>D. Finkel</td>
</tr>
<tr>
<td>ECS</td>
<td>O. Pavlov</td>
</tr>
<tr>
<td>ECE</td>
<td>J. McNeill</td>
</tr>
<tr>
<td>EP</td>
<td>J. Doyle</td>
</tr>
<tr>
<td>EV</td>
<td>J. Plummer</td>
</tr>
<tr>
<td>HU</td>
<td>D. Spanegel</td>
</tr>
<tr>
<td>ID</td>
<td>R. Vaz</td>
</tr>
<tr>
<td>IE</td>
<td>A. Z. Zeng</td>
</tr>
<tr>
<td>IMG</td>
<td>M. Claypool</td>
</tr>
<tr>
<td>INTL</td>
<td>P. Hansen</td>
</tr>
<tr>
<td>MA</td>
<td>J. Petruelli</td>
</tr>
<tr>
<td>MAC</td>
<td>J. Abraham</td>
</tr>
<tr>
<td>ME</td>
<td>B. Savilonis</td>
</tr>
<tr>
<td>MFE</td>
<td>K. Rong</td>
</tr>
<tr>
<td>MG</td>
<td>W. Towner</td>
</tr>
<tr>
<td>MGE</td>
<td>W. Towner</td>
</tr>
<tr>
<td>MIS</td>
<td>D. Strong</td>
</tr>
<tr>
<td>PH</td>
<td>G. Iannachione</td>
</tr>
<tr>
<td>PHE</td>
<td>G. Iannachione</td>
</tr>
<tr>
<td>RBE</td>
<td>K. Stafford</td>
</tr>
<tr>
<td>SD</td>
<td>K. Saeed</td>
</tr>
<tr>
<td>STP</td>
<td>J. Wilkes</td>
</tr>
<tr>
<td>TC</td>
<td>C. Demetry</td>
</tr>
<tr>
<td>PSS</td>
<td>J. Doyle</td>
</tr>
<tr>
<td>Topics in American Studies</td>
<td>Project Advisor</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Topics in Art</td>
<td>J. Farbrook, J. Rosenstock, M. D. Samson,</td>
</tr>
<tr>
<td>Topics in Drama/Theatre</td>
<td>E. Hanlan, S. Vick</td>
</tr>
<tr>
<td>Topics in Foreign Language (German)</td>
<td>U. Brisson</td>
</tr>
<tr>
<td>Topics in Foreign Language (Other)</td>
<td>A. Rivera</td>
</tr>
<tr>
<td>Topics in Foreign Language (Spanish)</td>
<td>A. Madan, A. Rivera</td>
</tr>
<tr>
<td>Topics in Global Studies</td>
<td>W. Addison, P. Hansen, J. Rudolph</td>
</tr>
<tr>
<td>Topics in History (American)</td>
<td>W. Baller, S. Bullock, J. Cullon, J. Hanlan, T. Robertson</td>
</tr>
<tr>
<td>Topics in History (European)</td>
<td>W. Addison, W. Baller, P. Hansen, J. Rudolph</td>
</tr>
<tr>
<td>Topics in History (Science and Technology)</td>
<td>C. Clark, J. Cullon, D. Spanagel</td>
</tr>
<tr>
<td>Topics in International and Global Studies- Humanities (Interrelated)</td>
<td>B. Addison, P. Hansen</td>
</tr>
<tr>
<td>Topics in Literature (Contemporary)</td>
<td>J. Cocola, J. Dempsey, S. Nikitina</td>
</tr>
<tr>
<td>Topics in Literature (English)</td>
<td>J. Brattin, M. Ephraim</td>
</tr>
<tr>
<td>Topics in Music</td>
<td>S. Barton, F. Bianchi, J. Delorey, R. Falco, V. J. Manzo, E. Shim, D. Weeks</td>
</tr>
<tr>
<td>Topics in Philosophy</td>
<td>R. Gottlieb, J. McWeeney, J. Sanbonmatsu</td>
</tr>
<tr>
<td>Topics in Religion</td>
<td>B. Eddy, R. Smith</td>
</tr>
<tr>
<td>Topics in Writing, Rhetoric, and Communications</td>
<td>J. deWinter, B. Faber, L. Higgins, R. Madan, S. Nikitina</td>
</tr>
<tr>
<td>International Students</td>
<td>E. Boucher</td>
</tr>
<tr>
<td>IMDG</td>
<td>J. Farbrook, D. O’Donnell, J. Rosenstock</td>
</tr>
</tbody>
</table>