



ME Academic Standards Committee

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TO ALL MECHANICAL ENGINEERING MAJORS

The Mechanical Engineering (ME) Department is currently placing 'ME Subject to Disqual Advising Holds' on a number of our ME majors based upon a preliminary determination of a deficient core Grade Point Balance (GPB). This process should be completed by Wednesday, January 19th 2005. Please check for any such registration holds on Bronco Direct as there will be no other notification. If you receive such an advisement hold, you will be prevented from preregistering for the upcoming Spring '05 quarter (Jan 31st - Feb 11) unless and until the hold is removed.

To remove this or any other ME advisement hold, you will need to schedule an appointment with your ME advisor ASAP. There are five (5) possible outcomes from such a meeting:

- (1) Student found NOT to be subject to disqualification after documenting all applicable core transfer credits, and updating the record to include all applied forgiveness units and technical electives. (complete documentation attached)
- (2) Student is confirmed to currently be subject to ME disqualification. Student waives the right to pre-register for the upcoming quarter by opting to complete current coursework before requesting release of hold.
- (3) Student is confirmed to currently be subject to ME disqualification. As per student's request, ME hold will be released at this time subject to the provisions of the ME disqualification policy (see attached) so that the student may pre-register for his/her *last chance* 'grace' quarter.
- (4) Student is confirmed to still be subject to ME disqualification after completion of his/her 'grace' quarter. Subject to any appeal to the ME ASC, student is hereby considered to be disqualified from the ME major. Student is referred to the ME ASC to consider other options.
- (5) Unable to determine student's standing in the ME core. Case referred to the ME ASC.

The most desirable outcome is (1). Since our preliminary core GPB calculation does not (in most cases) include 'transfer' courses, or coursework included in your technical elective package, it may only be necessary to update your ME core GPA/GPB file to come to this determination. In order to update your file to include such courses, you will need to provide your advisor with appropriate documentation. You may also be able to extricate yourself from the subject to DQ list by immediately applying some of your 16 allotted forgiveness units. A receipt (stamped copy of your 'repeated course' form) from the records office will suffice to prove that this has been done. Also, the new Bronco Direct system has a number of significant 'bugs.' For example, many 'repeated' courses are not labeled as such. Although most of these omissions have been identified & corrected it is likely that some have been missed. We have also seen student records with one or more entire quarters missing. A few students seem to have no accessible record at all. Please check your Bronco Direct 'Degree Progress' page and make note of any such discrepancies.

In any case, the faculty of the ME department is committed to enforcing the ME Disqualification Policy (see back) which applies the same formula to your ME core GPA/GPB as the University applies to your Cal Poly coursework to determine your academic standing (see current University Catalog p.79).



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ME Subject to Disqual Advisement Form

- Student found NOT to be subject to disqualification after documenting all applicable core transfer credits, and updating the record to include all applied forgiveness units and technical electives. (complete documentation attached)
- Student is confirmed to currently be subject to ME disqualification. Student waives the right to pre-register for the upcoming quarter by opting to complete current coursework before requesting release of hold.
- Student is confirmed to currently be subject to ME disqualification. As per student's request, ME hold will be released at this time subject to the provisions of the ME disqualification policy (see attached) so that the student may pre-register for his/her *last chance* 'grace' quarter.
- Student is confirmed to still be subject to ME disqualification after completion of his/her 'grace' quarter. Subject to any appeal to the ME ASC, student is hereby considered to be disqualified from the ME major. Student is referred to the ME ASC to consider other options.
- Unable to determine student's standing in the ME core. Case referred to the ME ASC.

printout of 'corrected' ME core GPA/GPB file attached? Yes No

Advisee: _____

eMail: _____

Advisee: _____

BRONCO id: _____

Advisor: _____

Date: _____

ME Subject to Disqualification Policy

As of the issuance of grades for Fall quarter of 2004, any Mechanical Engineering (ME) major found to be academically deficient according to the following criteria shall be identified as *Subject to Departmental Disqualification* from ME. Note that these criteria are based on your ME core *Grade Point Balance* (MEGPB) and the total number of *All College Units* (ACU) completed. Note also that this formula mirrors the disqualification policy enforced by the university for your Cal Poly GPB (refer to CP University Catalog p. 79).

MEGPB \leq -22.5	(ACU < 90)
MEGPB \leq -13.5	(90 \leq ACU < 135)
MEGPB \leq -9.0	(135 \leq ACU)

Students identified as being '*subject to disqual*' will receive a communication from the ME Academic Standards Committee (MEASC) explaining their current circumstance, informing them that they are subject to a *registration hold*, and urging them to consult with their academic advisor as soon as possible.

Upon consultation with his/her academic advisor, a student can request to have their registration hold temporarily lifted for one (1) quarter while they remain subject to disqualification. This effectively allows a student the remainder of that current quarter plus one additional '*grace*' quarter* to remove themselves from the subject to disqual list. If a student remains subject to disqual after the completion of this grace quarter, they shall (subject to a formal appeal to the MEASC) be disqualified from the Mechanical Engineering Department.

* An ME major can have no more than two (2) 'grace' quarters in their academic career, with no two used consecutively without a period of 'good' academic standing (MEGPB \geq 0) in between.