

Academic Probation

Information for EGR
Students

Spring 2012

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College of Engineering Rules and Regulations Regarding Academic Probation

Academic Probation¹

A student is placed on academic probation when that student has, in the semester just completed:

- a. Attained less than a 2.0 GPA; or
- b. Passed fewer than 12 credits without part-time permission from the Dean.

Once on probation, the student is continued on probation until either removed from probation or dropped.

Removal from Probation²

All of the following requirements must be satisfied for the removal of a student from academic probation:

- a. A cumulative GPA of at least 2.0;
- b. A GPA of at least 2.0 for the semester just completed;
- c. At least 12 credits passed in the semester just completed;
- d. A total of at least 24 degree credits passed in the two most recent semesters in residence.

Drop³

- a. A student on academic probation will be dropped at the end of any semester for which that student has attained a GPA of less than 2.0 or passed fewer than 12 credits for a student without part-time permission from the Dean or passed fewer than 3/4 of the credits attempted for a part-time student.

Readmission⁴

A student who has been dropped for academic reasons may be readmitted by the Dean only after the student has been out of the College of Engineering for one semester.

¹ [*Rules and Regulations of the College of Engineering \(Regulation 29\)*](#)

² [*Rules and Regulations of the College of Engineering \(Regulation 30\)*](#)

³ [*Rules and Regulations of the College of Engineering \(Regulation 31\)*](#)

⁴ [*Rules and Regulations of the College of Engineering \(Regulation 32\)*](#)

Expectations for Students on Academic Probation

While on Academic Probation, students are expected to:

- a. Meet with their academic advisor before the semester begins **and** at least once every three weeks throughout the semester
- b. Utilize campus resources to address academic deficiencies, improve study habits, or deal with personal issues that contributed to poor academic performance (See Student Support Services, pages 6-9).
- c. Contact their academic advisor at the first sign of any academic difficulties in order to promptly address the issue.
- d. Meet with their academic advisor before making any schedule changes, dropping classes or registering for next semester classes.

Note: *Students who do not meet with their academic advisor will have an additional probation advising hold placed on their registration.*

- e. Maintain an end of semester GPA of at least 2.0 and pass at least 12 credits each semester they are on academic probation [unless they have received part-time permission from the Dean].

While on Academic Probation, students may not do the following:

- a. Utilize the pass-fail privilege without permission from the Dean.
- b. Register for more than 15 credits during each semester in which their cumulative GPA is below 2.0 unless approved by the Dean.
- c. Transfer to another college or school on the UW-Madison campus. [This only applies to students on probation because of < 2.0 GPA]
- d. Register for next semester classes without meeting with their probation/academic advisor.
- e. Participate in a summer internship through Engineering Career Services without permission from that office and their academic dean.

Who Is Your Academic Advisor and How Can They Help You?

As a pre-departmental engineering student, you have been assigned to one of the following EGR advisors:

Tanya Cutsforth	tanya@engr.wisc.edu
Beth Dawson	dawson@engr.wisc.edu
Heather Mialik	hmialik@engr.wisc.edu
Maria Mostek	mmostek@engr.wisc.edu
Brian Nunez	bcnunez@engr.wisc.edu
Bonnie Schmidt	schmidt@engr.wisc.edu
Eman Zaki	zaki@engr.wisc.edu

They have offices in the..... Engineering General Resources (EGR) Office
1150 Engineering Hall
608-262-2473

Not sure who your advisor is?

Your advisor should be listed in your Student Center on My UW. If you can't find it, contact the EGR Office at 608-262-2473.

Wondering how to make an advising appointment?

To make an appointment with your EGR advisor, please call 608-262-2473 or stop by the EGR office at 1150 Engineering Hall.

What do students discuss with their advisor?

You are welcome to discuss a variety of topics with your advisor, such as:

- Your personal interests and career goals
- Majors in or outside of engineering
- Curriculum requirements and course selection
- Academic support, such as tutoring and study groups
- Admission to engineering departments
- Extracurricular activities
- Campus resources and services
- Referrals for nonacademic problems

Student Support Services: What Is Available to You?

UW-Madison and the College of Engineering have many services available to assist you in achieving academic success. It is in your best interest to utilize these services to improve your GPA and academic standing.

Tutoring & Study Group Programs

A variety of tutoring services and study group programs are available free of charge to all students. Check the following websites for those programs that best meet your needs:

- a. Mathematics Department Tutoring Options
<http://math.library.wisc.edu/tutoring.html>
- b. Mathematics Tutorial Program
<http://www.math.wisc.edu/~tprogram/>
- c. Math Lab
<http://www.math.wisc.edu/~mathlab/>
- d. Chemistry Learning Center
<http://www.chem.wisc.edu/areas/clc/signup.htm>
- e. Physics Learning Center
<http://www.physics.wisc.edu/plc/>
- f. Stats Tutorial Service
<http://www.stat.wisc.edu>
- g. The Writing Center
<http://www.wisc.edu/writing/>
- h. College of Engineering Undergraduate Learning Center
<http://studentservices.engr.wisc.edu/classes/tutoring/>
- i. Greater University Tutoring Service (GUTS)
<http://guts.studentorg.wisc.edu/>
- j. Wendt Library Drop-In Tutoring
<http://studentservices.engr.wisc.edu/classes/tutoring/index.html#Wendt>
- k. Supplemental Instruction Program
<http://studentservices.engr.wisc.edu/classes/tutoring/InterEGR150-SI/>
- l. Tutor by Request:
<https://studentservices.engr.wisc.edu/classes/tutoring/request/>
- m. Additional Tutoring Resources at UW-Madison
http://guts.studentorg.wisc.edu/staff/other_help.html

The College of Engineering Counseling Service

The College of Engineering's Counseling Service is available because it's easier to concentrate on your studies if you can deal effectively with personal, academic and career concerns. Talking with someone who is objective and empathetic can help you sort through these concerns.

The College of Engineering has its own counselor through UHS Counseling and Consultation Services. David Lacocque (PsyD) is experienced in counseling engineering students. This counseling service is free to all UW-Madison College of Engineering students.

Appointments can be made with the COE counselor (David Lacocque) by phone (608-265-5480), email (delacocque@wisc.edu), or in person at the Counseling and Consultation Services Office, 333 East Campus Mall, 7th Floor.

What can the College of Engineering counselor can help you with?

Personal Issues

Interpersonal relationships
Self-esteem
Alcohol and drugs
Cultural differences
Anxiety/stress management
Depression
Loss and grief
Adjustment to the university setting
Sexuality
Any emotional crisis or problem

Career Exploration Skills

Evaluation of educational/career decisions
Assessment of skills, interests and values
Information gathering

Academic Concerns

Study skills
Time management
Test anxiety
Poor academic performance
Communication with deans and faculty

UHS Counseling Services

University Health Services (UHS) Counseling Services offer a variety of individual and group counseling services. Experienced counselors, psychologists and psychiatrists are available to assist students in overcoming depression and managing anxiety, and in developing self-awareness and understanding, independence and self-direction. The counseling staff is experienced and sensitive to students of diverse cultural and ethnic backgrounds.

Counseling Services After Hours Crisis #: 608-265-5600

UHS Counseling and Consultation Services
333 East Campus Mall, 7th Floor
Madison, WI 53715
Phone: 608-265-5600
On the Web: <http://www.uhs.wisc.edu/services/counseling/>

When seeking counseling:

- *Understand that confidentiality is assured within applicable legal and ethical guidelines.*
- *Know that nothing will be recorded in your academic file.*
- *Please remember that the counselor is a supplement to, not a substitute for, your assigned engineering advisor.*

McBurney Disability Resource Center

The McBurney Disability Resource Center is the primary campus resource for students and guests with disabilities. Program goals include providing academic, physical, and electronic access to students in an environment accentuating variations, not limitations. McBurney staff members work in conjunction with students, faculty, and staff to develop disability-related service recommendations including, but not limited to, alternative testing, note takers, interpreters, and Braille, electronic or audio taped course materials. Additional services include disability-related counseling, self-advocacy training, and promotion of disability issues and accommodations. The center also provides disability-related training, information, and referral for staff and faculty and serves as a clearinghouse for resources on disability issues.

Students seeking accommodations should request assistance from the center as soon as possible. Verification of need is based on disability documentation provided by the student. Requests should be made in a timely manner, preferably before or at the beginning of the semester. Faculty may request support from McBurney staff in evaluating and providing accommodation requests.

For more information call 608-263-2741(voice) or 608-225-7956 (TTY), or visit the center at 702 W. Johnson St, Suite 2104.

On the Web: <http://www.mcburney.wisc.edu/>

CeO Student Support Services Program

The CeO Student Support Services Program is a multidisciplinary campus wide service designed to assist first-generation college students, students whose families qualify as low-income, and students with disabilities. Students participate in individually designed, multidimensional learning enrichment programs that include: (1) assistance for students seeking admission to the university; (2) assistance in securing student financial aid; (3) academic skills assessment; (4) ancillary academic tutorial, small-group instruction, and test preparation; (5) academic advising and counseling; (6) exploration of career, graduate, and professional opportunities; (7) academic skills development activities; (8) participation in cultural activities within the university and surrounding communities; and (9) effective support through individual counseling and small-group workshops.

For more information about CEO call 608-265-5106, or visit CEO in Rm16 Ingraham Hall

On the Web: <http://www.education.wisc.edu/ceo/>

The Cross College Advising Service (CCAS)

The CCAS is a campus wide advising service for undergraduates who are undecided about a major and want to explore the many academic opportunities on campus. CCAS also assists students who are considering changing majors or who have not been admitted to limited-enrollment programs and need to explore other options. CCAS advisers are knowledgeable about all the programs and majors offered by the nine undergraduate schools and colleges on campus.

For more information call 608-264-CCAS(2227). You can also visit CCAS at 10 Ingraham Hall.

On the Web: <http://www.ccas.wisc.edu/>

Exploration Center

CCAS also provides career exploration activities to help students make decisions about academic direction and future careers. The CCAS Exploration Center, located in 6 Ingraham Hall, offers computerized career planning programs, books and other reference materials, a video career library, and special-interest workshops held throughout the academic year.

For more information, contact the Exploration Center at ec@ccas.wisc.edu or 608-265-4497. You can find the Exploration Center at 6 Ingraham Hall.

On the Web: <http://www.ccas.wisc.edu/explorationcenter/index.html>

How to Transfer out of Engineering

Each school/college on campus has its own rules for transfer students. If you are planning to transfer to:

a. **College of Letters and Science (L&S):**

For information about transferring to L&S, students can visit:

http://uas.ls.wisc.edu/academic_policy/inttransfers.html

1. Students with junior standing (54+ credits) can submit an online transfer form and do NOT need to attend a transfer workshop

http://uas.ls.wisc.edu/forms/request_transfer_form.html

2. Students with fewer than 54 credits must attend an internal transfer workshop

http://uas.ls.wisc.edu/academic_policy/inttransfers.html

b. **College of Agricultural and Life Sciences (CAL S)**

For information about transferring into CALS, visit:

<http://www.cals.wisc.edu/students/undergraduate-programs/ups-office/policies-and-procedures/#CALSTransfer>

For more info, visit 116 Agricultural Hall, 1450 Linden Dr., or call 608-262-3003

c. **School of Education:**

Students interested in School of Education programs should consult with an Education Academic Services advisor. For more information, call 608-262-1651 or visit

<http://www.education.wisc.edu/eas/advising/>

d. **School of Human Ecology (SoHE):**

Students interested in pursuing a SoHE major should attend a group advising sessions. To speak to an advisor or to sign up for a group advising session, call 608-262-2608.

More information about transferring to SoHE can be found here:

<http://www.sohe.wisc.edu/new/undergraduates/GroupAdvisingSessions.html>

What else do you need to know?

Balancing work and school

If you plan on getting a part-time job the semester you are on probation, make sure you follow the “The 60 – Hour Rule”⁵ stated as follows:

“It is assumed that a student can ‘work’ for 60 hours per week over the period of a semester. This work includes academic work; work at a paying job; and commuting time. The rule also assumes that a student must study two hours for every hour in class.”

An example of how this rule works:

Student taking 13 credits per semester	13 hrs in class/week
Study time	26 hrs outside of class/wk
<hr/>	
Total class and study time	39 hrs/wk
Max time for work and extra-curricular	21 hrs/wk
<hr/>	
Total weekly time commitment	60 hrs/wk

So it is advised that a student planning to work for 20 hrs/week not to register for more than 13 credits.

How to calculate your GPA

Formula for Computing Your Grade Point Average (GPA)

G=Grade in Course

C=Number of Credits for Course

$$\frac{(G1 * C1) + (G2 * C2) + (G3 * C3) + \dots + (Gn * Cn)}{\text{Total number of credits attempted}}$$

Math & Science GPA

To gain admission to a UW-Madison Engineering Department (See Appendix B), a student needs a math and science GPA of at least a 2.5 (some departments’ demands are higher due to student capacity).

The Math and Science GPA can be calculated separately using the above formula.

Only the following courses are included in the m/s gpa:

EMA 201

Physics 201 and above

All chemistry classes

Math 217 and above

Statistics 224 and above

Computer science classes 302 and above

On the Web:

http://studentservices.engr.wisc.edu/advising/mathsci_gpa.html

⁵ Mulinazzi, T., “The 60-Hour Rule”. *Success* 101, Issue 1, Spring, 1996

Repeating Courses⁶

Any course may be repeated at the student's option. In the case of a required course in which the student earned a grade of D and which is a prerequisite to another required course, the student is encouraged to repeat the course (or may be required by departmental regulation). For courses taken more than once, all grades count in the grade point computations, but only the last grade for the course is applied to the student's point-credit ratio.

Part-Time Permission⁷

A student who wishes to carry less than a minimum credit load in a specific semester for definitive reasons, e.g., a verifiable disability, illness, family issues or a necessity of employment or other outside obligations exceeding 15 hours per week, must request written permission from the Dean to become a part-time student.

Part-time permissions must be renewed during the first two weeks of each semester. Part-time students must satisfy all regulations other than the minimum credit load. For any semester for which part-time permission is granted and the one following it, the academic status of the student is the responsibility of the Dean.

Students seeking part-time status should consult with their academic advisor regarding their situation and the steps to apply for part-time permission.

Withdrawing from the University⁸

In order to withdraw from the University a student must consult an adviser and obtain the Dean's signature on an official withdrawal form. Grades of W will be recorded for courses in progress if the student withdraws after 2 days before the last day to add classes.

- a. After eight weeks of classes but prior to the last three weeks of scheduled classes such withdrawal will be approved by the Dean only for non-academic reasons or to transfer out of the College of Engineering.
- b. No official withdrawal will be granted in the last three weeks of scheduled classes. Grades of Incomplete, if justified, or F, N, or U (instead of W) will be recorded for students who leave the University during this time.

⁶ [*Rules and Regulations of the College of Engineering \(Regulation 22\)*](#)

⁷ [*Rules and Regulations of the College of Engineering \(Regulation 8\)*](#)

⁸ [*Rules and Regulations of the College of Engineering \(Regulation 26\)*](#)

Potential Problems from Part-Time Status or Withdrawal

If you are planning on being a part-time student or withdrawing from the university, you must ask about potential consequences:

a. **Financial Aid Eligibility**

Office of Student Financial Aid, 333 East Campus Mall #9701

Phone: 608-262-3060 Email: finaid@finaid.wisc.edu

On the Web: <http://www.finaid.wisc.edu/>

b. **Health Insurance and Car Insurance Eligibility**

Contact your insurance company to determine coverage if you become part-time or withdraw from UW-Madison. If you need temporary student health insurance, contact:

Student Health Insurance Plant (SHIP) Office

University Health Services, 333 East Campus Mall, 7th Floor

Phone: 608-265-5232 Email: ship@uhs.wisc.edu

On the Web: <http://www.uhs.wisc.edu/ship/>

c. **Athletic Eligibility**

Contact your Athletic Advisor for more information.

d. **University Housing Contract**

Student must be enrolled in 6 or more credits to stay in university housing. For more information, contact University Housing, Slichter Hall, 625 Babcock Drive

Phone: 608-262-2522

On the Web: www.housing.wisc.edu

Important Dates and Deadlines: Spring 2012

- ✓ **Monday, January 23**
First day of class

- ✓ **Wednesday, February 1**
Last Day to drop courses or withdraw from the university without DR or W notation on transcript

- ✓ **Friday, February 3**
Last day to add courses without departmental approval

- ✓ **Friday, February 17**
Last day to apply for pass/fail privilege (EGR students on probation need their dean's approval)

- ✓ **Friday, March 23**
Last day to drop courses

- ✓ **Friday, April 20**
Last day to withdraw from the university

- ✓ **Friday, May 11**
Last day of class

- ✓ **Sunday, May 13 through Saturday, May 19**
Final Exams

Appendix A: Supplemental Instruction Program

The Supplemental Instruction (SI) Program is an academic support program for engineering “gateway” courses: EMA 201 (Statics), EMA 202 (Dynamics), ME 240 (Dynamics), Physics 201, and Physics 202.

SI offers supplementary instruction to reinforce concepts, bridge gaps between teaching and learning, and supply strategies to promote problem-solving skills with understanding. We encourage you to commit to meeting twice every week for 60 minutes per meeting and to participate in group discussions facilitated by upper class engineering students.

Who can enroll in SI?

Students who have concurrent enrollment in a course that offers SI can enroll in InterEGR 150.

When can I enroll in SI?

SI enrollment usually starts in May for the Fall registration, and in December for the Spring. An email about the SI schedule will be sent by the instructor to all students who are eligible in May/December.

How do I enroll in SI?

InterEGR 150 is listed in timetable as a zero credit class. It is listed under the Inter-EGR department. Use the Student Center and enroll in the lab that is designated for the course that you are interested in. There are eight SI labs offered for five different courses: EMA 201 (Statics), EMA 202 (Dynamics), ME 240 (Dynamics), Physics 201, and Physics 202.

How does SI work?

- *SI helps students master concepts covered in lectures and discussions by employing group problem solving activities.*
- *SI is led by engineering students who provide the worksheets and guide the discussions.*
- *SI sessions meet twice a week for an hour each time. Students will be divided into small study groups during the session.*
- *Students are required to commit to attending the session throughout the semester.*
- *Students will get "A" if they fulfill the attendance requirement, and "NW" if fail to do so.*

Comments from student participants:

- I am very pleased with the supplemental sessions. Working with others and having someone there to answer questions is a much better way to learn than just sitting in some big lecture halls.

- I like the SI sessions the most because I feel I can ask questions. The instruction in the SI sessions can break down the material well for me to understand.

- I have found that the SI session is the only place to see the problems carefully done step by step.

- I would be completely lost in physics if it wasn't for the Supplementary Session. I have learned so much and the problem-solving strategy really helps.

Appendix B: Department Admission⁹

All entering engineering students must complete the following General College Requirements (GCR) prior to entering a degree-granting program in the College of Engineering.

GRC Requirements:

1. Fulfillment of Communication A General Education Requirement¹⁰
Physics¹⁰: Either EMA 201 or Physics 201
2. Chemistry¹⁰: Either Chem 109 or Chem103/104
3. Introduction to Engineering¹¹: One course from:
 - a. INTEREGR 101: Contemporary Issues in the Engineering Profession
 - b. INTEREGR 102: Introduction to Society's Engineering Grand Challenges
 - c. INTEREGR 160: Introduction to Engineering
 - d. MS&E 250: Introduction to Modern Materials
 - e. ECE 252: Introduction to Computer Engineering
 - f. ISyE 191: The Practice of Industrial Engineering
 - g. GLE 171: Introduction to Geological Engineering
4. Math¹⁰: Math 221 (or 217 or 275) and 222 (or 276)
5. At least 24 degree credits, with a grade point average of at least 2.0
6. A math/science grade point average of at least 2.50 for specified calculus, statistics, chemistry, computer science, statics and physics courses (see Math & Science GPA, page 10).

Department Capacity

When the number of department applicants that meet the requirements listed above exceeds the capacity of that program, admissions will be limited to that capacity. In order to implement the University's goals of maximizing the success of students who are admitted to a program and of achieving a heterogeneous and ethnically diverse student body, selection of students for admission to degree-granting programs operating at capacity will be based on grade point averages, test scores, geographical and personal background, and diversity.

Application Process

It is the student's responsibility to submit a timely application for transfer to a degree-granting classification. Applications are available in the Engineering General Resources Office, 1150 Engineering Hall. Normal application periods are as follows:

- For admission the following spring semester: September 15 to November 1
- For admission the following summer session or fall semester: January 15 to March 1.

Appeal Process

Students not admitted to the degree program for which they have applied may file an appeal with the Dean. At this time grades for any engineering course, if taken, will be considered. EGR students denied admission may appeal after completing their fourth semester in residence.

⁹ [Rules and Regulations of the College of Engineering \(Regulation 3b\)](#)

¹⁰ Credit will be given for appropriate AP, transfer work, or other advanced standing credits.

¹¹ Recommended but not required for transfer students. Registration priority given to EGR students.

Appendix C: Important Websites for Engineering Students

Engineering Resources and Offices

College of Engineering Official Regulations
<http://studentservices.engr.wisc.edu/regulations/>

College of Engineering Student Services
<http://studentservices.engr.wisc.edu/>

College of Engineering Counseling Services
<http://studentservices.engr.wisc.edu/counseling/>

Diversity Affairs Office (DAO)
<http://studentservices.engr.wisc.edu/diversity/>

Engineering Career Services (ECS)
<https://ecs.engr.wisc.edu/>

International Engineering Studies and Programs (IESP) <http://studentservices.engr.wisc.edu/international/>

Student Leadership Center (SLC)
<http://slc.engr.wisc.edu/>

Campus Student Services/Offices

Center for Leadership and Involvement (CFLI)
<http://www.cfli.wisc.edu/>

Counseling & Consultation Services
<http://www.uhs.wisc.edu/services/counseling/>

Cross College Advising Service (CCAS)
<http://www.ccas.wisc.edu/>

International Student Services (ISS)
<http://iss.wisc.edu/>

LGBTQ Campus Center
<http://www.wisc.edu/lgbt/>

McBurney Disability Resource Center
<http://www.mcburney.wisc.edu/>

Multicultural Student Services
<http://www.wisc.edu/student-life/multicultural-student-services.php>

Office of Student Financial Aid
<http://www.finaid.wisc.edu/>

University Health Services (UHS)
<http://www.uhs.wisc.edu/>

UW Student Job Center
<http://jobcenter.wisc.edu/>

Veterans' Services
<http://www.wisc.edu/students/veterans/veterans.html>

Tutoring Resources and Academic Support:

Chemistry Learning Center

<http://www.chem.wisc.edu/areas/clc/signup.htm>

College of Engineering Undergraduate Learning Center

<http://studentservices.engr.wisc.edu/classes/tutoring/>

Greater University Tutoring Service (GUTS)

<http://guts.studentorg.wisc.edu/>

Math Lab

<http://www.math.wisc.edu/~mathlab/>

Math Tutorial Program

<http://www.math.wisc.edu/~tprogram/>

Physics Learning Center

<http://www.physics.wisc.edu/plc/>

Stats Tutorial Service

<http://www.stat.wisc.edu>

Supplemental Instruction Program

<http://studentservices.engr.wisc.edu/classes/tutoring/InterEGR150-SI/>

Tutor by Request:

<https://studentservices.engr.wisc.edu/classes/tutoring/request/>

Wendt Library Drop-In Tutoring

<http://studentservices.engr.wisc.edu/classes/tutoring/index.html#Wendt>

Writing Center

<http://www.wisc.edu/writing/>

Academic Planning

Math/Science GPA Calculator

http://studentservices.engr.wisc.edu/advising/mathsci_gpa.html

Eagle Course Planner

https://admin.engr.wisc.edu/course_planner

Credit Transfer Information

<http://pubs.wisc.edu/tis/index.html>

DARS Quick Guide: Students

http://registrar.wisc.edu/documents/DARS_Students_Quick_Guide.pdf

UW-Madison Undergraduate Catalog

<http://www.wisc.edu/pubs/ug/>

Computer-Aided Engineering (CAE)

<http://www.cae.wisc.edu/>