

**DEPARTMENT OF AERONAUTICS AND ASTRONAUTICS
GRADUATE STUDENT
POLICY ON ACADEMIC PROGRESS**

PURPOSE

To define acceptable and unacceptable academic performance and to outline the review procedure and consequences of low scholarship in the Master's and PhD programs in the Department of Aeronautics and Astronautics.

SCOPE

All graduate students in the Department of Aeronautics and Astronautics.

POLICY

Students may continue in graduate degree programs as long as they maintain satisfactory performance as well as satisfactory progress toward completion of their programs. Master of Science in Aeronautics and Astronautics (MSAA), Master of Aerospace Engineering (MAE), Master of Aerospace – Composite Materials and Structures (MAE-CMS), and Doctor of Philosophy (PhD) students must maintain a minimum cumulative grade point average (GPA) of 3.0 each quarter they are enrolled. Students must also receive a minimum grade of 2.7 for any individual course to be counted toward the graduate degree.

Each quarter, the Department receives a Low Scholarship list from the Graduate School identifying students whose quarterly GPA and/or cumulative GPA falls below 3.0. The Department Graduate Committee will review the academic records of these students, and recommend one of the following actions as outlined below:

- No formal action will be taken for a student whose name appears on this list because his or her **QUARTERLY** GPA is below 3.0, unless the condition is caused by anomalies that require immediate advising (e.g., a student receives a grade of 0.0 in a course), in which case **he or she may be placed on academic probation**. The Graduate Program Advisor (and/or his or her faculty advisor) will notify the student of the low scholarship, and will be available to help him or her develop a plan to rectify the problem.
- A student whose name appears on this list because his or her **CUMULATIVE** GPA is below 3.0 for the quarter **will be placed on academic probation** by the Department. Students are encouraged to meet with the Graduate Program Advisor (and/or his or her faculty advisor) to discuss and agree on a plan and timeline for academic improvement. This probationary status will be recorded by the Registrar, but will not appear on the student's transcript*.
- A student whose name appears on the low scholarship list a second time because his or her **CUMULATIVE** GPA is below 3.0 will be placed on **final academic probation**. This final probationary status will be recorded by the Registrar, but will not appear on the student's transcript*.
- A student whose name appears on the low scholarship list for a third time because his or her **CUMULATIVE** GPA is below 3.0 **will be dropped from the Department**.

*Students may appeal such changes of status to the Chair of the Department of Aeronautics and Astronautics. Students may appeal beyond this point to the Graduate School for informal resolution, and if still not satisfied, may file a formal complaint with the Dean of the Graduate School.