CECS UNDERGRADUATE ACADEMIC ADVISING POLICIES

1. **Admission to a CECS Major:** Students must complete 24 semester hours of college level work; complete specific courses, depending on their major, with C’s or better in each course; and, have a cumulative GPA of at least 2.25 at WSU and in all academic work. **CECS Policies and Procedures: Policy #1010**

   Transfer students from U.S. accredited colleges and universities: Students must meet the same criteria as above. Transfer credit for 1000 and 2000 level courses will be accepted from all U.S. accredited college/universities. Transfer credit for 3000 and higher level courses will be accepted only from U.S. colleges and universities offering engineering and computer science programs. **CECS Policies and Procedures: Policy #1010**

2. **Wright State Core Requirements, i.e. General Education:** Students must complete Wright State Core Requirements as outlined in the university catalog appropriate for the time they begin their studies at WSU. **Division of Student Affairs Student Handbook** [http://www.wright.edu/student-handbook](http://www.wright.edu/student-handbook)

3. **Course Prerequisites:** Students may be denied admission to, or withdrawn from, any course for which the prerequisites have not been met. **CECS Policies and Procedures: Policy #1010**

4. **Permission of the Instructor:** Students who do not have the prerequisites for a course may petition the department for permission to enroll in the course. Petition must be presented to the department not less than 14 days before the first day of the course.

5. **Academic Integrity:** Students should read and understand the Student Code of Conduct. Students are expected to follow the University Academic Integrity Policy (Code of Conduct: Section X – Academic Integrity). A student found guilty of 2 or more violations of the Academic Integrity Policy may be subject to dismissal from the College of Engineering and Computer Science. **CECS Policies and Procedures: Policy #1010**

6. **Academic Probation and Dismissal:** When a student's cumulative GPA drops below a 2.0, the registrar takes scholastic action by placing the student on probation. A student who remains on probation for two or more consecutive semesters is subject to dismissal from the university. **CECS Policies and Procedures: Policy #5010**

7. **Withdrawal:** Students who receive 3 or more W’s in the last 3 semesters for courses taught within the college must receive approval from both their advisor and the department chair before they may register for classes. A complete withdrawal from all classes for any one semester will count as a single W. **CECS Policies and Procedures: Policy #1020**

8. **Change of Major within CECS**

   a. **PRE and Full Majors:** Student should discuss a desire to change the major with the advisor. The student must have a cumulative GPA of 2.25 for all engineering and computer science courses taken at Wright State University. The student must meet admission requirements for the intended major or have approval from the department of the intended major. The student must complete the electronic Change of Major Request process found on the student tab in Wings Express. **CECS Policies and Procedures: Procedure #5030**

   b. **Intending Engineering and Computer Science (IECS) Majors:** An IECS student who wants to change the major within the college must talk to an advisor. A student in good academic standing may be able to change their major. The academic advisor must send an email to the Academic Affairs Coordinator and add an advisor note in Banner. The student should NOT complete the electronic Change of Major Request in Wings Express. **CECS Policies and Procedures: Procedure #5030**

9. **Change of Major outside of CECS**

   All students (IECS, PRE and Full majors) who wish to change to a major outside of CECS should notify an advisor and complete the electronic Change of Major Request in Wings Express. If a student is changing to University College, the advisor must send an email to the Academic Affairs Coordinator. **CECS Policies and Procedures: Procedure #5030**

10. **Credit and Proficiency by Examination Procedures:** Students may request a proficiency exam in any course offered by the college. An appropriate faculty member will decide whether a proficiency exam is warranted based on the student’s experience and/or knowledge. No more than one proficiency exam will be permitted in any course and a student who has failed to satisfactorily complete a course will not be given an exam in that course. **CECS Policies and Procedures: Procedure #5040**

11. **Requirements for a Bachelors Degree:** 1) Students must complete the approved degree program for their major; 2) have cumulative GPA of 2.00; 3) have a cumulative GPA of 2.00 in the major (all courses offered by the college); 4) complete education Wright State Core requirements; including Integrated Writing (IW) and Multicultural Competence (MC); 5) meet university residency requirements, i.e. 30 hours at WSU, 10 of the last 30 hours at WSU and 20 hours of 300 level courses at WSU; and 6) complete high school deficiencies before graduation. **CECS Policies and Procedures: Procedure #5020, Division of Student Affairs Student Handbook** [http://www.wright.edu/student-handbook](http://www.wright.edu/student-handbook)

12. **Other:**

   a. **Auditing Courses:** If class space permits, students may audit a course with written approval from the instructor before enrolling in the class. The student may not use audited courses to establish full-time status, and the student may not change his or her registration from audit to credit or from credit to audit after the fifth business day of a regular 14 week semester or day two of a short term. **Division of Student Affairs**
b. **Dean’s List**: Students who attain a 3.50 or higher GPA for at least 12 hours of credit during a semester are placed on the Dean’s list. These students receive a special card or congratulations from the Dean and their Department Chair. 

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c. **Repeating Courses**: For courses in which a grade of B, C, D, F, or X has been earned, a student may repeat one or more courses with grade replacement up to a cumulative total of five grade replacements. For these courses, only the grade for the last attempt will be counted in the hours earned and cumulative GPA. However, every grade received for a repeated course will become part of the student’s permanent record. In some instances, repeating courses could affect financial aid or other assistance. Students should consult with appropriate offices prior to registration. 

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d. **Second Bachelor’s Degree**: Refer to the current WSU Undergraduate Catalog for University requirements to obtain a second Bachelor’s degree. Students must complete an approved program of study for the second bachelor's degree. Included in the program of study for the second degree is a minimum of 30 semester hours which are unique to the second degree and not counted, in any sense, toward the requirements for the first degree. If this requirement is not automatically met by the additional program requirements for the second degree, then compensatory electives, approved by the major advisor, shall be added to meet the minimum 30 semester hours which are unique to the second degree. 

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e. **Student Classification**: Undergraduate students are classified by the total number of credit hours earned at WSU plus transfer hours. Freshmen = 1.0-29.9 semester hours; Sophomores =30.0-59.9 semester hours; Juniors =60.0-89.9 semester hours; Seniors =90.0 or more semester hours. This classification has nothing to do with the student’s position in the degree program. For example, a student may have a hundred or more hours of credit but be a freshman in terms of overall hours completed in the required courses listed on the program guide. The Registrar’s Office uses the university classification system for course registration purposes, i.e. Seniors first followed by Juniors, etc. 

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