

**Policy 91 (Satisfactory Progress Toward Degree) Student/Advisor Contract  
Virginia Tech Department of Chemical Engineering**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Number: \_\_\_\_\_ Expected Graduation Date (Mo/Yr) \_\_\_\_\_  
 Advisor: \_\_\_\_\_  
 Overall GPA: \_\_\_\_\_ In-Major GPA: \_\_\_\_\_  
 Local Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Transfer Student: Yes No Co-op/Intern Student: Yes No

**Describe Specific Factors That Have Impacted Your Academic Performance:**

**Describe Specific Actions You Can Take This Semester to Improve Your Performance:**

**Referrals: (to be completed by Advisor and Asst. Dept. Head)**

<input type="checkbox"/> ChE Department Head	<input type="checkbox"/> Cook Counseling Center
<input type="checkbox"/> ChE Asst. Dept. Head for UG Studies	<input type="checkbox"/> Career Services
<input type="checkbox"/> CoE Academic Affairs	<input type="checkbox"/> Cranwell International Center
<input type="checkbox"/> Tutoring: ChE or CoE Student Assistance Ctr	<input type="checkbox"/> Women's Center
<input type="checkbox"/> Dean of Students	<input type="checkbox"/> Scholarships and Financial Aid
<input type="checkbox"/> Services for Students with Disabilities	<input type="checkbox"/> Schiffert Health Center
<input type="checkbox"/> Student Success Center	<input type="checkbox"/> Other: _____

**In-Major GPA Requirements (over for worksheet):**

Quality Points Required	Hours Remaining	GPA Required

**Follow-up Appointment Schedule with Advisor:**

Meeting 1: (date/time) \_\_\_\_\_  
 Meeting 2: (date/time) \_\_\_\_\_  
 Meeting 3: (date/time) \_\_\_\_\_

I agree to abide by the academic plan set forth in this contract. I understand that my in-major and overall GPA must be at least 2.0 to earn a B.S. degree in Chemical Engineering. I further understand that my in-major GPA must be at least 2.0, and I must have a C- or better in all ChE-prefix courses for admission into the UO Lab and senior design courses. I recognize that any violation of this agreement constitutes a breach of the Policy 91 contract and possible suspension from the ChE Department.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Asst. Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GPA Worksheet

### In-major GPA requirements for the two semester probationary period

		Total in-major (CHE prefix) hours <b>attempted A-F</b> , plus any in-major P/F hours failed
+		ChE hours (for A-F grade) planned for the next two regular (Fall/Spring) semesters on campus**
=		Total hours CHE hours by end of two-semester probation
×	2.00	Minimum in-major GPA needed for removal from Policy 91 probation
=		Minimum number of in-major quality points needed by end of probationary period
-		Number of in-major quality points already earned
=		Minimum number of in-major quality points required to raise GPA to 2.0
÷		ChE hours (for A-F grade) planned for the next two regular (Fall/Spring) semesters on campus**
=		Minimum GPA required in ChE courses to reach eligibility and rescind Policy 91 probation

\*\* Excluding CHE 4144: Bus & Mktg for Proc Industries which does not count towards the in-major GPA. (The same number should go into both of these boxes.)

Put the numbers from the last 3 boxes of the worksheet into the boxes on the contract page.