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)

☐ ChE Department Head ☐ Cook Counseling Center
☐ ChE Asst. Dept. Head for UG Studies ☐ Career Services
☐ CoE Academic Affairs ☐ Cranwell International Center
☐ Tutoring: ChE or CoE Student Assistance Ctr ☐ Women’s Center
☐ Dean of Students ☐ Scholarships and Financial Aid
☐ Services for Students with Disabilities ☐ Schiffert Health Center
☐ Student Success Center ☐ Other: _____________________________

In-Major GPA Requirements (over for worksheet):

<table>
<thead>
<tr>
<th>Quality Points Required</th>
<th>Hours Remaining</th>
<th>GPA Required</th>
</tr>
</thead>
</table>

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: ______________
**In-major GPA requirements for the two semester probationary period**

- Total in-major (CHE prefix) hours **attempted A-F**, 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**
  \[= \text{Total hours CHE hours by end of two-semester probation} \]
- Minimum in-major GPA needed for removal from Policy 91 probation
  \[= \text{Minimum number of in-major quality points needed by end of probationary period} \]
- Number of in-major quality points already earned
  \[-\text{Number of in-major quality points already earned} \]
- Minimum number of in-major quality points required to raise GPA to 2.0
  \[= \text{Minimum number of in-major quality points required to raise GPA to 2.0} \]
- ChE hours (for A-F grade) planned for the next two regular (Fall/Spring) semesters on campus**
  \[= \text{Minimum GPA required in ChE courses to reach eligibility and rescind Policy 91 probation} \]

**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.