POLICY FOR THE REMOVAL OF ACADEMIC DEFICIENCIES
FOR MASTER'S STUDENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Operating Instruction establishes procedures for students in Master's degree programs to resolve academic deficiencies by taking additional courses, repeating a course, substituting another course, or transferring credits from another institution.

SUMMARY OF REVISIONS

No changes were made to this operating instruction during this periodic review.

1. References:

   AUI 36-2315, Student Disenrollment Procedures.
   ENOI 36-133, Degree Policies for Former BS & MS Students Beyond the Five-Year Limitation.
   ENOI 36-135, Requirements for Award of the Master’s Degree.
   ENOI 36-137, Academic Review Committees.
   ENOI 36-149, Grading Policy
   ENOI 36-167, Transfer Credit Policy.

2. Definitions Pertaining to Academic Deficiencies:

   2.1. Academic deficiency is defined as a course grade or combination of course grades which prevents a student from graduating.
2.2. Per ENOI 36-135, grades of “D”, “F”, and “U” in courses required for the degree are considered academic deficiencies and must be resolved.

2.3. An incomplete “I” in any course is also considered an academic deficiency and must be resolved.

2.4. Grades of “D”, “F”, and “U” in courses not required for the degree may have to be resolved, if they impact the cumulative grade point average (GPA) as per Paragraph 2.5

2.5. Also per ENOI 36-135, a cumulative grade point average (GPA) of less than 3.00 is an academic deficiency and must be resolved.

3. Resolution of Academic Deficiencies:

The following Resolution Matrix summarizes the types of academic deficiencies that must be resolved, and the options to resolve them.

<table>
<thead>
<tr>
<th>Academic Deficiency</th>
<th>Resolution/Remedial Action</th>
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<tbody>
<tr>
<td>“D” or “F” in a course required for the degree</td>
<td>• Repeat the course - See 4.1&lt;br&gt;• Substitute another course - See 4.2&lt;br&gt;Note: Unsatisfactory Thesis grade (“D” or “F”) is only remediated by Repeat – See 4.1.</td>
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<tr>
<td>“U” in a course</td>
<td>• Repeat the course - See 4.1&lt;br&gt;• Resolve a grade of &quot;U&quot; in any manner determined by mutual agreement of the Departments involved.</td>
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<tr>
<td>Any incomplete “I”</td>
<td>• A student cannot graduate with a grade of “I.” The student must resolve the “I” with a letter grade within a reasonable time period as determined by the instructor or thesis advisor. See Grading Policy (ENOI 36-149) on procedures for incompletes.</td>
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<tr>
<td>Cumulative GPA of less than 3.00</td>
<td>• Repeat course(s) - See 4.1&lt;br&gt;• Substitute course(s) - See 4.2&lt;br&gt;• Take additional courses - See 4.3.&lt;br&gt;Note: Repeat and Substitute is only allowed for courses with grades of “D” or “F”.</td>
</tr>
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4. Resolution/Remedial Actions:

4.1. Repeat a course

4.1.1. The student may repeat once for credit any course (non-thesis) for which a grade of "D," "F," or "U" was received.
4.1.2. The original grade received in the course will not be removed from the student’s transcript; however, the original grade will not be used in calculating the GPA. Once a course has been repeated, the resulting grade may not further be replaced by course substitutions.

4.1.3. The student may repeat once for credit the administrative thesis course (Txxx-799) for which a grade of "D" or "F" was received. This may require the student continue taking xxxx-799 thesis hours until the work is complete and acceptable.

4.2. Substitute a course

4.2.1. The student may substitute a specific course in place of a course for which a grade of "D," "F," or "U" was received, subject to the approval process. Substitute courses may be taken from EN course offerings or, if approved, transferred from another accredited institution.

4.2.2. Only the grade received for the substitute course will be used in computing GPA.

4.3. Take Additional Course(s)

4.3.1. A student may take additional courses to raise their cumulative GPA. These courses may be taken from AFIT/EN course offerings or, if properly approved, transferred from another accredited institution. Both the hours and the grades of all additional courses taken will be used in computing the GPA. Transfer credits from other accredited institutions are subject to the restrictions of ENOI 36-167.

4.3.2. The procedures specified in ENOI 36-133 apply if all degree requirements are not completed within the time limits established in ENOI 36-135.

4.3.3. A student may also resolve academic deficiencies by taking additional AFIT/EN special study courses (xxxx-699) under the supervision of an EN professor.

5. Approval Process - Petition for Resolution/Remedial Action:

5.1. The student incurring academic deficiencies must prepare a petition outlining a suggested remedial program in which all deficiencies are addressed. This petition must be reviewed and approved by the faculty advisor and the student's Department Head. It is then routed to the Registrar's Office for action.

5.2. A suggested program involving course repeats, substitutions and/or transfer credit must identify

- the academic area(s) wherein subsequent course work will be taken,
- the requisite grades of this additional work, and
- other relevant context and comments.
Normally, deficiencies should be resolved for resident students while still in residence. However, there may be times in which it is not possible for all deficiencies to be resolved while in residence, and transfer credits from other accredited schools may be proposed.

5.3. If an Academic Review Committee (ARC, cf. ENOI 36-137) directs remediation by a certain means, the ARC minutes provide sufficient documentation to meet this requirement as the Dean reviews and approves these minutes.

6. Policy Review:

6.1. This instruction shall be reviewed annually in consultation with the Registrar, Director Student Operations.

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