

20 March 2007

**Department of Chemical Engineering
Policy for L3 Competency Exam Failure**

This policy is used for aiding students to gain competency in areas shown to be deficient by failure to complete the department L3 exam by the third attempt.

Procedure

1. The student is notified of a faculty mentor who has been assigned to “guide” the student’s study. A faculty mentor is assigned for each failed competency.
2. It is the responsibility of the student to meet with the faculty mentor and to actively pursue the completion of the requirements. The student should understand that failure to complete the requirements will delay his/her graduation.
3. The faculty mentor assigns the student reading from texts, notes, and other materials specific to the missed competency that the faculty mentor deems appropriate for the student to study. An appropriate number (as determined by the faculty member to cover the breadth of the given competency) of homework problems oriented toward building competency are also assigned.
4. The student completes the work given by the faculty mentor and discusses the work and what he/she has learned with the mentor.
5. The student prepares 6 or more (depending upon the breadth of the competency) L3-style questions of his/her own with correct answers and possible wrong answers.
6. When the faculty mentor is satisfied with the level of mastery by the student, the faculty mentor provides an exam to the student consisting of 5 L3-style questions that he has prepared. The student takes the exam and must answer at least 3 of the 5 questions completely correctly.
7. Students that pass the exam given by the faculty member (see previous item) are passed on that competency.
8. Should any student fail one or more of the faculty mentor exams (see item 6), the student will be required to retake the L3 exam the next year under the same rules as before (i.e., all 24 competencies, 3 tries, pass 23 competencies). Note that this will delay graduation possibly by one or more semesters. During this time, the student should re-take courses that build the competency/competencies that were missed. Note also that all of the competencies missed on the third try of the L3 exam must be passed by these mentor exams or the student does not pass.