

University of Miami

College of Engineering



Faculty Advising Guide

2021 - 2022

INTRODUCTION.....	4
OFFICE OF STUDENT ACADEMIC SERVICES STAFF.....	5
Core Values of Academic Advising.....	7
Academic Advising	8
Confidentiality/ FERPA	10
First and Second Year Advisors 2021-2022.....	11
Transfer Advisor Directory	11
Advanced Placement/International Baccalaureate/CLEP	12
Transfer Credit Policy for Enrolled UM Students.....	14
Transfer Equivalency Form	17
Engineering Majors.....	19
Course Load	19
Course Request Form	20
Credit Only Courses	21
Dropping and Adding Courses	22
DROP/ADD Form	23
Undergraduate Repeat Rule.....	24
COLLEGE OF ENGINEERING: GENERAL EDUCATION REQUIREMENTS	24
Dual Degree	29
Second Major	30
Minor	30
Academic Standing, Probation, Dismissal	31
Academic Alert	32
Academic Appeals	32
Incompletes	33
ENGINEERING HONORS	35
Graduation Requirements	37
Readmission.....	38
Transfer Information	39
BS/MS Programs:.....	40
Once admitted into BS-MS program:.....	40
Withdrawals	42
Inactive Status	42

Study Abroad or Domestic non-UM Program Participation.....	43
University of Miami Student Resources.....	45
THE COUNSELING CENTER.....	46
MULTICULTURAL STUDENT AFFAIRS.....	47
Toppel Career Center.....	49
College of Engineering Academic Resources.....	51
Active Classrooms.....	51
Careers.....	51
ViAComp.....	51
Maker Space.....	51
Research Opportunities for Students:.....	51
College of Engineering Leadership.....	53
Campus Troubleshooters 2020-2021.....	57

INTRODUCTION

Academic Advising plays a key role in the success of students as they transition to our institution. To assist in your student advising sessions, this **Faculty advising guide** has been prepared by the CoE Office of Student Affairs. The information included under each heading has been limited to essential features. This guide includes samples of routinely used documents: Course Selection, Transfer Evaluation, Drop/Add Forms, etc.

If you have questions not answered in the Guide, please call the College of Engineering Advising Office at (305)284-2408 or consult the University Bulletin that is applicable to the student based on his/her bulletin year.

OFFICE OF STUDENT ACADEMIC SERVICES STAFF

Main Office

284-2404

McArthur Engineering 243

Dr. Derin Ural	Associate Dean of Student Affairs
Dr. Helena Solo-Gabriele	Associate Dean of Research
Dr. Ram Narasimhan	Assistant Dean for Advising
Patricia Broadhurst	Senior Academic Advisor
Cassandra Sierra	Senior Academic Advisor
David Poole	Director of Admissions and Recruitment
Rick Wilkinson	Manager of Admissions and Recruitment
Ailen Parera-Ruggiero	Office Manager

Biomedical

284-2445

McArthur Annex 219

Angie Del-Llano	Office Manager
Vivian Figueroa	Administrative Assistant

Civil, Architectural

284-3391

McArthur Engineering 325

Alicia Myers	Office Manager
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Electrical & Computer

284-3291

McArthur Engineering 406

Ivy Reyes-Tovar	Office Manager
Frances Nicholas	Administrative Assistant
Catherine Mairena	Administrative Assistant

Industrial

284-2344

McArthur Engineering 268

Michelle Gomez Office Manager
Lizett Bowen Administrative Assistant

Mechanical & Aerospace

284-2571

McArthur Engineering 205

Marisol Pernas Office Manager
Carlese DuPuch Administrative Assistant

Chemical, Environmental and Materials

284-2344

McArthur Engineering 268

Michelle Gomez Interim Office Manager

Core Values of Academic Advising

Categories: [Pillars of Academic Advising](#)



National Academic Advising Association

THE STATEMENT OF CORE VALUES OF ACADEMIC ADVISING

The National Academic Advising Association (NACADA) is comprised of professional and faculty advisors, administrators, students, and others with a primary interest in the practice of academic advising. With diverse backgrounds, perspectives, and experiences, NACADA members advise in a variety of settings and work to promote quality academic advising within their institutions.

NACADA provides a Statement of Core Values to affirm the importance of advising within the academy and acknowledge the impact that advising interactions can have on individuals, institutions and society.

The Statement of Core Values consists of three parts:

- [Introduction](#)
- [Declaration](#)
- [Exposition](#)

While each part stands alone, the document's richness and fullness of meaning lies in its totality. The Statement of Core Values provides a framework to guide professional practice and reminds advisors of their responsibilities to students, colleagues, institutions, society, and themselves.

NACADA. (2005). NACADA statement of core values of academic advising. Retrieved from the NACADA Clearinghouse of Academic Advising Resources <http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx>.

Academic Advising

1. The Importance of Academic Advising:

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher educational community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community (NACADA: The Global Community for Academic Advising, 2006). Advising at UM is a core educational activity that assumes both students' responsibility for their own learning and advisors' interests in each student's individual goals, achievements, and aspirations. This material is developed for the Faculty of Industrial Engineering to support the College of Engineering's goal of "enhancing the overall student experience and increasing retention." To increase our retention and enrollment, everyone involved in advising needs to make an effort to get involved with students. One should keep in mind that good students are easy to advise and keep in a program. It's the average and marginal students who are the more difficult to advise. However, it is these students who make up a majority of our program and need our attention the most. Please show these students extra patience and care.

2. Student's Responsibilities

- Advisees will develop educational goals and a tentative plan of study, which should include their ideas for majors, minors, cognates, research experiences, internships, study abroad opportunities, career options (using Toppel Career Center as a reference), graduate school prerequisites, and coursework outside their field of study.
- Advisees will select cognates that align with their educational interests and goals.
- Advisees will be familiar with the University Bulletin, all major and minor requirements, Cognate Search Engine, and academic calendar.
- Advisees will prepare a preliminary semester course schedule.
- Advisees should regularly check their University communications (i.e. emails, text messages, notifications, etc.) and adhere to the publicized timelines and deadlines for appointments with advisors.

3. Advisors' Responsibilities

- Advisors will be the first point of contact for educational advice, be attentive to their advisees' individual educational interests, explore broad educational goals beyond specific degree requirements, and inform advisees of academic, career, and research opportunities.
- Advisors will help each advisee identify the cognate options that match the student's goals and interests and will guide the advisee to the appropriate Responsible Academic Unit (RAU) for cognate inquiries.

- Advisors will help their advisees learn about requirements of other Schools/Colleges and programs, and will help advisees contact the appropriate individuals in other Schools/Colleges and departments.
- Advisors will be familiar with the University Bulletin, Cognate Search Engine, academic calendar, and adhere to the Family Educational Rights and Privacy Act.
- Advisors will help advisees develop academic degree plans and officially declare them in CaneLink. They also will assist advisees with the prerequisites and semester scheduling of courses.
- Advisors will continue to engage with advisees and make their best effort to respond to their needs.

Central advising process in Engineering (First Year & Sophomore Students)

The College of Engineering centralized Undergraduate Advising office with a faculty member and two advisors (Dr. Ram Narasimhan, Patricia Broadhurst, Cassandra Sierra), advises all first year and sophomore students. This office deals with all the incoming students during the period before the students enroll at the University of Miami. The advising office makes sure all the new freshmen take the math placement test and are placed in the appropriate classes. All incoming transfer students also spend at least a semester being advised by the Undergraduate Advising office. During this period the office reviews and approves the transfer credits equivalencies.

During the semester when the mid-term alerts and deficiencies are reported, the office communicates with the students who have received deficiencies and drop some classes if there is a need. The advising team reminds the students about the various tutoring services that are available to them.

The semester grades of all the students who are advised in the Undergraduate Advising Office is routinely examined at the end of every semester. This is done to make sure that students who are pre-registered for the subsequent semester has all the pre-requisite for those classes (have not failed the pre-requisite). The grades are also checked to make sure that students who are placed on probation are registered in only 12 credits. The advisors also talk to the students who did not do well in that semester to find out if there is a problem or if they need to take a lower credit load the next semester.

When the students have completed about half their curriculum, the Undergraduate Advising office transfers their files to the respective department, where a faculty member in the department will begin to advise the student.

The advising office also acts as the central repository of tutoring information.

Faculty advising (Junior & Senior Years)

When the student's are transferred to the departments, the faculty members in the department start advising the students. In some departments the faculty advisor advises the student until the student graduates. In some departments there is one faculty member who advises all the students during the year they are going to graduate.

The faculty members also act as career guidance mentors for the students.

Online Advising tools available to all Faculty include:

Navigate (<https://umiami.gradesfirst.com>) is a suite of advising tools combining advising services, real-time data, analytics, and reporting to help advisors identify students in need of support and provide early interventions.

CaneLink (<https://m.canelink.miami.edu/>) is the University's Student Information System (SIS). Students, faculty, and staff use CaneLink to search for classes, view course schedule, view class rosters, view advisees, and much more.

Other Faculty tools include Blackboard (<https://courses.miami.edu/>) and course evaluation reporting (<https://m.canelink.miami.edu/>). Resources regarding engineering students can be accessed at <https://www.coe.miami.edu/resources/students/index.html>.

Confidentiality/FERPA

All Faculty are required to complete FERPA training through UM HR each year.

In accordance with the [Federal Educational Rights and Privacy Act of 1974 \(FERPA\)](#), a student's academic record cannot be discussed in person, by telephone, or in writing with anyone but the student, unless the student signs a written release. Any written release a student has submitted can be confirmed by visiting the students Canelink file.

Information from the academic record may be shared among University officials when it is in the educational interest of the student.

If a third party (or parent) asks for information about a student, call the Advising Office (284-3100) or the Office of the Registrar (284-2294) to determine the best procedure to follow.

First and Second Year Advisors 2021-2022

<i>DEPARTMENT</i>	<i>NAME</i>	<i>CONTACT INFORMATION</i>	
Foote Fellows, Mechanical and Aerospace	Dr. Ram Narasimhan	ram@miami.edu	284-3100
Civil and Architectural, Electrical and Computer	Patricia Broadhurst	243-C pbroadhu@miami.edu u	284-3100
Biomedical, Industrial	Cassandra Sierra	243-B csierra@miami.edu	284-3100

Transfer Advisor Directory

<i>DEPARTMENT</i>	<i>NAME</i>	<i>CONTACT INFORMATION</i>	
Foote Fellows, Mechanical and Aerospace	Dr. Ram Narasimhan	ram@miami.edu	284-3100
Civil and Architectural, Electrical and Computer	Patricia Broadhurst	243-C pbroadhu@miami.edu u	284-3100
Biomedical, Industrial	Cassandra Sierra	243-B csierra@miami.edu	284-3100

All Junior and Senior Engineering students are advised by Faculty members in their respective Programs.

PROCESS FOR STUDENTS TO RECEIVE CREDIT FOR Non-UM COURSES

Advanced Placement/International Baccalaureate/CLEP

The University recognizes several major programs which allow students to receive credit toward graduation. These programs are: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) and Cambridge AICE and Cambridge Pre-U are recognized for matriculation purposes. A and AS Levels at grade A, B, C, will receive credit. Humanities and Social Science subjects at A Level will receive 6 credits, AS Level 3 credits. Mathematics and Natural Science subjects at A Level will generally receive 8 credits and AS Level 4 credits. Most Cambridge Pre-U subjects with a minimum grade of P1 will receive between 6 to 8 credits. For detailed information about A Level, AS Level, Cambridge Pre-U and CAPE, <https://admissions.miami.edu/undergraduate/application-process/credit-information/index.html>.

To have Advanced Placement, International Baccalaureate, and College Level Examination Program credits evaluated, the student must submit an **official** test result report to the Office of Admission.

The University will not accept **more than 60 credits** from these programs to count toward the 120 credits required for graduation. An increasing number of students are bringing significant numbers of AP/IB credits. **All exams must come directly from the appropriate testing agency. Contact the appropriate testing agency to get the test scores sent. University of Miami's School code is 5815.**

Advanced Placement/International Baccalaureate

A student may receive credit for specific courses if she or he has taken the College Entrance Exam Board Advanced Placement exams (AP) or exams offered through the International Baccalaureate program (IB). The exams must be taken while the student is still enrolled in high school and scores must be sent to the Office of Admissions so the credits can be officially recorded.

Students earn credits for scores between 3-5 on the AP exam and between 4-7 on the IB exam. **Only scores achieved on the higher level IB exams are used.**

Students who receive AP or IB credits may take the comparable course at UM; for instance, premed students who have earned AP or IB credits in BIL 150/151 and 160/161 or in CHM 121/113 and 221/114 or 205 often choose to enroll in these courses. In such cases, we do not count the AP or IB credits to the number of credits required for graduation as the course credits with a grade will count instead.

Deadline for submitting AP/IB/Transfer credits – **MUST** be submitted before the end of the student's first semester at UM to Admissions.

CLEP Examination

The College Entrance Examination Board has developed a testing program called the **College-Level Examination Program (CLEP)**. University of Miami credit is awarded **only** for the CLEP Subject Examinations on this page. These examinations are essentially end of course tests developed for widely taught undergraduate courses. The CLEP has been offered as a computer-based (CBT) program since July 2001.

Subject exams may be taken any time to fulfill requirements, but they cannot be used to satisfy a student's 45-credit residence requirement (**SEE** Residency Requirement).

For more information on where and when CLEP examinations are offered, call 284-2450 or visit (<https://clep.collegeboard.org/>).

Dual Enrollment

Dual Enrollment refers to college courses taken that are sponsored by the student's high school through an accredited 2 or 4 year institution. These courses count toward their high school degree; additionally, the students simultaneously earn college credits for these classes. The University of Miami accepts only 60 credits of dual enrolled work toward the 120 credits required for their degree. **Thus, a student who comes to UM with 80 dual enrolled credits must still complete a minimum of 60 UM credits to be awarded a degree.**

To have college-level work completed during student's high school years evaluated for UM credit, students have to submit official transcripts from the college/university where they took the dual enrollment courses to the Office of Admission at the University of Miami.

English Composition Exemptions

English 105 and 107 are required of all students. The only exemptions are:

- AP/IB (Advanced Placement/International Baccalaureate exams) credit--up to 6 credits may be earned in ENG 105 and 106. An AP score of 5 in English Composition & Language, or an IB score of 6/7 will earn credits in ENG 105 and 106.
- CLEP (College level) credit- **NO** CLEP credit is awarded for ENG 105 or 106.
- In the College of Engineering, there is no exemptions from ENG 105 based on SAT or ACT scores. Anyone who does not have credit for ENG 105 or ENG 107(ENG 106) need to take ENG105 and ENG 107.

ENG 208 is designed **for transfer students** who have transferred ENG 106/107 but do not have credit for ENG 105..

Students were assigned to the appropriate composition level based on standardized examination scores (SAT or ACT), on the results of AP/IB examinations, or on classes taken in dual enrollment programs. If you have any questions about this placement, please contact the Advising Office at 305-284-3100.

Transfer Credit Policy for Enrolled UM Students

Currently enrolled UM students interested in taking courses at other institutions must complete the **Transfer Credit Evaluation Process** for transfer credit to be awarded by the University of Miami.*

- This process will:
 - ensure that a uniform process is followed for awarding outside work credit toward a UM degree.
 - ensure that the student is aware of and following all residency rules.
 - confirm that courses taken at the outside institution will transfer back to UM correctly. *The Transfer Credit Evaluation Form must be submitted before taking the course. Courses taken outside of UM without preapproval are at risk of not being accepted for transfer credit.*
 - ensure that decisions to award credit for transfer work are made only by qualified faculty.

Transfer credits fall into two categories: those which serve as equivalents for a numbered course at UM (“equivalencies”), and those which do not (“elective credit”) (not applicable in engineering). Both sorts of approved transfer courses count toward completion of the credits required for graduation. Equivalencies may also count toward completion of specific courses in majors, minors, and cognates, or which serve to fulfill other degree or General Education proficiency requirements. All courses that have been accepted from another institution as either an equivalency or for elective credit are considered transfer credits.

- Equivalencies must be approved by the appropriate UM department.
- Only credit bearing courses from Regionally Accredited Institutions will be awarded transfer credits.
- All transfer credits must be earned in academic terms that are **at least 6 weeks in length**.
- Transfer credit will not be granted for coursework taken at another institution during the same term the student is enrolled at UM. Summer intersessions and sessions A, B, and C constitute a single term. Therefore, for example, a

student enrolled at UM in any summer term will not receive transfer credit from another institution completed during the same summer.

- International credits and/or half or quarter semester credits from any institution, including domestic universities and colleges, may not be awarded full units of UM transfer credit. For example, a course earning 5 European Credit Transfer System (ECTS) credits, if approved, is awarded 2.5 transfer credits at UM. Similarly, a four-credit course taken at a domestic institution on a “quarter” system may only be approved for 2.67 hours of UM transfer credit.

Specific Department Rules for Transfer Credits

- Calculus courses and Physics courses must have prior approval from the respective department to receive equivalencies.
- After being admitted to UM, students must complete all business coursework in residence, including coursework required by the Business Core and specific coursework for the business major and minor areas of specialization. This policy applies equally to non-business students. No business coursework outside Miami Herbert Business School will be approved for equivalency or elective credit at UM. Any appeal for an exception to this policy must be submitted in writing to the Office of Undergraduate Business Education, prior to completion of the course.
- Math, English, and history courses completed **online** will not be accepted without prior approval from the respective department chairperson.
- College of Engineering does not accept online Chemistry courses

Summer Transfer Credit

Students who are currently enrolled at the University of Miami may wish to attend another institution during the summer and have the credits transferred to UM. To ensure that the classes they wish to take will be exact equivalents of courses that fulfill our general requirements, students should take the " Transfer Credit Equivalency Evaluation" form (available in McArthur 243) to the appropriate department, together with a description of the course(s) they wish to take. When the course(s) has been approved, the student should bring the form to their advisors. Advisors will keep a copy in the student's file.

It is important to remind students that departmental approval for a specific course equivalency **does not automatically grant out-of-residence approval (See Residency Requirement)**; thus, if a student has departmental approval for a specific course at another institution, but has more than 75 earned credits, she or he must submit an appeal to take such a course out-of-residence without incurring a penalty (**See Academic Appeals**).

Should a student wish to transfer a course in her or his major or minor, it is necessary to have this form completed by the department of the major.

Important points to remember:

- Once the student is a Junior in engineering, they cannot transfer any class from a community college.
- If the student is just entering the junior year and are not within the last 45 credits, they may transfer a class for a 4 year University.

Transfer Equivalency Form

**COLLEGE OF ENGINEERING
OFFICE OF THE ASSOCIATE DEAN**

To: Chairman _____ Department

From: _____
Engineering Advising Office

Date: _____

Subject: TRANSFER CREDITS TOWARD THE MAJOR FOR:

NAME _____

STUDENT # _____

TRANSFER FROM _____

Would you please look over this UM Admissions Office transfer-credit evaluation sheet (and any other material the student has with him/her) and discuss with the student his/her background in the subject area? Then advise us, in the lower section of this paper, which of your departmental courses he/she should get credit for.

A/An _____ Engineering student is required to complete these course(s) in your department.

Please give this sheet back to the student, who will return it to me. Thank you.

Department Response:

<u>Course No. From Other School</u>	<u>Course No. On UM Credit Evaluation</u>	<u>Title</u>	<u># Credits</u>	<u>UM Equivalent</u>

Signature

Date

TRANSFER CREDIT EQUIVALENCY EVALUATION PROCEDURES

UNIVERSITY OF MIAMI RESIDENCY RULE

- A student transferring credits from a **2-year Community College** (school last attended) **must** complete a minimum of **56 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- A student transferring credits from a **4-year University** (this being the last school attended) **must** complete a minimum of **45 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- **Note: A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation.**

EQUIVALENCY EVALUATION PROCEDURE

STEP 1: Complete the student information section of the ***Equivalency Evaluation Form*** on the front page.

STEP 2: Complete the student section of the **“Transferring Course Information,”** and then:

- a. Obtain a description of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution (course descriptions can also be printed from the institution’s website).
- b. Take this form, along with the course description, to the Undergraduate Chair or Director/Designee of the subject department in the College of Engineering or other college/schools at UM in order to have the transferring course(s) evaluated and determined whether equivalent to a UM course. (For office locations, please visit UM website directory at www.miami.edu).
- c. Once the ***Equivalency Evaluation Form*** is completed with an approval signature, make a copy for your records, and submit the Form AND approved course descriptions, to your advisor.

STEP 3: Currently enrolled Engineering students who plan to take course(s) off-campus will need to make sure that upon completion of transferring coursework, an official transcript is sent **directly from the transferring institution to: University of Miami Office of Admission P.O. Box 249117 Coral Gables, FL 33124-9117**

Engineering Majors

The six departments of the College of Engineering are:

- Biomedical Engineering (BME)
- Chemical, Environmental and Materials Engineering (CET)
- Civil and Architectural Engineering (CAE)
- Electrical and Computer Engineering (ECE)
- Industrial Engineering (IEN)
- Mechanical and Aerospace Engineering (MAE)

offering curricula leading to Bachelor of Science degrees in the following fields and majors:

- Aerospace Engineering
- Architectural Engineering
- Biomedical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Science
- Environmental Engineering
- Industrial Engineering
- Mechanical Engineering

Course Load

- Minimum full-time course load is 12 credits.
- The full-time tuition rate covers a credit load between 12 – 20 credits.
- Credits beyond 20 are charged extra per credit hour.
- Most international students, students on certain types of financial aid, and those on athletic scholarships must be enrolled full time in fall or spring to retain their financial aid or eligibility.
- Maximum course load for first year students in College of Engineering is 15-16 credits. The maximum course load for all other students is 18 credits. Course loads beyond these amounts are considered an academic overload, and must have approval from Dr. Ram Narasimhan or Dr. Derin Ural in McArthur 244.
- In engineering students should have a CGPA of greater than 3.0 to take more than 18 credits.

All Engineering Curriculum information may be obtained from the University Bulletin: <https://bulletin.miami.edu/undergraduate-academic-programs/engineering/>


Course Request Form

Before registering for courses, students are advised by their advisor. If using Course Request Forms (CRF – see sample on next page), then the student *must* have an advisor's signature on the Course Request Form. REMEMBER to remove the advisor hold in CANE LINK after you have approved courses for each of your advisees.

Advisors should include the following information on the form:

1. Student name, ID number, **school/level/class** and **semester** for which classes are being selected. PRINT INFORMATION CLEARLY.
2. Under "Approved Courses," fill in 3-letter department code, course number and number of credits.
(Students can "build" their own schedules, choosing class times after their advising appointment.)
3. Fill in "maximum number of credits."
4. Advisor signature. Your signature indicates that you and your advisee have discussed the courses listed and that they are appropriate to her or his program.
5. Students should sign the Honor Code declaration.
6. **In Engineering first year students are registered by the advising office. After the first year, students in good standing can register by themselves after meeting with their academic advisor. All students on academic probation are registered by the department or advising staff.**
7. For Summer Sessions, 6 credits are considered a full load. Over 6 credits must be approved and signed by Dr. Ram Narasimhan or Dr. Derin Ural in McArthur 244.
8. In engineering students should have a CGPA of greater than 3.0 to take more than 6 credits in summer.

Course Request Form

 UNIVERSITY OF MIAMI		COURSE REQUEST FORM				Effective Date: _____																															
Student Number (500#)	Student Name (Last, First, Middle Initial)	School / Program / Plan		Major / Minor	Semester	Calendar Year																															
Email Address:		Local Phone #:			Fall																																
					Spring																																
					Summer A																																
					Summer B																																
					Summer C																																
<table style="width: 100%; border: none;"> <tr> <td colspan="5" style="text-align: center; border: none;">Approved Courses</td> <td colspan="5" style="text-align: center; border: none;">Approved Alternates</td> </tr> <tr> <td style="border: none; width: 4%;">Subject</td> <td style="border: none; width: 4%;">Catalog #</td> <td style="border: none; width: 4%;">Section</td> <td style="border: none; width: 4%;">Class #</td> <td style="border: none; width: 4%;"># of Credits</td> <td style="border: none; width: 4%;">GU</td> <td style="border: none; width: 4%;">Credit Only</td> <td style="border: none; width: 4%;">Audit</td> <td style="border: none; width: 4%;">Dean's/Instructor Signature to Authorize an Override</td> <td style="border: none; width: 4%;">Date</td> <td style="border: none; width: 4%;">Subject</td> <td style="border: none; width: 4%;">Catalog #</td> <td style="border: none; width: 4%;">Section</td> <td style="border: none; width: 4%;">Class #</td> <td style="border: none; width: 4%;"># of Credits</td> <td style="border: none; width: 4%;">GU</td> <td style="border: none; width: 4%;">Credit Only</td> <td style="border: none; width: 4%;">Audit</td> <td style="border: none; width: 4%;">Dean's/Instructor Signature to Authorize an Override</td> <td style="border: none; width: 4%;">Date</td> </tr> </table>								Approved Courses					Approved Alternates					Subject	Catalog #	Section	Class #	# of Credits	GU	Credit Only	Audit	Dean's/Instructor Signature to Authorize an Override	Date	Subject	Catalog #	Section	Class #	# of Credits	GU	Credit Only	Audit	Dean's/Instructor Signature to Authorize an Override	Date
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FOR REGISTRATION ONLY																																					
PROCESSED BY: _____																																					
DATE PROCESSED: _____																																					
EFFECTIVE DATE: _____																																					
<p>Honor Code Declaration Required of All Students:</p> <p style="font-size: small;">I hereby recognize that I am subject to and agree to abide by the University of Miami Student Honor Code, which provides standards that encourage ethical academic behavior and imposes penalties for violations of such standards. I understand that I am encouraged to read and understand the Honor Code which is contained in the Student Handbook.</p> <p>Student Signature: _____</p>																																					
Advisor's Signature _____ Phone: _____ Date: _____ Dean's Signature _____ Date: _____ Note: Dean's signature required for credit overload, backdating, and exceptions within individual schools (use Comment box above for explanations) Maximum Number of credits: _____																																					
REV: 8/24/16																																					

Credit Only Courses

In the College of Engineering no course required for graduation may be taken under the credit-no credit (Credit-Only) option.

The credit only option has been established to encourage students to explore academic areas outside their major and minor fields of concentration. Students may use this option with courses not required for their degree requirement and receive a CR (Credit Received) or NC (No Credit). These courses become part of a student's record, but they do not count in the grade point average as computed by the University of Miami.

Students occasionally sign up for a course for *credit only* and then wish to drop it and add it for *graded credits*; or sometimes, when the student realizes she or he is not doing as well as expected, the reverse is true--that is, a change from graded credit option to credit only.

In order to register for a course under the "credit only" option, a student must hold the standing of sophomore or above, or, if a transfer, have completed one semester of residency at the University of Miami. In addition, at the time of registration, a minimum cumulative grade point average of at least 3.0 is required. A student must achieve a "C-" or better in order to receive credit. No more than 9 credits may be taken for "credit only" during the student's undergraduate career. A student must elect the CR/NC option within two weeks following the last day of registration for Fall and Spring semesters. Election of CR/NC options for Summer Sessions must occur no later than the fifth-class day following the last day of registration. No changes except withdrawals from the course are permitted after this time.

Premed, prelaw, or other students headed for graduate study should be wary of CO courses because many graduate schools regard ungraded credits as "C's," "D's" or even "F's." Further, students considering transferring to other schools should watch out for credit only. A school that does not accept "D's" might conceivably not accept ungraded credits either.

Students should be reminded that they may change from "graded credit" to "credit only" or vice-versa **only** on the date given on the University of Miami Academic Calendar (<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/index.html>). Credit only coursework cannot be used to satisfy major/minor/gen. ed. requirements. For Fall 2021, this date is September 8.

Dropping and Adding Courses

Students may drop courses without academic penalty in two ways:

1. Within the first two weeks of classes, a student may withdraw from a class(es) and their transcript will not show any enrollment;
2. After that withdrawal period, students may withdraw (until approximately the 10th week of classes) and their transcript will reflect a "W." No penalty inheres with a "W." Remind them to check the official calendar for these dates.

Students who wish to drop **after** the official deadline must write an appeal to the Faculty Committee on Academic Appeals, McArthur 243 (**See Academic Appeals**). Retroactive Withdrawals must be approved by the Office of the Registrar and sometimes the Office of Financial aid and submitted to Canes Central for Processing. There is no guarantee that this will be approved.

Students may also add classes during the first two weeks of the semester. After that period, courses may be added **only** with approval from the instructor and the Academic Dean.

The required Drop/Add form is available below.

DROP/ADD Form

UNIVERSITY OF MIAMI										Drop/ADD Form		For Office Use Only		TERM	
U										RGCHCOUR					
Student Number				Student Name (Last, First, Middle Initial)				School/Level/Class		Major/Minor		EFFECTIVE DATE			
Email address						Please leave a number where you may be reached if we have any questions regarding your registration.									
DROPS				UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID								ADDS			
DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT DAILY	COMMENTS AND/OR RETROACTIVE DATES	DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT ONLY	AUDIT	COMMENTS AND/OR OVERRIDE SIGNATURES	
COMMENTS: NOTE: JUSTIFICATION MUST BE PROVIDED BY THE DEAN WHEN FEES ARE WAIVED OR RETROACTIVE DATES RECOMMENDED. (PLEASE INCLUDE SIGNATURE).															
<p>Complete Withdrawal: As a result of dropping these courses the student will be withdrawn from the University for this semester. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>REASON FOR COMPLETE WITHDRAWAL: (CHECK ONE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic Difficulty <input type="checkbox"/> Deceased <input type="checkbox"/> Employment <input type="checkbox"/> Financial Difficulty <input type="checkbox"/> Health <input type="checkbox"/> Never Attended Current Term <input type="checkbox"/> Not Returning to UMI <input type="checkbox"/> Personal / Transfer / Marriage <input type="checkbox"/> Study Abroad <input type="checkbox"/> Withdrawn <input type="checkbox"/> Withdrawn By University, Ineligible To Return To Any Program <p>DEAN _____ DATE _____</p> <p>ADVISOR _____ DATE _____</p> <p>STUDENT SIGNATURE _____ DATE _____</p> <p>Note: Dean's signature required for credit overload, dropping or adding after the deadline, backdating and exceptions within individual schools.</p> <div style="border: 1px solid black; padding: 5px;"> <p>FOR REGISTRATION USE ONLY</p> <p>PROCESSED BY: _____</p> <p>DATE PROCESSED: _____</p> </div>															

REGISTRAR COPY

Undergraduate Repeat Rule

Students have the opportunity, under the Undergraduate Repeat Rule, to retake two courses in which they did poorly. Under this rule, a student who receives a “D+,” or “D,” or an “F” in courses taken at the University of Miami may choose to repeat up to two such courses within the following 2 regular semesters, (Fall/Spring) of enrollment after the semester in which the initial course was taken, (e.g., a “D” received in ENG 105 during fall 2020 may be repeated in spring 2021 or fall 2021). Each course repeated must be **the same course as the course initially taken**. The course to be repeated **must be** taken at UM. After the course has been repeated, **only the second grade** earned will be used in the computation of the student's GPA. No course may be repeated more than once under this rule.

Thus, if an “F” were earned the first time the course was taken and, upon repeating the course, the student earned a “D,” the “D” would be counted. However, if the first grade is a “D” and the second attempt is an “F” the second grade will replace the first one. The 3 credits attempted and earned and the 3 quality points awarded for the original “F” would be expunged but the original “F” remains on the transcript.

Students who plan to repeat 1 or 2 courses in which they received a “D+,” or “D,” or an “F”, should fill out the **Undergraduate Repeat Form**. These forms are available in McArthur 243. The form is then filed; when grades come in, the form is processed and sent to the Registrar to complete the appropriate procedure to delete the original grade.

Students should be reminded that the original grade earned (“D+” or “D” or “F”) **remains on the official transcript**. Only credits attempted, credits earned, and quality points are “zeroed” out and the new grade is calculated into the cumulative GPA. They should be aware that graduate and medical schools do consider the original grade as part of a student’s academic history and could recalculate the original grade into the overall GPA.

Grade Changes

As of Fall 2021, all grade change forms are electronic and must be done from the grade rolls by the instructor of record. Be sure to state reason for the change.

COLLEGE OF ENGINEERING: GENERAL EDUCATION REQUIREMENTS

Various Bachelor of Science Degrees

Written Communication Skills

Effective writing skills advance ideas efficiently and persuasively, so the expectation is that students become adept at using writing as an effective communication tool. Students fulfill this requirement by satisfactorily completing **ENG 105** together with **ENG 107**, or the equivalent. Appropriate Advanced Placement (AP) or International Baccalaureate (IB) scores in English composition may be used to satisfy this requirement.

Students will be able to:

- Demonstrate effective written communication skills in relation to specific rhetorical tasks.
- Construct original, well-reasoned arguments using a range of materials.
- Integrate and synthesize appropriate and relevant primary and secondary sources in their writing.

EFFECTIVE FALL 2017, NEW STUDENTS WITHOUT PRIOR COLLEGE CREDIT IN WRITTEN COMMUNICATION SKILLS WILL BE PLACED AS FOLLOWS:

- ENG 103: ACT English score below 18 or SAT Evidence-Based Reading and Writing or Critical Reading score below 430, or TOEFL iBT Writing score below 18.
- ENG 105: ACT English score 18 or above or SAT Evidence-Based Reading and Writing or Critical Reading score 430 or above, or TOEFL iBT Writing score 18 or above

Written Communication Skills General Education Requirements must be completed prior to attaining junior year classification.

Areas of Knowledge

Students at the University of Miami fulfill the Areas of Knowledge requirement by completing three *cognates*, one from each of the three areas of the university curriculum:

- Arts & Humanities;
- People & Society; and
- Science, Technology, Engineering & Mathematics.

For students in the College of Engineering, their engineering major will count as a cognate in Science, Technology, Engineering & Mathematics. *Therefore, Engineering students have to complete a cognate in People & Society and Arts & Humanities.*

A cognate is a group of at least three courses for at least nine credit hours, related in a topical, thematic, interdisciplinary, sequential, or other fashion, so that completion of a

cognate provides coherent depth of knowledge. Each cognate has course options that allow students to complete the cognate in a manner that meets their interests, while staying within the coherent focus of the cognate. While students are required to take three cognates to fulfill the Areas of Knowledge requirement, there is no limit to the number of additional cognates students may complete. All cognates completed by students are listed on the students' transcripts, thus certifying their depth of knowledge in those areas.

The university offers a large number and range of cognates. All approved cognates are visible in a cognate search engine (at www.miami.edu/cognates) that allows students to search for cognates based on cognate features, cognate courses, and keywords. Each cognate is administered by a department or program that is designated as the Responsible Academic Unit (RAU) for the cognate. Inquiries regarding a cognate should be directed to the cognate's RAU.

Engineering students satisfy the University's Advanced Writing and Communication Skills requirement by completing a set of classroom courses, laboratory courses and design courses where they learn effective oral, graphical, and technical writing skills. These requirements are specified under each department.

Synopsis of major academic rule changes regarding General Education requirements in the past few Academic years:

AY 2013- 2014 (Students entering Fall 2013)

During the transition to the Cognate Program, some new students will have a choice of completing either the GERs of 2012-2013 (AY 2013) or the new Cognate Program GERs (AY 2014). The possible options are as follows:

1. Any student entering the University with fewer than 30 credits will fulfill the newly adopted Cognate Program of General Education (AY 2014 and forward).
2. Any student entering the University from high school with 30 or more credits may choose to fulfill the Cognate Program requirements or may elect to satisfy the General Education Requirements of AY 2013.

Students' academic records will default to the Cognate Program. Students who choose to satisfy the General Education Requirements of AY 2013 instead must declare their intention to do so to their school or college.

3. Any student transferring from another college/university with 30 or more credits will satisfy the General Education Requirements of AY 2012-2013.

Student's need 2 "Writing credits" classes in the PS/HA or PS/HA Cognate classes.

AY 2014- 2015 (Students entering Fall 2014)

1. The cognate requirement will not apply this year to any students who have over 60 or more transferrable credits. Those students will follow the same General Education requirements as our matriculating juniors (AY 2012-2013)
2. Those students who have 30-59 transferable credits and would generally be considered sophomore, will be allowed to take one individualized cognates of their three required.
3. The regular cognate requirement will apply to those students with fewer than 30 transfer credits

Student's need 2 "Writing credits" classes in the PS/HA or PS/HA Cognate classes.

AY 2015- 2016 onwards (Students entering Fall 2015 onwards)

English Composition

All requirements for the English Composition General Education Requirements must be completed prior to attaining junior year classification.

Student's "Writing credits" are part of the engineering curriculum.

Special Cognate

Transfer students entering the university with 30 or more credits may take an individualized cognate as one of the three required cognates. Individualized cognates allow for flexible use of transfer credits to fulfill a cognate requirement, as approved by the dean/advising office in the student's school/college.

First Year Students: All first year irrespective of the number of credits they bring in have to complete two regular cognates as defined by the university. AP or transfer credits can be used to satisfy some or all of the courses in the cognates as defined by the university.

AY 2021- 2022 onwards (Students entering Fall 2021 onwards)

Individualized Cognates

Students may create an individualized cognate to fulfill an Area of Knowledge requirement. All of the courses used in an individualized cognate must have the Area of Knowledge attribute for the requirement that they are being used to fulfill, even if they are transfer credits. If a course has been approved to be utilized in an individualized cognate, an Area of Knowledge attribute will be listed in CaneLink. **No advisor exceptions will be accepted. Information on Cognates can be accessed at: <https://cognates.miami.edu/>**

NOTES

Thematic cognates taken to fulfill the Areas of Knowledge requirement (including cognates fulfilled by majors and minors) must have different Responsible Academic Units (RAUs). No more than two Areas of Knowledge may be fulfilled by thematic cognates whose RAUs are in the same school or college, except for the College of Arts and Sciences. Majors and minors may cover more than one Area of Knowledge but may be used to fulfill the requirement in only one of those areas. A course may count in only one cognate used to fulfill the Areas of Knowledge requirement (including cognates fulfilled by majors and minors). Students may petition for individual course substitutions in thematic cognates by application to the cognate's RAU. Transfer courses, Advanced Placement, International Baccalaureate, CLEP, and dual enrollment courses that are transferred in with specific UM course equivalencies can be used in cognates. Courses that transfer in with non-specific UM course credit hours can be used in cognates only by application to the cognate's RAU or, in the case of individualized cognates, application to the school or college that offers similar courses.

THINGS TO WATCH OUT FOR IN COGNATES:

Substitution Requests?

A student may request to substitute a course in a cognate for one not listed as part of that cognate. The student should submit their request to the Responsible Academic Unit (RAU) (<https://admissions.miami.edu/undergraduate/application-process/credit-information/index.html>) sponsoring the cognate for their approval. Once approved, the student submits the approval to their academic advisor in their school/college for processing. Substitution Request Form (<https://registrar.miami.edu/forms-and-services/forms/cognates-substitution-form.pdf>) are in the UM Cognate Search Engine.

Can a course count towards more than one cognate?

The University Bulletin states: “A course may count in only one cognate used to fulfill the Areas of Knowledge requirement (including cognates fulfilled by majors and minors).” What does the above mean in practice? If a student takes a PS cognate in history and HA cognate in history, he or she cannot count these 6 classes to ask for a minor in History. Also if a student declares a second major in a modern language like French, this second major can be counted as a PS cognate of HA cognate. It cannot be counted as both.

Dual Degree

Rules to declare a second (double) degree from two schools

While it is common for a student to complete two majors, only one degree is normally awarded per student based on the primary major. However, a student may be able to receive separate degrees for each major under the following circumstances:

- The second degree is different from the first degree.
- The second major is different from the first major.
 - For example, if a major offers both a B.A. and B.S. degree option, a student can only receive one or the other for the major.
- The student completes all of the degree requirements for both degrees, except for the University’s General Education Requirements, which only need to be completed for one degree.
 - For example, if both degrees require a major and a minor, to receive both degrees the student must complete two majors and two minors.
- **The student must earn a minimum of 150 credit hours to obtain two bachelor's degrees.**
- If the degrees are in two different schools, a student must meet the requirements with distinctly different majors and minors, wherever applicable, in each school.

Students must obtain final approval from the Office of the Dean of Undergraduate Education to pursue dual degrees. The request form can be found under Student Forms on the Registrar’s website <https://registrar.miami.edu/forms-and-services/forms/index.html>.

Students can only pursue a second degree before conferral of their first degree(Both degrees have to be conferred at the same time).

A student must apply for graduation on CaneLink during the semester in which they expect to graduate.

Second Major

Students in College of Engineering can declare a second major, in addition to the engineering major. Common second majors are Applied Physics, Marine Science, Computer Science etc. These require additional course work on top of their engineering classes. The second major is denoted in their transcript.

In the College of Engineering Biomedical Engineering offers Biomedical Engineering as a Second Major to other Engineering students.

Minor

Engineering students can earn a minor offered by any other College/School within the University of Miami, including the College of Engineering. *In cases where the major degree requirements satisfy some of the requirements for the minor, **at least six credit hours beyond the major degree requirements must be taken in the minor subject area to earn a minor.***

Students should also meet the conditions required by the department offering the minor.

Academic Standing, Probation, Dismissal

At the end of each semester, the University shall determine whether a student is in Good Academic Standing, in Warning, on Probation, or subject to Dismissal. Students who wish to appeal their Academic probation or dismissal for academic reasons, must do so in writing to the School or College Academic Standards Committee within thirty days of the notice of dismissal. Those who have been dismissed for academic reasons shall not be considered for readmission to any school or college at the University until at least two regular semesters have elapsed since their dismissal.

Good Academic Standing - To be in Good Academic Standing, a student **must not** be on Warning, Probation or subject to Dismissal.

Warning - A student whose semester or cumulative grade-point average falls below 2.0 receives a Warning.

In addition to notification on the grade slip, students also receive a letter from the Office of Associate Dean urging them to meet with their advisors and to consider a reduced course load for the upcoming semester. This letter also informs students of academic support services available to them. Warning notifications **do not** appear on a student's official transcript.

Probation - Students other than first-semester freshmen whose cumulative grade-point average (CGPA) in University of Miami courses is below the following levels are placed on Probation:

<u>Credits Earned</u>	<u>CGPA</u>
fewer than 33 credits	1.7
33-64 credits	1.8
65-96 credits	1.9
more than 96 credits	2.0

First semester freshmen who have a semester grade-point average below 1.3 shall be placed on Probation. In addition, students who fail to make satisfactory progress toward meeting the degree requirements specified by their School or College may be put on Probation by the Academic Standards Committee of the College. Students placed on probation receive a letter from the Office of the Associate Dean reminding them that they may **not** be enrolled in more than 12/13 credits and that they must meet with their academic advisor. Probation is no longer indicated on the official transcript.

Dismissal - A student who remains on probationary status after two consecutive semesters on Academic Probation shall be subject to Academic Dismissal. A student who has been on Academic Probation for one semester and has a CGPA below 1.0 shall also be subject to Academic Dismissal. The decision to dismiss shall be made by the Academic Standards Committee of the School or College in which the student is

enrolled. If a decision is made not to dismiss, the student shall remain on Academic Probation.

The procedure is as follows:

1. Students must submit a letter to the Faculty Committee on Academic Appeals requesting a waiver of the dismissal, detailing their reasons for the request.
2. The committee will approve or deny the appeal; if it is approved, the student is placed on strict academic probation for the following semester and must fulfill all conditions set forth by the committee. If the appeal is denied, the student may not reapply to the University until one academic year has elapsed. Successful academic work at another institution is suggested but is not a condition of readmission.

Academic Alert

The on-line Academic Alert form gives instructors an opportunity to let students know about specific problems that could potentially result in failure. Instructors may enter a “D” or “F” and may also indicate difficulties such as poor attendance or no attendance, lack of preparation for class, lateness, poor assignments or test results, and poor written work. More and more, students have begun to take seriously the information given on these alerts and use them in determining their potential for success or failure in a particular course. The more information a student has about her or his class standing, the easier it will be to make an informed decision about the need to drop a class. Students receive an information mailer that explains the feedback their instructors are giving. Academic Alerts do not appear on a student’s official transcript. We encourage instructors to err on the conservative side and bubble in an “alert” if a student is having difficulty. This procedure can minimize the number of appeals for retroactive withdrawals or requests for inappropriate “I’s” after the last day to drop has passed.

Academic Appeals

On occasion, a student may petition to have a University or College rule or regulation waived. A student has the right to petition for an exception to such academic regulations; these appeals are processed by each individual CoE department at the departmental faculty meeting. Although permission may be granted in some cases, students should be aware that such waivers are approved only when extenuating circumstances beyond their control prevent fulfilling a particular requirement.

Appeals **must** be submitted directly by the student from their student UM email account. Appeals will not be accepted from parents/guardians, doctors, attorneys, or anyone else other than the student. **All appeals related to course drops/enrollment**

adjustments MUST be submitted within 60 calendar days from the semester end date noted on the academic calendar for the semester in question. Transcripts will not be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to students' UM email account within 2 to 3 business weeks upon receipt of the appeal. All appeal decisions are final and non-negotiable. The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline. Please refer to the Academic Bulletin for more information.

The most common types of appeals are:

- Dropping a course or withdrawing from the University after the last day to drop.
- Dropping a course without a "W" on the record.
- Deleting a course from the record--that is, after a grade has been earned.
- Taking a course out of residence without penalty.

Students may access the "Academic Appeal Policy and Procedures" through the following link:

<https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/academic-policies/>

Incompletes

A grade of "I" indicates that completion of some part of the work for a particular course has been deferred (such as an exam or a paper). An instructor can assign an Incomplete if satisfied that **there are reasonable NON-ACADEMIC grounds** for the failure to complete the work. Thus, an "I" is not to be awarded to students who are in jeopardy of failing a class and who must "retake" the entire course.

When assigning an "I" on CaneLink, be sure to be specific about what work must be completed. (An instructor must complete an e-I form and submit it **along with the I grade**.) The forms are stored in CaneLink when professors enter grades.

Students have one academic year in which to complete the "I." After that, the grade changes to an "IF" and is calculated in the GPA as an "F." Instructors do, however, have the option of allowing students to complete an "I" after that year. If the grade has already changed to "IF" this "IF" will be expunged when the "change of grade" form has been officially entered in the system. "I's" which remain on a student's record at graduation are converted to "IF's."

On occasion, although not within "the letter" or "the spirit" of the policy, instructors **DO** grant "I's" to students who are failing a course and who are then required to repeat the entire class. In such cases the student should understand that she or he **SHOULD NOT**

RE-REGISTER FOR THE CLASS. At the completion of the semester, the instructor must fill out an online Change of Grade form.

Students should be informed that they cannot arbitrarily “take” an “I.” Misperception, misunderstanding, misuse and abuse of these “I’s” have resulted in excessive numbers of appeals. In summary, **an “I” is not intended to be used when a student’s academic standing is in jeopardy.** Instead, the grade earned should be awarded.

ENGINEERING HONORS

Foote Fellows in CoE

The Foote Fellows Honors Program recognizes the most educationally accomplished incoming students at the University of Miami. Foote Fellows have distinguished themselves both in and out of the classroom at their previous schools, are self-motivated, and think independently. Admission to the Foote Fellows Honors Program is by invitation.

Foote Fellows in the College of Engineering are exempt from the distribution requirements of the Cognates Program of General Education requirements within the curricular framework of their major except when the cognate is part of their major as in the case of the Architectural Engineering program.

Exemption from the distribution requirement does not mean the Foote Fellows can graduate with 18 credits less. Foote Fellows have to take other credits fill these 18 credits. These classes cannot be lower than the first required class in engineering. For example, if MTH 151 is the first mathematics class, then classes lower than this cannot be used to fulfil the 18 credits.

As mentioned in the Graduation Requirement section, graduate level classes (600, 700 and 800 level) cannot be used to fulfil these 18 credits of undergraduate credits.

University Honors

Qualified students may achieve honors recognition in several ways.

University Latin Honors (summa cum laude, magna cum laude and cum laude)

University Honors (Summa/Magna/Cum Laude) will be determined by a minimum GPA unique to the school or college from which the student is graduating.

University Honors only applies to undergraduate students.

- The GPA required will change each academic year (beginning with the fall semester) and will be based on the cumulative GPAs of the previous year's graduating class.
- The top 5% of the graduating class will receive Summa Cum Laude within each individual school or college; the next 10% will receive Magna Cum Laude and the next 10% Cum Laude.
- For the determination of University Honors, cumulative GPA is never rounded off and is the lower of:
 - the average of all grades earned at the University of Miami (UM cumulative graduation GPA), OR

- the combined average of all graded work taken at the University of Miami or elsewhere (whether or not the transfer work is accepted toward a degree at the University of Miami).
- Students must meet the required GPAs noted below by the completion of the final semester within his/her school or college to be eligible to graduate with the honor.
- The appropriate honor will automatically be placed on the student's final transcript and diploma.

The administrative aspects of graduation with Latin Honors are the responsibility of the Honors program using information on grade point average of previous classes supplied by the Office of Enrollment Management.

Departmental Honors

Admission into the program is by invitation, but any student who believes himself or herself qualified may apply to the Chairman or the Departmental Honors Advisor of the major department, preferably during the sophomore or early junior year. Upon successful completion of the required program and with approval by the faculty of the department, the notation Departmental Honors in ... is included in the candidate's diploma and transcript.

Departmental Honors are designed primarily to provide an opportunity for the student to intensify and deepen his or her knowledge of the major, to permit closer associations with professors in the student's area of concentration, and to prepare the student for research, thesis preparation, and other work at the graduate level in the major areas.

University Honors

President's Honor Roll (each semester)

- ★ Minimum course load of 12 graded credits (excluding Credit Only, I or NG)
- ★ 4.0 GPA for the semester
- ★ Noted on grade report and transcript

Provost's Honor Roll (each semester)

- ★ Minimum course load of 12 graded credits (excluding Credit Only, I or NG)
- ★ 3.75 or higher GPA for the semester
- ★ Noted on grade report and transcript

Dean's List (each semester)

- ★ Minimum course load of 12 graded credits (excluding Credit Only, I or NG)
- ★ 3.5 or higher GPA for the semester
- ★ Noted on grade report and transcript

Should a student receive a change of grade as a result of an error not attributable to the student, and should this change make the student eligible for the President's Honor Roll, the Provost's Honor Roll, or the Dean's List, the proper honors will be recorded on the transcript. Students may pick up a President's Honor Roll or Provost's Honor Roll certificate in the Office of the Registrar. Term honors are only issued in the fall and spring semesters. Summer semesters are not included.

An annual "CoE Honors Convocation" is held in April, where all honors are recognized.

Graduation Requirements

General Requirements

Candidates for degrees must satisfy all requirements of the University, the College, and of the departments in which they are majoring and minoring.

In the College of Engineering the students should have a Cumulative GPA of 2.0 in all classes taken at the University of Miami, a cumulative GPA of 2.0 in all courses including transfer courses and courses taken at the University of Miami and a GPA of 2.0 in professional studies to graduate. The cumulative GPA is 3.0 for Engineering Science degree.

Per the University requirements and accreditation requirements students should have a minimum number of mathematics and science courses and engineering topics courses and the total number of undergraduate credits specified in the degree requirements in the bulletin.

Graduate classes cannot be used to fulfil the undergraduate degree requirements (BS/MS students are an exception when 6 credits are double counted).

Application for Degree

Application should be made on the CaneLink no later than the beginning of the semester in which the student plans to graduate.

Senior Credit Check

At the end of their junior or at the beginning of their senior year, students should be encouraged to make an appointment with their Academic Advisors in their Departments for a credit check. A credit check indicates exactly what course work remains to be done to complete requirements for the degree. In some cases, students may discover that they are lacking a core requirement; an early credit

check can help avoid such a traumatic event from occurring during their final semester.

Students who are discontinued and later decide to return to the College for graduation can be referred to the UM Canes Complete program <https://success.miami.edu/reaching-graduation/canes-complete/index.html> through consultation with Associate Dean Derin Ural.

Readmission

Students who have not been enrolled for a semester must apply for readmission. This is a simple process: a one-page application is available in McArthur 243 or in the Office of the Registrar. The fee for readmission is \$100.00.

Students wishing to be readmitted must submit their application no later than 2 weeks before the beginning of the semester (or summer session). These dates are listed on the official university calendar.

Repeat Courses

General Repeat Rule

A “D” is considered a passing grade; as such, a student earns credits toward graduation for a “D” grade. For a variety of reasons, a student may choose to repeat a “D.” In such cases, because credit has already been applied toward graduation, the number of credits needed to graduate will be increased appropriately (for instance, repeating a “D” in a 3-credit course will increase the number of credits needed to graduate by 3). **Different departments in engineering have different rules. Please check your department bulletin pages for your department requirement.**

If a student's initial grade is a “D” or an “F,” **both** the initial grade and the repeated grade are included in the computation of the student's cumulative grade point average.

A course that has been passed with a “C-” or better **may not** be repeated and is considered an "illegal" repeat. Such a repeat will be deleted from the student's record in terms of credits attempted, earned, and quality points; the new grade, however, does remain on the transcript. Only the original “C-” will count in the cumulative GPA. In certain cases, exceptions have been made. For example, if a particular department requires that a student retake a “C-,” we will increase the number of credits needed to graduate (as in a repeated “D”). Please call 284-3100 if you have any questions.

Residency Requirements

The last 45 credit hours must be completed at the University of Miami to satisfy the residency requirements for the degree. If a student has transferred to the University

from a community college with more than 64 credits earned, the last 56 credits must be completed in residence.

At least half of the credits specified for the major and/or the minor must be completed in residence at the University of Miami.

Credits earned by special examination (CLEP, proficiency, etc.) may not be used to reduce the final 45 credit hour residency requirement, but such credits may be earned while a student is enrolled in courses necessary to fulfilling the residency requirements.

Students in their last semester of college will occasionally discover that they are 3 or 6 credits short of their graduation requirements. They may write an appeal letter (**SEE Academic Appeals**) requesting permission to take such classes "out of residence," to their department faculty.

Students seem to misunderstand the residency requirement, assuming it means only that they must complete at least 45 or 56 credits at the University of Miami and not that these credits must be earned consecutively without transferring credits from another institution. In the recent past, a greater number of appeals have been submitted to "go out of residence" by students who have already transferred a significant number of credits from other schools. Such appeals will be considered but are granted only when extenuating circumstances are compelling. If the appeal is granted, the student may participate in the graduation ceremony. Upon completion of the course, she or he should have an official transcript sent to the Office of the Registrar. At that time, the degree will be conferred.

Transfer Information

Incoming Transfer Students – General Information

All incoming transfer students can view their credits in CaneLink. This posted credit indicates what courses are exact equivalents of UM courses, what courses may need departmental evaluation, and how many credits the student has earned.

Students should be aware of:

Illegal repeats—that is, retaking a course for which credit has already been earned but not yet evaluated. If a UM course "sounds like" one the student has taken, avoid it until an evaluation has been completed.

Students should understand that credits earned at accredited schools--whether community colleges or four-year degree granting institutions--are transferable, but only in courses where grades of "C" or higher were earned. "C-" and "D" grades do not transfer toward the degree; "C-" "D" and "F" transfer grades are, however, calculated in the cumulative **transfer** GPA

Transferred credits earned count toward the UM graduation requirement. Transfer grades, however, **are not** computed in the UM grade point average; they are calculated as part of the total cumulative GPA **only** upon graduation in order to determine graduation requirements and Latin Honors.

Students **must** have a minimum cumulative GPA of 2.0 to graduate and a minimum overall GPA of 2.0 to graduate (i.e., transferred work and UM work combined must be 2.0 or higher).

BS/MS Programs:

Purpose:

Intended for exceptional students to acquire both a Bachelor of Science and a Master of Science degree simultaneously, in five years rather than the 4 plus 2 years (approximately) it normally requires. Not really meant for students who want to pursue a Ph.D. program

Requirements:

You must be an undergraduate student in the College of Engineering (CoE). You must have a cumulative GPA of at least 3.0 at the time of application. Students should discuss the program and possibility of entering with an academic advisor. Completed applications are due prior to the beginning of the final exams in your junior year.

Application Process:

Utilize the on-line application which can be found at the following link. You will need to provide all the required documentation outlined on the on-line application including 3 recommenders, a UM transcript sent directly from the UM Office of the Registrar.

Financial Implications:

Many financial aid programs, including those offered by the University and the federal and state governments are restricted to coursework required to complete an undergraduate degree. For further information about financial implications, please contact the CoE Office of Admission and UM Office of Financial Assistance.

Once admitted into BS-MS program:

In their senior year, students may take a maximum of twelve (12) graduate credits (a maximum of six (6) credits per semester). In order to register for these classes, students must complete and submit the The UM Graduate School "Application for Undergraduate to Take Graduate Course" form.

Student DO'S

- Take at least 12 undergraduate credits/semester in the senior year. This qualifies you for the opportunity to take 6 graduate credits/semester at no additional cost.
- Graduate credits can be taken only in the senior year (based on the number of credits earned towards the BS or 4th year, whichever comes first).
- The maximum number of graduate credits allowed per semester is six (6).
- The maximum number of graduate credits the student can take at no additional cost is twelve (12).
- The UM Graduate School "Application for Undergraduate to Take Graduate Course" form should be filled out and all the signatures obtained before registering for graduate credits.
- The student can change his/her status to "GRADUATE", or your status might be determined to be "GRADUATE" for financial aid purposes during or at the completion of the senior year. This will make the student eligible for graduate financial aid (for US citizens or permanent residents).

DONT'S

- The student cannot be a full time undergraduate (taking 12 or more undergraduate credits) and a full-time graduate (taking 9 or more graduate credits) at the same time
- Once a student's status changes to Graduate (in their 5th year or after they have taken a full load of graduate credits) it cannot revert back to Undergraduate status
- An undergraduate student cannot take Graduate credits in any other year except in the SENIOR (Last year of undergraduate studies) year
- An undergraduate student cannot take more than six (6) graduate credits/semester in the senior year
- The student should avoid taking any undergraduate credits after the student's status has changed to Graduate as you will be charged by credit hour

During the students last one or two semesters, if student is taking graduate course work only, they must register as a graduate student.

Graduation Clearance Requirements:

The student must apply for undergraduate and graduate graduation at the same time.

The student must follow the rules of the Graduate School for the MS degree.

Withdrawals

NON-ENROLLMENT AT UM

Complete Withdrawals and Readmission

To officially withdraw from the University of Miami, undergraduate students are required to meet with an advisor in the 'Cane Success Center. Walk-in appointments are available Monday - Friday from 9:00 AM – 4:00 PM or by appointment by calling (305) 284-4500 or emailing success@miami.edu. The '**Cane Success Center** is located on the 2nd Floor of the University Center, Suite 2275 (also known as "The Nest").

Withdrawing Student Handbook

- Withdrawal General Information – FAQs
- Withdrawing BEFORE the first day of the term
- Withdrawing within the FIRST TWO WEEKS of classes
- Withdrawing from WEEK 3 TO WEEK 10 of the semester
- Impact of Withdrawing on Financial Aid

Withdrawing Student Checklist

For more details about the withdrawal process and for helpful hints on making a smooth transition out of the University, visit the Undergraduate Withdrawing Student Checklist page or view the PDF.

Inactive Status

Students who wish to take a semester or two away from UM to work or travel who plan on returning but **who do not plan to study at another University** are considered to be in Inactive Status. The Inactive Status form is available online -

https://registrar.miami.edu/_assets/pdf/inactive-status-notification-form.pdf

Once it has been completed, the student remains “in the system” and receives a registration date and time for the semester she or he will re-enroll, is eligible to apply for campus housing, and eligible to retain the University based scholarships.

<http://registrar.miami.edu/general-information/policies/inactive-status/index.html>

Study Abroad or Domestic non-UM Program Participation

Students leaving to study abroad through a non-UM program (domestic or international) are considered in non-UM status and must pay a \$50 fee for fall or spring. Several forms must be completed if a student wishes to study through this program whether abroad or domestic. Please send these students to McArthur 243 to begin the process.

Students who wish to study abroad through a University of Miami or non-UM program should be encouraged to visit the International Education & Exchange Program (IEEP) Office in Dooly Memorial Building; Suite 125 (305-284-3434). <https://studyabroad.miami.edu/>

Resources for Faculty:

<https://studyabroad.miami.edu/faculty-and-advisors/forms/index.html>

Things to consider about study abroad

If you want to study abroad, it is important that you start planning for it at least a year in advance. This is required to make sure that your academic study plan can be adjusted so that study abroad does not increase the duration of your study at the University of Miami.

When deciding to study abroad, please keep in mind that the academic expectations, grading scale etc. are very different in other countries. Also, if you are a pre-med student, none of the Chemistry, Biology, Mathematics and Physics classes can be taken abroad.

Figuring out which University/Country is right for you is an important step on your path to studying abroad. This decision is based on many factors, such as the amount of time you would feel comfortable being away, the classes you need to take while abroad to stay on track for graduation, the foreign languages you speak and the locations that interest you.

Please attend the General Information Session run by the study abroad office. These sessions will answer questions about cost, scholarships, and the application process. After this, meet with an advisor at study abroad office. Make sure to get the IEEP Course equivalency Form from the IEEP advisor.

Make an appointment to meet with your academic advisor. At this meeting with your academic advisor, you will decide on the courses you will try and take abroad. Courses taken abroad can fulfill major, minor and general education requirements as long as it is an UM approved program

Getting the courses that you are going to take abroad approved is one of the mandatory steps in your preparation to study abroad.
https://goabroad.miami.edu/_customtags/ct_FileRetrieve.cfm?File_ID=15073

- Course equivalencies are granted by the academic departments. This is usually done at a meeting between you and the Department Chairperson.
- When you go to this appointment, please make sure you take the course description from the University where you are going to study abroad and the IEEP Course Equivalency Form.
- As a rule, get equivalencies for more courses than you are going to take. This will provide you with flexibility in choosing your schedule after you arrive at your University abroad (In case some courses are cancelled or there is a conflict in schedule)
- In case you are going abroad during Fall/Spring semester, you need to be enrolled in classes that are equivalent to 12 credits at UM for financial aid purposes.

University of Miami Student Resources

Camner Academic Resource Center

Located on the second floor of the University Center, the Camner Academic Resource Center (ARC) offers free academic assistance to all UM students. The ARC offers individual tutoring by appointment in most subjects, study skills instruction, workshops, and many other valuable services. Please visit www.umarc.miami.edu or call 305- 284-2800 to learn more or schedule an appointment.

Tutoring

At the ARC, all UM students can take advantage of free one-on-one peer tutoring to develop a deeper understanding of course work through additional, special, or corrective instruction. All tutoring is course specific and taught by nationally certified tutors. Students are eligible for two hours of tutoring per week for each course. Peer tutoring is available for more than 175 courses. Students may also receive individual tutoring in study skills or participate in a variety of workshops on topics such as time management, note taking, and preparing for midterms and finals. Please email tutoring.arc@miami.edu or call 305-284-2800 to learn more or schedule an appointment

Academic Workshops

Comprised of 30- to 45-minute sessions, this free workshop series is designed to give an overview of various educational resources and methods geared toward improving academic success. Workshop topics include reducing test anxiety, effective test-taking strategies, improving study strategies, and more. Topics are updated every semester, and students may attend unlimited sessions. Schedules are available at the beginning of each semester in the Camner Academic Resource Center or online at www.umarc.miami.edu.

Learning Specialist

Students are invited to make appointments with the Learning Specialists (<https://camnercenter.miami.edu/>) who have extensive knowledge of effective study strategies and techniques that assist students in achieving college success. These specialists also meet with students to guide them in making good academic decisions. Students meet one on one with a Learning Specialist, who develops an individualized plan based on the student's needs. Students can fine-tune and enhance their academic skills in areas such as reading and comprehending college texts, annotation techniques, successful note-taking strategies, time management, and organizational skills.

Supplemental Instruction

Small group sessions are available to help students succeed in the University's toughest courses. Tutoring is done on a weekly basis where students sit down to discuss course content in a small group setting with the tutor serving as a facilitator.

UMX: University of Miami's Freshman Experience

This online course is a way of providing UM resources to incoming students. The objective is to help new students transition to college life while introducing them to the many services offered by the university and in the surrounding community. UMX provides a firsthand experience in utilizing UM resources necessary for success in college and beyond. Specifically, students will be exposed to campus leadership opportunities, academic and career planning, university traditions, study abroad opportunities, personal wellness programs, as well as advising and registration.

Office of Disability Services (ODS)

The Office of Disability Services (ODS) <https://camnercenter.miami.edu/disability-services/index.html> is located in the Camner Academic Resource Center in Whitten University Center N201. ODS staff can be reached at 305-284-2374 (Voice), 305-284-3401 (TDD) or 305-284- 1999 (Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may email the office staff at disabilityservices@miami.edu for quick responses to questions.

THE COUNSELING CENTER

The Counseling Center is here to support the emotional well-being of University students while helping them achieve their personal and academic goals. Counseling is confidential and is offered without charge to enrolled students. Students may phone the Counseling Center to schedule an appointment. Same-day appointments are usually available for students in crisis; however, we do appreciate a phone call to the Director, Dr. Rene Monteagudo, from referring advisors to alert us to the student's situation. Advisors may also phone Dr. Monteagudo for consultation about emotional management and test anxiety.

The Counseling Center staff consists of psychologists, mental health counselors, social workers and consulting psychiatrists. Our services include individual psychotherapy, group therapy, crisis intervention, the Sexual Assault Response Team, educational outreach programs and referrals off campus.

A Counseling Center counselor is available twenty-four hours a day. If a crisis occurs when the Counseling Center is closed, on-campus students may contact their Resident Assistant or Resident Coordinator; off-campus students may contact the University's

Public Safety Department at 305-284-6666. For further information, contact us at: 305-284-5511 or <http://www.miami.edu/counseling-center>.

MULTICULTURAL STUDENT AFFAIRS

The Office of Multicultural Student Affairs (MSA) at the University of Miami is first and foremost a family. We care about our students and their collegiate experience; we specialize in diversity, giving students of all races, ethnicities, and beliefs a support system in this ever changing world.

We seek to foster growth and successful matriculation of students of ethnically diverse backgrounds by providing a variety of services including advising, academic and co-curricular programming initiatives, and resources that support the academic mission of the university. Our goal is to ensure that all diverse students succeed at the highest level during their tenure at the University of Miami.

In addition to providing academic support, our office provides personal and professional development opportunities for students. Whether we are advising one of our student organizations or working one-on-one with a student, we strive to challenge, encourage and support students in achieving their educational and personal goals.

Programs:

- Culture Pop-Up at the U
- Diversity Week
- Horizons-Pre-Orientation Program
- Senior Mwambo
- No Boundaries
- Real Talk
- Leadership Development Programs

Cultural Celebrations:

- Asian/Pacific Islander Heritage Month
- Black Awareness Month
- Dr. Martin Luther King, Jr.
- Hispanic Heritage Month
- Native American Month

Service and Facilities

- Book Loan Program - Emergency book loans to undergraduate students
- Scholarship Database
 - [African American/Black Scholarships](#)
 - [Asian American Scholarships](#)
 - [General Scholarships](#)
 - [Hispanic/Latino Scholarships](#)

- [Prestigious Awards & Scholarships](#)
- [University of Miami Scholarships](#)
- [Internship Opportunities in Washington D.C](#)
- Training, Workshops, & Reference Materials - Training, programs, and facilitated dialogues around issues of equity and inclusion
- Institutional Committees & Task Force - University wide committees efforts of creating a culture of belonging at the University of Miami
- Unity Newsletter - Designed to inform the University community about programs and activities for African, Hispanic, Asian, Native American, and multicultural community

Student Organizations

- Cultural Organizations
- Professional Organizations
- Affiliated Organizations
- Cultural Celebration Committees

Toppel Career Center

The Toppel Career Center assists undergraduate and graduate students, as well as alumni, in developing their career paths and in providing students with opportunities to meet and network with a variety of employers both personally and through the use of technology. The Center also helps students with graduate school preparation. The Toppel Career Center features an on-line career management system called CaneZone which contains internship and job listings. Students have access to internships both locally and nationally as well as to information regarding graduate and professional study opportunities. The Director, Christian Garcia, and his staff (**Douglas Neese is assigned to oversee Engineering student programs**) provide students with professional assistance and a wide range of programs and services. These programs and services include:

Explore Career Options

Choosing a major can seem overwhelming. Toppel career advisors can help students explore their interests, different majors, and career opportunities. Students can take advantage of the many resources Toppel offers to assist in this process, including career assessments and advising appointments.

- Explore Majors & Careers
- Career Advising • Career Transitions
- Job Shadowing
- Choosing a Graduate Program
- Gap Year Options

Recruit at the U

- Sponsorship
- Get Involved
- Campus Recruiting
- Recruiting Policies
- Posting Jobs & Internships
- Directions & Accommodations

Toppel in the Classroom

Faculty who attend workshops or conferences and do not wish to cancel a class may now contact the Toppel Career Center and we will facilitate the class by conducting a career-related workshop. Contact us for more information (305) 284-5451. You can request a workshop online at Request a Career Workshop https://umiami.qualtrics.com/jfe/form/SV_ezBsYJzoJa2biqp. For classroom presentations, please contact the Toppel Career Center at toppel@miami.edu.

Career Resources

- Guides & Handouts
- Dress for Success
- Toppel on Demand
- Identity-Based Resources
- Toppel Insider
- Request a Program
- Career Education Programs
- Resume & Cover Letter Guide
- Interview Preparation
- Search for Jobs & Internships

The Toppel Career Center is located at 5225 Ponce De Leon Blvd., phone (305) 284-5451, FAX: (305) 284-3668, email: toppel@miami.edu or www.HireACane.com

The Launch Pad at Toppel

The Launch Pad <https://www.thelaunchpad.org/> at Toppel is a unique career center program that helps students explore and launch new firms while they are in school or as alumni. It is the first college entrepreneurship program in the country that is offered as part of the University's career center. As such, it is not tied to any particular academic program or department, and requires no prerequisites or coursework, which makes it extremely accessible to students from any discipline. By providing practical "just in time" skills training and mentoring, the Launch Pad at Toppel is providing to be a magnet for students who want to pursue a career as an entrepreneur. The Launch pad at Toppel is located in the University Center, phone: 305-284-2789, and um@thelaunchpad.org.

College of Engineering Academic Resources

Active Classrooms

Active classrooms reverse the lecture and homework elements of the class. Faculty use a variety of tools to disseminate information outside of the classroom, including PowerPoint presentations, videos and other resources. Students utilize those tools to learn information they would typically receive in class, with the flexibility to work at their own pace and location.

Careers

The College of Engineering (CoE) is committed to provide students with internship opportunities as well as career options upon graduation. Here are a few resources for both students and recruiters to help great future engineers meet wonderful firms. The University of Miami is known internationally as a highly selective, diverse source of bright and talented students, taught by a distinguished faculty involved in today's cutting edge research. The CoE is a preferred recruiting partner for many of the world's leading firms, including GE, IBM, Allstate, FPL, Lockheed Martin, NASA, Cordis, UPS, and many others.

ViAComp

ViAComp – Virtual Academic Computing – is a cloud computing platform for the CoE students. ViAComp provides free remote access to educational software programs anytime and anywhere. ViAComp also works on mobile platforms like an iPhone. ViaComp was developed for the benefit of students, who needed access to software in their research and academic projects. ViAComp contains over 50 software modules including Solid Works, Labview, ProEngineer, and Minitab.

Maker Space

The J&J Collaboratory and its supporting Prototyping Facility offer world-class prototyping facilities.

Research Opportunities for Students:

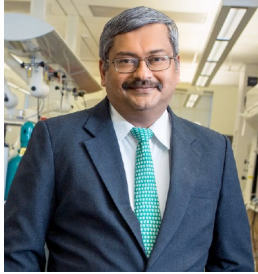
1. NSF-REUs (National Science Foundations, Research Experiences for Undergraduates). There are 2 types of NSF-REUs which are typically paid positions. One type is associated with single research grants that are awarded to the University through an individual Professor's efforts. The other type are "site" REUs which are awards made to a particular University to host a larger group of students for work on several different research projects. The "site" REUs typically take place during the summer and usually require that the undergraduate student travel to the University hosting the site. The "site" REUs typically provide stipends that help offset the cost of housing. Announcements for "site" NSF-REUs are typically released between the December and February preceding the

corresponding summer. Additional details about site REUs is available in the Powerpoint presentation and fact sheet.

2. NSF-GRFP (NSF – Graduate Research Fellowship Program). These awards fund graduate school, including MS and PhD degrees. These awards are highly prestigious and are awarded to the student and can “follow” the student depending upon where they go to graduate school. To be competitive, students are highly recommended to work with a faculty member in developing their application. The deadline for applications is typically in November. More details are available at: the NSF website at <https://www.thelaunchpad.org/>. The announcement for the competition is available at NSF Graduate Research Fellowship Program site https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201

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Campus Troubleshooters 2020-2021

If you need help with a difficult situation, clarification on policy, or some advice navigating the university, you have come to the right place. Between the Ombudsperson and troubleshooters across campus, you will be connected with the appropriate resource to help you reach a resolution, along with a better understanding of UM.

<https://ombuds.studentaffairs.miami.edu/index.html>

Academic Troubleshooters serve as problem solvers within their specific academic area. When you have attempted to already resolve your issue with your advisor or faculty member, these are the next people to reach out to. For non-academic issues, see Administrative Troubleshooters

<https://ombuds.studentaffairs.miami.edu/who-can-help/academic-troubleshooters/index.html>

Administrative Troubleshooters are defined individuals in areas who can help you find a resolution to a concern you are facing. These are folks to contact when you have already taken steps to resolve your concern. For academic issues, see Academic Troubleshooters

<https://ombuds.studentaffairs.miami.edu/who-can-help/administrative-troubleshooters/index.html>