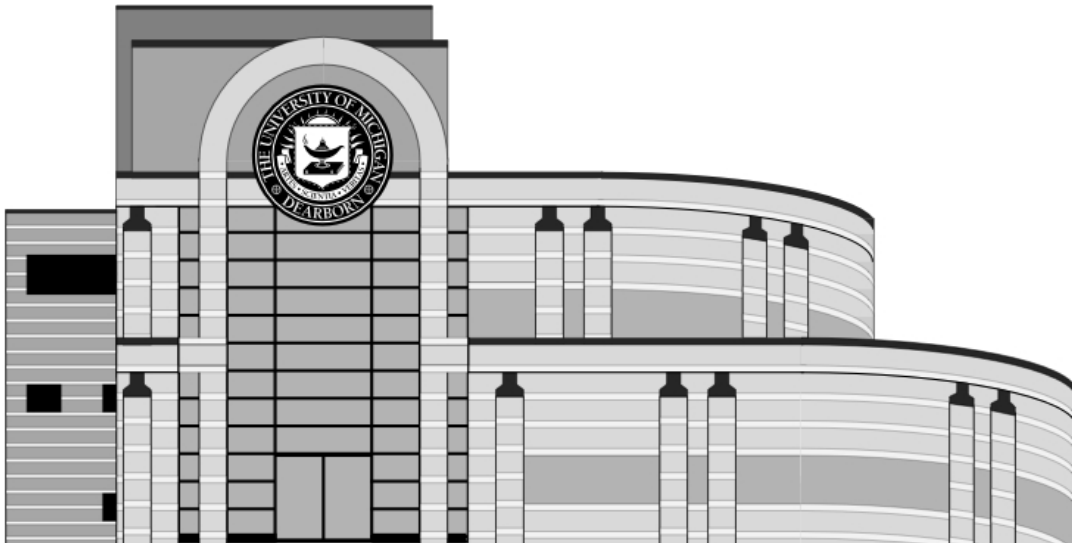


CECS UNDERGRADUATE STUDENT HANDBOOK



THE COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
(CECS)
THE UNIVERSITY OF MICHIGAN-DEARBORN

www.engin.umd.umich.edu

September 2009 CECS Student Records and Advising Office

University of Michigan Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388.

University of Michigan-Dearborn inquiries or complaints may be addressed to:

Dearborn Institutional Equity Officer
Office of Human Resources
1020 Administration Building
4901 Evergreen Road
Dearborn, MI 48128-2406
313-593-5320 or 593-5190
TTY 313-593-5430
Fax 313-593-3568

www.umd.umich.edu/hr_institutional_equity/

Public Safety and Environmental Health www.umd.umich.edu/public_safety_env_health

Each year the University of Michigan-Dearborn prepares an "Annual Security Report". The report includes detailed information on campus safety and security policies, procedures, and programs, including information on: emergency services, security telephone numbers, sexual assault policy, stalking laws, handling obscene phone calls, sexual harassment policy, dealing with workplace violence and threats, police agencies, health services, counseling services, safe transportation after dark, safety tips, and alcohol and drug policies and programs. The report also includes statistics concerning crimes on campus. If you would like to receive a complete copy, please contact the University of Michigan-Dearborn Office of Public Safety and Environmental Health, (313) 593-5333.

College of Engineering and Computer Science: www.engin.umd.umich.edu
The University of Michigan-Dearborn: www.umd.umich.edu

This CECS Undergraduate Student Handbook is also available on-line in pdf file format:

www.engin.umd.umich.edu/SRA/pdf/Student_Handbook.pdf

Table of Contents

I	Check Lists to Assist You in Completing Your Degree.....	4
II	Offices and Programs to Know About	5
III	Where to Find Tutoring and Other Academic Help	7
IV	The Academic Code of Conduct	8
V	Students' Responsibility	8
VI	College of Engineering and Computer Science Degree Programs	8
VII	Academic Advising Information	9
	Curriculum Requirements Sheets Sample Course Sequence Sheets	
	Course Pre-Requisites Recommended Course Load Required Advising	
VIII	Some Important Academic Policies	10
	Pre-requisite courses Grades and Repeat Policy "D Minus" Repeat Policy	
	Probation Repeat Policy Residency Policy Dropping or Adding Courses	
	Petitions Total Withdrawal from Semester "I" and "X" Marks	
IX	Types of Academic Status	11
X	Preparing to Graduate; Senior Audits; Graduation Requirements and Application ...	13
XI	Placement Exams: English Composition, Mathematics, and Foreign Languages.....	14
XII	Sample First Semester Schedule of Classes	15
XIII	Registration Information	15
Appendices		
	List of No Credit Courses in Electrical, Industrial and Systems, Manufacturing, Mechanical, and Computer Engineering	16
	List of No Credit Courses in Computer and Information Science and Software Engineering	17

I Check Lists to assist you to succeed and complete your degree

New Students:

1. Take the English Composition and Mathematics **placement exams**. (Page 14)
2. Attend orientation; meet with the CECS academic advisors and register for your classes. Pick up, read, and be responsible for the information in the following:
 - a) The University of Michigan - Dearborn *Undergraduate Catalog*
 - b) The **CECS Undergraduate Handbook**, which highlights key important policies
 - c) The **CECS Academic Code of Conduct** booklet (Page 8)
 - d) The **Curriculum Sheet** which gives the course requirements for your major (Pg. 9)
3. Get a CECS e-mail and computer account to use computer labs. (Page 6)
4. Take part in the Mathematics Summer Bridge program to strengthen your skills.

Freshman and Sophomore years:

1. Become familiar with university policies, deadlines to add/drop courses, and the difference between dropping one course and totally withdrawing from all courses. (Pages 10-11)
2. Form study groups in your classes. Do extra practice through the Mathematics Laboratory, the Student Success Center, and other offices. (Page 7)
3. Join a student or professional organization. (Page 7) Get to know juniors and seniors.
4. Get to know your instructors; start by meeting with them during office hours.
5. **Plan out ahead of time all the courses you will take until you graduate.** Check that you are taking the courses that are pre-requisites for other courses so that you'll be able to take your courses in proper sequence. (Page 9) Some courses are offered only once a year and you need to plan accordingly. Check with your advisor about your course plan.
6. Make your **required advising appointment** (Page 9) each semester with your academic advisor (Page 5) so you can register for your next semester classes. Plan out all your courses until graduation with your advisor's assistance.
7. Choose and declare your major, if you were "undecided" when admitted. (Page 9)
8. Plan to take the courses needed for **co-operative education**. See the Co-op office. (Pg 6)
9. Take advantage of the programs and services – such as study abroad programs – offered through the College and by the University. (Page 6)

Junior and Senior years:

1. You are now assigned to a faculty advisor in your major. (Page 9) Consult your advisor about course plans and career goals. Check that you are meeting your degree requirements.
2. Once you have 86 credits towards your degree (not 86 credits total) a CECS advisor will do your **Senior Audit** (Page 13). If you don't have your senior audit, email the advisor to request one:

<u>Last names A to K</u>	<u>Last names L to M</u>	<u>Last names N to Z</u>
Laura Beer	Reinaldo Pérez	Jennifer Makas
lbeer@umich.edu	rperez@umich.edu	jmakas@umd.umich.edu

The semester prior to your last semester: make an appointment with the CECS advising director to check that you will meet all your degree and **graduation requirements**.(Pg. 13)

3. Register at the Career Services Office for assistance in finding employment. (Page 7)
4. Submit your **Diploma Application** online by the 4th week of your last semester. (Page 13)

II **Offices and Programs to Know About**

1. **College of Engineering and Computer Science – (CECS) Student Records and Advising Office – (SRA)**

2000 Heinz Prechter Engineering Complex www.engin.umd.umich.edu/SRA/
The University of Michigan-Dearborn
Dearborn, MI 48128-2406

Office hours: 8:00 a.m. - 6:00 p.m., Monday-Thursday (313) 593-5510
8:00 a.m. - 5:00 p.m., Friday FAX (313) 593-9967

SRA advisors are assigned to students by their last name:

Last names A to K

Laura Beer
Advisor
lbeer@umich.edu

Last names L to M

Reinaldo Pérez
Director
rperez@umich.edu

Last names N to Z

Jennifer Makas
Advisor
jmakas@umd.umich.edu

The CECS Student Records and Advising Office is the students' most important contact for all undergraduate programs and provides many services and information, including:

- information about degree programs, requirements, and academic policies
- choosing, declaring, and changing your major, or declaring a minor
- adding or dropping courses and total withdrawal from all courses for the semester
- academic orientation, course selection, and course registration
- evaluation of transfer credits
- determining your progress towards graduation: “Senior Audit”
- readmission of CECS students previously enrolled at the U of M-Dearborn
- information concerning appeals, petitions, or exceptions
- certification that graduating seniors have met all degree requirements
- information and referral to other University offices for other assistance.

CECS students are urged to contact their SRA advisor for any questions or concerns in person – by appointment or a walk-in basis – or by e-mail, phone, fax, or surface mail.

2. **Academic Departments of the College of Engineering and Computer Science:**

Computer and Information Science (CIS) Department

105 CIS Building www.engin.umd.umich.edu/CIS/ (313) 436-9145

Electrical and Computer Engineering (ECE) Department

206 Engineering Lab Bldg www.engin.umd.umich.edu/ECE/ (313) 593-5420

Industrial & Manufacturing Systems Engineering (IMSE) Department

2340 HP Engineering Complex www.engin.umd.umich.edu/IMSE/ (313) 593-5361

Mechanical Engineering (ME) Department

1340 HP Engineering Complex www.engin.umd.umich.edu/ME/ (313) 593-5241

3. **CECS Co-operative Education Office** 2070 HP Engineering Complex
www.engin.umd.umich.edu/COOP/ (313) 593-5078

Co-op students register for co-op courses, do co-op work in their career field for two or three alternating terms, and earn a salary. Co-op is usually a full-time commitment and students are rarely allowed to take other courses the same term. Check with the Co-op Office about the courses you need before you can apply for co-op.

4. **CECS Computer Services** www.engin.umd.umich.edu/ECS/
1180 Heinz Prechter Engineering Complex (313) 593-0896
183 Engineering Laboratory Building (313) 593-5112

Apply at 1180 HPEC for a logon ID and password to use the CECS computer laboratories. You need both a U of M-Dearborn e-mail account and a CECS e-mail account to receive official notifications from both the University and the College.

5. **Study Abroad Programs**

CECS students studying abroad contact the SRA Office, 2000 HPEC, (313) 593-5510.

Germany: Mechanical Engineering majors may take Fall semester engineering courses taught in English at the University of Applied Sciences in Ulm: www.hs-ulm.de/en/.

Japan: U of M-Dearborn students wishing to learn Japanese and learn about Japanese culture may study for one or two semesters at the Japan Center for Michigan Universities (JCMU) in Hikone, Shiga Prefecture, Japan (www.isp.msu.edu/JCMU/).

Spain: U of M-Dearborn students may study in Spain at the University of Oviedo (www.uniovi.es/). The language of instruction is Spanish. More information: www.uniovi.es/zope/organos_gobierno/unipersonales/vicerrectorados/vicd/IR

Sweden: CECS students may study for up to one year at the School of Engineering in Jönköping University in Jönköping, Sweden (www.hj.se/ing/eng) as part of an on-going student exchange program. Technical courses in Jönköping are taught in English.

Students studying in Ulm, Oviedo, or Jönköping register for their courses at U of M-Dearborn, pay their normal tuition, and are covered by their financial aid as they normally are, but do the actual coursework abroad. The only additional costs are airfare and room and board.

Prechter International Travel Fellowship

CECS students may be eligible for a travel fellowship to help them defray some of the cost of travel associated with approved international studies. The travel fellowships are made possible by a gift from Ms. Waltraud Prechter to CECS' Institute for Advanced Vehicle Systems. Students who are planning to participate in international studies as part of their CECS degree program should contact Reinaldo Pérez, Director of CECS Academic Services, to see if they qualify. Mr. Pérez can be reached in person at his office, 2000 HPEC, by telephone 313-593-5510, or by email at rperez@umich.edu.

6. **Career Services Office**, 2149 University Center (313) 593-5020
www.umd.umich.edu/careerservices/

Career Services assists in finding a job during school, professional employment upon graduation, career interest assessment, job search and job listings, job fairs, career and salary information, how to research a company you're interested in, and alumni contacts.

7. **Counseling and Support Services**, 2157 University Center (313) 593-5430
www.umd.umich.edu/support/

- Confidential counseling for individuals encountering personal difficulties, such as stress or relationship concerns, which often contribute to academic difficulties
- Disability Services provides accommodations to students with disabilities
- Student medical insurance information
- Off-campus Housing Referral Services – lists of apartments and rooms close to campus: www.umd.umich.edu/support/housing
- Peer support and on-campus support groups

8. **The Ombudsman**, 1060 Administration Building (313) 593-5440
www.umd.umich.edu/ombudsservices/

The Ombudsman provides students with individual, informal assistance in resolving concerns and addressing issues regarding student rights and responsibilities.

9. **Student Organizations – College of Engineering Computer Science**
www.engin.umd.umich.edu/cur_students/studorg.php

Student and professional organizations offer opportunities to meet and make friends, to develop professionally, provide service, and exercise leadership:

The Student Activities Office, 2106 University Center, (313) 593-5390, has a full list of student organizations on campus. See also: <http://sao.umd.umich.edu/>
http://sao.umd.umich.edu/sao_student_organizations/

III **Where to Do Extra Practice and Find Tutoring and Other Academic Help**

1. **Student Success Center**, 2nd floor University Center (313) 593-5340
www.umd.umich.edu/success/ Very helpful assistance with courses and study skills
2. **Mathematics Learning Center**, 2076 CASL Building (313) 583-6351
www.casl.umd.umich.edu/62901/ For extra mathematics practice or tutoring
3. **Writing Center**, 3035 CASL Building (313) 593-5543
www.umd.umich.edu/casl/hum/writing/ Provides help in writing papers
4. **The Honor Societies of the College of Engineering and Computer Science**
www.engin.umd.umich.edu/cur_students/studorg.php

The honor societies provide tutoring: Alpha Pi Mu (2261 HPEC); Eta Kappa Nu, Pi Tau Sigma, and Tau Beta Pi (1311 HPEC); and Upsilon Pi Epsilon (116 CIS Bldg).

5. **Grade Point Average Computation:** www.sis.umd.edu/gpacalc/html.html

IV **The Academic Code of Conduct**

CECS students abide by the Academic Code of Conduct which explains the standards of academic honesty expected of students taking CECS courses and the importance of ethical standards in the engineering and computer science professions. The Code of Conduct prohibits students from tampering with grades, submitting false grades, and changing academic records, as well as cheating, plagiarism, and other forms of academic dishonesty. The text of the Academic Code of Conduct is available online:

www.engin.umd.umich.edu/cur_students/codeofconduct.php

Students sign an acknowledgement form to attest that they received the Academic Code of Conduct Booklet in order to be allowed to register.

V **Students' Responsibility**

It is each student's responsibility to learn the requirements, policies, and procedures governing their program of study and act accordingly. Students should consult their advisor regularly to ensure they are meeting degree requirements in a timely fashion. Although advisors provide assistance, responsibility for fulfilling degree requirements remains with the student.

Students are responsible for the information in the *Undergraduate Catalog*, the curriculum requirements for their major, and the U of M-Dearborn registration webpage: www.umd.umich.edu/rr_registration. These sources contain important information such as: dates to register, add, drop, and pay tuition; prerequisites courses; the final exam schedule; and many other important regulations, procedures, and requirements.

VI **College of Engineering and Computer Science Undergraduate Degree Programs**

www.engin.umd.umich.edu/pros_students/undergrad_info.php

www.engin.umd.umich.edu/SRA/circ_requir.php

Computer and Information Science

Computer Science (CS) Option or Information Systems (IS) Option

Software Engineering

Computer Engineering

Industrial and Systems Engineering

Mechanical Engineering

Engineering Mathematics

Electrical Engineering

Manufacturing Engineering

CIS Mathematics

(Engr Math and CIS Math are *concurrent degrees*, that is, they can only be obtained at the same time as another B.S.E. or B.S. degree in a CECS major.)

CECS Concurrent Degrees are available in CE and EE, in EE and CE, in ISE and MFGE, and in MFGE and ISE. These CECS special dual degree programs require only 16-17 credits of additional course work. Degree program requirements are online:

www.engin.umd.umich.edu/SRA/circ_requir.php

Declaring a Major: Students who were “undecided” when admitted must choose and declare their major (at 2000 HPEC) upon attaining 45 credits. Students who want to

change majors must meet department GPA requirements to be accepted.

Concurrent (Dual) Degrees: students may obtain two degrees, one from CECS and one from CASL (e.g., CIS and Economics) by being admitted to the two programs and completing them concurrently. Dual degrees require a minimum of 30 additional credits.

Minors are not required, but students may choose a minor if they wish. Minors in many CASL and business subjects are available. A **minor in CIS** is the only CECS minor: www.engin.umd.umich.edu/SRA/pdf/CIS_Minor_2006.pdf
Use a ‘Declaration of Minor Form’ (SRA office, 2000 HPEC) to declare any minor.

VII Academic Advising Information

1. **Curriculum Sheets** list the required courses for a given major and catalog year: www.engin.umd.umich.edu/SRA/circ_requir.php
2. **Sample Course Sequence Sheets** provide an example of the sequence in which courses may be scheduled: www.engin.umd.umich.edu/SRA/sample_sequence.php

Check that you are taking the courses that are pre-requisites for other courses so that you’ll be able to take your courses in proper sequence. Some courses are offered only once a year and you need to plan accordingly. Check your course plan with your advisor.

3. **Course Pre-Requisites:** A list of the pre-requisites for CECS courses is available online: www.engin.umd.umich.edu/SRA/pdf/Pre-Requisites_for_C ECS_Courses.pdf
4. **Course load:** Because of the mathematics and laboratory courses in CECS programs, the College recommends that full-time students take 12-14 credits per semester. **For every hour of class time students may expect at least three hours of homework**, sometimes much more. A CECS degree may take between nine to twelve semesters to complete.

CECS students should take mathematics every term until the mathematics sequence is completed. One non-technical course (from humanities, behavioral/social sciences, or composition), added to three courses from the mathematics, science, and engineering/CIS categories, makes a balanced and manageable schedule for students attending full-time.

5. **Required Advising:** All CECS Freshmen and Sophomores are required to have their course elections approved by an SRA advisor (2000 HPEC) prior to each registration. After advising, the “Required Advising Hold” or “Academic Hold” is released and students can then register. Almost all CECS students beyond the sophomore year are also required to see their advisor prior to registration. Advisors are assigned in October for Winter semester advising, and in February for Summer and Fall semester advising:

<u>CECS Major</u>	<u>SRA Advisor</u>	<u>Faculty Advisor</u>
Declared Majors	Freshmen and Sophomores	Juniors and Seniors
Undecided Majors	All Undecided	

VIII Some Important Academic Policies

The University of Michigan-Dearborn's *Undergraduate Catalog* and website pages www.umd.umich.edu/policies_umd/ and www.umd.umich.edu/registration/ have fuller information about university policies. Below are only some important policies.

1. **Pre-requisites courses and co-requisite courses:** A student who elects a course without the proper prerequisites, or who needs to repeat the prerequisite because of probation, cannot stay enrolled in the course. A list of the pre-requisites for CECS courses is online: www.engin.umd.umich.edu/SRA/pdf/Pre-Requisites_for_CECS_Courses.pdf
2. **Grades:** All courses required for CECS students must be taken for a grade. Grades count as part of a CECS student's grade point average, except for passing grades in "additive credit" courses (EDF courses and courses numbered 001 to 099).

CECS students cannot take required courses on an audit or Pass/Fail basis. Any course audited or taken Pass/Fail will not count towards the degree, even as a general elective. No-Credit Courses (listed at end of this handbook) also do not count. Pass/Fail or No-Credit courses may be taken only for non-degree credit.

3. **Grades in Repeated Courses:** All grades are part of a student's permanent record. If a student receives a grade in a course and then repeats it, both the original grade and the new grade are shown on the transcript, but only the most recent grade, whether higher or lower, is used in computing the GPA. **Students may take a course only a maximum of three times.** CECS students who have not successfully completed a course within the three-course limit may be required to leave the major for which that course is required. The policy for repeated courses is online: www.umd.umich.edu/policies_repeat/
4. **The D- Repeat Policy: Any course in which a CECS student earns the grade of D- does not carry degree credit.** Any course in which a CECS student receives a D- must be repeated and must be passed with a higher grade in order for the course to count towards a CECS degree. This policy applies to all CECS students.
5. **The Probation Repeat Policy:** It is a CECS *degree requirement* that any required courses with grades of C- or less must be repeated if taken in any term at the end of which a student's overall cumulative GPA, CECS cumulative GPA, or both, drops below 2.0. A student who has been placed on probation and earned a grade of C- or less in a pre-requisite course must repeat the prerequisite before taking the follow-up course.
6. **On-Campus Courses Policy:** To insure the integrity of its programs, the University's policy is that once a student enrolls at U of M-Dearborn, approval to take a course at another institution will very rarely be granted. The proximity of another school to a student's home, or lower tuition at a community college, are not valid reasons.
7. **Adding and Dropping courses** – Use a *Registration, Add & Drop Form* (www.umd.umich.edu/rr_forms) to add/drop courses. Make sure you abide by the deadline dates (www.umd.umich.edu/rr_academic-calendar). Get the proper signature(s) and take the form to Enrollment Services (1169 UC) to process it.

8. **Absences from class:** Students who miss classes should contact their instructors directly. No one will drop students from courses if they stop attending; they will get an “E” if they don’t drop a course. Students should confer with their instructor and advisor before dropping a course, but the decision to drop a course or not is the student’s responsibility.
9. **Petitions:** A petition is a written request concerning a rule or regulation. Students might petition to substitute one course for another, to be granted an extension for an X or I mark, or to late drop a course beyond the deadline. The Records and Advising Office, 2000 HPEC, handles petitions for CECS students. Transfer students may petition for credit for courses taken at a previous university. Submit copies of as much documentation as possible, including:
 - a) the college catalog course description
 - b) the course syllabus
 - c) the textbook’s table of contents
 - d) course notes, exams, quizzes, or programs.
10. **Late drop petitions, like other petitions, are handled by the CECS Student Records and Advising Office (2000 HPEC).** In the event of extraordinary circumstances occurring after the end of the drop period, a student may petition to drop a course after the regular drop deadline. A late drop petition is considered only for important medical or other compelling reasons and not just because a student is doing poorly.

Students must contact the SRA director in person to discuss a late drop petition since supporting documentation is required. Students continue to be registered in a course, and should continue attending and doing the assignments, unless and until their late drop petition is approved by the CECS Records and Advising Office.
11. **Total Withdrawal:** students may withdraw from all their courses for a given semester up to the last day of classes (NOT the last day of exams). CECS students who wish to withdraw from all their classes need the signature of a CECS SRA advisor (2000 HPEC).
12. **“I” and “X” Marks:** Students who don’t complete course assignments or exams receive an "E" grade. If there are unavoidable reasons for this, you may request your instructor to assign you the temporary mark “I”, *Incomplete* or “X”, *Excused Absence from Final Exam*. An “I” requires both the instructor’s approval and the completion of an "I Contract", available in 2000 HPEC. An “X” mark must be completed within six weeks. If the course work for an “I” or an “X” is not completed within the allowed time, the temporary "I" or “X” mark converts to a permanent "E".

IX Types of Academic Status

1. **Good standing:** Two different grade point averages are computed for CECS students:
 - a) the overall cumulative grade point average (GPA), and
 - b) the CECS cumulative grade point average (GPA).

The overall cumulative grade point average counts grades in all courses at U of Michigan-Dearborn. The CECS cumulative grade point average counts grades in CECS courses, that is, grades in CIS, ECE, IMSE, ME, and ENGR courses.

Students are expected to remain in "good academic standing", that is, maintain *both* their

overall cumulative grade point average *and* their CECS cumulative GPA at 2.0 (a C) or higher. For a student in good standing, courses with grades of C-, D+, or D do count towards graduation. But students should repeat such courses to improve their skills.

2. **Academic Probation:** Students are placed on academic probation when either their overall cumulative GPA or their CECS cumulative GPA, or both, fall below 2.0. Probation policies apply to the semester at the end of which the GPA fell below 2.0. Earning a higher grade in a repeated course does not retroactively change the probation status originally assigned using the earlier grade. Students are notified by letter of their probation status, once grades are reported and GPAs computed. Students generally receive their probation letter after the following semester has begun.

CECS students who have been placed on probation abide by the following rules:

- Probation students are restricted to enrolling in a maximum of 13 semester credits
- Students who have been placed on academic probation must repeat a required course in which they earned C- or less, taken in any semester at the end of which either their overall cumulative, or CECS cumulative, GPA was below 2.0
- Probation students have, at most, two terms to raise their GPAs to 2.00 and return to good academic standing
- Probation students who do not return to good academic standing may be required to withdraw from the College of Engineering and Computer Science.

Generally, three factors tend to contribute to poor grades: a) being employed too many hours; b) an insufficiently strong academic background in key subject areas, poor study skills, or poor study habits; or c) personal, family, or health concerns.

Courses which probation students need to repeat: It is a CECS degree requirement that any required course with a grade of C- or less taken in any term at the end of which a student's overall cumulative GPA, CECS cumulative GPA, or both, was below 2.0, be repeated. Students placed on probation who earned C- or less in a prerequisite course need to repeat the prerequisite before taking the follow-up course. Students without a prerequisite, or who need to repeat a prerequisite, will be disenrolled from the course. Students whose cumulative and engineering cumulative GPA are above 2.0, but whose GPA for a given *term* is below 2.0, are not on probation but are sent a warning letter.

3. **Required to Withdraw:** CECS students whose grades have been below the standard necessary for continued enrollment will be required to withdraw from CECS and not allowed further registration. The decision to require a student to withdraw is always made *after* semester grades are reported. Students required to withdraw are notified by letter as soon as possible and are disenrolled from all classes they may have registered for, which are likely to have already begun. **Notification to a student required to withdraw takes place AFTER the following semester has begun.**
4. **Dean's List, Graduation with Distinction, the Chancellor's Medallion**
Students with a semester GPA of 3.5 or above in at least twelve credits of degree courses are placed on the Dean's List. Students with a final cumulative GPA between 3.2 and 3.59 graduate *with distinction*; those with 3.6 or above graduate *with high distinction*. The Chancellor's Medallion is awarded to the student with the best overall record.

X **Preparing to Graduate, Senior Audits, Graduation Requirements and Application**

The following will help you prepare for a successful career:

- 1) a high GPA, particularly in mathematics, engineering, and computer science courses
- 2) ability to work well as part of a team and participation and leadership in student organizations and extracurricular activities
- 3) co-op or internship experience
- 4) good English writing and oral skills
- 5) foreign language skills

Senior Audit. The SRA office will do a senior audit for each student who has earned 86 credits towards their degree program. (The number of earned credits may not necessarily be the same as credits that count for a given degree program.) The student is notified by postcard that their audit is done, signs and picks it up in 2000 HPEC. The senior audit lists the specific courses and other requirements still needed to graduate. Check your audit for accuracy and consult with the advisor who did the audit for any clarification.

Although advisors will provide assistance, students are fully responsible for knowing and adhering to university policies and procedures and their program's degree requirements and to see that all requirements for graduation are met.

Consult the U of M-Dearborn *Undergraduate Catalog* and other official publications.

Graduation Requirements (also check the *Undergraduate Catalog*):

- At least 120 credits for the B.S. in CIS or the B.S. in Software Engineering
- At least 125 credits for the B.S.E. in Computer Engineering or the B.S.E. in Electrical Engineering (129 credits if Math 105 is taken)
- At least 128 credits for the B.S.E. degree in Mechanical, Industrial and Systems, or Manufacturing Engineering (132 credits if Math 105 is taken)
- A 2.00 cumulative overall GPA and 2.00 cumulative GPA in CECS classes
- All required and degree courses must have been passed with a satisfactory grade. No required or degree course can have been audited or taken pass/fail.
- Taking the English composition placement exam and passing the required composition courses
- Meeting all course and distribution requirements, requirements for on-campus courses and upper-level courses in the major, electives, and other requirements
- Successfully repeating all courses you were required to repeat
- Submitting a diploma application online by the deadline
- All degree work, final grades, and successful resolution of "I", "X", or "Y" marks must be completed within the time of the term in which you intend to graduate.

Diploma Application. Submit a diploma application online by the fourth week of your last semester in order to graduate (www.umd.umich.edu/rr_degree-diploma/). A "Tentative Degree List" is posted outside 2000 HPEC. If you submitted a diploma application and aren't on the list, check with the SRA Office right away. There are three graduations, in Winter, Summer, and Fall, but Commencement only in Fall and Winter.

Students who don't meet graduation requirements in time to graduate in the semester for which they applied must submit another diploma application if they plan to graduate the following semester.

XI **Placement Exams: English Composition, Mathematics, and Foreign Languages**

1. **The English Composition Placement Exam**, and taking the composition course they place into, is required of all students upon entering U of M-Dearborn.
www.umd.umich.edu/casl/hum/writing/place.html

For information call the Orientation Office at **(313) 593-5100**, or the Writing Program (3018 CASL Building) at (313) 593-5238.

Freshmen who place into COMP 099 take COMP 099 in their first semester. Transfer students who need to take one more composition course need to take it by their second semester of enrollment. CECS students who already have a college degree and are working towards their second undergraduate degree should contact the Writing Program.

2. **Mathematics Placement Exam and Mathematics Course policies for CECS students**

For information about the mathematics placement: www.umd.umich.edu/318101

This link takes you to a page with more details about what topics and skills are being tested by the mathematics placement exam, sample problems, and external links that will help you to better prep for taking the exam.

- The Mathematics Placement Exam is required of all University of Michigan-Dearborn freshmen before they register for a mathematics course.
- All transfer students expecting to take Math 105 (pre-calculus) or Math 115 (calculus I) at U M-Dearborn must also take the mathematics placement exam.
- Students may retake the mathematics placement exam if they wish – to better assure that they receive an appropriate placement.
- Students must take and pass the mathematics course they place into.
- Students who register for a different mathematics course than the course they placed into will be disenrolled from that course.
- Students who don't pass a mathematics course must retake that course before going on to the next mathematics course. (This is the standard policy that applies to all courses that follow sequentially or that are prerequisites for other courses.)
- Students who don't pass a mathematics course cannot retake the placement exam to "place out" of it; they must retake the course and pass it.

To schedule your Mathematics Placement Exam and get your placement results call the Orientation Office (1145 UC) at **(313) 593-5100**. For other information call the Mathematics Learning Center (2076 CASL Building) at (313) 583-6351.

Students admitted for Fall may wish to take their first math course in Summer Half I (May-June) or Summer Half II (July-August) and take their next math course in the Fall.

3. **Foreign Language Placement Exam.** Students who wish to take foreign language courses contact the Orientation Office (1145 UC) at **(313) 593-5100** to schedule a placement exam. Foreign language courses satisfy the Humanities Area distribution requirement for CECS students. Foreign language course credit is not awarded by exam.

XII Sample Freshman Year Selection of Courses

There are three 14-week full semesters in the academic year:

Fall (September-December) Winter (January-April) Summer (May-August)

There are also two shortened summer half-terms:

Summer (Half) Session I (May-June) and Summer (Half) Session II (July-August).

Suggested courses for freshmen in the Engineering fields:

First semester: (4 courses)

1. Mathematics (as determined by the mathematics placement exam)
2. Either ENGR 126 or ENGR 100 [Engr 126 not required for EE or CE majors]
3. Chemistry 144 (if student had high school chemistry and is taking at least Math 105)
4. A humanities, or behavioral/social sciences, or composition course (as determined by the composition placement exam)

Suggested courses for freshmen in CIS or in Software Engineering:

First semester: (4 or 5 courses)

1. Mathematics (as determined by the mathematics placement exam)
2. A humanities, or behavioral/social sciences, or composition course (as determined by the composition placement exam)
3. CIS 150 (if student is taking Math 115, Calculus I, concurrently or has already taken it)
4. A natural science laboratory course, or a humanities or behavioral/social sciences course

XIII Registration Information www.umd.umich.edu/rr_registration/ www.umd.umich.edu/registration/

1. Click on the U of M-Dearborn CONNECT logo in order to:

- Check the University's Academic Calendar
- Check the Schedule of Classes semester
- Read the Course Catalog descriptions of courses
- Get information on closed courses and closed sections of courses
- Look at your final grades
- Check what 'holds' you have; a 'hold' prevents you from registering
- Register on-line – after you are advised and your hold(s) released, logon to the secure area using your ID number and PIN. **Check your registration carefully for accuracy!** Make sure you are actually registered for the correct courses and sections, not just placed on the waiting list.
- Add/drop courses – but only up to the end of the adjustment period, that is, the first two weeks of a Fall or Winter semester.



After the adjustment period, students can drop a course only in person at Enrollment Services, University Center. Students can drop a course only up to the 9th week of a Fall or Winter semester; check the deadlines: www.umd.umich.edu/rr_academic-calendar and consult your advisor!

2. **Wait Lists:** If a course is closed (full), students can place themselves on the wait list.

NON-CREDIT courses for the B. S. E. degree in CE, EE, ISE, MFGE, or ME

(All listed courses are NON-CREDIT unless otherwise noted)

The NON-CREDIT List is not necessarily complete. There may be new courses introduced by CASL or School of Management departments, for example, which would be no credit courses for CECS students. Since other units are not required to inform CECS of new courses, there may be courses which are new or at one time were new and which belong on the No Credit List but have not yet been added. **Always check with a Student Records and Advising Office advisor to make sure a course you wish to take (which is not specifically required) counts towards your degree.**

All Additive Credit courses (those with numbers under 100) are not for degree credit.

Examples: CHEM 090, CHEM 091, COMP 099, MATH 080, MATH 090, etc.

Co-op or internship courses, such as ECE/IMSE/ME 299, 399, 499, or

ECON 498, ENV ST 385, HUM 485, POL 493, 494, 495, 496, 497, PSYC 485, SOC 478

ARTH 105 - counts as general elective only ART and ARTA all courses

BA 100, 200 (Finance 200) CHEM 111 COMP 106

MUS APPL all courses (credit only for MAPP 348 [ENS 348], Marching Band)

CIS and MIS 100-level courses are not for credit for B.S.E. students.

Neither CIS 310 nor CIS 420 count for credit, if ECE 375 is taken.

CIS 350 is no credit, if ECE 371 is taken.

ECE 305: no credit for ECE students ECON 305

EDC 340, 440 EDF (Phy Ed) courses (credit only for 270 & 415)

EXPL STDY 100, 218, 220 EXPS 102 (1) – credit only when taken by freshmen

LIB STDY 101, 111, 200, 465, 470

MATHEMATICS lower than calculus, MATH 104, 105, 113, 114, 131, 363, 385, 386, 387

MUSIC THEORY courses (credit only for 102, 301, 302)

NAT SCI 120, 121, 123, 290

PHYSICS 100, 125, 126, 360, 401, 403, 406; (Physics 406: credit only for ECE students)

No credit for both PHYS 403 and ECE 321

Political Science 300, 301, **PSYCHOLOGY** 312, 381, 383, **SOCIOLOGY** 383, 410, 464

THEATER ARTS courses (credit only for 301, 302, 348).

Notes: Any course audited, any course taken Pass/Fail, or any course which is only offered Pass/Fail will not count towards a CECS degree.

Two courses which are similar or duplicative cannot both be counted for degree credit.

There are many such courses, for example, IMSE 317 and STAT 325; CIS 350 and ECE 371,

CIS 275 and ECE/MATH 276; CIS 420 and ECE 375; ECE 317 and ECE 3801; **AND MANY**

OTHERS.

CECS 4/09

NON-CREDIT courses for the B.S. degree in CIS or in Software Engineering

(All listed courses are NON-CREDIT unless otherwise noted)

The NON-CREDIT List is not complete. There may be new courses introduced by CASL or School of Management departments, for example, which are no credit courses for CECS students. Since CECS isn't informed of all new courses, there may be courses which are new, or at one time were new, which have not yet been added to the No Credit List.

Always check with a Student Records and Advising Office advisor to make sure a course you wish to take (which is not specifically required) counts towards your degree.

NO CREDIT for **CIS 100, 101, 102, 103, 105, 112, 121, 122, 123, ENGR 100, or IMSE 255** *if taken after completion of CIS 150.*

NO CREDIT for **CIS 104, 110, 111, 160, 161, 162, 163, 164, 165, 166, 168, 169, 170, 171, 172, 173, 174, 176, 177, 178, 205, and 351.** Beginning with Fall 1995 catalog (IS and CS): CIS 205 and CIS 351 are no credit. No degree credit for Microsoft Certification courses.

All Additive Credit courses (those with numbers under 100) are not for degree credit.

Examples: CHEM 090, CHEM 091, COMP 099, MATH 080, MATH 090, etc.

COMP 106 EDC 340, 440 EDF (Phy Ed) courses (credit only for 270 and 415)

ECON 305 IDS 100 or 102 IS 502 cannot be used as a cognate elective

MATHEMATICS lower than pre-calculus, MATH 104, 113, 114, 131, 363, 385, 386, 387

MATH 105 no credit if taken after Math 115

NAT SCI 100

Political Science 300, 301 **PSYCHOLOGY 381 SOCIOLOGY 383, 410**

EXPS 102 (1) – credit only when taken by freshmen

Lib Studies 101, 200, 300 [A maximum of **three** credits from the CIS co-op courses, CIS 299, 399, 499, may be used toward the B.S. in CIS as general elective credit only.]

Credit for only course from the following combinations of courses:

CIS 310 and CIS/IS 420 (for CS Option students) CIS 112 and MIS 310

CIS 200 and IMSE 255 CIS/IMSE 381 and ECE 464

CIS 310 and ECE 375 CIS 420 and ECE 375

CIS/CCM/IMSE 350 and CIS/IMSE 351 CIS/IMSE 351 and CIS/IMSE 352

Note: Any course audited, any course taken Pass/Fail, or any course which is only offered Pass/Fail will not count towards a degree (BSE or BS) in CECS.

Two courses which are similar or duplicative cannot both be counted for degree credit. There are many such courses, for example, IMSE 317 and STAT 325; Physics 125 and 150; Physics 126 and 151; CIS 275 and ECE/MATH 276; **and many others.** CECS 1/07