I. ADMISSION TO THE SCHOOL OF ENGINEERING

All freshmen and transfer students who meet the University’s requirements for unconditional admission as a degree-seeking student (as stated in the current UAB catalog), and wish to major in engineering, are admitted as Pre-Engineering students, and are designated as Pre-Biomedical, Pre-Civil, Pre-Electrical, Pre-Materials, or Pre-Mechanical Engineering based on their intended major. Undecided students are designated as Pre-General Engineering. Students admitted to UAB, but not eligible for admission as Pre-Engineering students, may be admitted to Civil, Electrical, Materials, Mechanical or Biomedical Engineering only upon successful completion of the requirements for advancement listed below.

Students currently enrolled in other UAB schools or divisions seeking admission to engineering but have not completed the requirements to advance to an engineering major may be admitted to a pre-engineering category if their institutional GPA is a 2.2 or greater.

A. Requirements for Advancing from Pre-Engineering to Civil, Electrical, Materials or Mechanical Engineering

In order to advance from pre-engineering to one of the engineering majors listed above, students must meet the following minimum requirements.

- Sophomore standing (completion of at least 32 hours)
- Completion (C or better) of Calculus I and II
- Completion (C or better) of two required science courses with appropriate labs
- Completion of Introduction to Engineering (EGR 110 and EGR 111, or EGR 100) and Engineering Graphics (ME 102)
- Completion of Computer Methods in Engineering (EGR 150)
- An institutional (UAB) GPA of 2.20

Transfer students receive a Pre-Engineering designation for a minimum of one semester following admission to UAB, then are admitted to their chosen department upon completion of the minimum requirements listed above.

If a student is not eligible to advance into an engineering major after completing a maximum of 64 hours of course work with pre-engineering status, he or she is required to transfer to a major outside the School of Engineering. If a student fails to change major at this time, he or she will be administratively moved to General Studies (Exploratory Studies) and may not seek readmission to the School of Engineering until another baccalaureate degree is earned.

B. Requirements for Advancing from Pre-Engineering to Biomedical Engineering

In order to advance from pre-engineering to Biomedical Engineering, students must meet all of the following minimum requirements:
• Sophomore standing (completion of at least 32 hours)
• Completion (C or better) of Calculus I and II
• Completion (C or better) of two required science courses with appropriate labs
• Completion of Introduction to Engineering (EGR 110 and EGR 111, or EGR 100)
• Completion of Engineering Graphics (ME 102)
• An institutional (UAB) GPA of 3.20 (transfer students must also have an overall GPA of 3.20)

Transfer students receive a Pre-Engineering designation for a minimum of one semester following admission to UAB, then are admitted to their chosen department upon completion of the minimum requirements listed above.

If a Pre-Biomedical or Pre-Engineering student is not eligible to advance into Biomedical Engineering after completing a maximum of 64 hours of course work, they may advance into another engineering major if the qualifications for that major (as listed in the previous section) are met. Pre-Biomedical or Pre-Engineering students not eligible to advance into an engineering major after completing a maximum of 64 hours of course work are required to transfer to a major outside the School of Engineering. If a student fails to change major at this time, he or she will be administratively moved to General Studies (Exploratory Studies) and may not seek readmission to Biomedical Engineering until another baccalaureate degree is earned.

C. Direct Admission to Biomedical Engineering

Freshmen with an ACT score of 28 or higher (or SAT equivalent), and a high school GPA of 3.20 or higher, may be admitted directly to the Biomedical Engineering program. However, if a student has not successfully met the minimum requirements for advancement listed above after completing a maximum of 64 hours of course work, they must transfer into an engineering major for which they are qualified (as listed in the previous section), or transfer to a major outside the School of Engineering. If a student fails to change major at this time, he or she will be administratively moved to General Studies (Exploratory Studies) and may not seek readmission to Biomedical Engineering until another baccalaureate degree is earned.

II. THE CORE CURRICULUM (AREAS I, II, III, AND IV)

A. Core Area I: Written Composition

Students must complete EH 101 and EH 102 (or equivalent courses taken at another institution) with a grade of C or higher according to University policy in the current UAB catalog.

B. Core Area II: Humanities and Fine Arts

Engineering students satisfy Core Area II requirements with nine (9) semester hours of course work – three (3) hours must be in literature and three (3) hours must be in the fine arts. A continuously updated list of courses that fulfill Core Area II is available from the School’s Office of Academic Programs; on the website: www.eng.uab.edu; and in the current UAB catalog. Courses that best complement the technical coursework and are strongly recommended by the engineering programs are in bold on the lists available from the School’s Office of Academic Programs. Students must complete six (6)
sequential semester hours in a single discipline in either Core Area II or Core Area IV (see Section II.D).

C. Core Area III: Natural Sciences and Mathematics

Engineering students more than satisfy the Core Area III requirements by completing the mathematics and basic science courses specified by their curricula. The state-wide requirement is 11 semester hours in natural sciences and mathematics with at least 3 hours in mathematics at the pre-calculus level or higher and 8 hours in laboratory sciences.

D. Core Area IV: History, Social and Behavioral Sciences

Engineering students satisfy the Core Area IV requirements with nine (9) semester hours of course work – three hours must be in history. A continuously updated list of courses that fulfill Core Area IV is available from the School’s Office of Academic Programs; on the website: www.eng.uab.edu; and in the current UAB Catalog. Courses that best complement the technical coursework and are strongly recommended by the engineering programs are in bold on the lists available from the School’s Office of Academic Programs. Students must complete six (6) sequential semester hours in a single discipline in either Core Area II or Core Area IV.

III. TRANSFER CREDIT

In addition to guidelines for transfer credit outlined in the current UAB catalog, the following policies apply to students transferring into the School of Engineering:

1. The UAB School of Engineering may grant transfer credit for engineering, math and science courses taken at another institution only if a grade of C or higher was earned. Students admitted to the School of Engineering who have earned a grade of D in a course within a required sequence of courses may be required to repeat all or part of the sequence.

2. Engineering technology courses are not equivalent to engineering courses.

3. International students may receive credit for equivalent subjects which they have passed at international institutions if proper documentation is available to determine equivalency. To obtain information regarding international credit, students should contact the International Admissions Advisor through the UAB Office of Undergraduate Admissions.

4. No more than one-half the number of credits required to satisfy program requirements for a baccalaureate degree in the UAB School of Engineering (64 hours) may be transferred from a two-year college.

IV. PROGRESS TOWARD DEGREE

A. Academic Advice and Planning

   Mandatory Advising Requirements: To assure that students are achieving reasonable academic progress towards graduation, the School of Engineering provides academic advice and planning each term, either through EGR 110, EGR 111, or EGR 100, or a meeting with an assigned engineering advisor. At the time of
advising, students receive a registration access code (RAC) which will allow them to register for courses the following semester.

**Academic Advisor Assignment:** Pre-Engineering students in all disciplines are advised by engineering faculty in the School of Engineering’s Office of Academic Programs (OAP). Advisor assignments are based on the student’s intended discipline. Upon admission to Biomedical, Civil, Electrical, Materials or Mechanical Engineering, students are advised by engineering faculty within their major.

**B. Prerequisite and Concurrent Course Requirements**

Students must comply with appropriate course prerequisite and concurrent requirements for all courses in which they enroll. Students will be administratively withdrawn from engineering courses for which they do not meet prerequisite or concurrent requirements.

**C. Academic Course Load**

1. Course loads of twelve (12) to eighteen (18) semester hours per semester are considered normal for full-time engineering students. The average full time load is fifteen (15) semester hours.

2. A student who is working a total of forty (40) hours per week is advised to take no more than two courses per term.

3. Students wishing to register for more than eighteen (18) semester hours per semester must receive approval for a course overload from the Associate Dean of the School of Engineering.

**D. Engineering Courses and Curricula**


2. Enrollment in any engineering course requires approval by an Engineering Office of Academic Programs advisor or engineering departmental advisor.

3. BME students must have an institutional (UAB) GPA of at least 3.00 and have completed at least 64 hours of coursework applicable to the degree before they may register for 300-level and 400-level BME courses. In addition, students must earn a grade of C or higher in all BME courses to graduate. Students who do not meet these requirements will be put on BME probation for one term, during which time the student must raise their institutional GPA above 3.00 or be reclassified as PEGR (Pre-General Engineering) the following term. To be re-admitted to the BME program, the student must have an institutional (UAB) GPA of at least 3.20 and make a formal application for re-admission.

4. Students who are not majoring in biomedical engineering but wish to enroll in 300- or 400-level BME courses must fulfill course prerequisites and have a UAB GPA of 3.00.

5. Graduate level classes may be taken to fulfill undergraduate engineering elective requirements with the permission of the student’s department and submission of a Request for Undergraduate Student Enrollment in Graduate Level Coursework form.
E. Reasonable Progress toward Degree

All students must successfully complete at least two (2) courses applicable to a UAB engineering program within a twelve (12) month period. Failure to do so may result in dismissal from the School.

F. Completion of Degree

In addition to satisfying the general UAB graduation requirements specified in the current UAB Catalog, all engineering students must earn an engineering grade point average (GPA) of at least 2.00 in order to graduate. The engineering grade point average includes all engineering course work, applicable to the degree, attempted at UAB. Students who are on academic warning or probation cannot graduate from the School of Engineering.

G. Academic Warning, Probation, and Suspension

The School of Engineering follows the UAB Policy for Academic Warning, Probation, and Suspension with the following additions:

1. Students on Academic Warning or Probation are advised to register for no more than 14 semester credit hours per term.

2. While on Academic Warning or Probation, students may only register for 100 and 200 level engineering courses, or repeat courses for which they previously earned a grade of D or F.

3. Students placed on Academic Suspension will be removed from the School of Engineering and returned to General Studies (Exploratory Studies) if another major is not specified at the time of suspension. Students may not seek readmission to the School of Engineering unless and until the requirements for advancing from Pre-Engineering to Civil, Electrical, Materials, Mechanical or Biomedical Engineering (as specified in Section I) are met.

4. First-term freshmen students in Biomedical Engineering who have an institutional (UAB) GPA below a 3.0 will be placed on Academic Warning. If their institutional (UAB) GPA is not a 3.0 or greater after the next term enrolled, the student will be placed on Academic Probation in Biomedical Engineering. Biomedical students (excluding first-term freshmen) who have an institutional (UAB) GPA below a 3.0 will be placed on Academic Probation. Biomedical Engineering students who do not attain an institutional (UAB) GPA of 3.0 in the next term attempted will be reclassified as Pre-General Engineering.

5. Students who have been suspended and are not eligible to advance into an engineering major after completing a maximum of 64 hours of course work may not seek readmission to the School of Engineering until another baccalaureate degree is earned.

H. Course Repeat/Forgiveness Policy

The UAB course repeat/forgiveness policy is summarized in No. 1 below, but students should refer to the current UAB Catalog for full text. The School of Engineering follows the UAB course repeat/forgiveness policy, with the two additional requirements (No. 2 and 3) noted below.
1. If a course is repeated once, the second grade awarded may be used to replace the first in computing the student’s grade point average. Recognition of a replaced grade is not automatic. It is the student’s responsibility to notify the Office of Registration and Academic Records of courses repeated for grade replacement. A student may use this policy to replace the grade for a maximum of four courses. If a course is repeated more than once, all grades for the course – excluding the first grade – will be employed in computation of the student’s grade point average.

2. All courses required for a degree in engineering, as well as any preparatory courses which individual students may be required to take, must be successfully completed within three attempts. Withdrawal from a course constitutes an attempt. Failure to meet this requirement will result in transfer to General Studies (Exploratory Studies). This policy applies to all courses taken after admission to UAB.

3. All required courses in the engineering program failed at UAB must be repeated at UAB for the student to receive credit.

V. ENROLLMENT IN ENGINEERING COURSES BY NON-ENGINEERING STUDENTS

1. Students in the Division of General Studies (Exploratory Studies)

   Students admitted to UAB who wish to pursue an engineering program but who do not qualify for admission to the School of Engineering are placed in the Division of General Studies (Exploratory Studies). These students may enroll in any non-engineering courses applicable to UAB’s engineering programs. In addition, students who have fulfilled appropriate course prerequisites or concurrent requirements may take three engineering courses: EGR 100, ME 102, and EGR 150. Enrollment in any other engineering courses will require the approval of a School of Engineering Office of Academic Programs advisor.

2. Students in other UAB Schools

   Students enrolled in other UAB Schools who have fulfilled appropriate course prerequisite or concurrent requirements may take any of the following engineering courses: EGR 100, CE 210, CE 220, CE 236, CE 344, EGR 150, EE 305, MSE 280, MSE 350, ME 101, ME 102, ME 301 and ME 302. Enrollment in any other engineering courses will require the approval of a School of Engineering Office of Academic Programs advisor.

VI. REQUIREMENTS FOR A MINOR IN ENGINEERING

Because technology greatly affects most aspects of society, the study of technology in conjunction with the pursuit of a non-engineering major can provide a particularly pertinent educational experience. A student majoring in one of the disciplines offered through the UAB Schools of Arts and Humanities, Natural Sciences and Mathematics, or Social and Behavioral Sciences may select, as a minor, an organized program of study in engineering. A non-engineering major who wishes to minor in engineering may choose from among the minor programs of study listed in the current UAB catalog.

Students wishing to minor in engineering must confer with an academic advisor in the School of Engineering Office of Academic Programs to receive clearance for engineering courses in the required program of study. To satisfy the minor requirements, a minimum
GPA of 2.0 is required for all engineering coursework attempted except biomedical engineering which requires a minimum GPA of 3.0 in all engineering coursework attempted.

Transfer students wishing to minor in engineering must complete, at UAB, a minimum of 9 semester hours required for the minor, with a minimum grade point average of 2.0 in the UAB engineering courses attempted (students wishing to earn a minor in biomedical engineering must maintain a GPA of 3.0 in UAB engineering courses attempted). The UAB School of Engineering may grant transfer credit for engineering courses taken at another institution only if a grade of C or higher was earned.

VII. AUDITING COURSES

UAB's policy on auditing courses states, "...instructors have the option of setting requirements for a satisfactory audit." Students who wish to audit a course in the School of Engineering must discuss the requirements for a satisfactory audit with the course instructor. Refer to the current UAB Catalog for full text of the policy.

VIII. COURSES TAKEN AS A TRANSIENT STUDENT

Students enrolled in the UAB School of Engineering who wish to take courses at another college or university as a transient student must fulfill the University requirements stated in the current UAB catalog. Approval is granted only under extenuating circumstances.

Transient students majoring in engineering at another institution who wish to enroll in the UAB School of Engineering to earn credits to be transferred back to their institution, must provide (1) a letter indicating advisor approval and (2) a letter of good standing from the degree-granting institution.

IX. ACADEMIC CONDUCT

A. Academic Misconduct

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to the following categories of behavior:

- **ABETTING**: helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers, or use your work as their own are examples of abetting.

- **CHEATING**: use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer-related information.

- **PLAGIARISM**: claiming as your own the ideas, words, data, computer programs, creative compositions, art work, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, copying other’s ideas.
• FABRICATION: presenting as genuine falsified data, citations, quotations.

• MISREPRESENTATION: falsification, alteration or misstatement of the contents of documents, academic work or other materials related to academic matters, including representing work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the Academic Code of Conduct are punishable by a range of penalties from receiving a failing grade on an assignment or examination to an F in the course. Any course grade of F for academic misconduct supersedes any other grade or notation for that class.

In the event of a suspected violation of the Academic Code of Conduct, the following procedure is followed:

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor’s reasons for making the charge, to inspect all relevant evidence in the instructor’s possession, and to respond to the charge. Based on the student’s response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor informs the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the department chair.

2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor’s decision by letter to the chair of the department. The chair or her/her designee, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses, and make a decision. If the chair or designee reverses the finding of academic misconduct, the instructor must re-examine the work in question and assign credit without prejudice. In the event that the chair or designee is the instructor in the course, the Dean or his/her designee will replace the chair in the appeal process.

3. In those cases where a grade of F is assigned in the course and the student has utilized the appeal process described in (2) above, the student has two weeks to appeal the decision by letter to the Dean of the School responsible for the course. The Dean or his/her designee, acting expeditiously, should take testimony from the student, the instructor, the chair or appropriate designee, and all appropriate witnesses, and make the final decision.

4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Associate Provost for Undergraduate Programs and Faculty Affairs office and kept on file.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the University. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to request in writing a hearing with the Associate Provost for Undergraduate Programs and Faculty Affairs. Students expelled for academic misconduct will have it noted on their transcript.
B. Examples of Academic Misconduct

1. Assignments for Credit

   Each student is expected to do his or her own assignments, homework, computer programs, design projects, and laboratory reports. Unless stated otherwise by the instructor, discussion of assignments between students is not permissible. In carrying out computer assignments, each student is expected to do his or her own preliminary calculations to establish the compilation required for an assignment, establish his or her own logic path to accomplish the task, and program that logic without assistance. Merely changing variable names, statement numbers, or the precise form of Input/Output statements (PRINT vs. WRITE, etc.) does not constitute a logic change. No student should submit as his or her own work, a solution copied from any source including, but not limited to, a solution manual, commercial or industrial documents, work of another student in the course, work of any person not in the course, or work of an instructor. The instructor has the right and the responsibility to decide if an unacceptable degree of similarity exists.

2. Tests and Examinations

   It is absolutely essential that each student do his or her own work on tests and examinations. Therefore, the following rules apply:
   a. Talking, whispering, whistling, or tapping are not permitted during any test or examination.
   b. Looking at anyone else’s test or examination paper or notes during a test or examination is not permitted.
   c. Passing notes or making written material visible to another student is forbidden. On a multi-page test or examination, all pages should be turned face down except the one currently being worked on.
   d. In the case of an “open book” or “open notes” test or examination, only those books or materials specified by the course instructor may be used. Solution manuals are not permitted.
   e. Student use of electronic devices (i.e., calculators, etc) during any test or examination is at the course instructor’s discretion.
   f. In the case of "closed-book, closed notes" tests or examinations, a student may not have notes hidden in secret anywhere within the room or in the area.
   g. If for any reason a student must leave the room prior to completion of the test or examination, he or she must obtain the Instructor’s (or proctor’s) permission. No more than one person may be out of the room at any time.
   h. It is the responsibility of the instructor to decide if any portion of a student's test or examination has been copied from an unacceptable source or from another student.

C. Enforcement

If the instructor observes academic misconduct, he or she will take the offending student's material, and communicate a charge of academic misconduct to the student
and to the department or designee, thereby invoking the academic misconduct policy and procedure described in Section A above. These rules are not to be construed as an all-inclusive list of rules pertaining to academic misconduct. It is only reasonable to expect that situations will arise which are not explicitly covered here. Since academic misconduct will not be tolerated, it is the right and responsibility of the instructor to determine if academic misconduct has occurred in any situation. Both the instructor and student may use these explicit rules as guidelines in determining what constitutes academic misconduct in circumstances other than those detailed here.

D. Student Grievances

Judgments on academic matters can most appropriately be made by individuals with expertise in the particular academic discipline involved. For this reason, complaints by students on academic matters are the responsibility of the department and school involved. Normally, such complaints can be resolved quickly through discussions with the faculty directly involved. In rare situations where such resolution does not occur, the student should contact the chair of the appropriate academic department. If the matter cannot be settled within the department, it may be forwarded to the Dean or his/her designee for the school in which the department is located. At the Dean or his/her designee’s discretion, an advisory panel may be appointed to study the disagreement and make a recommendation to the Dean or his/her designee. However, it is the responsibility and prerogative of the Dean or his/her designee alone to make a decision on any academic disputes which have not been resolved at lower levels, and the decision of the Dean or his/her designee is final.

X. NON-ACADEMIC CONDUCT

The university is a community of scholars and learners; therefore, all participants are expected to maintain conduct which (1) facilitates the institution’s pursuit of its educational objectives, (2) exhibits a regard for the rights of other members of the academic community, and (3) provides safety to property and persons. Through appropriate due process procedures, disciplinary action will be taken in response to conduct which violates these principles. A more detailed description of non-academic misconduct can be found in the student handbook Direction, available from the judicial officer, Room 101, Hill University Center. It is the student’s responsibility to be fully aware of the policies and procedures described in Direction. The Vice President for Student Affairs has the responsibility for coordinating policies and procedures regarding students’ non-academic misconduct.

XI. WAIVER POLICY

A genuine emergency or a most unusual circumstance may constitute sufficient reason to waive any of these policies in individual cases. A petition for a waiver must be initiated in writing by the student, stating clearly the reasons why the rules as stated herein should not be applied. The chair or designee of a student's department and the associate dean of the School of Engineering will review these petitions and provide recommendations and reasons justifying a waiver. All petitions for waiver of rules affecting departmental operations must be reviewed by the chair or designee of the department involved. The Dean or his/her designee makes the final decision for approval or denial of all waiver petitions for the School of Engineering. A copy of any petition will be filed in the student's record.