2014-2015 FACULTY ADVISING HANDBOOK

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## Office of the Dean

**WCB 2005**
**8-3420**

- **Gregory J. Shepherd**: Dean
- **TBA**: Executive Assistant to the Dean
- **Irmina Sheridan**: Administrative Assistant

## Office of Admissions, Academic, and Alumni Services

**WCB 2037**
**8-5234**

- **Dr. Paul Driscoll**: Vice Dean, Academic Affairs
- **Luis Herrera**: Assistant Dean
- **Eva Alonso**: Director, Academic Advising
- **Marilyn Gonzalez**: Academic Advisor
- **Natieska Rivas**: Academic Advisor
- **TBA**: Program Coordinator
- **Carolyn Castro**: Administrative Assistant to Assistant Dean
- **Karina Valdes**: Administrative Assistant to Vice Dean

## Department Chairs 2014-2015

<table>
<thead>
<tr>
<th>Area</th>
<th>Chair</th>
<th>Ext.</th>
<th>Office Manager</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism &amp; Media Management</td>
<td>Dr. Sam Terilli</td>
<td>8-4951</td>
<td>Valory Greenman</td>
<td>8-5350</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Dr. Diane Millette</td>
<td>8-2340</td>
<td>Marcia Sierra</td>
<td>8-5106</td>
</tr>
<tr>
<td>Cinema &amp; Interactive Media</td>
<td>Prof. Ed Talavera</td>
<td>8-4167</td>
<td>Nancy Molina</td>
<td>8-6902</td>
</tr>
<tr>
<td>Strategic Communication</td>
<td>Dr. Alyse Lancaster</td>
<td>8-2843</td>
<td>Maria Lopez</td>
<td>8-4544</td>
</tr>
</tbody>
</table>
# Campus Resources & Troubleshooters

<table>
<thead>
<tr>
<th>Academic Resources</th>
<th>Contact</th>
<th>Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Architecture</strong></td>
<td>Ana Santana</td>
<td>110 Bldg. 48</td>
<td>8-5245</td>
<td><a href="mailto:asantana@miami.edu">asantana@miami.edu</a></td>
</tr>
<tr>
<td><strong>College of Arts and Sciences</strong></td>
<td>Athena Sanders</td>
<td>200 Ashe</td>
<td>8-4333</td>
<td><a href="mailto:a.sanders2@miami.edu">a.sanders2@miami.edu</a></td>
</tr>
<tr>
<td></td>
<td>Charles Mallery</td>
<td>337 Ungar</td>
<td>8-3188</td>
<td><a href="mailto:cmallery@miami.edu">cmallery@miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Business</strong></td>
<td>Ellen McPhillip</td>
<td>104 Merrick</td>
<td>8-2987</td>
<td><a href="mailto:emcphillip@miami.edu">emcphillip@miami.edu</a></td>
</tr>
<tr>
<td><strong>Graduate Business</strong></td>
<td>Lori Pryor</td>
<td>221 Jenkins</td>
<td>8-2510</td>
<td><a href="mailto:lpryor@miami.edu">lpryor@miami.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cecilia Sanchez</td>
<td>221 Jenkins</td>
<td>8-1661</td>
<td><a href="mailto:csanchez@bus.miami.edu">csanchez@bus.miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Communication</strong></td>
<td>Luis Herrera</td>
<td>2035 Wolfson</td>
<td>8-5234</td>
<td><a href="mailto:lherrera@miami.edu">lherrera@miami.edu</a></td>
</tr>
<tr>
<td><strong>Continuing &amp; International Education</strong></td>
<td>Carol Wilson</td>
<td>116 Allen Hall</td>
<td>8-4411</td>
<td><a href="mailto:carol@miami.edu">carol@miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Education</strong></td>
<td>Gina Astorini</td>
<td>312-D Merrick</td>
<td>8-3826</td>
<td><a href="mailto:gfastorini@miami.edu">gfastorini@miami.edu</a></td>
</tr>
<tr>
<td><strong>College of Engineering</strong></td>
<td>Ram Narasimhan</td>
<td>244 McArthur</td>
<td>8-2409</td>
<td><a href="mailto:ram@miami.edu">ram@miami.edu</a></td>
</tr>
<tr>
<td><strong>Graduate School</strong></td>
<td>Koren Bedeau</td>
<td>1541 Brescia Ave.</td>
<td>8-4154</td>
<td><a href="mailto:k.bedeau@miami.edu">k.bedeau@miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Law</strong></td>
<td>Janet Stearns</td>
<td>A212C Law Admin Bldg.</td>
<td>8-2740</td>
<td><a href="mailto:jsterns@law.miami.edu">jsterns@law.miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Medicine</strong></td>
<td>Ana Campo</td>
<td>R-160</td>
<td>243-2003</td>
<td><a href="mailto:acampo@med.miami.edu">acampo@med.miami.edu</a></td>
</tr>
<tr>
<td></td>
<td>Alex Mechaber</td>
<td>R-160</td>
<td>243-0496</td>
<td><a href="mailto:amechabe@med.miami.edu">amechabe@med.miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Music</strong></td>
<td>Steven Moore</td>
<td>128C Gusman</td>
<td>8-6920</td>
<td><a href="mailto:smoore@miami.edu">smoore@miami.edu</a></td>
</tr>
<tr>
<td><strong>School of Nursing &amp; Health Studies</strong></td>
<td>Doris Ugarriza</td>
<td>417 Schwartz Center</td>
<td>8-1551</td>
<td><a href="mailto:dugarriza@miami.edu">dugarriza@miami.edu</a></td>
</tr>
<tr>
<td><strong>Richter Library</strong></td>
<td>Yolanda Cooper</td>
<td>Richter Library</td>
<td>8-1728</td>
<td><a href="mailto:ycooper@miami.edu">ycooper@miami.edu</a></td>
</tr>
<tr>
<td><strong>Rosenstiel School of Marine &amp; Atmosphere Science</strong></td>
<td>William Drennan</td>
<td>210C Ungar</td>
<td>421-21800</td>
<td><a href="mailto:w.drennan@miami.edu">w.drennan@miami.edu</a></td>
</tr>
<tr>
<td>(Undergraduate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rosenstiel School of Marine &amp; Atmosphere Science</strong></td>
<td>Amy Clement</td>
<td>Rosenstiel School</td>
<td>421-4846</td>
<td><a href="mailto:aclement@rsmas.miami.edu">aclement@rsmas.miami.edu</a></td>
</tr>
<tr>
<td>(Graduate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Testing Center</strong></td>
<td>Robert Moore</td>
<td>222 Merrick Bldg.</td>
<td>8-3187</td>
<td><a href="mailto:rmoore@miami.edu">rmoore@miami.edu</a></td>
</tr>
</tbody>
</table>
# Campus Resources & Troubleshooters (Cont’d)

<table>
<thead>
<tr>
<th>Administrative Resources</th>
<th>Contact</th>
<th>Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Resource Center</strong></td>
<td>Mykel Mangrum-Billups</td>
<td>N-201 UC</td>
<td>8-3092</td>
<td><a href="mailto:m.mangrum@miami.edu">m.mangrum@miami.edu</a></td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Deanna Voss</td>
<td>132 Ashe</td>
<td>8-5673</td>
<td><a href="mailto:dvoss@miami.edu">dvoss@miami.edu</a></td>
</tr>
<tr>
<td><strong>Counseling Center</strong></td>
<td>Kirt Patrick McClellan</td>
<td>Bldg. 21R</td>
<td>8-5340</td>
<td><a href="mailto:kmcclellan@miami.edu">kmcclellan@miami.edu</a></td>
</tr>
<tr>
<td><strong>Dining Services</strong></td>
<td>Marco Gonzalez</td>
<td>125 UC</td>
<td>8-3584</td>
<td><a href="mailto:mggonzalez@miami.edu">mggonzalez@miami.edu</a></td>
</tr>
<tr>
<td><strong>Discipline/Honor Code</strong></td>
<td>Ricardo Hall</td>
<td>Bldg. 21H</td>
<td>8-5353</td>
<td><a href="mailto:rdhall@miami.edu">rdhall@miami.edu</a></td>
</tr>
<tr>
<td><strong>Facilities Administration</strong></td>
<td>Sonia Baquero</td>
<td>1535 Levante #235</td>
<td>8-1591</td>
<td><a href="mailto:sbaquero@miami.edu">sbaquero@miami.edu</a></td>
</tr>
<tr>
<td><strong>Financial Assistance</strong></td>
<td>Joanne Brown</td>
<td>Bldg. 37R</td>
<td>8-1008</td>
<td><a href="mailto:j.brown1@miami.edu">j.brown1@miami.edu</a></td>
</tr>
<tr>
<td><strong>Health Center</strong></td>
<td>Linda Walker</td>
<td>5513 Merrick Dr.</td>
<td>8-5921</td>
<td><a href="mailto:lwalker@miami.edu">lwalker@miami.edu</a></td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>Ana Bacallao</td>
<td>Gables One Tower 1100H</td>
<td>8-4343</td>
<td><a href="mailto:amb@miami.edu">amb@miami.edu</a></td>
</tr>
<tr>
<td><strong>International Students &amp; Scholar Services</strong></td>
<td>Teresa de la Guardia</td>
<td>Bldg. 21P</td>
<td>8-2928</td>
<td><a href="mailto:tdelaguardia@miami.edu">tdelaguardia@miami.edu</a></td>
</tr>
<tr>
<td><strong>Multicultural Student Affairs</strong></td>
<td>Renee Dickens Callan</td>
<td>Bldg. 21P</td>
<td>8-2855</td>
<td><a href="mailto:rcallan@miami.edu">rcallan@miami.edu</a></td>
</tr>
<tr>
<td><strong>Office of the Registrar</strong></td>
<td>Karen Beckett</td>
<td>121 UC</td>
<td>8-5794</td>
<td><a href="mailto:kbeckett@miami.edu">kbeckett@miami.edu</a></td>
</tr>
<tr>
<td><strong>Orientation &amp; Commuter Student Involvement</strong></td>
<td>Danielle Howard</td>
<td>203 Student Activities Center</td>
<td>8-5646</td>
<td><a href="mailto:dhoward@miami.edu">dhoward@miami.edu</a></td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>Nicholas Poynter</td>
<td>104 McKnight</td>
<td>8-5021</td>
<td><a href="mailto:n.poynter@miami.edu">n.poynter@miami.edu</a></td>
</tr>
<tr>
<td><strong>Public Safety (UM Police)</strong></td>
<td>Russell Clusman</td>
<td>Ponce Garage</td>
<td>8-1653</td>
<td><a href="mailto:rclusman@miami.edu">rclusman@miami.edu</a></td>
</tr>
<tr>
<td><strong>Residence Halls Assignments</strong></td>
<td>Kathleen Batson</td>
<td>153 Eaton College</td>
<td>8-4505</td>
<td><a href="mailto:kbatson@miami.edu">kbatson@miami.edu</a></td>
</tr>
<tr>
<td><strong>Residence Life</strong></td>
<td>Christopher Hartnett</td>
<td>153 Eaton College</td>
<td>8-6722</td>
<td><a href="mailto:chartnett@miami.edu">chartnett@miami.edu</a></td>
</tr>
<tr>
<td><strong>Student Account Services</strong></td>
<td>Christopher Perez</td>
<td>148 Ashe</td>
<td>8-3937</td>
<td><a href="mailto:cyperez@miami.edu">cyperez@miami.edu</a></td>
</tr>
<tr>
<td></td>
<td>Daniela Salverria</td>
<td>158 Ashe</td>
<td>8-5162</td>
<td><a href="mailto:d.salverria@miami.edu">d.salverria@miami.edu</a></td>
</tr>
<tr>
<td><strong>Telecommunication</strong></td>
<td>Eddie Vidal</td>
<td>Gables One Tower</td>
<td>8-4760</td>
<td><a href="mailto:evidal@miami.edu">evidal@miami.edu</a></td>
</tr>
</tbody>
</table>

If you’re problem is not resolved after consulting with the appropriate Troubleshooter, contact:

| University Ombudsperson | Jennifer Rau | 244 Ashe | 8-4922 | jrau@miami.edu |

4
UNIVERSITY STUDENT RESOURCES

Academic Resource Center (ARC)
Located on the second floor of the University Center, the Academic Resource Center (ARC) offers academic assistance to all UM students. Peer tutoring is available for more than 175 courses. Peer tutoring is one-on-one with trained tutors. 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. All of the center’s resources are free. Visit www.umarc.miami.edu or call (305) 284-2800 to schedule an appointment.

Tutoring
At the ARC, all UM students can take advantage of free one-on-one peer tutoring to support academic needs. All tutoring is course specific and taught by nationally certified CRLA tutors who complete a comprehensive training program. Students are eligible for two hours of tutoring per week for each course.

Academic Workshop
Comprised of 30-45 minute sessions, this workshop series is designed to give an overview of various academic resources and methods geared toward improving student success. Workshop topics include public speaking, reducing test anxiety, maintaining academic integrity, establishing effective relationships with professors, improving study strategies, and more. Topics are updated every semester, and all workshops are free to students. Students may attend unlimited sessions. Schedules are available at the beginning of each semester in the ARC.

Office of Disability Services
The Office of Disability Services (ODS) coordinates auxiliary aids and services for students with disabilities. ODS reviews documentation of disabilities and determines reasonable accommodations. Students in need of accommodations for learning, psychological, or medical conditions should contact this office prior to beginning classes. Parents and students are welcome to visit the office and schedule an appointment to review the policies and procedures for obtaining academic or special housing accommodations. Please visit www.umarc.miami.edu for more specific information about the office of Disability Services. You may email us at disabilityservices@miami.edu or call (305) 284-2374 for more information.

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

The Counseling Center staff consists of psychologists, counselors, a social worker and counseling psychiatrists. Adjunctive psychiatric consultation is available for a fee to students attending regular counseling. Their services include individual psychotherapy, group therapy, crisis intervention, a Sexual Assault Response Team, career and academic consultation, educational outreach programs and referrals off campus.
A Counseling Center psychologist 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 8-6666. For further information, contact them at: (305) 284-5511 or www.miami.edu/counseling-center.

The Writing Center
The Writing Center at the University of Miami strives to help all members of the university community learn more about writing and become better writers. The professional and friendly staff of faculty and graduate students work with writers in one-to-one consultations on all stages of the writing process: from note-taking and pre-writing to revision strategies and proof reading techniques. They also offer a series of group workshops throughout the school year.

The Writing Center is a teaching environment. They work to teach students ways to improve their writing, but will not proofread or edit papers. However, they teach students how to proofread and edit their own papers.

The Writing Center also supports the teaching of writing, offering classroom visits on various writing topics and suggestions for faculty who want to add more writing or writing instruction to their syllabi and courses.

The Writing Center is under the direction of April Mann and is located at LaGorce House, 170 1228 Dickinson Drive. For more information, call (305) 284-2956 or visit the Writing Center website at http://www.as.miami.edu/writingcenter.

Multicultural Student Affairs (MSA)
The Department of Multicultural Student Affairs, located in Bldg. 21 P, provides guidance and support to African, Asian, Hispanic, and Native American students at the University of Miami. The department provides a variety of programs and services that are designed to enhance the cultural, educational, and personal development of students on campus. The friendly and knowledgeable staff is committed to helping students of color to achieve their academic goals at the University of Miami.

In addition, the department serves as a valuable resource to the University community on diversity and cultural issues. We also advise several student organizations including Black Awareness Month Committee, Black Graduate Student Association, Hispanic Heritage Month Committee, Martin Luther King Jr. Celebration Committee, Asian/Pacific Islander Month Committee, and United Black Students.

Departmental resource include: newsletters, free local faxes, book loan program; referral services, computer lab; resource library with scholarship and internship opportunities.

Programs
• Asian/Pacific American Awareness Month – a month of educational and entertaining programs celebrating the contributions of Asian/Pacific American culture.
• Hispanic Heritage Month – The Hispanic Heritage Month Committee along with the Department of Multicultural Affairs sponsor several programs and special events in an effort to help foster the public’s awareness, understanding and appreciation for Hispanic culture during National Hispanic Heritage Month.
• Horizons – An orientation program designed to assist new students of color in their transition to the University of Miami.
• **Black Awareness Month** – a month full of informative and fun-filled events celebrating the achievements and contributions of the African American culture.

• **Black Graduate Student Reception** – held once a semester to provide black graduate students and black faculty and staff an opportunity to meet and network.

• **Native American Month** – Celebrates the rich traditions and culture of Native American people.

• **Dr. Martin Luther King, Jr. Week** – honors Dr. Martin Luther King, Jr. including educational programs as well as a commemorative breakfast.

• **Senior Mwambo** – The Senior Mwambo is an African rite of passage ceremony designed to recognize the accomplishments of our black graduates and their families. It is a celebration of the transition from one stage of life to the next. Undergraduates and graduate students who have applied for graduation are encouraged to participate in the Senior Mwambo Ceremony.

• **WWMA and the Black Alumni Society Black Student Scholarship Banquet** – celebrates the scholastic achievements of students by awarding scholarships at an annual banquet.

### The Eleanor Graves Tripp Modern Languages Laboratory
The Modern Languages Laboratory is located in the Merrick Building, Room 201. Dr. Rachida Primov is the Director of the Laboratory and can be reached at (305) 284-8592 or rprimov@miami.edu. Matthew Lubeck is the Lab Coordinator, and can be reached at (305) 284-3755 or matt@miami.edu. The Languages Laboratory offers several types of support services to students enrolled in modern languages courses.

The Lab maintains a website that contains detailed information regarding its hours of operation, services, activities, and resource materials. The address is [http://www.as.miami.edu/ml/labs/stuinfo.html](http://www.as.miami.edu/ml/labs/stuinfo.html).

### The Chemistry Resource Center
The Chemistry Resource Center assists all students taking 100-200 level chemistry courses. Graduate students provide individual and small group tutoring for both lecture and lab questions. Students can also watch video tapes designed to assist them with homework assignments given in 100-level chemistry courses.

The Chemistry Resource Center is open about 20 hours a week, Monday through Friday. The schedule can be found in the Blackboard chemistry lab websites under the Course Documents tab. The schedule is also posted outside of Cox 304.

### The Math Lab
The Math Lab assists students with any course offered by the Department of Mathematics at no charge to students. Priority will be given to students registered for a mathematics course below the 300-level. All students seeking assistance in more advanced courses or for courses offered by other departments should see their individual instructors.

The Math Lab is under the direction of Dr. Leticia Oropesa and staffed by graduate students, graduate teaching assistants, and undergraduate peer tutors. It is located in the classroom of the Academic Resource Center, UC 201. Tutoring is available on a walk-in basis during the semester from 11:00 am to 6:00 pm, Monday through Thursday and 11:00 am to 1:00 pm on Friday. Call (305) 284-2575 for more information.
The Physics Academy
The Physics Academy offers individual and small group tutoring to students needing assistance in Physics courses. The academy is geared towards providing help mainly for those students taking introductory Physics classes such as PHY: 101, 102, 205, 206, 207.

The Physics Academy is located in room 105 of the Physics Building and is open Monday through Thursday in the afternoon and evening. Hours are posted on the bulletin board outside room 105. Call the Physics department for more information at (305) 284-2323, ext. 0.

The Toppel Career Center
The Toppel Career Center assists undergraduate or 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 Toppel Career Center features an on-line career management system 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, James Smart, and his staff provide students with professional assistance and a wide range of programs and services. These programs and services include:

Career Library Resources
* Career related magazines and periodicals
* Career resource books
* Newspapers
* Job listings: CaneZone, Art Search On-line--Current Jobs in Writing, Editing and Communication, Job Seeker (Biology, Chemistry and Environmental Science Jobs), Human Services and Liberal Arts Jobs, Current Jobs in Performing Arts, Current Jobs in Visual Arts, Environmental Career Opportunities on-line and many others.

Career Computer Lab
* 10 computers on which students can conduct career related research and develop resumes
* Peterson's Grad Search

Computer and On-line Resources
* Toppel Center Online www.miami.edu/toppel
* CaneZone -- online resume and job system - www.miami.edu/canezone
* Career Column -- Subscribe to Career Column and receive the latest news, deadlines, Type- Focus- online career assessment, and events going on at the Toppel Career Center by e-mail (for students).
* Faculty Connection -- Subscribe to Faculty connection and receive the latest news, deadlines, and events going on at the Toppel Career Center by e-mail (exclusively for faculty).
* EMall Assistance -- (career questions answered) toppel@miami.edu

Toppel Internship Program provides internship listings for students seeking positions throughout the academic year and summer. This service is designed to provide students with quality career-related experience. An internship is one of the most important activities students can do to complement their in-class activities. Contact Toppel at 305-284-5451 or to learn more topple-internships@miami.edu.
On-Campus Recruiting
Hundreds of companies conduct on-campus interviews and info sessions throughout the year and seek students from all disciplines.

Classroom Facilitation
Faculty who attend workshops or conferences and do not wish to cancel a class can 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.

Career Development Activities
* Individualized career advising session available with appointment (305) 284-5451
* Walk-in advising available Mon-Thurs., 10 a.m.-3 p.m. for quick questions/resume critique
* Toppel Orientation sessions
* Interviewing Skills Programs (conducted throughout the year)
* Mock interviews (video-taped upon request)
* Career Development Series
* Resume/Cover letter Programs
* Networking Made EASY
* Visit www.miami.edu for program schedules
* Internships 101
* Alternative Options after Graduation

Career Days
* See academic calendar for dates http://www.miami.edu/index.php/news/

Academic/Career Advising in Residence (ACAR)
Students now have a personalized resource to turn to as they move through the phases of academic and career exploration. The ACAR program, implemented in Hecht and Stanford Residential Colleges, is intended to equip students with the tools needed to address the academic/career concerns that many are confronted with a college level. For additional information on this program, visit: www.miami.edu/acar

The Toppel Career Center is located at 5225 Ponce De Leon Blvd, phone: (305) 284-5451, FAX: (305) 284-3668, e-mail: toppel@miami.edu. Our contact person is: Samantha Haimes

The School of Communication also has a listing of internships and Jobs that are separate from the Toppel Career and Internship Programs. Those can be found at www.com.miami.edu/jobs
MATH PLACEMENT
Effective May 1, 2013

INCOMING FRESHMEN

Incoming freshmen at the University of Miami will be required to complete the ALEKS Math Placement Assessment before enrolling in a mathematics course. The recommended course will depend on your major and degree program. Please see the Math Placement Guide, as well as the Course Placement Requirements Chart, for information on score requirements and prerequisites.

Students whose SAT or ACT scores are sufficiently high to meet the prerequisite for either MTH113 or MTH130 (for BA programs) or MTH161 (for BS programs) are exempt from taking the ALEKS Math Placement Assessment.

Students who have AP or IB credit in Calculus are also exempt from taking the ALEKS Math Placement Assessment. Keep in mind that AP and IB scores often are not received until mid-July, so if you are not certain about whether or not you will receive credit, you should take the ALEKS Math Placement Assessment.

For fall 2013 enrollment, the ALEKS Math Placement Assessment will be available to incoming students beginning May 1st until August 1st. Students will be able to access the assessment free of charge through the ALEKS link on CaneLink. The ALEKS assessment can be taken from any location with internet access. Students are expected to complete the ALEKS assessment on their own, without any outside assistance of any kind (this includes any individual, websites, etc.), and adhere to the University of Miami’s Honor Code.

STUDENTS WITH TRANSFER CREDIT OR DUAL ENROLLMENT CREDIT

Any student who has received college credit for a mathematics course from another institution should consult with his/her Academic Advisor. If any of your courses have not been evaluated, please email the syllabus and course description for the course(s) you have completed to Dr. Leticia Oropesa, l.oropesa@math.miami.edu.

Transfer students who have not earned college credit in any mathematics course, must complete the ALEKS Math Placement Assessment in order to enroll the appropriate math course. The ALEKS Math Placement Assessment and Prep and Learning Module will be available to new transfer students (free of charge) beginning May 1st, 2013, and should be completed by no later than August 1st, in order for your class schedule to be finalized well in advance of the start of the fall 2013 semester.
About the ALEKS Math Placement Assessment

ALEKS (Assessment and Learning in Knowledge Spaces) is a web-based assessment system that uses artificial intelligence to create an adaptive test in order to determine a student's mathematical knowledge. The results from the ALEKS test will be used to determine the appropriate math course for a student based on his/her prerequisite knowledge. The ALEKS Math Placement Assessment covers a broad range of material from basic Algebra to Precalculus. The assessment will have a maximum of 30 questions and it will take approximately 90 minutes to complete. After the assessment, students will immediately receive their ALEKS score. The score will be visible in the student’s CaneLink account within 24 hours of completing the assessment. If the desired placement is not achieved, the ALEKS Prep and Learning Module will be available for the student to review, learn material, re-take the assessment and possibly improve his/her ALEKS score.

Quick Facts about the ALEKS Math Placement Assessment:

The ALEKS Math Placement Assessment has a maximum of 30 questions.
- The assessment is untimed, but you must complete it within 24 hours after you begin.
- The assessment will take approximately 90 minutes to complete, but the amount of time will vary by student since the test is adaptive.
- You will need a pen or pencil and paper. You may not receive assistance from any individual, websites, textbooks, or any other resource not provided by ALEKS. Using outside resources may lead to improper placement and ultimately course failure.
- An on-screen calculator will be provided in ALEKS in the case that you need one to complete a particular problem. Otherwise, you may not use a calculator.
- You may retake the ALEKS Math Placement Assessment up to 5 times. Before repeating the assessment, you will need to spend 3 hours in the ALEKS Prep and Learning Module so that you can improve your skills and overall score.
- There is a 24 hour waiting period before you are allowed to repeat the assessment.

ALEKS Prep and Learning Module

The ALEKS subscription for each student will include 6 weeks of access to the ALEKS Prep and Learning Module.

Once a student completes the ALEKS Math Placement Assessment, he or she will be able to access the ALEKS Prep and Learning Modules. If a student would like to improve his/her ALEKS score and repeat the assessment, he/she will need to spend at least 3 hours on the Prep and Learning Modules. This will allow the student to remediate on prerequisite material deemed necessary to succeed in a particular course.

Quick Facts about the ALEKS Prep and Learning Module:

- There is no fee for the ALEKS Prep and Learning Module.
- You will have six weeks of access to the ALEKS Prep and Learning Module from the time that you first start using it.
- You will be required to spend a minimum of 3 hours in the ALEKS Prep and Learning Module before repeating the ALEKS assessment.
- Your progress in the Prep and Learning Module will not count towards your placement score. You must complete a new placement assessment to change your ALEKS score and placement result.
Students will be eligible to enroll in a specific course if they meet at least one of the criteria indicated in the table below.

<table>
<thead>
<tr>
<th>ALEKS score</th>
<th>RECOMMENDED COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 40</td>
<td>MTH099</td>
</tr>
<tr>
<td>&gt;= 40</td>
<td>MTH101 *</td>
</tr>
<tr>
<td>&gt;= 55</td>
<td>MTH107</td>
</tr>
<tr>
<td></td>
<td>MTH105</td>
</tr>
<tr>
<td>&gt;= 60</td>
<td>MTH113</td>
</tr>
<tr>
<td>OR Math SAT 630 – 690</td>
<td></td>
</tr>
<tr>
<td>OR Math ACT 28 – 30</td>
<td></td>
</tr>
<tr>
<td>OR AP Calculus AB score = 3</td>
<td></td>
</tr>
<tr>
<td>&gt;= 65</td>
<td>MTH140</td>
</tr>
<tr>
<td></td>
<td>MTH130</td>
</tr>
<tr>
<td>OR Math SAT 630 – 690</td>
<td></td>
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<tr>
<td>OR Math ACT 28 – 30</td>
<td></td>
</tr>
<tr>
<td>OR AP Calculus AB score = 3</td>
<td></td>
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<tr>
<td>&gt;= 76</td>
<td>MTH151</td>
</tr>
<tr>
<td></td>
<td>MTH161</td>
</tr>
<tr>
<td>OR Math SAT &gt;= 700 OR</td>
<td></td>
</tr>
<tr>
<td>Math ACT &gt;= 31</td>
<td></td>
</tr>
<tr>
<td>OR AP Calculus AB score = 4</td>
<td></td>
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</tbody>
</table>

Please consult with your Academic Advisor regarding the Mathematics requirement for your major and degree program. Also, refer to the University of Miami Academic Bulletin.

If you have any questions regarding your Math Placement you may contact Dr. Leticia Oropesa, l.oropesa@math.miami.edu.

* Students in the School of Music, in a Bachelor of Music program, who wish to be exempt from the MTH101 requirement must place into MTH113 or higher.
## FRESHMAN LEVEL MATHEMATICS COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites (students must meet one of the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH101 Algebra for College Students</td>
<td>ALEKS score &gt;= 40 or passing grade in MTH099</td>
</tr>
<tr>
<td>MTH105 Algebra &amp; Trigonometry</td>
<td>ALEKS score &gt;= 55 or passing grade in MTH101</td>
</tr>
<tr>
<td>MTH107 Precalculus I</td>
<td>ALEKS score &gt;= 55 or passing grade in MTH101</td>
</tr>
<tr>
<td>MTH108 Precalculus II</td>
<td>ALEKS score &gt;= 65 or passing grade in MTH107</td>
</tr>
<tr>
<td>MTH113 Finite Mathematics</td>
<td>ALEKS score &gt;= 60 or passing grade in MTH101</td>
</tr>
<tr>
<td>MTH130 Introduction to Calculus</td>
<td>ALEKS score &gt;= 65 or passing grade in MTH107</td>
</tr>
<tr>
<td>MTH140 Calculus I with Foundations A</td>
<td>ALEKS score &gt;= 65 or passing grade in MTH107</td>
</tr>
<tr>
<td>MTH151 Calculus I for Engineers</td>
<td>ALEKS score &gt;= 76 or C- or higher in MTH105 or MTH108</td>
</tr>
<tr>
<td>MTH161 Calculus I</td>
<td>ALEKS score &gt;= 76 or C- or higher in MTH108</td>
</tr>
<tr>
<td>MTH171 Calculus I</td>
<td>For PRISM students only</td>
</tr>
<tr>
<td>MTH172 Calculus II</td>
<td>Fall enrollment for students with AP credit in MTH171</td>
</tr>
<tr>
<td>MTH210 Introduction to Linear Algebra</td>
<td>AP Credit in MTH171 and MTH172</td>
</tr>
</tbody>
</table>

For other courses, please visit [WWW.MATH.MIAMI.EDU](http://WWW.MATH.MIAMI.EDU)
PREPROFESSIONAL ADVISING

Premedical Studies
Premed students are those pursuing careers in allopathic and osteopathic medicine, dentistry, optometry, veterinary medicine and chiropractic medicine and podiatry. Premed students can choose from any major including those in the liberal arts. Classes required for admission to health professional schools include biology, chemistry, and physics along with their laboratories. For specific course numbers, students should consult the Premedical Student Guidelines 2013-2014 available in the premed office or on the web at www.as.miami.edu/prehealth.

The Office is located in Cox 110 and provides complete premedical advising services to all undergraduates. These include maintaining files with letters of recommendation from faculty and outside sources and writing the composite premedical advisory letter in support of the professional school application. The director, Dr. Michael Gaines, also serves as advisor to AED, the Premedical Honor Society, and MAPS, the Minority Association of Pre-health Students. A collection of professional school catalogs and graduate and post-baccalaureate program information is also kept in the office.

Students are seen by appointment (either in group sessions or individual meetings), and should meet with Dr. Gaines, every year beginning in the spring of their freshman year. These meetings are specifically focused on preparing students to meet all requirements necessary for admission to medical and health professional careers. General academic advising is done by the student’s primary academic advisor. To schedule an appointment, students should call (305) 284-5176.

Prelaw Studies
Although no specific curriculum is required for Law School, the Pre-Law Committee of the American Bar Association strongly recommends that students considering a career in Law should have a well-balanced education. This education should include courses requiring intensive writing, logical reasoning and critical thinking and reading skills.

The School of Business Administration located in 215 Jenkins, Business School, provides a variety of services to all students interested in attending Law School. These services include:

1. Prelaw Counseling: confidential advising in preparation for law school (i.e. application process, general information, discussion of concerns).
2. The Prelaw Manual: everything you want to know about law school.
3. Prelaw Newsletter: information about programs and events.
4. LSAT and LSDAS registration booklets (for juniors and seniors).
5. Sponsor of campus-wide programs for pre-law students such as Law Day.
6. Programs and seminars in coordination with other University of Miami departments such as: School of Law Career Planning and Placement, the Counseling Center, and the Reading and Study Skills Center.

In order to take advantage of these services students need to complete a Prelaw registration card at the beginning of the academic year. They can do this at the pre-law meeting held during orientation or in 215 Jenkins Building.

Eva Alonso advises prelaw students in the School of Communication and meets with and advises our undergraduates in their preparation for admission to law school. To schedule an appointment, students should email her at eva.alonso@miami.edu or go to com.miami.edu/academic-services/advising.
CONFIDENTIALITY

In accordance with the Federal Educational Rights and Privacy Act of 1974 (the Buckley Amendment), 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.

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 Office of Admissions, Academic, and Alumni Services (305) 284-5234 or the Office of the Registrar (305) 284-2294 to determine the best procedure to follow.
**COURSE LOAD**

Minimum full-time course load is 12 credits.

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.

More than 18 credits are considered an academic overload. Any student wishing to take more than 18 credits must have a 3.0 g.p.a. and approval of the Assistant Dean, Luis Herrera or Eva Alonso in room WCB 2037.

Maximum course load is 20 credits (credits beyond this number are charged per credit).

Students on probation may enroll in a maximum of 13 credits. When you meet your advisees in March-April to help them plan their Fall 2014 schedules, please alert them to the possibility of having to take a maximum of 12/13 credits.
MAJOR/MINOR REQUIREMENTS

The major in the School of Communication - 36 to 42 credits

Majors in the School of Communication leading to a Bachelor of Science in Communication require between 36 and 45 credits in School of Communication courses specified in Program statements (below). Courses within each major must be completed with a grade of C or higher (a grade of C- or lower is not acceptable). In addition, students must maintain a quality point average of 2.5 or higher in courses taken in residence and submitted for their School of Communication majors.

Each of the Programs of Study has specific requirements that limit the number of credits that can be taken in the School. Students who exceed the credit limits set forth by their Program of Study may be required to complete more than the 120 credits normally required for a University degree (see Program Statements).

The minor – 12 to 20 credits

Each Communication student, in addition to completing requirements for a Communication major (below), must choose a minor field in the University curriculum. To find the requirements for such a minor, students should consult this Bulletin and confer with the appropriate department representative. School of Communication advisors will aid students in identifying the appropriate representative. The candidate for a Communication degree may choose from among any of the disciplines offering majors for which they may qualify and complete the major’s requirements. Students should consult with a Communication advisor before selecting their second major.

The choice of a minor should be made no later than the beginning of the junior year and must be approved by the discipline concerned. Each Communication student will be required, by the time he or she has earned 60 credits, to submit to his or her Communication advisor a statement of courses and other requirements for the chosen major. This statement must be signed by the minor’s program head or by the head’s representative. Any student making unsatisfactory progress in the second major subject may be required to change majors or to relinquish candidacy for the Communication degree.

Unless Communication Program statements otherwise restrict, a maximum of six credits may count toward both a second major and the Required Areas of Study in the School of Communication (above); see Program Statements.

Upper Division Credits - Minimum of 36 credits

In earning a Bachelor of Science in Communication, each School of Communication student must complete a minimum of 36 credits of course work at the 300-level or above. Upper division courses taken in Required Areas of Study, in the School of Communication major, in the second major, minor, and as general electives will count toward this 36-credit minimum requirement. Upper division transfer credits also apply if taken at a four year institution.
Electives

Only Free Elective courses may be taken under the University’s Credit Only option (see CREDIT ONLY OPTION in this Bulletin). Free Electives are defined as courses not taken to fulfill the requirements of the major within the School of Communication, of the second major, or of the School’s Required Areas of Study (i.e., General Distribution requirements). Free Electives are courses taken not to meet any of the above requirements or their prerequisites, but taken solely to meet the requirement of a total of 120 credits for the degree.

Note on English Composition Requirement (6 credits)

English 105 and 106 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 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.

• SAT/V--a score of 700 or higher exempts a student from ENG 105 only. NO credit is earned.

• ACT/E--a score of 32 or higher exempts a student from ENG 105 only. NO credit is earned.

ENG 103 is reserved for students who have fundamental writing deficiencies that would hamper success in ENG 105. Placement is determined by SAT or ACT verbal scores or by TOEFL (Test of English as a Foreign Language), administered to International students. The small class size and workshop environment allow students greater personal attention. English 103 is offered as a credit or no credit class (CR or NC). To earn 3 credits, the student must earn at least a “C.” These credits do not count toward the 120 credits required for graduation. ENG 103 classes are usually scheduled in the Writing Center.

ENG 208 is designed for transfer students who have satisfied one of the two required composition classes, but not both. The course combines the work that first year students do in both ENG 105 and 106 into a single semester ensuring that transfer students have the exposure to academic inquiry, learning strategies for composing academic arguments, revising their own writing, working with primary and secondary sources materials, and assessing their own writing development.

Please remind your advisees that any students enrolled in an English Composition class who miss 2 consecutive classes during the add period at the beginning of the term (for Fall 2014) will be dropped from the class roll so seats can be given to other students.

Students who complete registration, 2014-2015, 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 assignment, please call us at 8-5234.
**WRITING REQUIREMENT**

All entering students are required to complete 5 courses, before graduation, that have been designated as writing intensive, exclusive of ENG 105 and 106 which are required for all students. Writing intensive courses are so designated each semester in the course schedule listing by a "W."

**All** literature courses (including language literature courses) taken at the University of Miami, are considered "W" whether designated as such in the course schedule listing or not. Students may also use language literature classes to fulfill the arts & humanities requirements.

A student who wishes to have a regular course section designated as writing intensive must have the approval of the instructor. Instructors who have made arrangements with individual students to complete a significant amount of writing (at least 4000 words) and who have agreed to assess the writing for both content and style may award the writing credit when entering grades on-line. Students should be encouraged to make arrangements for such credit **within the first two weeks of the semester** so that faculty will not be inundated with requests to “grandfather in” a writing intensive class.

Another way the “W” can be awarded is for an instructor to submit a Change of Grade form indicating that writing credit should be posted for a particular student(s).
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. The Office of the Registrar sends copies of these forms to the Office of Admissions, Academic, & Alumni Services and we file them in the students’ folders. Such "bookkeeping" ensures that students know specifically what work must be completed to remove the "I." Instructors can also copy this form before "releasing" their 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 g.p.a. as an "F." Instructors do, however, have the option of allowing students to complete an "I" after the first 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."

An extension of the "I" may be initiated by the course instructor. Forms are sent each semester from the Office of Admissions, Academic, & Alumni Services (WCB2037) to the individual departments and distributed to the instructors. If the instructor approves an extension, she or he signs the form, returns it to WCB2037 and the extension is officially noted in the student record in the Office of the Registrar. 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 a Change of Grade form, have it signed by the department chairperson, and be sure it is forwarded to the Office of Admissions, Academic, & Alumni Services, WCB 2037.

Students should be informed that they cannot arbitrarily “take” an “I.”

Misperception, misunderstanding, misuse and abuse of these "I's" have resulted in an excessive numbers of appeals. In sum, an “I” is not intended to be used when a student’s academic standing is in jeopardy. Instead, a grade should be awarded.
Qualified students may achieve honors recognition in several ways.

**General Honors (University Level or School of Communication Level)**
Admission into the General Honors Program for matriculating students is highly selective. Each applicant is reviewed on a case by case basis. After completing a year of study at UM, students who are interested in becoming a member must submit a resume and a letter stating why they would like to join to honorsprogram@miami.edu. A minimum UM cumulative g.p.a. of 3.5 and fewer than 60 earned credits are required. The Honors Program office will consider the resume, letter, and the student’s academic record for entrance into the program.

**Departmental Honors (For outside of School of Communication)**
Awarded to students (majors or elective students) who fulfill requirements established by the Honors office and the specific department. A student who is qualified may apply to the chairperson of the department for admission. A notation of “Departmental Honors in . . .” is included on the transcript.

**Graduation Honors**
In determining graduation honors, the cumulative g.p.a. means either the average of all grades earned at the University of Miami or the combined average of graded work taken at the University of Miami and elsewhere, whichever is lower.

- Cum laude: 3.62 cumulative g.p.a.
- Magna cum laude: 3.75 cumulative g.p.a.; at least 6 credit hours in independent study, senior thesis, or other courses specifically designated by department or school.
- Summa cum laude: 3.9 cumulative g.p.a.; meet all requirements for magna cum laude and submit honors thesis or projects as recommended by the school or department and judged worthy of special distinction.

**Academic Honors**

**President's Honor Roll** (each semester)
- Minimum course load of 12 graded credits (excluding Credit Only, I or NG)
- 4.0 g.p.a. 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 g.p.a. 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 g.p.a. 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. The Office of the Dean room WCB 2003 sends Dean’s List letters to our undergraduates each semester. For more information, go to [www.miami.edu/honors](http://www.miami.edu/honors).
**FINAL EXAMINATIONS**

Examinations will take place in the room in which the individual classes have been meeting, UNLESS otherwise announced.

A table of final exams is provided using both the LETTER designators and DAY/TIME designators.

• If a class is taught during a standard time—indicated by either a single letter (A, B, N, Q) or a letter/number combination (E2, R1, T4)—the exam will be given in the corresponding LETTER time slot.

• Final exam day and times for non-standard sections (section having TWO numbers 01-79) is determined by the meeting days and start time of the class. For example: a course section meeting on MW and having the start time of 10:20am will have the same final exam day and time as a standard C course section. Similarly a course section meeting on W only at 10:30am will have the same final exam day and time as a standard C course section.

• Group Exams may override your normally scheduled exam time; please confirm a group exam time with the faculty member.

• Your final exam day/time will be available in your CaneLink faculty center.

**Final Examination Policy**

- Final Examinations may not be given during a regularly-scheduled class period.
- No examination shall be permitted during the reading period.
- Final Examinations may be rescheduled only with the permission of the dean.
- No student shall be required to take more than two final examinations in a twenty-four hour period. A student having three or more final examinations scheduled during a twenty-four hour period may request the instructor of the course most easily rescheduled (normally the course with the smallest enrollment) to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.
- A student who has a conflict between a final examination and a religious observation may request that the instructor reschedule that student’s examination. The request shall be made no later than two weeks before the last class day.
- For the resolution of any problem pertaining to the scheduling of final examinations, a student should consult with the following entities or persons in this order: the relevant instructor, the department chair, the Dean or designee. If the matter cannot be resolved at the school or college, the student should contact the Office of the Provost.

You can find the Fall 2014 examination schedule grid at:

[https://umshare.miami.edu/web/wda/registrar/calendars/Final%20Exam%20Schedule_2148-FALL.pdf](https://umshare.miami.edu/web/wda/registrar/calendars/Final%20Exam%20Schedule_2148-FALL.pdf)

**Reading Days and Final Examination Dates:**

*See academic calendar [http://www.miami.edu/index.php/registrar/calendar/](http://www.miami.edu/index.php/registrar/calendar/)
GRADE CHANGES

When completing the Change of Grade form, fill in the Student Name and ID Number, Department, Course Number, Section, number of credits and the semester the original grade was awarded (e.g. 09/1, 09/2, 09/3, 09/4). Be sure to state reason for the change.

The original grade should be entered along with the new grade. This form requires you to answer 2 questions only if the new grade is an “F.”

You may also use this form if you wish to submit a writing credit for a course and did not bubble it in when grades were submitted online. Simply write “PLEASE POST WRITING CREDIT FOR THIS COURSE” on the “Reason” line.

YEARLY DESIGNATIONS
(For change of grade and drop/add forms)

Term for 2014-2015

2148- Fall 2014
2151- Spring 2015
2155- Summer 2015 (Two Sessions A & B)

School/Level/Class Designations for Communication Students
CO/U/1 = Freshman 0-29 credits
CO/U/2 = Sophomore 30-59 credits
CO/U/3 = Junior 60-89 credits
CO/U/4 = Senior 90 credits +
**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 or minoring. This indicates specifically what coursework remains to be done to fulfill degree requirements.

**Application for Degree**
Deadline for Fall 2014 is October 3, 2014.

**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 requesting permission to take such classes "out of residence."

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.

Students who have applied for graduation are sent a final credit check by the application deadline. If there is deficiency, the student is immediately contacted and referred to their advisor and/or department chair.
ACADEMIC ALERTS

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.

Academic Alerts are due in Fall 2014 on October 3rd, last day to drop for Fall is Monday, October 27th. Academic Alerts do not appear on a student’s official transcript.

We encourage you 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.

If a student receives 3 or more alerts, they will be contacted by their academic advisor.
**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 a 5-member faculty committee. Although permission may be granted in some cases, students should be aware that such waivers are approved only when extenuating circumstances beyond their control prevented fulfilling a particular requirement.

The most common types of appeals are:
- Dropping a course or withdrawing from the University after the last day to drop without penalty.
- 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.

In the past few years, appeals to retroactively withdraw from a class to avoid a poor final grade have increased dramatically. These appeals have been submitted as late as the last week of class and even during finals. In order to deter such appeals, the Committee for Academic Appeals would urge the following:

- Inform any student who requests your permission to retroactively drop a class (after the last date to withdraw without penalty), that although you may support the appeal, the ultimate decision rests with the committee and that support of an individual professor does not in itself indicate approval of an appeal. Should you, however, strongly support the appeal, please send a letter, on departmental stationery to Luis Herrera, Assistant Dean in room WCB2037 detailing your reasons. An appeals cover sheet (helpful, but not required) is available for students in WCB2037.

- Discourage—as much as possible—such appeals. Students should be informed that waivers and appeals are rarely granted and usually only if clear, detailed, and convincing documentation is provided.

- Remind your advisees when you meet them that academic alerts are awarded so they can determine the possibility of success or failure and that they should consider dropping a class if necessary.
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.

**Good Academic Standing** - To be in Good Academic Standing, a student must not be on 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 Admissions, Academic, & Alumni Services 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.

**At Risk** – Students who were previously put on warning, who have not made any progress in the area of deficiency will be “at risk” for academic probation. Students who are “at risk” cannot take more than 15 credit hours.

**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:

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>CGPA</th>
<th>Credits Earned</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>fewer than 33 credits</td>
<td>1.7</td>
<td>65-96 credits</td>
<td>1.9</td>
</tr>
<tr>
<td>33-64 credits</td>
<td>1.8</td>
<td>more than 96 credits</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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 may be put on Probation by the Dean of the School. Students placed on probation receive a letter from the Office of Admissions, Academic, & Alumni Services reminding them that they may **not** be enrolled in more than 12/13 credits and that they must meet with their academic advisor.

**Dismissal** - A student who remains on probationary status after two consecutive semesters on Probation shall be subject to Dismissal. A student who has been on probation for one semester and has a CGPA below 1.0 shall also be subject to Dismissal. The decision to dismiss is made by the Dean of the school in which the student is enrolled. If a decision is made **not to dismiss**, the student continues on probation and is allowed to register for a maximum 13-credit load.

Students who **are dismissed** from the University for academic reasons may appeal the dismissal.

The procedure is as follows:

1. Students must submit a letter to the Appeals Committee (see appeals section of this handbook) 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 Dean. 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. Once a dismissed student returns, he or she is placed on academic probation and may only take a maximum of 13 credits.

3. Any student who has been dismissed from the University two times cannot be considered for readmission for a period of five years.
**Repeated 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 to 123). **Students must repeat a “D” or an “F” in a course required for their major or minor.**

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 g.p.a. 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 8-5234 if you have any questions.

**Freshman Repeat Rule**
First-year students have the opportunity, under the Freshman Repeat Rule, to retake two courses in which they did poorly. Under this rule, a student who receives a “D” or an “F” (does not include D+) in courses taken at the University of Miami during her or his first two semesters of college work may choose to repeat up to two such courses within the following 12 months (e.g., a “D” or an “F” received in ENG 105 during 08/1 may be repeated in 08/2, 08/3, 08/4 or 09/1). The repeated course 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 g.p.a. No course may be repeated more than once under this rule.

Thus, if a “D” were earned the first time the course was taken and, upon repeating the course, the student earned an “F,” the “F” would be counted. The 3 credits attempted and earned and the 3 quality points awarded for the original “D” would be expunged.

Students who plan to repeat 1 or 2 courses (taken in their first two semesters at UM), in which they received a D or an F should fill out the **Freshman Repeat Form**. These forms are available in WCB2037. The form is then filed; when grades come in, the Advisors complete the appropriate procedure to delete the original grade.

Students should be reminded that the original grade earned (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 g.p.a.
TRANSFER INFORMATION

Incoming Transfer Students – General Information
All incoming transfer students receive an evaluation of their transfer work from the University of Miami, Office of Admissions. This evaluation 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 g.p.a.

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 g.p.a. only upon graduation in order to determine class ranking.

Students must have a minimum cumulative g.p.a. of 2.5 in their COMM major to graduate and a minimum overall g.p.a. of 2.0 to graduate. (i.e., transferred work and UM work combined must be 2.0 or higher).

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 "Equivalency Evaluation for Courses Taken at Another Institution" form (available in WCB 2037) to the appropriate department, together with a description of the course they wish to take. When the course(s) has been approved, the student should bring the form to WCB 2037. We 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; 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.

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

Complete withdrawal is initiated through the Office of the Registrar or the Office of Admissions, Academic, & Alumni Services. The following steps are recommended:

1. Notify Student Account Services (Ashe 158, 8-6430).
3. Notify Residence Halls, if student lives on campus (153 Eaton Residential College, 8-4505).
4. Notify Dining Services to withdraw from meal plan (Whitten U.C. Room 125, 8-3584).

To expedite such complete withdrawals, please send students to room WCB2037 or to UC121 (Office of the Registrar).

Students wishing to withdraw completely, but after the deadline to withdraw without penalty must have appropriate documentation to support such a withdrawal (SEE Appeals) and should see Assistant Dean, Luis Herrera or Ms. Eva Alonso.

Students who abandon courses receive failing grades.

Students who plan to take some time off should submit a withdrawal form, available in UC 121. Upon completion of the withdrawal form, students should pick up a readmission form from room WCB 2037.

International students, in J-1 status, who seek withdrawal, must notify the Department of International Student and Scholar Services, Bldg. 21F, 8-2928, pursuant to the immigration and visa requirement of the J-1 program.
INACTIVE STATUS AND READMISSION

Applying for Inactive Status
Undergraduate degree seeking students who are leaving the university but who have every intention of returning in the near future are encouraged to apply for Inactive status. Inactive status qualifies students who are eligible to return to the university with the following benefits intact: university-based scholarships, academic requirements, eligibility to qualify for on-campus residence and course registration priority. New freshmen and new transfer students are not eligible for inactive status.

Other Enrollment Options
Students planning to study abroad or participate in a term-based academic program offered through another college or university, or through an organization, should consider applying for Non-UM status as an alternative to Inactive Status. Pre-approved coursework through Non-UM programs allow academic credits earned through such programs to be considered for credit toward degree work at the University of Miami, the participant remains enrolled at the University of Miami.

Students wishing to apply for “Inactive” status will be required to re-apply for this status each semester until they return.

UNDERGRADUATE READMISSION

The following readmission pertains to students who have missed a major semester (Fall or Spring):

Students complete a readmission application and pay a $100 fee

Fax your application to the Office of the Registrar at 305-284-6293.

The Dean’s Office of the respective School/College must review the record and approve readmission.

Financial accounts must be clear of all holds.

Students submit transcripts of ALL academic work taken at other colleges or universities.

Students must notify the Office of the Registrar if they are unable to attend the semester requested in order to update their files. Please contact the Office of the Registrar. Failure to notify the Office of Registrar within the semester requested will result in cancellation of their readmission application. A new application will need to be submitted along with another $100 fee.

Students will be notified by mail and/or email of their status. Once approved, students will be directed to contact their respective school/college for registration information.

Please see the academic calendar for readmission deadlines!
General Bulletin
www.miami.edu/bulletin

School of Communication Bulletin
http://www6.miami.edu/umbulletin/und/com/index.htm

All School of Communication & University forms are available at:

http://com.miami.edu/students/undergraduate/bulletin-forms