University of Louisville
J.B. Speed School of Engineering

Student Handbook

Academic Advising
2006-2007

STUDENT HANDBOOK FOR ACADEMIC ADVISING

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I. DECIDING ON ENGINEERING

Engineering is the second largest profession in the United States. Only the teaching profession can claim more participants. You may know that engineers design bridges and power plants. Did you know that they also design artificial lungs, housing projects, safer factories, and more efficient methods of farming? The field of engineering is divided into more than 100 different specialties, is as old as the Egyptian pyramids, yet as modern as lasers.

Engineers analyze people's needs and problems. They make use of scientific principles and discoveries to come up with new and better products, machines or methods of working. Their solutions must be safe, practical, reliable, and economical. An engineer has an insatiable curiosity about the world around us, and about how things work. Practicing engineers almost invariably report that such curiosity dates back to very early childhood, where they may have taken apart toys or household appliances to see what "makes them go." This natural curiosity is combined with creativity in generating solutions to problems, and with technical skills to test these solutions.

Engineering offers exciting opportunities. Most engineers are fascinated by their work and enjoy learning new skills while solving problems. At times, deciding what the problem is may be harder than solving it. In some situations, engineers have to convert a problem in the real world into a kind of "book problem." In this way, they can apply techniques they have learned in the classroom to the problem-solving process.

So, who needs engineers anyway? Everyone does. Everything you come into contact with has, in some way, been affected by an engineer. The clothes you wear, the food you eat, the structure in which you reside - all somehow have been affected by engineering. Engineers design machinery to mass produce our wearing apparel and yard goods. Engineers design and redesign packaging for food, refrigeration systems that keep food from spoiling, and ovens in which the food is prepared. Engineers helped to develop the materials needed for and the design of the place in which you reside, from the specifications of the concrete foundation to the last nail which holds up your favorite picture. So, in one way or another, we all need engineers. As with any profession, the demand for engineers varies with the economic climate of the times. However, with engineers, the demand is one of the most consistent. All areas of industry employ engineers of some type. New areas of technology continue to develop, there will constantly be a need for engineering graduates.

II. PROGRAMS AT SPEED SCHOOL

A. PROFESSIONAL PROGRAM

The Speed School of Engineering adheres to the philosophy that future engineers need to have a well-rounded educational background, including humanities and social sciences, as well as an emphasis on mathematics, physics and technology. This is important because engineers of the future must understand the impact of their work on the ecology of our world and the socioeconomic welfare of the people in it.

Our major fields of study, described more fully later on, include Bioengineering, Chemical Engineering, Civil Engineering, Computer Engineering and Computer Science, Electrical Engineering, Industrial Engineering and Mechanical Engineering.

B. THE COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program at the Speed School of Engineering gives students an opportunity to obtain employment experience as part of their formal education. Students discover the demands of the profession and their personal adaptability to those demands early in their career. The salary earned by a co-op student, though of secondary importance, may help to defray the expense of a college education. Students need to be aware that salary earned on co-op may affect financial aid status. Students should check with a financial aid representative before going on co-op.

The typical schedule of academic studies alternates with co-op assignments, starting after at least four semesters of full-time classes. The total period of cooperative education is equal to 50 weeks. By pursuing such an integrated program, a student has the opportunity to observe and participate in the real practice of engineering.

The semester prior to going on the first co-op, students are required to register and attend a zero credit hour co-op seminar.

Two semester hours of credit are given for each completed co-op period. In order to be eligible to receive the Master of Engineering degree, all candidates must have completed three semesters of Co-op Work Placement Assignments, totaling at least one calendar year's duration (50 weeks).

International Student Exemption

A student who is not a U. S. citizen and holds a student visa is exempt from the mandatory co-op requirement for both the Bachelor of Science and Master of Engineering degrees. The six hours of co-op will be replaced by nine semester hours of courses approved by the department.

III. THE ENGINEERING MAJORS

A. ENTRANCE REQUIREMENTS

Preparation for the engineering program courses is generally completed during high school. Applicants may or may not be admitted to Speed School depending upon their academic credentials. The ideal incoming Speed freshman should have graduated from an accredited high school with at least a 3.0 (B) average and successful completion of:

4 years of English
4 years of Math, (Algebra I, II, Geometry, Adv. Math)
1 year of Chemistry
1 year of Physics
Above average scores on the ACT or SAT Exam.

If all of these pre-requisites have not been successfully completed, the student may be admitted to Speed with a contingency or may be required to attend Pre-Engineering Division Studies first for preparatory work and/or improvement of grades. Each application is evaluated on a case by case basis.

B. CORE COURSES

Core courses required of all engineering majors are:

	HOURS
Introduction to Engineering	2
College Writing 101-102	6
Oral Communication	3
General Chemistry I	3
Engineering Analysis I, II, III	12
Differential Equations	2
Statistics (IE 360)	3
Fundamentals of Engineering Graphics I	1
Approved General Education Requirements	15
Intro. to Computer-Aided Graphics & Design	1
Intro. Mechanics, Heat & Sound (Physics I)	4
Intro. Electricity, Magnetism & Light (Physics II)	4
Introductory Physics Laboratory I	1
Co-op Seminar	0

C. HUMANITIES/SOCIAL SCIENCES ELECTIVES

All engineering students are required to take Humanities/Social Science electives. These courses must be selected very carefully so that the general education requirements are properly met. Your advisor will have a list of approved electives to help you choose appropriately.

D. CHOOSING A MAJOR

In choosing your major, you should have a working knowledge of each area in order to make the appropriate choice. Though you will be pursuing a degree in one particular area, you will not be limiting yourself. Engineers are often called upon as consultants in areas other than their specialization. Many areas within the program majors overlap. In making your choice of a major field, you need to choose the area which **best fits** your interests, career goals, ambitions, and needs.

There are seven engineering majors in Speed School. The following pages will describe each one more fully. Each program is five years duration and is accredited by the Accreditation Board for Engineering and Technology (ABET). The five year program leads to a Master of Engineering degree, while students choosing to stop at the end of four years receive a Bachelor of Science degree.

E. BIOENGINEERING (BE)

Dr. Robert Keynton (rskeyn01@louisville.edu), Chair, 852-6356

Bioengineering is a relatively new engineering discipline when compared to the long-standing traditions of other fields of engineering. A bioengineer uses traditional engineering skills and tools to analyze and solve problems in biology and medicine. The difference between bioengineering and biomedical engineering is that bioengineering is a more global term which encompasses biomedical engineering and is applied to all life sciences and medicine while biomedical focuses primarily on medicine and healthcare. However, few universities, research institutes, and corporations adhere strictly to those definitions and, in fact, the terms are often used interchangeably.

Bioengineers interact with biologists, biochemists, physicians, physiologists, and therapists to design, develop and manufacture instruments, devices, and software, or to develop new procedures to solve clinical problems. Recent advances in bioengineering that you may be familiar with include artificial hearts and joints, laser systems used in corrective eye surgery, and miniaturized devices for detecting insulin levels and automating insulin injections.

F. CHEMICAL ENGINEERING (CHE)

Dr. James Watters (jcwatt01@louisville.edu), Chair, 852-6347

Chemical engineers use their knowledge of chemistry, physics, biology, mathematics and economics to transform raw materials into useful products. As engineers, they translate the developments of basic scientists, including chemists, to large scale production. Chemical engineers provide society with products such as gasoline, semiconductors, foods, pharmaceutical, plastics, artificial internal organs, and coatings to name a few. They are also involved in energy, conservation of natural resources and environmental protection.

Chemical engineers are involved in a diversified number of engineering, scientific, and management activities in plants and refineries, government agencies, consulting and engineering firms, and research laboratories. Their functions include basic and applied research related to concepts, products, equipment and entire processes; equipment, process and plant design; production and process engineering; process control and automation; marketing, sales, and service; developing computer programs and applications. Computers are set at all levels of computation; simulation and design; real time data acquisition; and digital process control, through lecture and laboratory courses in engineering, science and math, and student research projects, the Chemical Engineering program prepares students to solve engineering problems in the process and other industries. Students are taught fundamental concepts, traditional applications and newer areas such as process control, computer-aided engineering, and membrane separations. Laboratory and computer facilities and the cooperative internships give students "hands on" experience with the type of equipment used in modern industrial practice. In the Master of Engineering program students can develop a degree of specialization in process control; catalysis and chemical reactors; polymers; separation methods; computer-aided engineering; thermodynamic properties; environmental controls; and biotechnology.

The depth, breadth, and versatility of the program make it an excellent background for students who also wish to pursue advanced study in such fields as business administration, medicine, law and chemistry, or graduate study in Chemical Engineering leading to a Doctor of Philosophy.

G. CIVIL ENGINEERING (CE)

Dr. J.P. Mohsen (jpmohs01@louisville.edu), Chair, 852-4596

Civil engineers are the primary designers and builders of the nation's transportation, supply and energy systems. They design the highways, bridges, sewer systems and power plants. Civil engineers work in design/construction, city planning, environmental protection and conservation. Most civil engineers work jointly with architects, economists, and other design professionals. Together, they try to solve the problems of today's society such as water supply, urban congestion, waste disposal, and water-land conservation, using the latest techniques of computer-aided design, systems analysis and remote environmental monitoring. Many civil engineers are employed in government agencies such as the Army Corps of Engineers and the Department of Transportation, but others are employed by consulting firms and private industry. Whether in the public or private sector, the purpose of Civil Engineering is the planning and design of constructed facilities, such as energy generation or water supply or environmental protection systems. The planning and designs are based upon a comprehensive knowledge of natural processes and systems.

H. COMPUTER ENGINEERING/COMPUTER SCIENCE (CECS)

Dr. Adel Elmaghraby (adel@louisville.edu), Chair, 852-6304

Computer Engineering and Computer Science programs prepare students for successful and productive careers as computer engineers and computer scientists in industry, government, and academia. The department provides a balanced education that includes hardware, software, and theoretical foundations of computing. CECS graduates possess knowledge and skills allowing them to function in a dynamic multidisciplinary technological environment through teamwork, ethical concerns, and effective communications.

CECS student experience includes mandatory co-op, research opportunities, and practical hands-on projects. Departmental facilities include laboratories for database, data mining, multimedia, graphics, networking, Information security, mobile and distributed software systems. Departmental faculty and students are active in research areas such as Homeland Security, Intelligent Intrusion-Detection Systems, Navigation Visualization in Virtual Environments, Automotive Design Software Development, Wireless Security, Solar images, Web Optimization, Land Mines Detection, Query Optimization, Bioinformatics, and Biomedical Imaging. Faculty work in interdisciplinary projects and are funded through Industry and government agencies such as NASA, NSF, DOD, and DHS.

Students are active in the local Chapter of the Association for Computing Machinery, with activities that range from annual High School Programming contests, Special Interest Group Activities in LINUX, Games Development, and current hot Software Topics.

I. ELECTRICAL ENGINEERING (EE)

Dr. Jacek Zurada (jmzura02@louisville.edu), Chair, 852-6289

Electrical Engineers design and develop new technologies to generate, store, transmit, control, and convert energy and information through electricity. They deal with the behaviors of electric charges, electric and magnetic phenomena, and things energized by electricity. Electrical engineers might work for government agencies or private corporations - any place where the design and use of electricity, digital electronics, micro-processors, micro-computers, feedback control, microwaves, electrical energy systems, communications systems, modulation or computer engineering is needed. They may work in design research and development, production or management.

J. INDUSTRIAL ENGINEERING (IE)

Dr. John Usher (jsushe01@louisville.edu), Chair, 852-6342

Industrial engineers combine technical knowledge with the physical and social sciences to design and plan systems that involve people, materials, money, energy, equipment, and other resources. Industrial engineers work with the staffs of research and development, accounting, engineering, maintenance, personnel, and production to increase national productivity, reduce health care costs, conserve energy, develop public transportation, implement manufacturing automation, and improve safety. Industrial engineering students, more than those in any other discipline, are interested in a wide range of industries: consumer products, food, chemical, automotive, aerospace, electronics, computers, etc. In every case the industrial engineer's challenge is to design solutions that are people-oriented.

K MECHANICAL ENGINEERING (ME)

Dr. Glen Prater (g0prat01@louisville.edu), Chair, 852-6331

Mechanical engineers use their knowledge of thermal science, fluid mechanics, energy conversion, and mechanics of solids to support industry's need to develop and support quality products. Mechanical computer-aided design tools are often used to create computer models of a component or system, predict its performance under different operating conditions, and optimize manufacturing processes. Mechanical engineers are members of most design teams including those in the automotive, aerospace, petrochemical and computer industries.

IV. ACADEMIC TESTING AND ADVANCED STANDING

A. ADVANCED PLACEMENT PROGRAMS (AP)

Advanced Placement Examinations are administered each May in the high schools. Test scores should be submitted to the Admissions Office as soon as they are available. The following is a list of advanced credit that may be awarded by the Speed School that satisfies requirements for the degree programs. Other units may award additional credits.

Chemistry

Three hours of credit awarded for a score of 3 may be used in place of CHEM 201, General Chemistry I.
Six hours' credit awarded for scores of 4 or 5 may be used in place of CHEM 201-202, General Chemistry I and II.

Computer Science

Consult your advisor for more information.

Economics

Three hours of credit awarded for a score of 3 on the Microeconomics exam may be used in place of Economics 201.
Three hours of credit awarded for a score of 3 on the Macroeconomics exam may be used in place of Economics 202.

English

Three hours of credit awarded for a score of 3 may be used in place of English 101, Intro to College Writing. Six hours' credit for a score of 4 may be used in place of English 102, College Writing.

History

Three hours of credit awarded for scores of 3, 4 or 5 in European History may be used in place of History 102, History of World Civilizations II.

Mathematics

Four hours of credit awarded for scores of 4 or 5 on the Calculus AB examination .ay be used in place of EAC 101, Engineering Analysis I. Eight hours of credit awarded for scores of 4 or 5 on Calculus BC examination may be used in place of EAC 101-102, Engineering Analysis I and II.

Physics

Five hours of credit awarded for scores of 3, 4 or 5 on the Physics C - Mech examination may be used in place of Physics 298-295, Introductory Mechanics, Heat, and Sound, and Introductory Laboratory I. Five hours of credit awarded for scores of 3, 4 or 5 on the Physics C - E & M examination may be used in place of Physics 299-296, Introductory Electricity, Magnetism, and Light, and Introductory Laboratory II.

Psychology

Three hours of credit awarded for scores of 3, 4 or 5 on the Psychology examination may be used in place of Psychology 201, Introduction of Psychology.

B. INTERNATIONAL BACCALAUREATE (IB)

The college awards academic credit to entering freshman who have completed the International Baccalaureate Program. Credit will be awarded for certain IB Higher Level examinations completed with a score of 5 or higher, up to a maximum of 24 semester hours. The following is a list of advanced credit that may be awarded by Speed School.

Anthropology: 3 hours credit awarded for examination on "Social Anthropology" may be used in place of Anthropology 201.

English: 6 hours credit awarded may be used in place of English 101-102.

History: 3 hours credit awarded may be used in place of History 102.

Credit for IB examinations in other subject areas requires consultation with the appropriate department.

C. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Not all divisions within the University of Louisville accept CLEP scores in the same manner, so be sure to sign up for those tests for which you can be awarded credit in your school or college. The following list consists of those which are acceptable for the Speed School program.

The "CLEP Registration Packet" contains information on the various tests, plus a registration form and fee information. This packet is available at the University of Louisville Testing Center (Davidson Hall 310.)
NOTE: CLEP credit is posted on the U of L transcript only after the completion of one semester of full-time study at the University of Louisville.
For CLEP exam dates, please refer to the Testing Services website:
www.louisville.edu/student/services/testing/clep.html

CLEP is awarded for the Speed School program in the following manner:

Chemistry

Seven hours of credit awarded for score of 50 or better on the CLEP Subject Examination in General Chemistry. May be used in place of CHEM 201, 202, 207, General Chemistry I and II, and Chem Lab I.

History

Three hours of credit awarded for scores of 57 or better on the CLEP Subject Examination in Western Civilization I. May be used in place of History 101, History of Western Civilization I.
Three hours' credit awarded for scores of 56 or better on the CLEP Subject Examination in Western Civilization II. May be used in place of History 102, Western Civilization II.

Psychology

Three hours of credit awarded for score of 55 or better on the CLEP Subject Examination in Introductory Psychology. May be used in place of Psychology 201, Introduction to Psychology.

Sociology

Three hours of credit awarded for a score of 50 or better on the CLEP Subject Examination in Introductory Sociology. May be used in place of Sociology 201, Principles and Concepts of Sociology.

D. TRANSFER CREDIT

Students admitted from another fully-accredited institution will usually be allowed credit for courses equivalent to those that apply toward a degree granted by the University of Louisville. Applicability of such credit toward a particular degree will be determined by the Transfer Credit Office and by departmental faculty.

E. COOPERATIVE EDUCATION CREDIT

Under certain regulations adopted by the faculty, advanced standing for cooperative education assignments may be given upon approval of the department chair, the appropriate Director of Cooperative Education, and the Associate Dean. Students who performed full-time work of a technical nature before entering Speed School may apply. A letter is required from the employer, verifying the dates and nature of employment. Veterans may submit a copy of their separation papers in place of the employer's letter.

F. HONORS PROGRAM CLASSES

Speed students who are new freshman must have a 3.35 high school GPA and an ACT composite score greater than or equal to 27 (or combined SAT of 1210 or higher) in order to take Honors program courses. In order to register for these courses, access codes must be obtained from the Honors program office in the Honors Building. These requirements do not apply to the EAC Honors courses at Speed School. For those students who take English 105 in place of English 101 and 102 the following policies apply depending on the student's major:

Speed School of Engineering Policy for Students taking English 105

BE: Take any 3 hour class that isn't offered by Speed and is not Physical Education

CHE: Take another English writing course, preferably Technical Writing.

CE: Take a second English course.

CECS: Take another English, preferably Technical Writing

EE: Take another 3 hours of English at a higher level.

IE: Take Humanities/Social Science elective.

ME: Take any 3 hour class that isn't offered by Speed and is not Physical Education.

V. ACADEMIC REGULATIONS

A. CREDIT HOURS

To be considered a full-time student, you must carry a minimum of 12 semester hours. Completing less than 12 hours may affect your financial aid or insurance rates, but it will not affect your enrollment at Speed School. In certain cases (i.e., family responsibilities, excessive outside employment) it may be best to enroll in only 12 semester hours or even attend on a part-time basis. Spreading out your courses would take you longer to complete your curriculum, but you would be better able to concentrate on your classes and keep your grades up. You know your particular situation best. Talk to your counselor about your concerns.

B. GPA

The University awards letter grades which are translated into quality points to determine the grade point average or point standing. The University utilizes a "+/-" grading system to help students understand more accurately their performance.

Under this system, quality points are assigned as follows:

Grade	Quality Points. Per Credit Hour
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

C. ACADEMIC WARNING/PROBATION/SUSPENSION/DISMISSAL

Students are in good standing when they have a cumulative grade point average of at least 2.0.

Academic Warning - First semester Speed School students who complete their first 12 degree applicable semester hours with a quality point deficiency (cumulative GPA below a "C" average or 2.0) will be placed on academic warning.
A student placed on academic warning would have the following semester to raise the cumulative GPA to at least 2.0. If that does not occur the student would then be placed on academic probation.

Academic Probation - In any semester subsequent to that described in Academic Warning above, an undergraduate student whose cumulative program quality-point total becomes less than twice the number of credit hours attempted (less than a 2.0 grade-point average) will be placed on Academic Probation for the next semester in which the student enrolls. Undergraduate students on Academic Probation are notified that their achievement is below expectations and are subject to course and/or credit hours limitations, specified course registration requirements, or other intrusive advising interventions as deemed appropriate by their enrollment unit. During a semester on Academic Probation, no student may enroll in more than 13 semester hours (7 semester hours during a summer term).

Undergraduate students on Academic Probation will have their records evaluated at the end of the probationary semester with one of the following outcomes:

- A student will be restored to good standing in the Speed School of Engineering
- A student whose cumulative program grade-point average is still below 2.0 but who earned a semester program grade-point average of 2.5 or above will be maintained on probation.
- A student whose cumulative program grade-point average is below 2.0, and who earned a semester program grade-point average between 2.0 and 2.5, may petition for continuation on probation. The petition describing the student's plan of action to return to good standing must be submitted to the school's Standards and Admissions Committee, J.B. Speed Building Room 213.
- A student whose cumulative program grade-point average is still below 2.0 and who earned a semester program grade-point average below 2.0 will be placed on Academic Suspension and will be required to sit out at least one semester.

Academic Suspension - Students placed on Academic Suspension are required to refrain from enrolling in classes for at least one semester. After one semester a student may petition the school's Standards and Admissions Committee for re-admittance to the Speed School of Engineering. Readmission of suspended students is not guaranteed. Petitions must be received one month prior to the beginning of a semester.

Academic Dismissal - No student will be reinstated more than twice; the third suspension is an Academic Dismissal. A student academically dismissed can only return through special permission from the enrollment unit.

D. REPEAT OPTIONS

A student may use a "repeat option" on courses in which grades of "C", "D" or "F" are received. The "repeat option" means that the first grade earned in the class will be replaced by the repeated grade in calculating the GPA. The "repeat option" may be used to replace up to four courses. When the "repeat options" are used, the second grade stands.

Repeat Option Form - Can be obtained from the Academic Advising Office (JB Speed 213), and should be filled out early in the semester in which the course is being repeated. All grades of "F" (in required courses) must be repeated, even if the student has "run out" of repeat option hours.

E. EMPLOYMENT POLICY

We recognize that many students must maintain part-time employment in order to attend college. However, the academic course load at Speed School is particularly rigorous and necessitates a careful balance of work and school time demands. We strongly advise students not to work more than 20 hours a week while attempting to take a full schedule of classes.

F. ATTENDANCE

The academic programs at Speed School are rigorous and demanding. Students are therefore expected to attend all class meetings and to complete all assignments if they are to achieve academic success. The only formal attendance policy in effect is for the calculus classes for newly admitted freshmen. Class attendance is required in calculus.

VI. ACADEMIC ADVISING

A. ROLE OF THE ACADEMIC COUNSELOR

QUESTION: What types of information/services should I expect from my academic counselor?

ANSWER: As academic counselors, we will be responsible for maintaining a complete and accurate file on each advisee in order to monitor progress toward career goals. We will strive to create an atmosphere of openness where meaningful communication, confidence and trust exists. As academic counselors, we will demonstrate a personal interest in the intellectual, emotional and social growth of each student. The academic counselor has the responsibility to articulate the requirements for both the University and particular unit in which the student is enrolled; thus, the academic counselor is the primary source of academic information for the student. As academic counselors, we have knowledge of the resources available to students in the University in order to make appropriate suggestions and referrals. Furthermore, we can provide information concerning career and graduate/professional school opportunities as we assist each student in identifying career goals and objectives.

B. STUDENT RESPONSIBILITIES IN ACADEMIC ADVISING

QUESTION: As a student, what are my responsibilities when it comes to academic advising?

ANSWER: First of all, you should be prepared for each advising session. Look over your program guide or checksheet ahead of time. Have in mind the courses you plan to take and any possible alternatives.

Be knowledgeable about policies, procedures and requirements. They are listed in a variety of sources (e.g., catalog, academic handbook, department checksheets and departmental websites).

Clarify some of your personal values and goals in advance of your advising sessions. Consider the direction you are headed, and be prepared with any questions you may have.

Accept responsibility for the decisions to be made. Become acquainted with your academic counselor. Learn the hours of the advising office and stop by to chat at times other than during registration. By meeting with your academic counselor frequently, there will be a greater likelihood of your meeting departmental requirements. Furthermore, your academic counselor may be willing to serve as a co-op or permanent job reference and even write letters of recommendation for you.

C. THE ADVISING PROCESS

Once you have been advised, your advisor will give you permission to register. Prior to seeing your counselor, you should stop by the Academic Advising Office, Room 213, in J. B. Speed Building to make an advising appointment.

D. PRE-REGISTRATION

Pre-registration occurs midway through the semester prior to the semester you are registering for, i.e., pre-registration for Spring generally occurs in October. Pre-registering does not guarantee that you will get all of the requested courses or that you will get the sections requested. However, it does improve the chances for both. It also helps the administration determine if more sections of a particular course are needed or if one should be canceled. After obtaining your advisor's slip and being cleared on the computer for registration, you must select your classes and sections from the on-line schedule of courses.

E. CLOSED, RESTRICTED CLASSES, OR TIME CONFLICTS

Should you need to get into a closed class or restricted class, please contact your academic counselor for more information.

F. DROP/ADD

Students may add courses to their schedules only within the first week of the semester. They may withdraw from a course without academic penalty with a grade of "W" at any time during the first half of the semester (7 weeks in Spring and Fall, 5 weeks in Summer term). No student may withdraw during the last half of the semester without petitioning Speed's Standards and Admissions Committee. This Committee or the Dean may grant a student's request to withdraw or drop subjects because of illness or conditions beyond the student's control. The grade in that case may be "W". Ask your advisor for the specific steps you need to follow when withdrawing from a class.

G. AUDIT POLICY

A student may switch to audit status by the last day to add a class for that term or semester.

H. PASS/FAIL

First year students are not allowed to take graded courses on a pass/fail basis. Once students are admitted to their departments, they should consult with their departmental advisor to see which classes may be taken on a pass/ fail basis.

I. TRANSFERRING OUT OF ENGINEERING

If you decide that engineering is no longer for you, you should come in to talk with your academic counselor. You may also wish to explore the following website: http://campuslife.louisville.edu/career

Should you decide to transfer into Arts and Sciences or another unit, you must fill out an Intra University Transfer (IUT) form online at http://www.louisville.edu/provost/iut/

VII. HELP – WHERE TO FIND IT

ACADEMIC AFFAIRS - J. B. Speed Bldg., Room 213, 852-6100
Provides academic and personal counseling. Maintains student records. (Place to come if you don't know what to do or where to go.)

AFFIRMATIVE ACTION - Houchens Bldg., 852-6583
Serves as a source of information for faculty, staff, and students who may have questions or complaints pertaining to equal opportunity in employment practices, University sponsored programs and activities, and educational opportunities.

BURSAR'S OFFICE - Houchens Bldg., 852-6503
Cash personal checks, handle tuition billing.

COUNSELING CENTER - Brook Street, 852-6585
Offers classes/workshops each semester on study skills, relaxation techniques, and test anxiety. Also provides personal development groups in assertiveness, stress management, time management and provides one-to-one and group counseling. Services are free, but there may be a minimal charge for materials.

DISABILITY RESOURCES CENTER - Robbins Hall, 852-6938
Provides assistance to individuals entering college later in life, as well as those who have visual, auditory, orthopedic, or emotional disabilities. Services include classroom adaptations, registration assistance, and special counseling.

FINANCIAL AID - Houchens Bldg., 852-5511
All general scholarships, student loans, on-campus employment and work study programs are processed through this office.

INTERNATIONAL CENTER - Brodschi Hall, 852-6602
Provides information for study and travel abroad. Counsels international students on immigration laws and procedures.

METROPOLITAN COLLEGE - Houchens Building, 852-2749
Metropolitan College is for students who have been accepted and is employeed by United Parcel Service (UPS) for tuition readmission.

NATIONAL SOCIETY OF BLACK ENGINEERS (NSBE), 852-0440

Provides support, encouragement and tutoring for African-American students at Speed. Meetings are usually held on Thursdays at noon. Check the **SPEED NEWS** for actual time and location or check with Prof. Brenda Hart, faculty advisor.

OFFICE OF MINORITY SERVICES - Minority Services Bldg., 852-6656

Provide academic support as well as social activities for minority students at the University.

POSTAL SERVICE - Houchens Building, 852-6699

PUBLIC SAFETY - Floyd Street, 852-6111

Services provided are the issuing of parking permits and citations, receiving payment of fines, vehicle assistance, 24-hour campus patrol, and an emergency operator. All accidents on campus should be reported to this department.

PUBLICATIONS - The Speed News - J. B. Speed Bldg., Rm 119, 852-6301

Contains information about deadlines, activities and news of importance to Speed School students. The Speed News is available in the lobby/entrance area of Speed School buildings. You should pick up a copy of the Speed News each week to keep informed of major announcements.

RESIDENCE ADMINISTRATION - Student Center, 852-6636

Provides information about on-campus and off-campus housing opportunities, makes room assignments, and is responsible for the overall operation of the residence hall facilities.

RESIDENCE HALL NUMBERS

Bettie Johnson Hall	854-2417	Stevenson Hall	854-6860
Billie Minardi	854-8231	Threkeld Hall	854-0945
Center Hall	854-0283	Unitas Tower	854-3162
Kurz Hall	854-9011	University Tower	854-4632
Louisville Hall	854-7119	Wellness House	854-6846
Miller Hall	854-5966	West Hall	854-3437

SOCIETY OF WOMEN ENGINEERS (SWE), JB Speed Bldg.,852-0440

Provides information on career opportunities for women in engineering. Conducts plant trips and seminars. Meetings are, usually, held once every two weeks. See **SPEED NEWS** for actual time and location or check with Prof. Brenda Hart, faculty advisor.

STUDENT GOVERNMENT - Speed School Student Council, J. B. Speed Bldg., Room 119, 852-6301

Represents the Speed School student body on Speed School committees and in the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION (SGA) - Student Activities Center, 852-6695

Provides on-going programs; book exchange, student directory, course evaluation, legal aid assistance, etc.

STUDENT HEALTH SERVICES - Brook Street, 852-6479

Provides health care and medical facilities for students of the University at a nominal charge.

STUDENT LEGAL SERVICES - Student Center Rm 12, Student Legal Advisor, 852-7587

Free legal advice is available to all students.

STUDENT SERVICES - Grawemeyer Hall, 852-6933

TESTING SERVICES - Davidson Hall, Room 310, 852-6606

Provides CLEP, Foreign Language placement examinations, General Education Assessment Exam, etc.

TUTORING (REACH) - Strickler Hall, Room 208H, 852-8114

Provides free assistance in most freshman and sophomore University-wide courses. Also offers academic assistance to students through Supplemental Instruction (SI), and faculty guidance and counseling.

Consult with your advisor about tutoring if free tutoring doesn't meet your scheduling needs.

APPENDIX

QUICK CHECK FOR REGISTRATION PROCEDURES

A. PRE-REGISTRATION - Check Speed News for appropriate dates

1. Make an appointment with your academic counselor
2. When you see the academic counselor, have in mind your academic plans for next semester
3. Obtain advisor's slip
4. Select your classes from on-line schedule of courses
5. Register for classes by using web registration (ulink.louisville.edu)

B. DROP/ADD

1. Meet with your academic counselor to determine impact drop/add will have on your academic program
2. If the decision is made, complete drop/add by using web registration before the deadline to drop classes.

J.B. SPEED SCHOOL OF ENGINEERING
UNIVERSITY OF LOUISVILLE

PROCEDURE TO HANDLE STUDENT COMPLAINTS

If a student has a complaint about courses, grades, deficiencies, or decisions made by faculty members, advisors, department chairs, directors, etc., they should use the procedure outlined below. In addition, each faculty and/or staff member involved in the process should make written documentation as each step is implemented.

1. The student should first discuss the matter with the person involved and attempt to resolve the complaint through informal discussion.

2. If there is no resolution, the student should discuss the matter with that person's supervisor or immediate superior in the department or office, who should attempt to mediate a resolution.

3. If there is no resolution as the result of these discussions, the student should write to the appropriate department chair or director specifying the nature of the concern, with a copy of the letter to the Assistant Dean for Academic Services.

4. Within a reasonable period of time, depending on the time urgency, the Assistant Dean for Academic Services will contact the department chair or director, in writing, if a response has not been made.

5. Only in exceptional cases, and as a last resort, should the student be advised to write directly to the Dean.

6. If the student is unable to obtain a resolution through these procedures, he or she may request the Student Grievance Office (SGO) to attempt informal mediation of the problem.

Approved by AP&P
7/19/84

Revised and Approved by AP&P
2/7/89

BUSINESS MINOR

The College of Business and Public Administration offers a minor in business for students in other colleges and schools at the University of Louisville. Enrollment in the business minor is limited because of the large demand for courses by business majors. To pursue a minor in business the student must have completed 51 or more semester hours, including ECON 201 and 202, and must have a cumulative grade point average of 2.50 or higher (includes transfer work). Students interested in pursuing a minor in business should complete the program prerequisites. Students must have a grade point average of 2.5 or higher in the program prerequisites to be permitted to pursue the program core.

Upon completion of the admission requirements and formal application, the student is admitted into the Business Minor program based on the student's academic performance and the space available. An appointment may be made during the semester that the program prerequisites are being completed to begin the application process.

Business Minor Program

Program Prerequisites

CIS 100	Microcomputer Applications	3 _____
MGMT 201	Business Statistics or equivalent	3 _____
ACCT 201	Principles of Acct. I	3 _____
ACCT 202	Principles of Acct. II	3 _____

Program Core

MGMT 301	Mgmt. and Org. Behavior	3 _____
MKT 301	Principles of Marketing	3 _____
FIN 301	Corporate Finance	3 _____
CIS 300	Computer Info. Systems	3 _____

Business Elective 3 _____

Total 27

Admissions Requirements:

_____ Econ 201 & 202
_____ 51 semester hours completed

_____ 2.5 cumulative GPA
_____ 2.5 GPA in program prerequisites

Revised 3/03

OTHER MINORS AVAILABLE

The following University-wide minors are available. Additional information may be found in the University of Louisville Catalog or may be obtained by contacting the Office of the Dean of the academic unit offering the minor.

Arts and Sciences

Anthropology
Art History
Art
Biology
Chemistry
Communication
English
Geology
Human Health and Wellness
Sports/Leisure Mgmt
History
Linguistics
Mathematics
Actuarial Math
French
German
Russian
Spanish
PAS
Philosophy
Physics
Political Science
Religious Studies
Sociology
Soviet Area Studies
Theater Arts
Music History

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