

**Summary of
Undergraduate Academic Rules and Regulations**

**Department of Chemical and Biomedical Engineering
FAMU-FSU College of Engineering**

Academic Year 2014-2015

This document is intended to be a summary of some (but not all) of the most important academic rules and regulations pertaining to the Chemical and Biomedical Engineering undergraduate curriculum. The purpose of producing this form is to ensure that all students become familiar with the numerous academic rules and regulations so that they may progress in a satisfactory and timely manner through the Department's curriculum. This document is not intended to be comprehensive; students should reference the complete Undergraduate Student Handbook, which is available at:

http://www.eng.fsu.edu/cbe/resources/pdf/Student_Academic_Regulations.pdf

Students will be held responsible for the rules and regulations contained within this summary document and also in the Undergraduate Student Handbook. This pertains especially to the course prerequisites and corequisites, and to the graduation requirements.

Acknowledgement of Receipt

By my signature below, I attest that I have been given a copy of these Academic Rules and Regulations, and that I agree to read and abide by all of the academic requirements contained herein.

Student Signature

Date

Printed Student Name

Undergraduate Academic Rules and Regulations

Department of Chemical and Biomedical Engineering

College of Engineering Policies

1. Progression Policy for the College of Engineering

Any full-time engineering student with a term GPA below 2.0 for two consecutively enrolled semesters will be automatically transferred into the Pre-Engineering major. They will no longer be permitted without special permission to enroll in 4000-level engineering courses. A student may be re-instated back into his or her original major only upon recommendation from the Council of Academic Program Coordinators (CAPC). Students not recommended for re-instatement will not be permitted to graduate with a degree in engineering.

2. College of Engineering Course Drop/Add Procedures

To drop or add a course after the normal "Drop/Add Period" (the first week of each the term), go to the COE Office of Student Services (Room B111) to pick up the required form. The filled-out form must be signed by 1) the ChE-BME Department Academic Advisor in Room A131, and 2) the COE Student Services Office in Room B111 or the Associate Dean's Office in Room B223.

The Course Drop/Withdrawal policy at the College of Engineering is different from the policy used at either university. Undergraduate engineering students may "drop" (or withdraw) from any course in the current semester for any reason up to and including the 7th week of classes. There may be financial aid and other implications dropping a course, so you should always contact your academic advisor first. Between weeks 7 and 10 of each semester is considered the Engineering "Late Drop" Period.

Depending on your academic classification, there are restrictions on the number of times you will be permitted to "late drop" a course during this period. They are as follows: 1. All pre-engineering students and those classified as Basic Division by FSU are limited to a total of two (2) "late drops" during their tenure in the pre-engineering or FSU Basic Division programs. Students who reach their "two late drops" limit will NOT be permitted another late drop until they enter their intended engineering major (and for FSU students leave Basic Division). 2. Students who are coded in a degree granting engineering major and are classified as IE (FSU only) are permitted an unlimited number of "late drops" between the 7th and 10th weeks.

No drops will be permitted after the "late drop" period except in documented cases of administrative error, death in the immediate family, personal illness, or military service obligation. The drop/withdrawal deadlines are posted on the College of Engineering webpage each semester and provided in an email sent to all engineering accounts. Students will be responsible for the grades they receive in all courses enrolled in the semester after the course drop/withdrawal deadline.

This policy becomes effective with the Fall 2010 semester and pertains to FULL-TIME students only (enrolled in 12 hours or more); students who are part-time, or will become part-time as a result of the course drop, are subject to the guidelines of their home University. Current students should contact the [Office of Student Services](#) to determine how the policy will affect them.

Department of Chemical and Biomedical Engineering Policies

1. Prerequisite and Corequisite Courses and Student Classification

All students will be strictly held to published course prerequisite and corequisite course requirements. Students are responsible for satisfying all of the prerequisites and corequisites for any engineering course prior to attending the course. If a student has not completed the prerequisites for an engineering course, his/her registration may be involuntarily canceled and the student may be liable for any fees that result.

For Department purposes, students will be classified as a sophomore during the term in which ECH 3023 (Mass & Energy Balances I) is first attempted. Students should note that from the junior-level onward, courses are normally offered only one time per academic year. Refer to the table at the end of this document for a comprehensive list of the required prerequisites, corequisites, and course term availability.

2. Progression from the Sophomore-Level to the Junior-Level Courses

Students should be especially aware of the course prerequisite requirements to be eligible to take junior-level courses in the Department. In addition to all courses that are prerequisite to the courses listed immediately below, the courses that absolutely must be completed with a "C" grade or higher before taking any of the departmental Fall Term junior-level courses are:

1. ECH 3023 – Mass and Energy Balances I.
2. ECH 3024 – Mass and Energy Balances II.
3. ECH 3301 – Process Analysis and Design*.
4. BME 3009 – Intro. to Biomedical Engineering (BME maj.†)
5. CHM 2210 – Organic Chemistry I.
6. MAC 2313 – Calculus with Analytic Geometry III.
7. PHY 2049C – General Physics B with Lab.
8. BSC 2/1010 – Biological Science I (BME majors†).

*All students must take ECH 3301, regardless of any prior credit for an ordinary differential equations course.

†While BSC 2/1010 is a graduation requirement for all majors, this course and BME 3009 are required prerequisites for progression to the junior-level for Biomedical Engineering majors only.

Restated, grades of "C" or higher must be attained in all of these CBE Department courses: ECH 3023, ECH 3024, ECH 3301, and BME 3009 (BME majors only) before a student can progress to any junior-level courses.

Once the prerequisites listed above have been completed, junior-level students should register in the Fall Term for:

1. ECH 3101 – Chemical Engineering Thermodynamics.
2. ECH 3266 – Transport Phenomena I.
3. ECH 3854 – Chemical Engineering Computations.
4. CHM 4410 / L – Physical Chemistry I with Lab (P-Chem I Lab can instead be taken during any summer term).
5. BME 4403C – Quantitative Anatomy and Systems Physiology I (BME majors only).

The courses listed above (other than CHM 4410L) are corequisites for Fall Term junior-level students.

3. Progression from the Junior-Level and Beyond

For junior and senior level Chemical and Biomedical Engineering courses, a student may proceed to take subsequent courses with a single "D" grade in a prerequisite course. However, neither a grade of "F", nor more than one grade of "D", in the prerequisite course(s) for any subsequent course is allowed. This condition will have to be satisfied by retaking the necessary courses before proceeding to subsequent courses in the curriculum.

For example, if a student receives an "F" grade in either ECH 3101 (Thermo), ECH 3266 (Transport I), or ECH 3854 (Computations), or two (2) "D" grades in the aforementioned courses, then progression to the next term's courses (ECH 3274L – Transport Lab, ECH 3418 – Separations, and ECH 4267 – Transport II) will not be allowed. The courses in which a "D" or "F" grade was obtained must be retaken for at least a "C" grade to allow further progression in the curriculum.

Students should note that from the junior-level onward, courses are normally offered only one term (Fall or Spring) per academic year. The pre- and corequisites for all courses can be determined by consulting the attached table.

4. Department Course Repeats Policy

The FAMU-FSU College of Engineering has approved a "Repeated Course Attempts Policy", which permits each department to define, monitor, and enforce its own policy designed to limit the number of courses repeated by engineering students. The College policy was established in part to ensure that its undergraduate engineering programs maintain their accreditation status. The Faculty of the Department of Chemical and Biomedical Engineering has, therefore, approved the following course repeats policy for its majors effective with the Spring 2009 semester. This policy will be enforced beginning with the Spring 2009 semester for all undergraduate students in the Department.

- 4.1. Any student who fails ("F" grade) one or more courses taught in the Department (with prefixes ECH or BME) during a term cannot take any course for which the failed course is a prerequisite. The failed course must be re-taken during the next term it is offered.
- 4.2. A student may repeat any engineering* course for which a "D" or an "F" grade has been received only once to achieve a "C" grade or higher. Any student receiving a grade below "C" more than once in a single engineering course will not be allowed to continue in any of the three majors in the Chemical Engineering BS degree program. The student will have his/her major administratively changed to Pre-Engineering, and he/she must pursue another degree program at the universities. If a student has more than one grade below "C" in a single engineering course when this policy goes into effect (Spring 2009), no further retakes of a single engineering course will be allowed.

4.3. A student may have a maximum of five (5) course repeats in all engineering* courses taken during an academic career. Any student exceeding five (5) total engineering course repeats will not be allowed to continue in any of the three majors in the Chemical Engineering BS degree program. The student will have his/her major administratively changed to Pre-Engineering, and they must pursue another degree program at the universities. If a current student exceeds five (5) course repeats when this policy goes into effect (Spring 2009), then only one (1) additional course repeat will be allowed.

4.4. Withdrawal from any engineering course during the normal, College-approved course drop period will not be counted as a course attempt. Conversely, withdrawal from any engineering course after the College-approved course drop date that requires the Associate Dean's approval/signature will be counted as a course attempt.

** An "engineering" course is defined here as 1) all of the courses taught in the Department of Chemical and Biomedical Engineering (that have the course prefixes ECH and BME), and 2) the two required engineering service courses taught in other departments, namely, EGM 3512 (Engineering Mechanics), and EEL 3003 EEL 3003L (Introduction to Electrical Engineering and Lab).*

5. Academic Advising

All students in the College of Engineering, regardless of major, must be academically advised each term during the school year. When a student has officially changed to one of the three majors in the Department, they will be assigned a faculty advisor, who will approve their course load for the upcoming term. To find out who their advisor is, students should contact the Department of Chemical and Biomedical Engineering Main Office at 410-6149, or stop by Room A131. Prior to advising, students should obtain and fill out an academic advising form (trial schedule) from the ChE-BME Department Main Office. All students are placed on registration "hold" prior to the registration period each semester, and will not be allowed to register until they have been properly advised. Not being academically advised could result in students being assessed late registration fees. A more detailed description of the academic advising procedures can be found at:

http://www.eng.fsu.edu/cbe/undergraduate/academic_advising_procedures.html.

6. Requirements for a BS Degree in Chemical Engineering

A program of study encompassing one hundred thirty-one (131) semester hours of defined coursework is required for the Bachelor of Science (BS) degree in Chemical Engineering. A candidate for the Bachelor's degree is required to earn a "C" or higher in all engineering courses, and must achieve a 2.0 grade point average (GPA) in the forty-five (45) semester hours of Chemical/Biomedical Engineering courses in the major. In addition, students must achieve a grade of "C" or higher in all courses transferred into the Department of Chemical and Biomedical Engineering. Students should contact the Department for the most up-to-date information concerning the chemical engineering curriculum requirements. The course requirements for a BS degree in Chemical Engineering can be found at:

http://www.eng.fsu.edu/cbe/undergraduate/reqs_bs_degree_cheme.html.

7. Major Course Requirements (Electives)

Although the Department offers one Bachelor of Science degree (Chemical Engineering), students may choose from three areas of study within the degree. These major options include 1) Chemical Engineering, 2) Chemical-Materials Engineering, and 3) Biomedical Engineering. In addition to the courses that are required for all majors, several elective courses are specifically required for each of the three majors. Students must take the approved elective courses for their particular major in order to graduate with that particular major. The requirements can be found at:

http://www.eng.fsu.edu/cbe/undergraduate/academic_reqs_specific_major.html.

8. Graduation Checks and Requirements

Both a University and a Department Graduation Check are required of all students when they have reached the milestone of 100 credit hours. These grad checks must be done regardless of a student's class standing (i.e., Junior or Senior), and on-line registration will be blocked if the grad check procedure is not followed. Contact the University Registrar and the Department to schedule a grad check appointment.

The graduation requirements of the Department of Chemical & Biomedical Engineering, College of Engineering, and University can be found at: <http://www.eng.fsu.edu/cbe/resources/pdf/GraduationRequirementChecklist.pdf>.

Prerequisites and Corequisites for the B.S. Degree in Chemical Engineering – 2014-15

