A photograph of a large, multi-tiered fountain in a park-like setting. The fountain has several jets of water spraying upwards. The background is filled with lush green trees and a paved walkway. The text is overlaid on the top half of the image.

University of Miami
College of Arts and
Sciences

Faculty Advising
Guide
2020 - 2021

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INTRODUCTION

Academic Advising plays key a role in the success of students as they transition to our institution. To help you, here is your handy **ONLINE FACULTY ADVISING GUIDE**, and, we hope, convenient and easy to use.

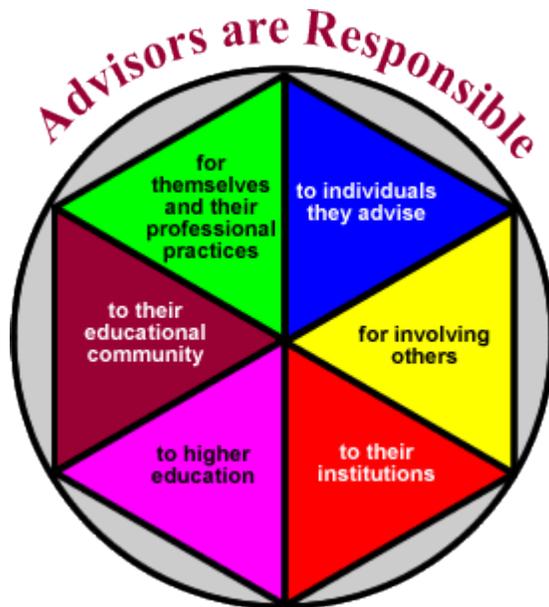
The information included under each heading has been limited to essential features. We've also included some samples of routinely-used documents: Course Selection, Transfer Evaluation, Drop/Add Forms, etc. If you have questions not answered in the Guide, please call me at 305-284-3437 or consult the 2020-21 [University Bulletin](#).

Jan Williams-Eddleman
Director, Center for Exploratory Advising



Core Values of Academic Advising

Categories: [Pillars of Academic Advising](#)



National Academic Advising Association

THE STATEMENT OF CORE VALUES OF ACADEMIC ADVISING

The National Academic Advising Association (NACADA) is comprised of professional and faculty advisors, administrators, students, and others with a primary interest in the practice of academic advising. With diverse backgrounds, perspectives, and experiences, NACADA members advise in a variety of settings and work to promote quality academic advising within their institutions.

NACADA provides a Statement of Core Values to affirm the importance of advising within the academy and acknowledge the impact that advising interactions can have on individuals, institutions and society.

The Statement of Core Values consists of three parts:

- [Introduction](#)
- [Declaration](#)
- [Exposition](#)

While each part stands alone, the document's richness and fullness of meaning lies in its totality. The Statement of Core Values provides a framework to guide professional practice and reminds advisors of their responsibilities to students, colleagues, institutions, society, and themselves.

NACADA. (2005). NACADA statement of core values of academic advising. Retrieved from the *NACADA Clearinghouse of Academic Advising Resources* <http://www.nacada.ksu.edu/Resources/Clearinghouse.aspx>.

Concept of Academic Advising

PREAMBLE

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the diversity of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

THE CURRICULUM OF ACADEMIC ADVISING

Academic advising draws primarily from theories in the social sciences, humanities, and education. The curriculum of academic advising ranges from the ideals of higher education to the pragmatics of enrollment. This curriculum includes, but is not limited to, the institution's mission, culture and expectations; the meaning, value, and interrelationship of the institution's curriculum and co-curriculum; modes of thinking, learning, and decision-making; the selection of academic programs and courses; the development of life and career goals; campus/community resources, policies, and procedures; and the transferability of skills and knowledge.

THE PEDAGOGY OF ACADEMIC ADVISING

Academic advising, as a teaching and learning process, requires a pedagogy that incorporates the preparation, facilitation, documentation, and assessment of advising interactions. Although the specific methods, strategies, and techniques may vary, the relationship between advisors and students is fundamental and is characterized by mutual respect, trust, and ethical behavior.

STUDENT LEARNING OUTCOMES OF ACADEMIC ADVISING

The student learning outcomes of academic advising are guided by an institution's mission, goals, curriculum and co-curriculum. These outcomes, defined in an advising curriculum, articulate what students will demonstrate, know, value, and do as a result of participating in academic advising. Each institution must develop its own set of student learning outcomes and the methods to assess them. The following is a representative sample. Students will:

- craft a coherent educational plan based on assessment of abilities, aspirations, interests, and values
- use complex information from various sources to set goals, reach decisions, and achieve those goals
- assume responsibility for meeting academic program requirements
- articulate the meaning of higher education and the intent of the institution's curriculum
- cultivate the intellectual habits that lead to a lifetime of learning
- behave as citizens who engage in the wider world around them

SUMMARY

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes.

NACADA: The Global Community for Academic Advising. (2006). NACADA concept of academic advising. Retrieved from <https://www.nacada.ksu.edu/Resources/Pillars/Concept.aspx>

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Manager, Senior Advising

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Declared Majors, (A & H, P & S) Advising

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2020 -2021

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Academic Alert

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.

2020 Progress Report Campaign Begins September 28, (last day to drop for fall is October 25 (with a “W”). Students receive an information mailer that explains the feedback their instructors are giving. Academic Alerts **do not** appear on a student’s official transcript.

We encourage instructors 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.

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.

Appeals **must** be submitted directly by the student from their student UM email account. Appeals will not be accepted from parents/guardians, doctors, attorneys, or anyone else other than the student. **All appeals related to course drops/enrollment adjustments MUST be submitted within 60 calendar days from the semester end date noted on the academic calendar for the semester in question.** Transcripts will not be altered once a student has graduated and has a conferred degree. Appeal decisions will be delivered to students’ UM email account within 2 to 3 business weeks upon receipt of the appeal. All appeal decisions are final and non-negotiable. The student maintains full responsibility for the impact of an appeal decision, especially as it relates to their account, financial aid, visa status, academic progress, and graduation timeline. Please refer to the [Academic Bulletin](#) for more information.

The most common types of appeals are:

- Dropping a course or withdrawing from the University after the last day to drop.
- 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.

Students may pick-up the “Academic Appeal Policy and Procedures” document in Ashe 112 or Ashe 200.

ACADEMIC STANDING, PROBATION, DISMISSAL

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. Students who wish to appeal their Academic probation or dismissal for academic reasons, must do so in writing to the School or College Academic Standards Committee within thirty days of the notice of dismissal. Those who have been dismissed for academic reasons shall not be considered for readmission to any school or college at the University until at least two regular semesters have elapsed since their 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 Student Academic 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.

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:

<u>Credits Earned</u>	<u>CGPA</u>	<u>Credits Earned</u>	<u>CGPA</u>
fewer than 33 credits	1.7	65-96 credits	1.9
33-64 credits	1.8	more than 96 credits	2.0

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 or College may be put on Probation by the Academic Standards Committee of the College. Students placed on probation receive a letter from the [Office of Student Academic Services](#) reminding them that they may **not** be enrolled in more than 12/13 credits and that they must meet with their academic advisor. Probation is no longer indicated on the official transcript.

Dismissal - A student who remains on probationary status after two consecutive semesters on Academic Probation shall be subject to Academic Dismissal. A student who has been on Academic Probation for one semester and has a CGPA below 1.0 shall also be subject to Academic Dismissal. The decision to dismiss shall be made by the Academic Standards Committee of the School or College in which the student is enrolled. If a decision is made not to dismiss, the student shall remain on Academic Probation.

The procedure is as follows:

1. Students must submit a letter to the Faculty Committee on Academic Appeals 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 committee. 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.
3. Any student who has been dismissed from the University twice cannot be considered for readmission into the College of Arts & Sciences for a period of five years.

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE/CLEP

The University recognizes several major programs which allow students to receive credit toward graduation. These programs are: Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) and Cambridge AICE and Cambridge Pre-U are recognized for matriculation purposes. A and AS Levels at grade A, B, C, will receive credit. Humanities and Social Science subjects at A Level will receive 6 credits, AS Level 3 credits. Mathematics and Natural Science subjects at A Level will generally receive 8 credits and AS Level 4 credits. Most Cambridge Pre-U subjects with a minimum grade of P1 will receive between 6 to 8 credits. For detailed information about A Level, AS Level, Cambridge Pre-U and CAPE, [please click here](#). To have Advanced Placement, International Baccalaureate, and College Level Examination Program credits evaluated, the student must submit an **official** test result report to the [Office of Admission](#).

The University will not accept **more than 60 credits** from these programs to count toward the 120 credits required for graduation. An increasing number of students are bringing significant numbers of AP/IB credits. *All exams must come **directly** from the appropriate testing agency. Contact the the appropriate testing agency to get the test scores sent. University of Miami's School code is 5815.*

Advanced Placement/International Baccalaureate

A student may receive credit for specific courses if she or he has taken the College Entrance Exam Board Advanced Placement exams (AP) or exams offered through the International Baccalaureate program (IB). The exams must be taken while the student is still enrolled in high school and scores must be sent to the Office of Admissions so the credits can be officially recorded.

Students earn credits for scores between 3-5 on the AP exam and between 4-7 on the IB exam. **Only scores achieved on the higher level IB exams are used.**

Students who receive [AP or IB](#) credits may take the comparable course at UM; for instance, premed students who have earned AP or IB credits in BIL 150/151 and 160/161 or in CHM 121/113 and 221/114 or 205 often choose to enroll in these courses. In such cases, we do not count the AP or IB credits to the number of credits required for graduation as the course credits with a grade will count instead.

Deadline for submitting AP/IB/Transfer credits – **MUST** be submitted before the end of the student's first semester at UM to Admissions.

CLEP Examination

The College Entrance Examination Board has developed a testing program called the **College-Level Examination Program (CLEP)**. University of Miami credit is awarded **only** for the CLEP Subject Examinations on this page. These examinations are essentially end of course tests developed for widely taught undergraduate courses. The [CLEP](#) has been offered as a computer-based (CBT) program since July 2001.

Subject exams may be taken any time to fulfill requirements, but they cannot be used to satisfy a student's 45-credit residence requirement (**SEE** Residency Requirement).

For more information on where and when CLEP examinations are offered, call 284-2450 or visit www.collegeboard.com/clep.

**UNIVERSITY OF MIAMI GUIDELINES
FOR ADVANCED PLACEMENT*
2020 - 2021**

<u>Subjects</u>	<u>Score Required</u>	<u>Credit Awarded</u>	<u>UM Equivalent</u>
American Govt. & Politics	4, 5	3	POL 201
American History	4, 5	6	HIS 101, 102
Art History	4, 5	6	ARH 131, 132
Studio Art	4, 5	None	Placement out of ART 101 after submission and approval of portfolio
Biology	3, 4 5	3 10	BIL 101 BIL 150/151, 160/161
Calculus AB	5	4	MTH 171
Calculus BC	4 5	4 8	MTH 171 MTH 171, 172
Chemistry	5	5	CHM 121/113
Chinese	4 5	6 9	CHI 101, 102 CHI 101, 102, 201
Comparative Politics	4, 5	3	POL 202
Computer Science Principles	4, 5	3	CSC 119
Economics/Macro & Micro	4,5	6	ECO 211, 212
Economics Macro	4,5	3	ECO 212
Economics Micro	4,5	3	ECO 211
English Comp. & Language	5	6 ♦	ENG 105, 106
English Comp. & Literature	5	3	ENG 210

UNIVERSITY OF MIAMI GUIDELINES FOR ADVANCED PLACEMENT*

Environmental Science	5	3	ECS111
European History	4, 5	3	HIS 132
French	4	6	FRE 101, 102
French	5	9	FRE 101, 102, 201
German	4	6	GER 101, 102
German	5	9	GER 101, 102, 201
Human Geography	4, 5	3	GEG 110
Italian	4	6	ITA 101, 102
Italian	5	9	ITA 101, 102, 201
Japanese	4	6	JPN 101, 102
Japanese	5	9	JPN 101, 102, 201
Latin	3	3	LAT 101
Latin	4	6	LAT 101, 102
Latin	5	9	LAT 101, 102, 201
Music Theory	5	6	MTC 109, MTC 110
Physics 1	5	4	PHY 101
Physics 2	5	4	PHY 102
Physics C	5	3	PHY 221
Psychology	4, 5	3	PSY 110
Spanish Language	4	6	SPA 101, 102
	5	9	SPA 101, 102, 201
Spanish Literature	4	12	SPA 101, 102, 201, 202
	5	12	SPA 105, 201, 202, 203
World History	4, 5	3	HIS 192

- * UM guidelines are subject to change before the academic year.
- ◆ A maximum of 12 hours can be earned for combined Language **and** Literature exams and dual enrolled credit. Please note: Students who receive credit for ENG 210 because of their AP score can still take ENG 210 at UM, because this is a course that can be repeated when the course topic differs, and none of the course topics for sections of ENG 210 is the same as the AP literature curriculum. Also, ENG 210 credit awarded because of AP scores can be used toward the Introduction to Literature cognate, which includes ENG 210 among the courses in the second option group.

**UNIVERSITY OF MIAMI GUIDELINES
INTERNATIONAL BACCALAUREATE PROGRAM
(Higher Level only)**

<u>Subjects</u>	<u>Score Required</u>	<u>Credit Awarded</u>	<u>UM Equivalent</u>
African History	6, 7	3	HIS 202
Arabic	4 5 6, 7	3 6 9	ARB 101 ARB 101, 102 ARB 101, 102, 201
Art	5, 6, 7	None	Placement out of ART 101 after submission and approval of portfolio
Asia/Ocean History	6, 7	3	HIS 122
Biology	5, 6, 7	3 10	BIL 101 BIL 150/151, 160/161
Chemistry	7	5	CHM 121/113,
Chinese A1	4 5, 6 7	6 8 12	CHI 101, 102 CHI 101, 102, 201 CHI 101, 102, 201, 202
Computer Science	6, 7	4	CSC 120
Economics	5 6, 7	3 6	ECO 211 ECO 211, 212
English	6, 7	6	ENG 105, 106
European History	6	3	HIS 132
French	4 5, 6 7	6 9 12	FRE 101, 102 FRE 101, 102, 201 FRE 101, 102, 201, 202
Geography	6, 7	3	GEG 110
German	4 5, 6 7	6 9 12	GER 101, 102 GER 101, 102, 201 GER 101, 102, 201, 202
History of the Americas	6, 7	3	HIS 194

UNIVERSITY OF MIAMI GUIDELINES INTERNATIONAL BACCALAUREATE PROGRAM

Italian	4	6	ITA 101, 102
	5, 6	9	ITA 101, 102, 201
	7	12	ITA 101, 102, 201, 202
Japanese	4	6	JPN 101, 102
	5, 6	9	JPN 101, 102, 201
	7	12	JPN 101, 102, 201, 202
Latin	4	3	LAT 101
	5	6	LAT 101, 102
	6, 7	9	LAT 101, 102, 201
Mathematics	5, 6	4	MTH 171
	7	8	MTH 171, 172
Physics	5	8	PHY 101, 102
Portuguese	4	6	POR 101, 102
	5, 6	9	POR 101, 102, 201
	7	12	POR 101, 102, 201, 202
Psychology	5, 6, 7	3	PSY 110
Social Anthropology	5	3	APY 202
Spanish	4	6	SPA 101, 102
	5, 6	9	SPA 101, 102, 201
	7	12	SPA 101, 102, 201, 202, 203

* UM guidelines are subject to change before the academic year.

UNIVERSITY OF MIAMI
CLEP CREDIT EQUIVALENCIES
2020 - 2021

The minimum scaled scores shown below are for the CBT version of the CLEP.

SUBJECT EXAMINATION TITLE	Minimum Scaled Score	U.M. COURSE	CREDIT
American Government	56	POL 201	3
Human Growth & Development	63	PSY 203	3
Principles Macroeconomics	62	ECO 212	3
Principles Microeconomics	64	ECO 211	3
Introductory Psychology	59	PSY 110	3

For further information, please call the Office of Admission at 305-284-4323 or visit www.collegeboard.com/clep. The CLEP is available in the South Florida area and nationwide through a network of computer-based testing centers. The University of Miami's CLEP code is 5815.

UNIVERSITY OF MIAMI
CAMBRIDGE INTERNATIONAL
EXAMINATION EQUIVALENCIES

Also, please note the **Cambridge International Examinations recognition details for the University of Miami**:

- Cambridge International A Levels are recognized for matriculation purposes.
- Advanced standing credit is determined on a case by case basis for examinations completed with a grade of C or higher.

COLLEGE OF ARTS AND SCIENCES: GENERAL EDUCATION REQUIREMENTS

Bachelor of Arts (BA) Degree

PROFICIENCIES

Courses taken to fulfill the proficiency requirements cannot be used in cognates to fulfill the Areas of Knowledge requirement seen below.

ENGLISH COMPOSITION* (6 credits)

ENG 105**

(3) _____

ENG 106

(3) _____

*Certain AP/IB scores may be used to fulfill the Composition requirement as credit. If Transfer students transfer one of the two above, but not both, they may take **ENG 208** to complete the requirement. **Unless exempted by SAT/V or ACT/V scores (does not include credits).

MATHEMATICS, COMPUTING, & STATISTICS (3 credits)

MTH 108 or MTH 113 or higher

(3) _____

Unless exempted by AP/IB, or UM placement test. UM placement test does not include credits.

Prerequisites must be met before enrolling in **MTH** courses.

SECOND LANGUAGE (3 - 9 credits)

(3) _____

Students must take at least three credits in a language other than English at the 200-level or higher.

Prerequisites may be required. Courses taken in order to meet this requirement, including necessary prerequisite courses to the 200 level courses, cannot be used in cognates seen below. See the [University Bulletin](#) for full details.

WRITING ACROSS THE CURRICULUM

In addition to **ENG 105, 106, (and/or 208)**, students must complete four writing intensive courses. Writing courses are marked with a "W" in the class listings each semester. Literature courses taken at UM automatically earn writing credit. **Transfer students must take at least two of the four writing courses at UM.** See the University Bulletin for more information.

AREAS OF KNOWLEDGE

COGNATES (minimum 27 credits)

Students must complete a minimum of three cognates, one from each of the three areas of the University curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics. A cognate is a minimum of 9 credit hours, however it can be more. Each major/minor fulfills the cognate requirement in one Area of Knowledge. See the University Bulletin for more details.

Arts & Humanities (A&H) Cognate: _____ (9) ____/____/____

Courses: _____

People & Society (P&S) Cognate: _____ (9) ____/____/____

Courses: _____

Science, Technology, Engineering, & Mathematics (STEM) Cognate: _____

Courses: _____

NATURAL SCIENCE (3 credits)

(3) _____

Three credits must be earned from one of the following departments: Biology, Chemistry, Ecosystem Science & Policy

(**only ECS 111, 112, or 202**), Geological Sciences, Marine Science (**except MSC 313 and 314**), Physical Science, or Physics. **APY 203** and **GEG 120** may also count. These credits may double count with any other requirement, e.g., courses in the STEM cognate.

MAJOR/MINOR

All students must complete requirements for an A&S major AND either: 1) any University offered minor, OR 2) another University offered major. If the major is one of the STEM fields: Biochemistry and Molecular Biology, Biology, Chemistry, Computer Science, Mathematics, Microbiology and Immunology, Neuroscience, Physics, or Engineering, the minor or second major must be non-STEM. Check the University Bulletin or consult an advisor for major and minor requirements.

ELECTIVES

Elective courses may be needed to reach the minimum of 120 credits required for the degree. Some courses, such as **exercise or physical activity courses** in the School of Education are **not** counted towards an Arts and Sciences degree. Students should always consult with an advisor.

Please note: In any required General Education Requirement, applicable prerequisites must be completed before upper division courses may be taken.

COLLEGE OF ARTS AND SCIENCES: GENERAL EDUCATION REQUIREMENTS

Bachelor of Science (BS) Degree

PROFICIENCIES

Courses taken to fulfill the proficiency requirements cannot be used in cognates to fulfill the Areas of Knowledge requirement seen below.

ENGLISH COMPOSITION* (6 credits)

ENG 105**

(3) _____

ENG 106

(3) _____

*Certain AP/IB scores may be used to fulfill the Composition requirement as credit. If Transfer students transfer one of the two above, but not both, they may take **ENG 208** to complete the requirement. **Unless exempted by SAT/V or ACT/V scores (does not include credits).

MATHEMATICS, COMPUTING, & STATISTICS (9 - 12 credits)

Students must complete one of these calculus sequences*: **MTH 161/162, MTH 140/141/162, OR MTH171/172**

(6-9)____/____/____

Students must take one of the following and must be approved by the major department:

(a) a computing course, or (b) a statistics course

(3) _____

Prerequisites apply to **MTH** courses. *Unless exempted by AP/IB, or UM placement test. UM placement test does not include credits.

SECOND LANGUAGE (3 - 9 credits)

(3) _____

Students must take at least three credits in a language other than English at the 200-level or higher.

Prerequisites may be required. Courses taken in order to meet this requirement, including necessary prerequisite courses to the 200-level course, cannot be used in cognates taken to fulfill the Areas of Knowledge requirement. See the University Bulletin for full details.

WRITING ACROSS THE CURRICULUM

In addition to **ENG 105, 106, (and/or 208)**, students must complete four writing intensive courses. Writing courses are marked with a "W" in the class listings each semester. Literature courses taken at UM automatically earn writing credit. **Transfer students must take at least two of the four writing courses at UM.** See the [University Bulletin](#) for more information.

AREAS OF KNOWLEDGE

COGNATES (minimum 27 credits)

Students must complete a minimum of three cognates, one from each of the three areas of the University curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics (STEM). A cognate is a minimum of 9 credit hours, however it can be more. Each major and minor fulfills the cognate requirement in one Area of Knowledge. See the University Bulletin for more details.

Arts & Humanities (A&H) Cognate: _____ (9)____/____/____

Courses: _____

People & Society (P&S) Cognate: _____ (9)____/____/____

Courses: _____

Science, Technology, Engineering, & Mathematics (STEM) Cognate: _____ (9)____/____/____

Courses: _____

NATURAL SCIENCE (3 credits)

(3) _____

Three credits must be earned from one of the following departments: Biology, Chemistry or Physics. These credits may double count with any other requirement, e.g., courses in the STEM cognate. These credits must be earned in courses that count toward a major in that department.

MAJOR/MINOR

All students must complete requirements for an A&S major AND either: 1) any University offered minor, OR 2) another University offered major. BS degree candidates must major in one of the STEM fields: Biochemistry and Molecular Biology, Biology, Chemistry, Computer Science, Ecosystem Science and Policy, Mathematics, Microbiology and Immunology, Neuroscience, Physics, or Psychology. **Check the University Bulletin or consult an advisor for major and minor requirements.**

ELECTIVES

Elective courses may be needed to reach the minimum of 120 credits required for the degree. Some courses, such as **exercise or physical activity courses** in the School of Education are **not** counted towards an Arts and Sciences degree. Students should always consult with an advisor.

Please note: In any required General Education Requirement, applicable prerequisites must be completed before upper division courses may be taken.

COLLEGE OF ARTS AND SCIENCES: GENERAL EDUCATION REQUIREMENTS

Bachelor of Fine Arts (BFA) Degree

PROFICIENCIES

Courses taken to fulfill the proficiency requirements cannot be used in cognates to fulfill the Areas of Knowledge requirement seen below.

ENGLISH COMPOSITION* (6 credits)

ENG 105**

(3) _____

ENG 106

(3) _____

*Certain AP/IB scores may be used to fulfill the Composition requirement as credit. If Transfer students transfer one of the two above, but not both, they may take **ENG 208** to complete the requirement. **Unless exempted by SAT/V or ACT/V scores (does not include credits).

MATHEMATICS, COMPUTING, & STATISTICS* (3 credits)

MTH 108* or higher

(3) _____

*Prerequisites must be met before enrolling in MTH courses

*Unless exempted by placement (SAT/M, ACT or UM placement test). Exemption does not include credits.

WRITING ACROSS THE CURRICULUM

In addition to **ENG 105, 106, (and/or 208)**, students must complete four writing intensive courses. Writing courses are marked with a "W" in the class listings each semester. Literature courses taken at UM automatically earn writing credit. **Transfer students must take at least two of the four writing courses at UM.** See the University Bulletin for more information.

AREAS OF KNOWLEDGE

COGNATES (minimum 27 credits)

Students must complete a minimum of three cognates, one from each of the three areas of the University curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics. A cognate is a minimum of 9 credit hours, however it can be more. Each major/minor fulfills the cognate requirement in one Area of Knowledge. See the University Bulletin for more details.

Arts & Humanities (A&H) Cognate: _____ (9)____/____/____

Courses: _____

People & Society (P&S) Cognate: _____ (9)____/____/____

Courses: _____

Science, Technology, Engineering, & Mathematics (STEM) Cognate: _____ (9)____/____/____

Courses: _____

MAJOR/MINOR

BFA degree candidates must satisfy the requirements of a major as determined by the Department of Art and Art History, or the Department of Theatre Arts. BFA studio majors must minor in Art History. Check the [University Bulletin](#) or consult an advisor for major and minor requirements.

ELECTIVES

Elective courses may be needed to reach the minimum of 120 credits required for the degree. Some courses, such as **exercise or physical activity courses** in the School of Education are **not** counted towards an Arts and Sciences degree. Students should always consult with an advisor.

Please note: In any required General Education Requirement, applicable prerequisites must be completed before upper division courses may be taken.

COLLEGE OF ARTS AND SCIENCES: GENERAL EDUCATION REQUIREMENTS

Bachelor of Liberal Arts (BLA) Degree

PROFICIENCIES

Courses taken to fulfill the proficiency requirements cannot be used in cognates to fulfill the Areas of Knowledge requirement seen below.

ENGLISH COMPOSITION* (6 credits)

ENG 105**

(3) _____

ENG 106

(3) _____

*Certain AP/IB scores may be used to fulfill the Composition requirement as credit. If Transfer students transfer one of the two above, but not both, they may take **ENG 208** to complete the requirement. **Unless exempted by SAT/V or ACT/V scores (does not include credits).

MATHEMATICS* (3 credits)

(3) _____

Students must complete a mathematics course beyond **MTH101** (excluding **MTH107**), **MAS110**, OR an approved statistics course.

*Unless exempted by placement (SAT/M, ACT or UM placement test). Exemption does not include credits.

WRITING ACROSS THE CURRICULUM

In addition to **ENG 105**, **106**, (and/or **208**), students must complete four writing intensive courses. Writing courses are marked with a "W" in the class listings each semester. Literature courses taken at UM automatically earn writing credit. **Transfer students must take at least two of the four writing courses at UM.** See the University Bulletin for more information.

AREAS OF KNOWLEDGE

COGNATES (minimum 27 credits)

Students must complete a minimum of three cognates, one from each of the three areas of the University curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics. A cognate is a minimum of 9 credit hours, however it can be more. Each major/minor fulfills the cognate requirement in one Area of Knowledge. See the [University Bulletin](#) for more details.

Arts & Humanities (A&H) Cognate: _____ (9)____/____/____

Courses: _____

People & Society (P&S) Cognate: _____ (9)____/____/____

Courses: _____

Science, Technology, Engineering, & Mathematics (STEM) Cognate: _____ (9)____/____/____

Courses: _____

DEGREE REQUIREMENTS

Check the University Bulletin or consult an advisor for additional degree requirements.

Please note: In any required General Education Requirement, applicable prerequisites must be completed before upper division courses may be taken.



COGNATES

The [Cognates Program](#) fuses the University's intellectual strengths with the student's distinctive interests and allows their educational passions to drive their learning.

A cognate is a group of at least **3 related courses for at least 9 credits**. A student must complete at least three cognates to fulfill the **Areas of Knowledge requirement**:

- Arts & Humanities (A & H)
- People & Society (P & S)
- Science, Technology, Engineering & Mathematics (STEM)

To Search for Available Cognates visit:

[Cognates Search Engine](#)

[The major will fall into one of the three areas of knowledge](#), and the minor may fall into another area of knowledge and then the student will complete one additional cognate of their choosing: one in an area of knowledge outside their major.

GUIDELINES FOR COGNATES

	Started in FA13 or SP14		Started in FA14 or SP15			Started FA15 or later
FRESHMAN	0-29 Incoming Credits (AP/IB/Dual Enrl)	30+ Incoming Credits (AP/IB/Dual Enrl)	0-29 Incoming Credits (AP/IB/Dual Enrl)	30-59 Incoming Credits (AP/IB/Dual Enrl)	60+ Incoming Credits (AP/IB/Dual Enrl)	All students
	Cognates	Cognates	Cognates	Cognates	Old Gen Eds	Cognates
	No switch of Bulletin No Indiv. Cognates	Had option to switch to old gen eds	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin Eligible for one IC	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin No Individual Cognates
TRANSFERS	0-29 Incoming Credits (Transfer Credit)	30+ Incoming credits (Transfer Credit)	0-29 Incoming Credit (Transfer Credit)	30-59 Incoming Credits (Transfer Credit)	60+ Incoming Credit (Transfer Credit)	All students
	Cognates	Old gen ed system	Cognates	Cognates	Old Gen Eds	Cognates
	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin Eligible for one IC	No switch of Bulletin No Indiv. Cognates	No switch of Bulletin 30+ Incoming Credits may do one IC



1. Transfer Student meets CAS advisor or Major advisor to review their incoming credits, to determine how the courses might be used in an IC. The courses in an individualized cognate must be related in a topical thematic, interdisciplinary, sequential, or other such fashion, so that completion of the cognate provides coherent depth of knowledge in the area. For examples:
 - Courses from the same discipline are often coherent.
 - Courses that examine the same topic are almost always coherent.
 - Courses that form sequence of scaffolded knowledge are almost always coherent
 - Courses that have clearly related learning outcomes are usually coherent.
 - Courses that use the same set of tools and techniques can be coherent.
2. The advisor makes a proposal with student and list IC course ID numbers (as found in CaneLink) on the GenEd Distribution Sheet of the student's degree (BA BS, etc.) next to the Area of Knowledge under where the IC will apply. The GenED sheets can be found online at:
<http://www.as.miami.edu/advising/student-resources/#d.en.3239>
3. At this time, student and advisor will determine who will sign approval of the IC, as follows:
 - a. If a student is in a CAS advisor's office (CAS advisor means Ashe 200 or Ashe 112 advisor), and the IC looks obviously OK, the CAS advisor signs the approval on the GenEd Distribution Sheet.
 - b. If a student is in a CAS advisor's office, and the IC does not look obviously OK, the CAS advisor sends the student to a best-guess RAU representative, as listed at
<http://www.cs.miami.edu/~geoff/UM/Cognates/CognatesReps.html>
(linked from <http://www.miami.edu/index.php/registrar/cognates/>)
 - c. If a student is in their major advisor's office, and the IC is not in that department (which will normally be the case), the major advisor sends the student to a best-guess RAU representative.
 - d. If a student is in the RAU representative's office, and the IC is OK, the RAU representative signs the approval on the GenEd Distribution Sheet. If it is not OK, the RAU representative can suggest changes to make the IC OK.
4. **The advisor/RAU rep who is approving the IC MUST include the following on the GenEd sheet:** Student's name, student's major/minor, proposed IC course ID numbers by appropriate Area of Knowledge, advisor printed and signed name at the bottom, Department/Office of affiliation, and date approved.
5. When the student has the IC approved with a signed/dated GenEd Distribution Sheet, the student completes a Programs Change Form (available in Ashe) to declare the IC cognate on their record. The students the GenEd sheet and the Program Change Form to either Ashe 112 (freshman) or Ashe 200 (transfer student/upper-class).
6. Academic Services processes the declaration of IC cognate, and customizes the DPR once IC is declared on record. All forms filed student's file.
7. If at any point the DPR is not accurate after student submits paperwork, they can visit Academic Services to have the DPR adjusted.



Cognate Directory – Responsible Academic Unit (RAU)

Academic Year: 2020-2021

AEROSPACE STUDIES

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AFRICANA STUDIES

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102 Merrick

AMERICAN STUDIES

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333Richter

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ART AND ART HISTORY

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BIOCHEMISTRY & MOLECULAR BIOLOGY

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BIOLOGY

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304 Merrick

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153 Physics

CLASSICS

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CRIMINOLOGY

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ECOSYSTEM SCIENCE AND POLICY

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ENGLISH

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305-284-5614 / 411 Ashe

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GEOGRAPHY/REGIONAL STUDIES

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GLOBAL HEALTH STUDIES

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HISTORY

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INTERNATIONAL STUDIES

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305-284-6045
103H Merrick

JUDAIC STUDIES

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305-284-6882 / 105 Merrick

LATIN AMERICAN STUDIES

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MATHEMATICS

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MICROBIOLOGY AND IMMUNOLOGY

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MODERN LANGUAGES AND LITERATURE

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POLITICAL SCIENCE

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314G Jenkins

PSYCHOLOGY AND NEUROSCIENCE

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RELIGIOUS STUDIES

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SOCIOLOGY

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THEATRE ARTS

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305-284-8394 / 224B Hecht

URBAN STUDIES

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Senior Associate Dean for Faculty Affairs and College Diversity	Maria Stampino
Associate Dean for Graduate and Administrative Services	Charles Mallery
Assistant Dean for Student Academic Services & Retention	Emily Long
Executive Director of Finance and Administration	Dawn Reynolds
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Confidentiality/FERPA

In accordance with the [Federal Educational Rights and Privacy Act of 1974 \(FERPA\)](#), 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 Student Academic Services (284-4333) or the Office of the Registrar (284-2294) to determine the best procedure to follow.

Course Load

- Minimum full-time course load is 12 credits.
- The full-time tuition rate covers a credit load between 12 – 20 credits.
- Credits beyond 20 are charged extra per credit hour.
- 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.
- **Maximum course load for first year students in Arts & Sciences is 17 credits.** The maximum course load for all other students is 18 credits. Course loads beyond these amounts are considered an academic overload, and must have approval from [Emily Long](#), Assistant Dean, in Ashe 200 or from [Marian Dahman](#), Director of Senior Advising, in Ashe 220 or from [Jan Williams-Eddleman](#), Director of the Center for Exploratory Advising, in Ashe 112.

Course Request Form

Before registering, students are advised by their advisor. If you are using CRFs, then the student *must* have an advisor's signature on the Course Request Form. Advisors should include the following information: REMEMBER to remove the advisor hold in CANE LINK after you have approved courses for each of your advisees.

1. Student name, ID number, **school/level/class** and **semester** for which classes are being selected. PRINT INFORMATION CLEARLY.
2. Under "Approved Courses," fill in 3-letter department code, course number and number of credits. (Students can "build" their own schedules, choosing class times after their advising appointment.)
3. **Be sure to include 4 or 5 alternates** -- particularly in social sciences, humanities, and natural sciences (for non-science majors). Fill in as directed in #2 above.
4. Fill in "maximum number of credits."
5. Advisor signature. Your signature indicates that you and your advisee have discussed the courses listed and that they are appropriate to her or his program.
6. Students should sign the Honor Code declaration.
7. **First semester students are only allowed to take a maximum of 17 credits.** If a second semester student with a 3.0 UM GPA or higher, wishes to take more than 17 credits, they must obtain a signed Course Request Form from the Assistant Dean in Ashe 200.
8. For Summer Sessions, 6-7 credits are considered a full load. Over 7 credits must be approved and signed by Dean Long in Ashe 200.

Credit Only

Only one course per semester may be taken for credit only (CO).

The credit only option has been established to encourage students to explore academic areas outside their major and minor fields of concentration. Students may use this option with free electives and receive a CR (Credit Received) or NC (No Credit). These courses become part of a student's record, but they do not count in the grade point average as computed by the University of Miami.

Students occasionally sign up for a course for *credit only* and then wish to drop it and add it for *graded credits*; or sometimes, when the student realizes she or he is not doing as well as expected, the reverse is true--that is, a change from graded credit option to credit only.

In order to register for a course under the "credit only" option, a student must hold the standing of sophomore or above, or, if a transfer, have completed one semester of residency at the University of Miami. In addition, at the time of registration, a minimum cumulative grade point average of at least 3.0 is required. A student must achieve a "C-" or better in order to receive credit. No more than 9 credits may be taken for "credit only" during the student's undergraduate career. A student must elect the CR/NC option within two weeks following the last day of registration for Fall and Spring semesters. Election of CR/NC options for Summer Sessions must occur no later than the fifth class day following the last day of registration. No changes except withdrawals from the course are permitted after this time.

Arts and Sciences students may not take a CO course to fulfill major/minor, or distribution requirements. Elective courses may be taken for such credit. Students who are trying to satisfy a difficult requirement by taking a course for Credit Only should be told that they will receive *elective* credits when taken CO.

Premed, prelaw, or other students headed for graduate study should be wary of CO courses because many graduate schools regard ungraded credits as "C's," "D's" or even "F's." Further, students considering transferring to other schools should watch out for credit only. A school that does not accept "D's" might conceivably not accept ungraded credits either.

Students should be reminded that they may change from "graded credit" to "credit only" or vice-versa **only** on the date given on the University of Miami [Academic Calendar](#). Credit only coursework cannot be used to satisfy major/minor/gen. ed. requirements. They can only be utilized for elective credit and the courses do not impact the GPA. For Fall 2020, this date is September 21.

Dropping and Adding

Students may drop courses without academic penalty in two ways:

1. Within the first several weeks of classes, a student may withdraw from a class(es) and their transcript will not show any enrollment;
2. After that withdrawal period, students may withdraw (until approximately the 10th week of classes) and their transcript will reflect a "W." No penalty inheres with a "W." Remind them to check the official calendar for these dates.

Students who wish to drop **after** the official deadline must write an appeal to the Faculty Committee on Academic Appeals, Ashe 200 (**SEE Academic Appeals**).

Students may also add classes during the first two weeks of the semester. After that period, courses may be added **only** with approval from the instructor.

DOUBLE MAJORS AND DOUBLE DEGREES

To declare a second major

1. Students fill out Request for Change of School and/or Major/Minor Form.
2. Fill in *both* majors.
3. Students should seek advising for the second major from the departmental office of the major. Students completing a double major are **not** required to complete a minor as well. There are, of course, exceptions. Departmental requirements for a specific minor take precedence. For instance, a student pursuing a B.S. degree in Psychology who also plans to complete a second major in English would still be required to complete a minor in a natural science because of departmental requirements for the B.S. degree.
4. Students completing 2 majors may double count **only 2 courses** between majors. For example, a student with a double major in ENG and WGS may double count ENG 372 and ENG 373 towards both majors.

To declare a second (double) degree from two schools

1. Student must complete all requirements for both degrees.
2. If certain requirements overlap (for instance, ENG 105 and 106 are core requirements in all schools), they can be used for both degrees.
3. A student may have only one degree officially coded in the system. The student's primary records can be maintained in either school, but if not housed in Arts and Sciences, the student is responsible for keeping her or his records up to date in Ashe 200.
4. A student must have different majors and minors. That is, a student pursuing both a B.B.A. and a B.A. degree would need to complete two distinct majors (e.g. English and Management) and, if required, 2 minors (e.g. Philosophy and Marketing).
5. A student who wishes to earn a “double degree” should meet periodically with an advisor from each School’s advising office to ensure that all requirements are being met.

Minor

A minor is required of all students except for those majors requiring a second major (SEE “To declare a second major” above). Advisors should be aware of the requirements for minors. These appear in the [2020 -2021 Bulletin](#).

Minors are also available to Arts and Sciences students in the following schools: [Architecture](#), [Business](#), [Communication](#), [Education](#), [Engineering](#), [Marine Science](#), [Music](#), and [Nursing](#).

“Individual courses may be used to satisfy the requirements of multiple majors and minors. However, each major taken by a student must include at least 24 credits that are not counted towards any other major or minor, and each minor must include at least 9 credits that are not counted towards any other major or minor.”

Dual Enrollment

Dual Enrollment refers to college courses taken that are sponsored by the student's high school through an accredited 2 or 4 year institution. These courses count toward their high school degree; additionally, the students simultaneously earn college credits for these classes. The University of Miami accepts only 60 credits of dual enrolled work toward the 120 credits required for their degree. Thus, a student who comes to UM with 80 dual enrolled credits must still complete a minimum of 60 UM credits to be awarded a degree.

To have college-level work completed during your high school years evaluated for UM credit, submit official transcripts for dual enrollment courses to the Office of Admission.

Education Certification

Entering first-year students interested in certification in **elementary education** will be enrolled in and will receive their degree from the [School of Education and Human Development](#)

Because of national and state accreditation policies which require that students have a 2.5 cumulative GPA to receive certification, the School of Education has imposed a 2.3 GPA for students wishing to transfer into the School of Education or to declare an education major (elementary or secondary).

Several distinct minors are offered through the School of Education:

Traditional Education Minor

The requirements for a minor in education consists of 12 credits passed with a "C" or higher, with an overall GPA of 2.0 in courses selected from the list of acceptable TAL departmental courses. A minimum of six (6) credits must be numbered 300 or higher. This minor does not lead to teacher certification.

Professional Training Option Certificate

The Professional Training Option (PTO) is a Florida Department of Education approved pathway for non-education majors to complete the Professional Education component, one of the requirements to become a certified teacher in the State of Florida. The PTO minor consists of 18 credits passed with a "C" or higher with an overall GPA of 2.5. Upon completion of the program courses, and successful passing scores on the Florida Teacher Certification Exam, participants will receive a Certificate of Completion. UM transcripts will indicate that the student has completed a Florida State approved PTO program. Program completers will be eligible to apply for a Temporary Teaching Certificate in the State of Florida.

Should you or your advisees have any questions, please call [Associate Dean Gina Astorini](#), Director of [Undergraduate Academic Services, School of Education and Human Development](#) (284-3826).

English Composition (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 in English Composition & Language, 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 or 106.
- SAT/W OR CR--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 208 is designed **for transfer students** who have transferred **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.

Students 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 placement, please contact the Center for Freshman Advising at 305-284-3437.

Undergraduate Repeat Rule

Students have the opportunity, under the Undergraduate Repeat Rule, to retake two courses in which they did poorly. Under this rule, a student who receives a “D+,” or “D,” or an “F” in courses taken at the University of Miami may choose to repeat up to two such courses within the following 2 regular semesters, (Fall/Spring) of enrollment after the semester in which the initial course was taken, (e.g., a “D” received in ENG 105 during fall 2020 may be repeated in spring 2021 or fall 2021). Each course repeated must be **the same course as the course initially taken**. The course to be repeated **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 GPA. No course may be repeated more than once under this rule.

Thus, if an “F” were earned the first time the course was taken and, upon repeating the course, the student earned a “D,” the “D” would be counted. However, if the first grade is a “D” and the second attempt is an “F” the second grade will replace the first one. The 3 credits attempted and earned and the 3 quality points awarded for the original “F” would be expunged but the original “F” remains on the transcript.

Students who plan to repeat 1 or 2 courses in which they received a “D+,” or “D,” or an “F,” should fill out the **Undergraduate Repeat Form**. These forms are available in Ashe 200 and 112. The form is then filed; when grades come in, the form is processed and sent to the Registrar to complete the appropriate procedure to delete the original grade.

Students should be reminded that the original grade earned (“D+” or “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 GPA. They should be aware that graduate and medical schools do consider the original grade as part of a student’s academic history and could recalculate the original grade into the overall GPA.

Grade Changes

When completing a Change of Grade form, fill in the Student ID Number, Department, Course Number, Section and number of credits and semester the original grade was awarded (e.g. fall 2020 would be 2208). Be sure to state reason for the change.

The original grade should be entered along with the new grade. **Please note: An “F” or an “NG” may be changed to an “I” but a grade cannot be changed to “NG” or “W.” Withdrawals are granted only after a student has submitted an appeal to the Faculty Committee on Academic Appeals.**

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 and minoring.

Application for Degree

Application should be made on the CaneLink no later than the beginning of the semester in which the student plans to graduate.

Senior Credit Check

At the end of their junior or at the beginning of their senior year, students should be encouraged to make an appointment with Ms. [Marian Dahman](#), Director of Senior Advising, (284-4333), for a credit check. A credit check indicates exactly what course work remains to be done to complete requirements for the degree. In some cases, students may discover that they are lacking a core requirement; an early credit check can help avoid such a traumatic event from occurring during their final semester.

HONORS

Qualified students may achieve honors recognition in several ways.

Departmental Honors

Awarded to students (majors or elective students) who fulfill requirements established by a 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 diploma and the transcript.

University Latin Honors (*summa cum laude, magna cum laude and cum laude*)

University Honors (Summa/Magna/Cum Laude) will be determined by a minimum GPA unique to the school or college from which the student is graduating.

- University Honors only applies to undergraduate students.
- The GPA required will change each academic year (beginning with the fall semester) and will be based on the cumulative GPAs of the previous year's graduating class.
- The top 5% of the graduating class will receive Summa Cum Laude within each individual school or college; the next 10% will receive Magna Cum Laude and the next 10% Cum Laude.

- For the determination of University Honors, cumulative GPA is never rounded off and is the lower of:
 - the average of all grades earned at the University of Miami (UM cumulative graduation GPA), OR
 - the combined average of all graded work taken at the University of Miami or elsewhere (whether or not the transfer work is accepted toward a degree at the University of Miami).
- Students must meet the required GPAs noted below by the completion of the final semester within his/her school or college to be eligible to graduate with the honor.
- The appropriate honor will automatically be placed on the student's final transcript and diploma.

The administrative aspects of graduation with Latin Honors are the responsibility of the Honors program using information on grade point average of previous classes supplied by the Office of Enrollment Management.

Departmental Honors

Admission into the program is by invitation, but any student who believes himself or herself qualified may apply to the Chairman or the Departmental Honors Advisor of the major department, preferably during the sophomore or early junior year. Upon successful completion of the required program and with approval by the faculty of the department, the notation Departmental Honors in ... is included in the candidate's diploma and transcript.

Departmental Honors are designed primarily to provide an opportunity for the student to intensify and deepen his or her knowledge of the major, to permit closer associations with professors in the student's area of concentration, and to prepare the student for research, thesis preparation, and other work at the graduate level in the major areas.

Academic Honors

President's Honor Roll (each semester)

- ★ Minimum course load of 12 graded credits (excluding Credit Only, I or NG)
- ★ 4.0 GPA 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 GPA 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 GPA 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. Students may pick up a President's Honor Roll or Provost's Honor Roll certificate in the [Office of the Registrar](#). Term honors are only issued in the fall and spring semesters. Summer semesters are not included.

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. (An instructor must complete e-I form and submit it to Ashe 200.) The forms are completed, sent to the Registrar and stored in CaneLink when professors enter 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 GPA as an "F." Instructors do, however, have the option of allowing students to complete an "I" after that 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 Student Academic Services (Ashe 200) to the individual departments and distributed to the instructors. If the instructor approves an extension, she or he signs the form, returns it to Ashe 200 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 Student Academic Services, 200 Ashe.

Students should be informed that they cannot arbitrarily "take" an "I." Misperception, misunderstanding, misuse and abuse of these "I's" have resulted in excessive numbers of appeals. In summary, **an "I" is not intended to be used when a student's academic standing is in jeopardy**. Instead, the grade earned should be awarded.

Languages (Modern and Classical) (3-9 credits)

Details of the Second Language Proficiency

Second language requirements can be fulfilled through courses offered in the departments of Modern Languages and Literatures (Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Portuguese, and Spanish, except for courses numbered 310-319), Classics (Latin and Greek), and Teaching and Learning in the School of Education (American Sign Language). Special 100- and 200-level Spanish courses are required of heritage Spanish speakers who choose to fulfill the language requirement by taking Spanish. Courses taken in order to meet second language requirements, including necessary prerequisite courses, cannot be used in cognates taken to fulfill the Areas of Knowledge requirement.

Students who graduated high school at an institution in which the primary language of instruction and the primary language of school administration was not English, are eligible for exemption from the CAS second language requirement. Exemption will be granted by CAS Office of Student Advising, Ashe 200. To be granted the exemption, the student must have on file the equivalent of a high school diploma from such an institution.

Languages (Modern and Classical) (3-9 credits)

Languages offered: Arabic (ARB), Chinese (CHI), Creole (HAI), French (FRE), German (GER), and Greek (GRE), Hebrew (HEB), Italian (ITA), Japanese (JPN), Latin (LAT), Portuguese (POR), and Spanish (SPA)

Requirements: To fulfill the language requirement, a student must successfully complete a language other than English, with a (“D” or higher) at an intermediate level (200-level).

Definitions: For the purpose of determining language placement, the [Department of Modern Languages](#) defines three types of students: the **non-native speaker** learner, the **heritage** learner, and the **native** speaker.

- **Non-Native Speaker** – refers to the student with no or only limited ability in speaking, writing, or in the grammar of the second language and who has acquired whatever knowledge of the language she or he may have in formal classes (high school or college).
- **Heritage Language Learner** (Spanish) – refers to the student who has grown up with some knowledge of the language because of prior social exposure (Spanish, for example), but who has attended primary and secondary school where English (or a language other than Spanish) was the language of instruction. Many students who have grown up in Miami fall into this category. They speak Spanish more or less fluently but have little or no formal training in writing or grammar.
- **Native speakers** – refers to students who have high levels of formal competence in reading and writing the language (as well as speaking it) because of extensive schooling in that language (either in the US or, more typically, abroad). Those students of Spanish who have been schooled in the US should refer to the heritage language guidelines (above).

Placement:

There are several ways a student can achieve the 200-level competency requirement:

- [Advanced Placement or International Baccalaureate](#) - a student may earn from 3-12 credits through AP or IB by achieving a specified score (SEE AP/IB equivalencies under CREDIT INFORMATION) in Arabic, Chinese, French, German, Italian, Japanese, Latin, Portuguese and Spanish.

Most (but not all) second language learners usually follow the 101-102-2XX sequence. Some may be prepared to begin at the 102 or 105 level (105 covers 2 semesters of material in one semester). If your advisee or you have any questions about the appropriate level, it is best to have them consult with a modern or classical language advisor. (SEE List of Advisors)

Students who have already earned credits for 101 or 102 may not take 105.

The Department offers courses for native speakers of French, German, Italian, Portuguese, and Spanish. Native speakers may not enroll in 101, 102, 105, 201, 202, 203, or 301 in their language. If you are a native speaker of French, German, Italian, or Portuguese and graduated from a high school where that was the official language of instruction, you may take any course above 301 (consult with the respective Undergraduate Advisor). If you are a native speaker of Spanish and graduated from a high school where that was the official language of instruction, you must take SPA 343 (described below), before taking any other SPA course.

- The Department of Modern Languages & Literatures identifies as *heritage learners* of Spanish those students who begin their university studies of the language with little or no prior formal instruction in Spanish but who, because of family background or social experience, can already understand much casual spoken Spanish and have a basic, ‘everyday’ knowledge of the language (though they may not usually speak the language themselves). In the great majority of cases, they have been born and fully educated in the United States, and may have grown up speaking principally English (or a ‘mix’ of Spanish and English, i.e. ‘Spanglish’) in the home with their grandparents, parents and siblings. Heritage learners may or may not consider themselves as “bilinguals” or “native speakers”, since both of these terms carry very different connotations—linguistic, social, and psychological—for different individuals. Some state that they “do not really speak Spanish” even though they are able to comprehend much spoken language (i.e., they are “passive bilinguals”). In the great majority of cases, they self-identify as “Hispanic” or “Latino/a”.

HERITAGE LEARNERS OF SPANISH MUST BE PLACED IN ONE OF THE FOLLOWING FOUR COURSES:

- **SPA 107 Basic Spanish for Heritage Learners** is for those students with little or no prior instruction in Spanish who, because of family background or social experience, can understand casual spoken Spanish and have a passive knowledge of the language although they do not usually speak the language themselves. Generally, their abilities to read and write Spanish are very weak. **CLOSED TO STUDENTS WHO GRADUATED HIGH SCHOOL IN A SPANISH-SPEAKING COUNTRY**
- **SPA 208 Advanced Spanish for Heritage Learners** is for those students who have studied Spanish for four years in high school and who have developed functional abilities in speaking, reading and writing the language. Students who earned a score of 5 on the AP Spanish Language Exam should register for this course. **CLOSED TO STUDENTS WHO GRADUATED HIGH SCHOOL IN A SPANISH-SPEAKING COUNTRY.**
- **SPA 307 Introduction to Literary Studies for Native/ Heritage Speakers** is intended for those students who have completed secondary and/or university studies in a Spanish-speaking country and for those heritage learners who demonstrate an advanced level of productive competence (in the written and spoken modes) in Spanish because of prior formal study of the language. Many heritage learners who place directly into 307 have taken AP Spanish literature in high school and earned a score of 4 or 5 on the AP Spanish Literature exam, or have already taken and passed SPA 208.
- **>>> SPA 101, 102, 105, 201, 202, 203 AND 301 ARE DESIGNED FOR FOREIGN/SECOND LANGUAGE LEARNERS OF SPANISH. THESE COURSES ARE CLOSED TO HERITAGE LEARNERS AND NATIVE SPEAKERS OF SPANISH. ANY HERITAGE LEARNER OR NATIVE SPEAKER WHO ENROLLS IN ONE OF THESE COURSES WILL BE OBLIGATED TO SWITCH TO A COUNTERPART HERITAGE LANGUAGE COURSE (SPA 107, 207, 208 OR 307) DURING THE FIRST WEEK OF CLASS.**

Students that attended a high school where all four years were taught in a language other than English may be waived from the language requirement. A student must submit the form of a request for waiver of the language requirement, copy of their high school diploma and their high school transcript to Student Academic Services, Ashe 200, to get approval for the waiver.

Classical Languages

Students may also complete the language requirement by completing a 200-level course in Latin or Greek offered through the [Department of Classics](#).

The usual sequence with one or two years in high school is 101, 102, and 201 in either LAT or GRE.

Sign Languages

Students may now use a Sign Language course at the intermediate level to satisfy the language requirement. The normal sequence at UM is TAL 107 and TAL 207.

MAJORS AND MINORS

General Information

All students in the college (except those pursuing a Bachelor of Liberal Arts) must declare a major and a minor. [Majors](#) are under the jurisdiction of the chairperson of the major department.

Many incoming first-year students believe that declaring themselves as Exploratory, "undeclared," major is analogous to being branded with a scarlet letter and often insist upon choosing a major as soon as possible. A sensitive advisor can usually determine the extent of a student's commitment to a particular choice. During the first semester (or year), try to structure the program accordingly by giving your advisees some idea of the nature and requirements of the major they have chosen or by helping them select an area appropriate to their interests.

It is not unusual for students to change majors several times during their first year. In order to give some consistency to their advising experience, we encourage students **not to complete an official major change until they meet with their advisor during the spring advising period.** To help us achieve this end, should one of your advisees wish to change majors during the fall advising period (late October), we ask you to encourage them to take an introductory course in the desired major and continue taking general education requirements for their remaining courses.

Exploratory majors present a challenge to their advisor. In general, although first-year students should not be expected to know their long-range goals, you can direct them by helping them select a diverse curriculum, by acquainting them with University Resources such as the [Toppel Career Center](#), and by suggesting they meet with Jan Williams-Eddleman, Director of Exploratory Advisor, in Ashe 112, or call (305) 284-3437 for an appointment.

Transfer students – when advising transfer students, be sure to let them know they must seek the approval of courses that have transferred as courses with a “T” after the course number, on a Transfer Equivalency Form, and after approval of the course(s), that form must be returned to Ashe 112 or Ashe 200.

Declaring a Major/Minor

To declare a major/minor or to change their degree **within the College of Arts and Sciences** students must stop in to Ashe 112 or 200 and complete the Request for a Change of Degree or Major/Minor. If students fulfill all requirements for declaring major/minor, changes are effected immediately through the Office of Student Academic Services (except during the advising periods in fall and spring when we “hold” all changes) until semester grades have been received.

In general, a UM 2.0 cumulative GPA is required to change majors within the College except for the following:

Biochemistry	2.9	Ecosystem Science and Policy	2.8
Neuroscience	3.5	Psychology	2.5

Independent Major

The Independent Major allows students to pursue a BA or a BS degree in the College of Arts and Sciences, depending on the field of study and in consultation with the Guidance Committee. Students will fulfill all requirements for such degrees.

Students may begin to develop a proposal for the IM when they have reached **sophomore standing**. The proposal should explain why existing majors are inappropriate or inadequate to satisfy the student’s interests. Students will be ineligible for declaring the IM upon reaching senior standing, that is, they must declare as a junior and spend at least two (2) full semesters in residence at UM in the IM. Students will require a cumulative UM GPA of 3.5 or higher to be eligible for the IM.



Major & Minor Options

2020 - 2021

MAJORS

Africana Studies (AB)
 American Studies (AB)
 Anthropology* (AB)
 Art - General Study (AB)
 Art - Studio (AB or BFA)
 Art History (AB)
 Biochemistry & Molecular Biology* (BS)
 Biology (AB or BS)
 Chemistry (AB or BS)
 Classics (AB)
 Computer Science* (AB or BS)
 Criminology (AB)
 Economics (AB)
 Ecosystem Science & Policy (AB or BS)
 English* (AB)
 French (AB)
 Geography & Regional Studies (AB or BS)
 Gender & Sexuality Studies (AB)
 Global Health Studies (AB or BS)
 German (AB)
 History (AB)
 Independent Major (AB or BS)
 International Studies (AB)
 Judaic Studies (AB)
 Latin American Studies (AB)
 Liberal Arts (BLA)
 Mathematics* (AB or BS)
 Microbiology & Immunology (BS)
 Neuroscience (BS)
 Philosophy (AB)
 Physics* (BS)
 Political Science (AB)
 Public Administration (AB)
 Psychology (AB or BS)
 Religious Studies (AB)
 Religion & Healthcare (AB)
 Sociology (AB)
 Spanish (AB)
 Theatre Arts (AB or BFA)

AB Bachelor of Arts
 BS Bachelor of Science BFA Bachelor
 of Fine Arts BLA Bachelor of Liberal Arts

*Various tracks available. See Bulletin.

MINORS

Aerospace Studies
 Africana Studies
 American Studies
 Anthropology
 Architecture
 Art
 Art History
 Biochemistry & Molecular Biology
 Biology
 Business
 Business Law
 Business Technology (formerly CIS)
 Economics
 Entrepreneurship
 Finance
 Health Sector Mgt. & Policy
 Management
 Marketing
 Chemistry
 Classics
 Communication
 Advertising
 Broadcast Journalism
 Communication
 Electronic Media
 General Communication
 Hispanic Media
 Journalism
 Interactive Media
 Media Management
 Motion Pictures
 Public Relations
 Strategic Communication
 Computer Science
 Criminology
 Economics
 Ecosystem Science & Policy
 Education
 Education
 Exercise Physiology
 Human & Social Development
 Professional Training Certificate
 Sports Administration
 Sports Medicine
 Engineering
 Architectural
 Civil
 Computer
 Electrical
 Environmental
 Industrial
 Mechanical

English
 English
 Creative Writing
 Geography & Regional Studies
 Geological Sciences
 History
 International Studies
 Judaic Studies
 Latin American Studies
 Marine Policy Marine Science
 Climate Science & Policy
 Marine Policy
 Marine Science**
 Meteorology **
 Mathematics
 Medical Humanities
 Microbiology & Immunology
 Military Science
 Modern Languages & Literatures
 Arabic Studies
 French
 German
 Italian
 Modern Languages
 Portuguese
 Spanish
 Music
 Dance
 Music
 Music Business & Entertainment
 Nursing Public Health
 Philosophy
 Physics
 Astrophysics
 Biological Physics
 Political Science
 Psychology
 Religion & Healthcare
 Religious Studies
 Sociology
 Theatre Arts
 Urban Studies

(updated 08/03/20/JWE)

Major/Minor & Cognates & Change of School Form



Academic Change Form (To be completed by Student)

Your Information	
Name: _____	UM ID Number: _____
Email: _____	Phone Number: _____
Are you an Athlete? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you an International Student? Yes <input type="checkbox"/> No <input type="checkbox"/>

Your Current Academic Information (only complete sections that you currently have declared)	
School: _____	Primary Major: _____
Degree 1: _____	Major 2: _____
Degree 2: _____	Major 3: _____
Minor 1: _____	Some academic programs may have specific major and/or minor requirements. Please consult your Academic Bulletin for details.
Minor 2: _____	
Minor 3: _____	
Arts & Humanities Cognate: _____	
People & Society Cognate: _____	
STEM Cognate: _____	

Your Requested Changes (copy all information from the section above, include any additions, & write "Remove" on items to be deleted)	
School: _____	Primary Major: _____
Degree 1: _____	Major 2: _____
Degree 2: _____	Major 3: _____
Minor 1: _____	Some academic programs may have specific major and/or minor requirements. Please consult your Academic Bulletin for details.
Minor 2: _____	
Minor 3: _____	
Arts & Humanities Cognate: _____	
People & Society Cognate: _____	
STEM Cognate: _____	

Additional Notes (include here if you are a Foote Fellow or are in any special programs, if you have additional cognate requests, etc.)

By signing below, I, the student, affirm that any changes to my degree plan, including major(s), minor(s), and/or cognate(s), may delay my date of graduation. Athletes must obtain an Athletic Advisor's signature on reverse side.

Your Signature
X _____ Date: _____

Mathematics Requirements

B.A. Degree (3-6 credits)

Students pursuing the B.A. degree must complete one course beyond MTH 101-Algebra for College Students or MTH 107-Precalculus Math I. All new students must take the ALEKS Math Placement Assessment to determine their mathematics placement. They may also select their placement on the basis of their scores on either the SAT or ACT exam (**SEE** below for Mathematics Placement grid); if no test scores are presented, they must pass the ALEKS placement assessment. Students whose test scores indicate that additional preparation is necessary before enrolling in MTH 101 will be placed in MTH 099, a remedial class. Students who complete MTH 099 will have 3 additional credits added to their minimum total credits to graduation. **No credit toward graduation is earned for MTH 099.**

The remaining 3 credits (after successful completion of MTH 101) can be fulfilled by taking MTH 113, Finite Math. This course is recommended by the [Mathematics Department](#) as the most desirable one for **non-science majors**. Should the student take MTH 107, the requirement can be fulfilled by completing MTH 108-Precalculus Math II or by taking MTH 113.

Special Notes:

Any Arts and Sciences undergraduate who wishes to major or minor in Economics must successfully complete MTH 130 – Introductory Calculus or a higher level calculus class (MTH 140 and 141 or MTH 161 – Calculus I) **before** enrolling in any 300-level economics class. **Students wishing to switch to the School of Business should not take MTH 130, but, instead take MTH 140 and MTH 141 or MTH 161.** Pre-med non-science majors must take MTH 108, which is the prerequisite for College Physics required for Premedical Studies.

A student pursuing a B.A. degree in chemistry must complete 2 semesters of calculus.

B.S. Degree (11-12 credits)

All B.S. degree candidates must earn 11-12 credits in mathematics consisting of 2-3 semesters of calculus (MTH 140-141, or 161-162, or MTH 171-172) and one semester of **either** a computer **or** a statistics course approved by the department of her or his major. A student beginning math at a lower level (107-108) will still need 2 semesters of calculus to satisfy the requirement.

Mathematics Placement Exams

The [ALEKS](#) Math Placement Practice Assessment will be available by appointment only to incoming students. Students will be able to take the assessment free of charge. The ALEKS assessment can only be taken on campus as a proctored exam.

For more information check with the [Math Department](#) **or** get in touch with Dr. Leticia Oropesa, 305-284-2116, or at l.oropesa@miami.edu.

MATHEMATICS PLACEMENT

ALEKS Score	Recommended Course
< 40	<u>MTH 099</u>
≥ 40	<u>MTH 101*</u>
≥ 55	<u>MTH 107</u> <u>MTH 105</u>
≥ 60	
or Math SAT 630 - 690 or Math ACT 28 - 30 or AP Calculus AB score = 3	<u>MTH 113</u>
≥ 65	
or Math SAT 630 - 690 or Math ACT 28 - 30 or AP Calculus AB score = 3	<u>MTH 140</u> <u>MTH 130</u>
≥ 76	
or Math SAT ≥ 700 or Math ACT ≥ 31 or AP Calculus AB score = 4	<u>MTH 151</u> <u>MTH 161</u>

Freshman Math Courses & Prerequisites

Course	Prerequisites (students must meet one of the following)
MTH 101 Algebra for College Students	ALEKS score ≥ 40 or <i>passing grade in MTH 099</i>
MTH 105 Algebra & Trigonometry	ALEKS score ≥ 55 or <i>passing grade in MTH 101</i>
MTH 107 Precalculus I	ALEKS score ≥ 55 or <i>passing grade in MTH 101</i>
MTH 108 Precalculus II	ALEKS score ≥ 65 or <i>passing grade in MTH 107</i>
MTH 113 Finite Mathematics	ALEKS score ≥ 60 <i>Math SAT score ≥ 630 or Math ACT score ≥ 28</i> or <i>passing grade in MTH 101</i>
MTH 130 Introduction to Calculus	ALEKS score ≥ 65 <i>Math SAT score ≥ 630 or Math ACT score ≥ 28 or AP Calculus AB score of 3</i> or <i>passing grade in MTH 107</i>
MTH 140 Calculus I with Foundations A	ALEKS score ≥ 65 <i>Math SAT score ≥ 630 or Math ACT score ≥ 28 or AP Calculus AB score of 3</i>
MTH 151 Calculus I for Engineers	ALEKS score ≥ 76 or <i>C- or higher in MTH 105 or MTH 108</i>
MTH 161 Calculus I	ALEKS score ≥ 76 <i>Math SAT score ≥ 700 or Math ACT score ≥ 31 or AP Calculus AB score of 4 or AP Calculus BC of 3</i> or <i>C- or higher in MTH 108</i>
MTH 171 Calculus I	<i>For PRISM students only</i>
MTH 172 Calculus II	<i>Fall enrollment for students with AP credit in MTH 171</i>
MTH 210 Introduction to Linear Algebra	<i>AP Credit in MTH 171 and MTH 172</i>

Readmission

Students who have not been enrolled for a semester must apply for readmission. This is a simple process: a one-page application is available in 200 Ashe or in the [Office of the Registrar](#). The fee for readmission is \$100.

Students wishing to be readmitted must submit their application no later than 2 weeks before the beginning of the semester (or summer session). These dates are listed on the official university calendar.

Repeat 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 GPA. 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 284-3437 or 284-4333 if you have any questions.

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 (**SEE Academic Appeals**) 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.

Transfer Information

Incoming Transfer Students – General Information

All incoming transfer students can view their credits in CaneLink. This posted credit 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** GPA

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 GPA **only** upon graduation in order to determine class ranking.

Students **must** have a minimum cumulative GPA of 2.0 to graduate and a minimum overall GPA 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 " Transfer Credit Equivalency Evaluation" form (available in Ashe 112 and Ashe 200) to the appropriate department, together with a description of the course(s) they wish to take. When the course(s) has been approved, the student should bring the form to the Center for Freshman Advising, Ashe 112, or to Ashe 200. 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 (SEE Residency Requirement)**; 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 (**SEE Academic Appeals**).

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



New Transfer Student Advising Notes

2020 - 2021

Step 1- Preparing For Your Advising Meeting:

To better assist you in the selection of fall courses and to process equivalences, please bring to your advising meeting the following:

- A copy of your most recent Transcript(s)
- Transfer Credit Evaluation mailed to you by the UM Office of Admission
- Catalog/Bulletin from your previous institution listing the description of transferred course work (course descriptions can also be printed from the institutions website).

Step 2- Learn About Majors, Minors And Degrees:

Learn about the majors and minors and the requirements listed for the degree you will be pursuing by accessing the University of Miami Bulletin at <http://www.miami.edu/umbulletin>; scroll to the College of Arts and Sciences Undergraduate Degrees to view the listings for over 40 Majors and Minors.

Step 3- View The Course Offerings For Fall Semester:

View the “ Course Offerings” by logging to your CaneLink account (UM ID# Required), “Student” menu, then “Academic,” then to “ Course Offerings,” where drop down lists will guide you to view course listings for the spring semester. It would be very helpful if you could select courses and times (sections) prior to your advising meeting. Write down your list of 4-5 courses and 2 or more alternates. In order to be considered full-time status, new students are allowed to enroll in 12-17 credits maximum in their first semester at the University of Miami.

Step 4- Registration For Fall Semester:

During your advising meeting, your Transfer Advisor will assist you in approving your course selection.

Please Note: Entering students do not register online their first semester at UM until they have met with an advisor.

Step 5- Transfer Course Equivalency:

Courses transferred from your previous institution(s) are evaluated by the Admissions/ Evaluations Office to determine equivalency to UM course number/title/credits. Any transferred coursework listed on your Transfer/Advanced Credit Evaluation that was not issued an equivalency may require further review at the department offering the same subject. You will have ample time during the first few weeks of the Fall semester to take care of the any equivalencies that remain to be determined. This process will be explained during Orientation and you will be provided the equivalency form(s).

Step 6- Attend Classes and Keep A Copy of the Fall Academic Calendar...handy...

As you begin to attend classes, you may want to adjust your schedule- allowing the time to get from one building to another and possible work schedule. Keep in mind there are **DEADLINES** listed on the *Fall Academic Calendar*, and once the deadlines have passed, you may not be able to adjust your schedule as easily as you can the first two weeks of classes. You may view and/ or print the *Academic Calendar* from the **main UM website – Search Academic Calendar**

You are all set to start –good luck with your studies at the University of Miami—College of Arts and Sciences!

College of Arts and Sciences

Office of Student Academic Services

Ashe Building, Room 200/ (305)-284-4333

www.as.miami.edu

Transfer Equivalency Form

TRANSFER CREDIT EQUIVALENCY EVALUATION FORM

Please **READ** and **FOLLOW** the Equivalency Evaluation Procedures listed on the back of this form. Course descriptions of approved courses **MUST** be attached.

Student Name: _____ UM/ID#: _____ Cell phone number: _____

UM Email: _____ Degree: _____ Major(s): _____ Minor(s): _____

Current Status: Freshman (0-29 credits) Sophomore (30-59 credits) Junior (60-89 credits) Senior (90+ credits) Total Earned Credits at this time: _____

Year and Term in which the course(s) were OR will be taken: Year: _____ Term: Fall Spring Summer **Mark if applies:** Admitted as a Transfer Student to UM

Transfer Course Institution: _____

Check ONLY One:

- Already completed below transfer courses AND transcript received by UM
 Have not completed the courses yet, but plan to take the below listed courses

****Advisor Use Only****

Residency Penalty: Y or N

Advisor: _____

I have read and understood the University of Miami Residency Rule outlined on the back of this form:

Student's Signature: _____ Date: _____

**Transferring Course Information - Must attach course descriptions!
****to be completed by student******

**University of Miami Course Equivalent
****to be completed by Department Rep******

	Dept. Code	Course #	Course Title (as listed at originating school)	Online Course? Y/N	Credits		UM Dept. Code	UM Course #	Major/ Minor Approval	Approved by (Print Name)	Initial Here	Date approved
1									No Yes			
2									No Yes			
3									No Yes			
4									No Yes			
5									No Yes			
6									No Yes			
7									No Yes			

TRANSFER CREDIT EQUIVALENCY EVALUATION PROCEDURES

UNIVERSITY OF MIAMI RESIDENCY RULE

- A student transferring credits from a **2 year Community College** (school last attended) **must** complete a minimum of **56 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- A student transferring credits from a **4 year University** (this being the last school attended) **must** complete a minimum of **45 credits consecutively** (that is without a break) at the University of Miami in order to earn an undergraduate degree.
- **Note: A grade of “C” or higher must be earned in transferred coursework to be accepted for credit towards graduation.**

EQUIVALENCY EVALUATION PROCEDURE

STEP 1: Complete the student information section of the *Equivalency Evaluation Form* on the front page.

STEP 2: Complete the student section of the “**Transferring Course Information,**” and then:

- a. Obtain a description of the course(s) to be evaluated from the Catalog/Bulletin of the transferring institution (course descriptions can also be printed from the institution’s website).
- b. Take this form, along with the course description, to the Undergraduate Chair or Director/Designee of the subject department in the College of Arts and Sciences or other college/schools at UM in order to have the transferring course(s) evaluated and determined whether equivalent to a UM course. (For office locations, please visit UM website directory at www.miami.edu).
- c. Once the *Equivalency Evaluation Form* is completed with an approval signature, make a copy for your records, and submit the Form AND approved course descriptions, to the following location according to academic status:

Exploratory Students: Center for Exploratory Advising, Ashe 112 (annex) or email to jan@miami.edu

Upper-Class Students: Office of Student Academic Services, Ashe 200 or email wsmiley@miami.edu

- d. If you have a total of **75 or more earned credits**, you will need approval to take courses “**Out of Residence**” per the above policy. Please contact the Office Academic Services to inquire about appealing for a residency waiver. 305-284-4333

STEP 3: Currently enrolled Arts & Sciences students who plan to take course(s) off-campus will need to make sure that upon completion of transferring coursework, an official transcript is sent **directly from the transferring institution to: University of Miami Office of Admission P.O. Box 249117 Coral Gables, FL 33124-9117**

Rev. 06/14/2019

Date scanned to ERP: Scanned By:

Office Use Only

UNIVERSITY OF MIAMI STUDENT RESOURCES

Camner Academic Resource Center

Located on the second floor of the University Center, the Camner Academic Resource Center (ARC) offers free academic assistance to all UM students. The ARC offers individual tutoring by appointment in most subjects, study skills instruction, workshops, and many other valuable services. Please visit www.umarc.miami.edu or call 305-284-2800 to learn more or schedule an appointment.

Tutoring

At the ARC, all UM students can take advantage of free one-on-one peer tutoring to develop a deeper understanding of course work through additional, special, or corrective instruction. All tutoring is course specific and taught by nationally certified tutors. Students are eligible for two hours of tutoring per week for each course. Peer tutoring is available for more than 175 courses. 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. Please email tutoring.arc@miami.edu or call 305-284-2800 to learn more or schedule an appointment.

Academic Workshops

Comprised of 30- to 45-minute sessions, this free workshop series is designed to give an overview of various educational resources and methods geared toward improving academic success. Workshop topics include reducing test anxiety, effective test-taking strategies, improving study strategies, and more. Topics are updated every semester, and students may attend unlimited sessions. Schedules are available at the beginning of each semester in the Camner Academic Resource Center or online at www.umarc.miami.edu.

Learning Specialist

Students are invited to make appointments with the [Learning Specialists](#) who have extensive knowledge of effective study strategies and techniques that assist students in achieving college success. These specialists also meet with students to guide them in making good academic decisions. Students meet one on one with a Learning Specialist, who develops an individualized plan based on the student's needs. Students can fine-tune and enhance their academic skills in areas such as reading and comprehending college texts, annotation techniques, successful note-taking strategies, time management, and organizational skills.

Supplemental Instruction

Small group sessions are available to help students succeed in the University's toughest courses. Tutoring is done on a weekly basis where students sit down to discuss course content in a small group setting with the tutor serving as a facilitator.

UMX: University of Miami's Freshman Experience

This online course is a way of providing UM resources to incoming students. The objective is to help new students transition to college life while introducing them to the many services offered by the university and in the surrounding community. UMX provides a firsthand experience in utilizing UM resources necessary for success in college and beyond. Specifically, students will be exposed to campus leadership opportunities, academic and career planning, university traditions, study abroad opportunities, personal wellness programs, as well as advising and registration.

Office of Disability Services (ODS)

The [Office of Disability Services](#) (ODS) is located in the Camner Academic Resource Center in Whitten University Center N201. ODS staff can be reached at 305-284-2374 (Voice), 305-284-3401 (TDD) or 305-284-1999 (Fax). Office hours are 8:30 am to 5:00 pm, Monday through Friday. Individuals may email the office staff at disabilityservices@miami.edu for quick responses to questions.

THE COUNSELING CENTER

The [Counseling Center](#) is here to support the emotional well-being of University students while helping them achieve their personal and academic goals. Counseling is confidential and is offered without charge to enrolled students. Students may phone the Counseling Center to schedule an appointment. Same-day appointments are usually available for students in crisis; however, we do appreciate a phone call to the Director, Dr. Rene Montegudo, from referring advisors to alert us to the student's situation. Advisors may also phone Dr. Montegudo for consultation about emotional management and test anxiety.

The Counseling Center staff consists of psychologists, mental health counselors, social workers and consulting psychiatrists. Our services include individual psychotherapy, group therapy, crisis intervention, the Sexual Assault Response Team, educational outreach programs and referrals off campus.

A Counseling Center counselor 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 305-284-6666. For further information, contact us at: 305-284-5511 or <http://www.miami.edu/counseling-center>.

MULTICULTURAL STUDENT AFFAIRS

The [Office of Multicultural Student Affairs](#) (MSA) at the University of Miami is first and foremost a family. We care about our students and their collegiate experience; we specialize in diversity, giving students of all races, ethnicities, and beliefs a support system in this ever changing world.

We seek to foster growth and successful matriculation of students of ethnically diverse backgrounds by providing a variety of services including advising, academic and co-curricular programming initiatives, and resources that support the academic mission of the university. Our goal is to ensure that all diverse students succeed at the highest level during their tenure at the University of Miami.

In addition to providing academic support, our office provides personal and professional development opportunities for students. Whether we are advising one of our student organizations or working one-on-one with a student, we strive to challenge, encourage and support students in achieving their educational and personal goals.

Programs:

- Culture Pop-Up at the U
- Diversity Week
- Horizons-Pre-Orientation Program
- Senior Mwambo
- No Boundaries
- Real Talk
- Leadership Development Programs

Cultural Celebrations:

- Asian/Pacific Islander Heritage Month
- Black Awareness Month
- Dr. Martin Luther King, Jr.
- Hispanic Heritage Month
- Native American Month

Services & Facilities:

- Book Loan Program- Emergency book loans to undergraduate students
- Scholarship Database
 - [African American/Black Scholarships](#)
 - [Asian American Scholarships](#)
 - [General Scholarships](#)
 - [Hispanic/Latino Scholarships](#)
 - [Prestigious Awards & Scholarships](#)
 - [University of Miami Scholarships](#)
 - [Internship Opportunities in Washington D.C](#)
- Training, Workshops, & Reference Materials - Training, programs, and facilitated dialogues around issues of equity and inclusion
- Institutional Committees & Task Force - University wide committees efforts of creating a culture of belonging at the University of Miami
- Unity Newsletter - Designed to inform the University community about programs and activities for African, Hispanic, Asian, Native American, and multicultural community

Student Organizations:

- Cultural Organizations
- Professional Organizations
- Affiliated Organizations
- Cultural Celebration Committees

TOPPEL CAREER CENTER

The [Toppel Career Center](#) assists undergraduate and 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 Center also helps students with graduate school preparation. The Toppel Career Center features an on-line career management system called CaneZone 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, Christian Garcia, and his staff provide students with professional assistance and a wide range of programs and services. These programs and services include:

Explore Career Options

Choosing a major can seem overwhelming. Toppel career advisors can help students explore their interests, different majors, and career opportunities. Students can take advantage of the many resources Toppel offers to assist in this process, including career assessments and advising appointments.

- **Explore Majors & Careers**
- **Career Advising**
- **Career Transitions**
- **Job Shadowing**
- **Choosing a Graduate Program**
- **Gap Year Options**

Recruit at the U

- **Sponsorship**
- **Get Involved**
- **Campus Recruiting**
- **Recruiting Policies**
- **Posting Jobs & Internships**
- **Directions & Accommodations**

Toppel in the Classroom

Faculty who attend workshops or conferences and do not wish to cancel a class may 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. You can request a workshop online at [Request a Career Workshop](#). For classroom presentations, please contact the Toppel Career Center at toppel@miami.edu

Career Resources

- Guides & Handouts
- Dress for Success
- Toppel on Demand
- Identity-Based Resources
- Toppel Insider
- Request a Program
- Career Education Programs
- Resume & Cover Letter Guide
- Interview Preparation
- Search for Jobs & Internships

The Toppel Career Center is located at 5225 Ponce De Leon Blvd., phone (305) 284-5451, FAX: (305) 284-3668, email: toppel@miami.edu or www.HireACane.com

The Launch Pad at Toppel

The [Launch Pad](#) at Toppel is a unique career center program that helps students explore and launch new firms while they are in school or as alumni. It is the first college entrepreneurship program in the country that offered as part of the University's career center. As such, it is not tied to any particular academic program or department, and requires no prerequisites or coursework, which makes it extremely accessible to students from any discipline. By providing practical "just in time" skills training and mentoring, the Launch Pad at Toppel is providing to be a magnet for students who want to pursue a career as an entrepreneur. The Launch pad at Toppel is located in the University Center, phone: 305-284-2789, and um@thelaunchpad.org.

ARTS & SCIENCES ACADEMIC RESOURCES

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.

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 Eleonore 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. Benjamin Betancourt is the Lab Coordinator, and can be reached at 305-284-3755 or bbetancourt@miami.edu.

The Languages Laboratory offers several types of support services to students enrolled in modern languages courses.

Computer Programs

The Lab houses 20 computers which can be used to access interactive programs to improve students' skills in spelling, pronunciation, comprehension, reading, and grammar as well as Microsoft Office Proofing Tools allowing word processing in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Portuguese, and Spanish.

Remote Access

Digitized audio material and digitalized textbook support videos can be assessed remotely. The login name and password required to access these material can be obtained from the course instructors each semester.

Video Material

Featured films and instructional video tapes and DVD's are available in French, German, Italian, Japanese, Portuguese, and Spanish. Students can watch these films in the Lab and can find them at the Lab's website under the Video Search Engine link.

The Math Lab

The Math Lab assists students with any course offered by the Department of Mathematics at no charge. 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 N201. 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, and 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 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 faculty and graduate students tutors 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. We also offer a series of group workshops throughout the school year.

The Writing Center is a teaching environment. We work to teach writers ways to improve their writing, but we will not proofread or edit papers. We will, however, 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. The [Writing Center's primary location](#) is the Learning Commons, Richter Library. For more information, call (305) 284-2956 or visit the [Writing Center website](#).

CAMPUS TROUBLE SHOOTERS 2020 - 2021

TROUBLESHOOTERS – Academic

CONTACT	LOCATION	PHONE	EMAIL	
School of Architecture	Ana Regalado	110-B Bldg.	284-3730	aregalado@miami.edu
College of Arts and Sciences	Emily Long	200 Ashe	284-4333	le.clemons@miami.edu
	Charles Mallery	337 Ungar	284-3188	cmallery@miami.edu
School of Business	Ellen M. Phillip	104 Merrick	284-4641	emcphillip@miami.edu
School of Business (Graduate)	Lori Pryor	221 Jenkins	284-2510	lpryor@miami.edu
	Cecilia Sanchez	219 Jenkins	284-6515	csanchez@bus.miami.edu
School of Communication	Luis Herrera	2037 Wolfson	284-5234	lherrera@miami.edu
Continuing & Int'l Education	Carol Wilson	111 Allen Hall	284-4411	carol@miami.edu
School of Education	Gina Astorini	312-D Merrick	284-3826	gfastorini@miami.edu
College of Engineering	Ram Narasimhan	244 McArthur	284-3100	ram@miami.edu
Graduate School	Tatiana Perrino	235 Ashe	284-4154	tperrino@miami.edu
School of Law	Janet Sterns	A212 C	284-4551	jesterns@law.miam.edu
School of Medicine	Alex Mechaber	R-160	243-0496	amechabe@med.miami.edu
	Ana Campo	R-128	243-2003	acampo@med.miami.edu
School of Music	Steve Moore	MU Ctr. 110 C	284-6920	smoore@miami.edu
School of Nursing & Health Studies	Mary Hooshmand	310 Schwartz	284-1655	Mhooshmand@miami.edu
Richter Library	Cheryl Gowing	333 C Richter	284-6018	c.gowing@miami.edu
Rosensteil School of Marine & Atmospheric Science	Majorie Oleksiak	MTLSS 220	305-421-	w.drennan@miami.edu

TROUBLESHOOTERS - Administrative

CONTACT	LOCATION	PHONE	EMAIL	
Camner Ctr. for Academic Resource	Mykel Mangrum Billups	N-2400 UC	284-4790	m.mangrum@miami.edu
Admissions/Undergraduate	Nate Crozier	1210 UC	284-4323	nac132@miami.edu
Canes Success Center	Darby Plummer	2275 UC	284-1807	darby@miami.edu
Counseling Center	Kirt McClellan	5513 Merrick	284-5511	k.mcclellan@miami.edu
Dining Services	Marco Gonzalez	1620 UC	284-1545	mgonzalez@miami.edu
Discipline/Honor Code	Ryan Holmes	2250 University	284-5353	ryanholmes@miami.edu
Financial Assistance	Joanne Brown	2275 University	284-1008	j.brown1@miami.edu
Information Technology	Eddie Vidal	Dominion 165	284-4760	evidal@miami.edu
International Students & Scholar Services	Kristin Ponge	2275 University	284-2928	s.ural@miami.edu
Multicultural Student Affairs	Renee Dickens Callan	2300F University	284-2855	rcallan@miami.edu
Office of the Registrar	Marlin Cabassi	1306 Stanford	284-9121	mcabassi@miami.edu
Orientation & Commuter Student Involvement	Michael Baumhardt	2107 McKnight	284-5646	m.baumhardt@miami.edu
Parking	Richard Sobaram	203 Shalala SC	284-3081	rsobaram@miami.edu
	Nick Poynter	104 McKnight	284-5021	n.poynter@miami.edu
Housing – Assignments	Kathleen Batson	153 Eaton Coll.	284-4505	kbatson@miami.edu
Residential Life	Ivan Ceballos	153 Eaton Coll.	284-4505	l.ceballos@miami.edu
Student Account Services	Milagros Benitez	Milagros Benitez	Milagros B	d.salaverria@miami.edu
Student Advocacy Coordinator	Heather Stevens	210A Shalala SC	284-5221	hstevens@miami.edu
Student Health Center	Linda Walker	128 Lennar	284-5921	lwalker@miami.edu
Telecommunication/IT	Eddie Vidal	Dominion 165	284-4760	evidal@miami.edu
University of Miami Police	Capt. William Gerlach	Flipse 110	284-1629	wgerlach@miami.edu

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

University Ombudsperson	Jennifer Rau	244 Ashe	284-4922	jrau@miami.edu
Academic Ombudsperson	Michael Stokes	132 Ashe	284-8794	mmaldonado@miami.edu

Withdrawals

NON-ENROLLMENT AT UM

Complete Withdrawals and Readmission

To officially withdraw from the University of Miami, undergraduate students are required to meet with an advisor in the 'Cane Success Center. Walk-in appointments are available Monday - Friday from 9:00 AM – 4:00 PM or by appointment by calling (305) 284-4500 or emailing success@miami.edu. The '[Cane Success Center](#)' is located on the 2nd Floor of the University Center, Suite 2275 (also known as "The Nest").

Withdrawing Student Handbook

- [Withdrawal General Information – FAQs](#)
- [Withdrawing BEFORE the first day of the term](#)
- [Withdrawing within the FIRST TWO WEEKS of classes](#)
- [Withdrawing from WEEK 3 TO WEEK 10 of the semester](#)
- [Impact of Withdrawing on Financial Aid](#)

Withdrawing Student Checklist

For more details about the withdrawal process and for helpful hints on making a smooth transition out of the University, visit the [Undergraduate Withdrawing Student Checklist](#) page or [view the PDF](#).

Inactive Status

Students who wish to take a semester or two away from UM to work or travel who plan on returning but **who do not plan to study at another University** are considered to be in **Inactive Status**. The Inactive Status form is available in the Center for Exploratory Advising in 112 Ashe or in 200 Ashe. Once it has been completed, the student remains “in the system” and receives a registration date and time for the semester she or he will re-enroll, is eligible to apply for campus housing, and eligible to retain the University based scholarships.

<http://registrar.miami.edu/general-information/policies/inactive-status/index.html>

Study Abroad or Domestic (non UM Program)

Students leaving to study abroad through a non-UM program (domestic or international) are considered in non-UM status and must pay a \$50 fee for fall or spring. Several forms must be completed if a student wishes to study through this program whether abroad or domestic. Please send these students to 200 Ashe to begin the process.

Students who wish to study abroad through a University of Miami or non-UM program should be encouraged to visit the [International Education & Exchange Program](#) (IEEP) Office in 111 Allen Hall (305-284-3434).

Writing Requirement

Details of the Advanced Writing and Communication Proficiency

Degree candidates in the College of Arts and Sciences who matriculate under Bulletin 2020/2021 and forward must complete at least four writing courses, and at least one such course must be in the student's major discipline (not applicable to BLA students who do not select a major). Students should consult the bulletin section of their major to find out which writing courses are acceptable to the discipline. Transfer students may use a maximum of two transfer courses towards the requirement.

Individual writing course offerings may make the writing component independent of the rest of the course. As such the writing component might be optional, the writing component might not contribute to the overall grade, and writing credit might be awarded even if the overall grade is a fail.

Transfer students may use a maximum of two transfer courses towards the writing requirement.

The following link takes you to the list of the courses that have been approved by the College as writing courses. These courses, and only these courses, can be used to fulfil the Writing & Communication proficiency requirement. This table will be updated regularly with further courses, as they are approved.

<http://www.as.miami.edu/academics/undergraduate-studies/writing-courses/>

