ENGINEERING FUNDAMENTALS NEWSLETTER

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UNIVERSITY

Repeating Courses
If a grade of CD or lower is earned in a course, the course may be repeated. When a course is repeated, any credit previously earned under the course number is forfeited and the transcript will indicate NR (no grade recorded) for the earlier attempt. The new grade in the course (even if it is lower) will replace the original grade in the student’s GPA calculation. A student can repeat a low-grade course once without special approval. If a student wants to repeat a course a second time (i.e., take a course for the third time), the student must get approval from the Student Affairs Office (170 Administration Building, 906-487-2212, studentaffairs@mtu.edu) and from the student’s academic advisor.

Taking Summer Classes
Taking classes during the summer can help lighten a student’s course load or help the student get back on track. Students may take classes at Michigan Tech during the summer, on-line, or at another institution. For more information regarding these options see the links below:
- On-line Courses: www.techonline.mtu.edu
- Transfer: www.mtu.edu/registrar/students/transfer/

Before taking a class at another college or university, you should check with the Michigan Tech Transfer Office to be sure that it will transfer as the course you need.

Academic Suspension
A student that is on probation two semesters in a row is automatically suspended from the university (see www.admin.mtu.edu/urel/studenthandbook/standards.html). The student is able to appeal the suspension by submitting a petition on-line at: www.sa.mtu.edu/dean/forms.html and click on the link “Petition to Appeal Academic Suspension/Dismissal.” When filling out this form, it is best to prepare answers in a word processor that will allow a spell check, and then proof read them before copying and pasting the responses into the on-line form. For a first notice of academic suspension, when the appeal is not granted, the student is not allowed to attend Michigan Tech for at least one semester plus a summer. It is recommended that the student spend this time productively, for example by gaining employment and/or taking classes at another institution.

Leaving the University
If you plan not to return to Michigan Tech in Fall 2009, you will need to officially withdraw from the university. For information on how to do this go to: www.mtu.edu/registrar/students/registration/policies/withdrawal/.

ADVISING

Changing Fall 2009 Schedule
Whether you have decided to change your major, retake a class, or just want classes at different times, you may find yourself wondering if you should change your schedule. Fall 2009 registration will be open most of the summer, with a brief shutdown in mid-July. Before rescheduling classes, make sure that there are seats available in the classes that you intend to switch into. If you are changing your major and are unsure of which classes to take, contact your new academic advisor (see this newsletter).

If you need to get into a class that is full:
1. Check to see if there are open sections that may fit in your schedule if you move other classes. Double check seating availability for all classes that you will need to move before changing your schedule.
2. Contact the department of the class that is full to see if you can get into the class.
3. If you cannot get into a class, contact your academic advisor to see what other class you should take.

If a class is full, or you do not have the pre-reqs or there is a major or class restriction, then you will need a waiver to get into the class; contact the department offering the class.

Changing Majors
To change your major, you must meet with the academic advisor of your new department. For engineering majors, you will also need to meet the EnGPA requirements for that engineering department (see www.geneng.mtu.edu/newsletter/December newsletter). A list of the academic advisors for engineering departments follows.

Engineering Advisors Contact Information
- Biomedical, Undecided, and BS in Engineering: Ms. Amy Monte, 112C Dillman, engadv@mtu.edu, 487-3057
- Chemical: Ms. Katie Torrey, 202M ChemSci, cmadvise@mtu.edu or Dr. Faith Morrison, 304B ChemSci, for both use cmadvise@mtu.edu, 487-3132
- Civil and Environmental: Ms. Julie Ross, 103 Dillman, jzross@mtu.edu, 487-3410
- Electrical and Computer: Ms. Judy Donahue, 131 EERC, jm-donahue@mtu.edu, 487-2232
- Geological: Dr. John Gierke, 405 DOW, jgierke@mtu.edu, 487-2535
- Materials: Ms. Ruth Kramer, U101 M&M, ruthie@mtu.edu, 487-3375
- Mechanical: Ms. Danise Jarvis, 205A MEEM, djarvey@mtu.edu, Dr. Jim Mattson, 204A MEEM, jaamatts@mtu.edu, or Ms. Marlene Lappeus, 204 MEEM, mmlappeu@mtu.edu, for all use 487-2564

EF FACULTY AWARDS

Congratulations Faculty
Ms. Amber Kemppainen was the Community Division Winner for the Art from the Grieving Heart Writing Competition sponsored by the Community Coalition on Grief and Bereavement. Read her winning entry at: www.geneng.mtu.edu/~amber/Her_Baby.pdf.
Ms. Norma Veurink was awarded the 2008-09 Michigan Tech Intramural Athlete of the Year.

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