

# Some common Q & A

## **How do I change my Major?**

- A. Obtain a Change of Major form and have the old department and the new department sign the form. Then bring the signed form to the Registrar's Office.

## **What are your criteria for a change of Major for a first-time-freshman from another Program into ME?**

- A. There are four criteria:
1. Only students from N.C.E. will be considered for a change of Major into ME
  2. For all freshmen, their application will be considered ONLY after their first semester grades have been posted in Banner.
  3. A Student with grade D in any subject that is transferrable into the ME program will not be approved for a transfer into the ME Program.
  4. In addition to the above criteria, a GPA of 2.5 or above is required.

## **What are your criteria for a change of Major into the ME Program by students placed in the Engineering Science (ESC) Program?**

- A. There are two criteria:
1. Transfer after first semester
    - Student must complete at least 12 credits during the first semester with a 3.0 GPA
    - Student must have a B or better in both Calculus I and Physics I
  2. Transfer after first year
    - Student must complete at least 24 credits during the first year
    - Student must maintain a 2.5 GPA
    - Student must have a C or better in both Calculus I and Physics I
  3. In addition to the above criteria, a Student with grade D in any subject that is transferrable into the ME program will not be approved for a transfer into the ME Program.

## **What are holds?**

- A. Holds are placed on your registration and will prevent you from being able to electronically register for classes. They are placed there because some issue needs to be resolved. When the issue is resolved, the hold will be removed.

### **How do I clear the Holds?**

- A. You must talk to the department that placed the hold on your registration.

### **What are overloads, prerequisite and permits overrides?**

- A. The normal Maximum credit limit is 19 credits and prerequisites are listed for all courses. A permitted override allows you to register without satisfying these requirements.

### **Do I really need to take the prerequisite for a class?**

- A. Prerequisites are to make sure all students have all the background information for the class they are going to take.

### **I have not maintained my registration nor have I taken any courses for (a number of) semester; must I apply for readmission?**

- A. Yes, you might have to apply for readmission. There are time deadlines associated with each semester. Forms are available from the admissions office. Asking might save effort.

### **I left NJIT more than 10 years ago without graduating (or after graduating with a non-ME major). What is your policy on Expiration of Course Credits?**

- A. The ME Program will follow the University Ten Year Policy that course credits expire ten years after completion of the semester in which they were earned. In extenuating circumstances, such as adverse health issues, military leave, etc., the MIE Chair has the discretion to extend the term for no more than an extra 2 years, totaling 12 years.

### **Can I take a 600 level graduate course as an ME elective?**

- A. Yes, provided your GPA is 2.8 or better and you have received permission from the associate chairs. Make sure you have completed the permission form, have indicated that you wish to use the course for undergraduate credit and have had the permission form approved by the department.

### **Can I take any course to fulfill the ME/TE requirement?**

- A. No. A list of acceptable electives is available on the ME Web-Site or in the ME office. Some of the listed electives require that you have declared a Minor in the area of the course as a prerequisite. If you feel that in light of your goals you would like to include a particular course as an elective, you must petition for approval. See answer to previous question.

### **What is the difference between ME-490 and ME-491, and can I take both at the same time?**

- A. ME-490 is a prerequisite for ME-491, meaning both cannot be taken at the same time. In essence, ME 491 will be a continuation of an Independent Research Project started in, say, fall semester and completed in spring semester. This scenario (fall project to be completed in spring semester) would be a special case that requires a departmental approval. Ideally, an Independent Research Project must be completed in one semester.

**Can I take any of the listed ME/TE courses to fulfill the open elective GUR?**

- A. No, Only 300 level HUM or HSS courses satisfy this requirement.

**Is the only GPA requirement for graduation that of a 2.00 or better overall GPA?**

- A. No, there are two. The overall, or cumulative which includes all courses listed as being required in a particular curriculum and the other one being that you must earn a GPA of 2.000 or better in the upper division course requirements of your major.

**How do I determine my class standing?**

- A. Your class standing depends on the number of course credits earned. 1<sup>st</sup> year-0-28 cr; Sophomore-29-56 cr.; Junior-57-90 cr.; Senior-91 & greater.

**I have recently transferred to NJIT. What is the minimum number of credits that I must take at NJIT to be eligible for graduation?**

- A. You must complete in resident at NJIT at least 33 credits in the upper division courses approved by your major department. Note that ALL required 400 level courses for the BSME Curriculum must be taken at NJIT.

**I have recently transferred to NJIT. When am I no longer considered as a transfer student?**

- A. A transfer student who has completed a semester course work at NJIT will no longer be considered as a transfer student. You will be considered as a continuing freshman, sophomore, junior or senior.

**I have recently transferred to NJIT and most of my undergraduate course credits from my Institution were evaluated by the Registrar's office, except the credits for ME courses. What are the requirements to have the remaining credits from my Institution evaluated by the ME Department, so that I can use them as transfer credits in place of the ME courses?**

- A. There are two-step processes. Step one; you must submit all the items listed below with your request for Transfer Credit Evaluation to the Associate Chair for the ME Program. Step two; the Associate Chair will submit your course documents to the appropriate Course Supervisor to evaluate the equivalency of your course with the ME course. THE

DECISION OF THE COURSE SUPERVISOR IS FINAL. *Note that ALL required 400 level courses for the BSME Curriculum must be taken at NJIT.*

### **Required documentation for Transfer Credit Evaluation for ME Courses**

All requests for Transfer Credits to replace (or in place of) ME course credits must be accompanied by all the following items:

1. An Official Transcript from the Institution or a course Evaluation Report by WES, ECE or any other entity recognized by NJIT for the purpose of evaluating undergraduate course credits.
2. A Course syllabus containing:
  - a) Course Title
  - b) Course Instructor
  - c) Prerequisites
  - d) Textbook for the course (including any supplemental materials required for the course)
  - e) Itemized weekly course schedule (known in ME as Assignment Sheet). This MUST contain the Topics covered in the course.
3. Any additional pertinent materials that will help the course coordinator (course supervisor)

**Any request for a transfer course credit that does not have ALL the items listed above will be DECLINED, and the student will be required to take the ME course for which a Transfer Credit is requested.**

#### **What is the undergraduate course repetition policy?**

- A. A student may take a single course no more than four times including withdrawals. If an undergraduate course is repeated, then the lower of the first two grades is excluded in computation of the cumulative GPA and all other grades are included. All grades are shown on the student's transcript. (Effective Fall 2011)

#### **What if I take a lower level (100-200) class over?**

- A. The lowest grade gets removed from the GPA.

#### **What If I take a higher level (300 – 400) class over?**

- A. The same policy for 100-400 level courses is that the lower of the first two grades is excluded from GPA calculations.

#### **What If I take a class over a 3<sup>rd</sup> time, what happens then?**

- A. The same policy for 100-400 level courses is that the lower of the first two grades is excluded from GPA calculations.

**Will I be able to remove classes that I have failed off of my transcript, if I take the class over?**

- A. If you change your major, the courses that you took for the prior program which are not applicable to the current program can be excluded from the GPA calculation. All courses taken will be shown on your transcript.