

# **ITU/UB Dual-Degree Program**

## **New Student Orientation**

**Fall, 2016**



**University at Buffalo**

**Department of Civil, Structural  
and Environmental Engineering**

School of Engineering and Applied Sciences



**University at Buffalo**

**School of Engineering  
and Applied Sciences**

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## Section 1: Introduction

Welcome to UB! We are very excited that you are here to learn about civil engineering, UB, and our country. We look forward to learning from you as well.

To navigate the path to graduation, you must excel in the classroom and understand the rules of the university. At UB, students are responsible for understanding university regulations. Some of these rules may be similar to the rules at ITU and others may be very different. ***You must master both the Turkish and US higher education systems.***

The purpose of this handbook is to help you succeed academically. In this handbook you will find the requirements for graduation, information on the School of Engineering and Applied Sciences (SEAS) academic review, a list of the most important academic policies, some tips for academic success at UB, advice for what to do if you have academic problems, and a list of people who can help you.

Please read this handbook thoroughly and refer to it often. Let us know how we can help you become a UB graduate.

Christine Human, PhD, Associate Dean for Accreditation and Student Affairs,  
Academic Coordinator for Dual Diploma Program

Eva McGovern, Civil Engineering Undergraduate Academic Coordinator

## Section 2: Civil Engineering Curriculum

The curriculum you will follow is the curriculum for students entering ITU Fall 2012 or later. A flowsheet showing all the required courses, both here and at ITU, can be found on the SEAS website (<https://www.eng.buffalo.edu/undergrad/advisement/flowsheets/>). The flowsheet indicates the required course co-requisites (pink), pre-requisites (yellow), and post-requisite sequence (green). Pre-requisites and co-requisites are strictly enforced both here and at ITU.

The screen capture below shows the pre-requisites and post-requisite sequence for EAS209, obtained by placing your cursor over EA209. This tool will help you understand the significance of a particular course in the curriculum.

**ITU Civil Engineering - Students starting at ITU Fall 2012 or Later**  
Undergraduate Course Flowsheet

Freshman		Sophomore		Junior		Senior	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
MTH141 Calculus 1, ITU MTH107	MTH142 Calculus 2, ITU MTH108	MTH306 Intro to Differential Equations	EAS208 Dynamics	CIE303 Geodesy, GPS & GIS ITU CIE303	CIE324 Structural Eng II ITU CIE324	CIE415 Professional Practice Issues	CIE416 CIE Capstone Design
CHE107 Chemistry 1, ITU CHE101	CHE108 Chemistry 2, ITU CHE301	CIE308 Engineering Statistics	EAS209 Mechanics of Solids	CIE323 Structural Eng I ITU CIE323	CIE334 Mech of Solids + Lab ITU CIE336	CIE435 Foundation Engineering	Tech Elective 2
PHY107 Physics 1, ITU PHY103	PHY108/PHY158 Physics 2 + Lab, ITU PHY104	EAS230 Engineering Computation	Eng Elective	CIE327 Civil Eng Mat I + Lab ITU CIE329	CIE340 Environmental Eng ITU CIE340	CIE439 Transportation Systems Analysis	Tech Elective 3
MAE177 Graphic Comm, ITU EAS150	EAS140/CMP102 Intro to Sci. Engin., ITU CMP102	EAS307 Statics	Appl Math Elective	CIE354 Fluid Mechanics + Lab ITU CIE355	CIE343 Hydraulic Eng + Lab ITU CIE344	CIE428 Steel Design	Approved Humanities / Arts Gen Ed
EAS140/CMP103 Intro to Info Sys, ITU CMP103	Turkish II UB Gen Ed, ITU TUR102	ESL407 or ENG101	ESL408 or ENG201	Gen Ed ITU GE0037 or GE0001	CIE325 Intro Reinforced Concrete, ITU CIE325	Tech Elective 1	
Turkish I UB Gen Ed, ITU TUR101	Economics UB Soc Sci, ITU ECO103			History of Turkish Republic I ITU ATA101	History of Turkish Republic II ITU ATA102		

**Notes:**

- ENG101 & 201 are not available to students who were conditionally admitted. Permission of the undergraduate director is required.
- Completion of the MAT107/108 sequence at ITU grants credit for UB MTH141/142/241.
- CIE 329 and 355 include a lab component. Successful completion of both courses gives credit for CIE 361. CIE 336 and 344 include a lab component. Successful completion of both courses gives credit for CIE 362.

Place the mouse over a course to highlight the course prerequisite sequence, course prerequisites, course corequisites and postrequisite course sequence.

You may hear discussion of the new UB Curriculum in some of your classes. This new general education program starts Fall 2016. However, as agreed between UB and ITU, we use the year you started your freshmen courses at ITU (Fall 2015) to determine your degree requirements. Consequently, you are not required to complete the new UB Curriculum.

## What courses will I take in my first semester at UB?

### Students admitted conditionally

If you are admitted conditionally, you need to take ESL 407 and ESL 411 this fall. Since students who are admitted conditionally are limited to four courses, you can only take two technical courses. You will be registered for EAS207 and MTH306.

In order to remove the conditional status, you must get a C grade or better in both ESL 407 and ESL 411 and have a UB (overall) GPA of 2.0 after your first semester. Once the conditional admittance status is removed, you can proceed with your program as planned. Remember to take the courses you did not take in fall because of the conditional status. You should plan to remain at UB over the summer to complete these courses.

If your conditional status is not removed, you will be limited to 12 credits (or 4 courses) during the Spring semester. In addition, if your grade in ESL 407 and/or ESL 411 is below a C, the course (or courses) must be repeated. ESL 407 can be repeated in Spring. However, ESL 412 (Spring only) must be taken in place of ESL 411 (Fall only).

### Students who are not conditional

You will be registered for ESL 407 (you can request permission to take ENG 101 if you would prefer), CIE 308, EAS 230, EAS 207 and MTH 306.

## Can I change my schedule?

Your schedule has been chosen so that you can take the required classes and progress towards graduation. The HUB is the University at Buffalo's student information system. Once you have your UBIT name and password, you can technically make changes to your schedule through HUB (<http://www.buffalo.edu/hub/>). However, please do not do this. If you drop one section of a course, there is no guarantee that you will be able to register in a different section as most classes are now full. Remember that failure to take the required classes this semester may result in delayed graduation.

If you would like to check whether a course could be swapped out for another course, HUB has a feature called 'Swap'. Go to the Academics Area section in your HUB portal and from the drop down box select 'Enrollment Swap'.

For general information about how to use HUB go to <http://www.buffalo.edu/hub/students/>

## Section 3: Tips for Success at UB

University students all over the world learn in the same way: by going to class, asking questions, and working hard. Here are a few tips for academic success at UB.

### How do I stay informed?

Read the course syllabus, and use UBLearns (the online course management system, also called Blackboard) to stay informed. In addition, please note that e-mail is the official form of communication at UB. Now that you have a UB email account, use this for all university communication. You will be added to a number of listservs, including a listserv for dual diploma program students, so **read your UB e-mail frequently** for important news and information about individual courses and the program.

When writing an email, use an informative subject and make sure you use an appropriate salutation, such as Dear Prof XXXXX. Please remember to check your grammar and spelling before you hit 'send'. In addition, check to see if you can find the required information yourself, before sending an email to ask for help.

### Should I attend class, recitation, and laboratory session?

**ABSOLUTELY YES!** You should consider attendance in class, recitation, and laboratory sessions to be mandatory. Professors say that there is a direct relationship between *thoughtful* attendance and performance. Therefore, come to class prepared to learn, including doing the required reading *before* the lecture.

### Do I need to do the homework?

**Again, ABSOLUTELY YES!** In the US homework is used as preparation for the exams. To do well in your classes you need to do ALL the homework (see Section 6 on academic integrity). This applies to ALL students. US students are used to this system and take all classwork very seriously. You will need to adopt a similar work ethic to succeed.

### How much should I study?

In the US it is expected that you study or do homework for *at least* two to three hours for each hour in class (6 to 9 hours per week for a 3-credit course).

### How can I get help if I am struggling in a class?

If you are struggling with the class material, seek help from the teaching assistant (TA) and/or instructor. Make sure that you seek help immediately so that you do not fall behind in the course. Please also discuss problems and concerns with your academic coordinator, Christine Human.

## What else can I do to improve my experience at UB?

While a big part of coming to UB is to be successful academically, you are also here to learn a new culture and to make new friends.

Student Clubs: A good way to make friends with other students is to join student clubs. Within civil engineering, ASCE (American Society of Civil Engineers) and ESW (Engineers for a Sustainable World) are great clubs to join. You may also consider joining the Turkish Student Association, a club that promotes Turkish culture, language art and history through meetings and cultural events. In total there are 100+ student clubs, so you should be able to find one that you enjoy <http://www.sa.buffalo.edu/>.

Center For Excellence in Writing (CEW): It is important to take every opportunity to improve your English, both spoken and written. The Center for Excellence in Writing (209 Baldy Hall) organizes a daily English conversation corner to give new international students an opportunity to practice their spoken English and make new friends. See the CEW [website](#) for more information. Additional services offered by the CEW include individual consultations and ongoing writing support.

International Students and Scholar Services (ISSS): While ISSS provides immigration and visa information to all international students, it also offers many more opportunities including trips and special events. Buffalo is certainly a small city compared to Istanbul. However, there are still many things to do, so check out some of the activities organized by ISSS.

## Section 4: Graduation Requirements

You need to think about the requirements for graduation *now*, as you enter your first year at UB.

### What do I need to do to graduate?

You must:

- pass all the required courses (including required electives)
- have an overall UB grade point average (GPA) of at least 2.0
- have technical GPA of at least 2.0
- complete 30 undergraduate credit hours of junior/senior level courses required in your major at UB (built into the curriculum).
- complete the Library Skills Workbook (<http://library.buffalo.edu/help/instructional/librarianskillsworkbook.html> ).

Your technical GPA is based on engineering (CIE, EAS, EE, IE, MAE), math (MTH), and science courses taken at UB *that are required* in your major (including technical electives).

Plan to complete the Library Skill Workbook ASAP as it will help you use the university libraries and online resources.

### Do I need to complete all the ITU requirements before I can graduate from UB?

**YES.** Students need to complete the requirements of both institutions before they can graduate. This includes the ITU internship requirement of 30 days.

## Section 5: SEAS Academic Review

Information about the SEAS academic review policy was reviewed during the orientation at ITU, March 2016, given by Christine Human. In addition, all students were required to sign that they understood the policy. This policy came into effect at UB starting Fall 2015. You are therefore the first group of DDP students to come under this new policy.

To maintain academic standards and determine eligibility for continued enrollment, the School of Engineering and Applied Sciences (SEAS) reviews the academic records of all undergraduate students. SEAS academic review is conducted at the end of each fall and spring semester. Note that the University at Buffalo Office of Academic Affairs completes an independent academic standards review at the end of each semester.

### SEAS Academic Good Standing

SEAS considers the [technical GPA](#) (TGPA) in its academic review. The TGPA is based on engineering, math, and science courses taken at UB. A student is in SEAS academic good standing if their cumulative UB technical grade point average (CTGPA) is 2.0 or greater and their most recent semester technical GPA (STGPA) at UB is 2.0 or greater.

### SEAS Academic Probation

SEAS academic probation is an official notification that the student's academic performance must improve or the student will be subject to academic dismissal from SEAS.

A student is placed on SEAS academic probation if:

- their STGPA is less than 2.0 and their CTGPA is greater than 1.4, or
- their STGPA is greater than 2.0 and their CTGPA is less than 2.0

After the first SEAS academic probation, students will receive an advising hold that will limit the ability to register in courses until they attend a required advisement session with an undergraduate engineering advisor from 410 Bonner Hall (SEAS Undergraduate Office).

### SEAS Academic Dismissal

SEAS takes the action of academic dismissal on the premise that the student is currently unable to make satisfactory academic progress toward a bachelor's degree.

A student is dismissed from SEAS if:

- their STGPA is less than 2.0 and their CTGPA is less than 1.4, or
- their CTGPA and STGPA are both  $< 2.0$  while they are on academic probation
- they do not follow the curriculum in their SEAS major for two consecutive semesters.

### **Impact of SEAS academic review policy for DDP students**

A dual diploma program student whose first semester CTGPA is less than 1.4 will be dismissed from SEAS. There is no appeal. Students who have been dismissed from SEAS will not be permitted to take any engineering classes. However, students are allowed to remain at UB to take non-engineering classes such as English, history, mathematics, and science courses. Students are eligible to reapply to SEAS after one full semester away from SEAS. If readmitted to SEAS, students will need to stay at UB for an additional year to complete the remaining sophomore engineering courses. Assuming the student continues to make satisfactory academic progress, their graduation will be delayed by one year. Students who are not readmitted after one semester, will be unable to continue in the dual diploma program.

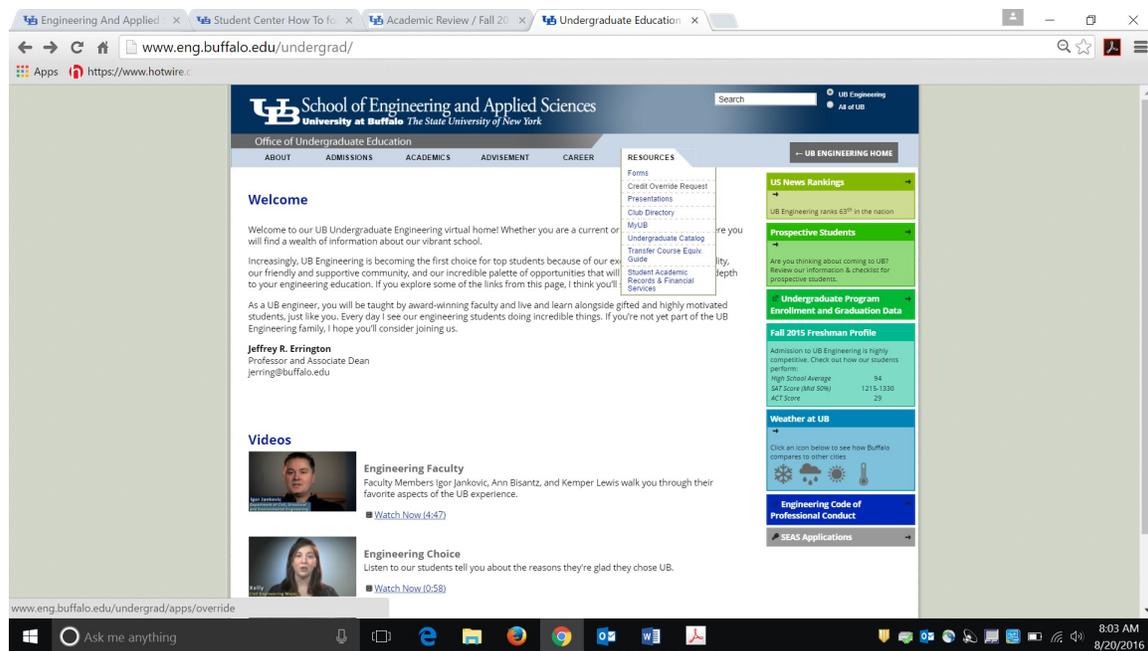
Students who are placed on probation after the first semester, will be dismissed after the second semester if both their CTGPA and STGPA remain below 2.0.

## Section 6: Other Important Academic Policies

According to the ITU-UB agreement, you must follow UB rules when you are at UB and ITU rules when you are at ITU. All policies can be found in the university catalog at <http://undergrad-catalog.buffalo.edu/archive/1516/>. You follow the 2015-2016 undergraduate catalog, the year you entered ITU as a freshmen. The most common policies that may affect you are listed below.

### How many credits can I take?

Students typically take fewer credits at UB compared to ITU. This is because the US system is based upon continuous assessment with most classes requiring weekly homework assignments. UB students are not allowed to take more than 19 credits per semester unless their overall GPA is at least 3.00. If you want to take more than 19 credits and your GPA > 3.0, you must apply for a credit override found on the undergraduate section of the engineering website (see below). There is a minimum; international students must take at least 12 credits each semester.



The screenshot shows a web browser window displaying the website for the Office of Undergraduate Education at the School of Engineering and Applied Sciences, University at Buffalo. The page features a navigation menu with tabs for ABOUT, ADMISSIONS, ACADEMICS, ADVISEMENT, and CAREER. A central 'Welcome' section includes a message from Jeffrey R. Errington, Professor and Associate Dean. Below this are video thumbnails for 'Engineering Faculty' and 'Engineering Choice'. On the right side, there is a 'RESOURCES' sidebar with links to Forms, Credit Override Request, Presentations, Club Directory, and Undergraduate Catalog. A 'UB ENGINEERING HOME' sidebar contains sections for US News Rankings, Prospective Students, Undergraduate Program Enrollment and Graduation Data, Fall 2015 Freshman Profile, Weather at UB, Engineering Code of Professional Conduct, and SEAS Applications. The browser's address bar shows 'www.eng.buffalo.edu/undergrad/' and the system tray at the bottom indicates the time is 8:03 AM on 8/20/2016.

### How will my grade in a course be calculated?

The instructor will tell you how your grade is calculated in the course syllabus. Homework assignments usually only make up 10-30% of the final grade. However, in the U.S. system, *you will likely fail the exams and fail the course if you do not do the homework assignments*. Why? In the U.S. system, you practice for the exams and learn the material

through the homework assignments. Many students have fared poorly at UB because they did not take homework seriously!

## What is UB's academic integrity policy?

While studying at UB you are obligated to follow UB's academic integrity policy found at <http://undergrad-catalog.buffalo.edu/policies/course/integrity.shtml>.

Examples of academic dishonesty are given in the university catalog and include:

- Re-submitting previously submitted work
- Plagiarism  
Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- Cheating  
Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones), with the intent to deceive while completing an examination or individual assignment.
- Falsification of academic materials  
Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- Buying or selling academic assignments

Please remember that when you submit homework with your name on it, you are indicating that it is YOUR work. Copying homework assignments from others, whether a friend or from the internet, is not tolerated. Punishment for violations of academic integrity can be severe and may include receiving a failing grade in the course or being dismissed from the University. Be aware that speaking to a class-mate in Turkish during an exam will be seen as cheating and punished accordingly.

In addition, engineers have special have special ethical obligations. As per the NSPE Code of Ethics, "engineers shall avoid deceptive acts" and "shall conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession." For additional information about the procedures in place within the CSEE department, see the academic integrity section of the departmental website (<http://www.csee.buffalo.edu/undergraduate/current-students/academic-integrity/>).

## **How do I know if I can collaborate (work together) with another student(s) on homework assignments?**

If it is not clear on the syllabus, ask your instructor since each course has different rules. In some classes you are encouraged to discuss the problems, but are required to submit your own solution. In other classes, you are expected to do all work independently. If in doubt, DON'T collaborate.

## **Section 7: Overcoming Academic Problems**

The best way to deal with academic problems is to avoid them in the first place. Section 3 discusses how to avoid problems. Steps you can take if you do poorly in a course are discussed in this section.

### **Can I repeat a course?**

Yes. The most efficient way to raise your GPA is to retake one or more courses to bring your GPA above 2.0. Retaking a technical course will increase both your UB and technical GPA. Successful completion of the course on the second attempt will replace the first grade. However, some courses at UB limit access to students who have already taken the course.

### **What if I fail a course more than once?**

If you repeat a course that you previously failed, the first F grade will not count toward your GPA. However, the second time you fail a class, the F grade becomes PERMANENT and negatively affects your GPA. All subsequent F grades will count as well as your first passing grade. This is very different from ITU where all F grades are excluded from your GPA once you have passed the class. In addition, you will need special permission to take a class a third time. Depending on your overall academic standing, permission may not be given. The permission must be given from the department offering the class. For EAS classes (general engineering classes) you would need the permission of Professor Jeffrey Errington, Associate Dean for Undergraduate Education.

### **What happens if I fail a course in my senior year?**

Many courses at UB are offered only once per year, especially senior year courses. In addition, senior year courses are generally not offered in the summer. If you fail a course in your senior year, you will most likely not be able to graduate on time. Students may be able to take an equivalent course at ITU (see below).

### **Can I take a course at ITU that I am supposed to take at UB?**

Perhaps. Under special circumstances you are allowed to take up to two courses at ITU that you were supposed to take at UB, but you need to obtain the permission of both the UB and ITU program directors. In addition, you must still satisfy the UB requirements of 30 credit hours as the junior/senior level. On a few occasions, students have been given permission to take a course in the U.S., outside UB. You need to contact your UB program director if you want to seek this permission. If you take a course outside UB, the grade you receive will not count toward your UB grade point average.

## **Can I repeat a course at ITU that I failed at UB?**

Perhaps. Again you are limited to a maximum of two courses and you must obtain the permission of the UB and ITU program directors. However, while a course repeated at ITU may fulfill a UB requirement, it will not replace the grade from the UB course. Consequently, the F will remain on your UB transcript, which will negatively impact your GPA.

## **Can I take a course at UB that I am supposed to take/or failed at ITU?**

Perhaps. Again you are limited to a maximum of two courses and you must obtain the permission of UB and ITU. A course repeated at UB will replace the grade at ITU. However, be aware that if you repeat a course at UB that you have already failed at ITU, the first attempt at UB will be counted as your 'second' attempt. As such, the grade will be permanent.

## **Will I be able to take a course at UB over the summer?**

Yes. Please be sure to check with International Student Scholar Services (ISSS) in 210 Talbert Hall to insure that you have the necessary paperwork. However, please be aware that very few (if any) upper-division (third or fourth year) courses are taught over the summer.

## **What happens if I am placed on academic probation?**

After the first occurrence of SEAS academic probation, students will receive an advising hold that will limit the ability to register in courses until they attend a required advisement session with an undergraduate engineering advisor in 410 Bonner Hall.

If you are placed on academic probation you will be expected to raise your grade point average back up to a 2.0. You can do this by repeating courses that you did poorly in or by changing habits that may be affecting your success. It is also recommended that you seek additional help through tutoring services, class instructors, and teaching assistants.

## **What happens if I am dismissed from SEAS?**

Dismissal letters are sent by UB email. Dr. Jeffrey Errington, Associate Dean of Undergraduate Education, oversees the SEAS academic review process. While you may want to seek advice from your program director, you should also plan to meet with an advisor in 410 Bonner Hall to discuss your options. As outlined in Section 5, if you have been dismissed from SEAS you will not be permitted to take any engineering classes. However, you are allowed to remain at UB to take non-engineering classes such as English, history, mathematics, and science courses (provided you have not also been dismissed from UB).

You will be eligible to reapply to SEAS after one full semester away. While away, it is important to work on improving your GPA.

### **What happens if I am dismissed from UB?**

You will be dismissed from UB if your Quality Point Deficit (QPD)  $> 20$ . Quality point deficit gives an indication of how far your GPA is below the minimum of 2.0 required to graduate. If you are dismissed from the university, it is recommended that you speak with your academic advisor, your program director and the program coordinator to discuss the options open to you.

## Section 8: Sources of Help

There are many people at UB can help you. In addition to your program director, your primary source of help is the departmental Undergraduate Studies Office in 212 Ketter Hall.

A detailed list of other UB offices that can help is provided below.

### Questions or concerns about one of your courses

For help in a course, please contact the course instructor or course teaching assistant.

### ESL Courses

ESL courses are offered by the English Language Institute, 320 Baldy Hall. The Director is Mr. Keith Otto

### General academic and professional issues

For academic or professional help, contact your academic advisor/program director Prof. Christine Human (chuman@buffalo.edu), 242 Ketter Hall or 412L Bonner Hall, 645 4374. For questions on job search, resume writing etc. go to the UB Career Services, 259 Capen Hall (<https://www.buffalo.edu/career.html>). The engineering career counselor is Holly Justice.

### Course registration and other issues

Contact Department Undergraduate Academic Coordinator: Eva McGovern, 212 Ketter Hall. However, a department controls its own courses, so if you have a question about a mathematics class, you should contact the mathematics department etc.

### Program administrative or admissions questions

Contact Program Administrative Coordinator for Dual Degree Programs: Steven Shaw, 17 Capen Hall.

### Immigration, visa, CPT/OPT questions

Contact International Student and Scholar Services (ISSS): 210 Talbert Hall.

### Immunization or other health related question

Contact UB Health Services: Michael Hall, South Campus.

### Where do I go if I am feeling depressed?

If you need to talk with a trained professional, please contact the Counseling Center (645-2720, 120 Richmond Quad, Ellicott Complex).

### Housing questions

Contact University Residence Halls and Apartments: Campus Living, 106 Spaulding Quad., Ellicott Complex.

### **Billing questions**

Contact Student Response Center: 232 Capen Hall, North Campus

### **To obtain/replace your UB ID card**

UB Card Office: 228 Student Union, North Campus

### **To obtain your UB transcript**

You can print an unofficial transcript from HUB. You can also apply for an official transcript through HUB.

### **To pay a parking ticket?**

Parking and Transportation Office: 102 Spaulding, North Campus

### **Other Important Locations / Personnel**

- *SEAS Office of Undergraduate Education*: 410 Bonner Hall
- *Director of Undergraduate Studies, Department of Civil, Structural and Environmental Engineering*: Prof Mettupalayam Sivaselvan (Prof Siva), [mvs@buffalo.edu](mailto:mvs@buffalo.edu), 238 Ketter Hall.