

SOE Shared Credit Program Application: Chemical & Biological Engineering

Application Deadlines - Summer: April 1st; Fall: July 1st; Spring: December 1st

Section I: Complete each of the following sections. Do not leave any areas blank.	
Name of Student	UNM ID #
UNM Email Address	BSCHE Concentration (BIOE, CHPE, ENEN, MAPR, or SCMF)
Proposed MS Degree (Check one):	Estimated BSCHE graduation semester/year (e.g., Spring 2020)
<input type="checkbox"/> MS Chemical Engineering (ChE)	
<input type="checkbox"/> MS Biomedical Engineering (BME)	Degree GPA after 4th semester (after successful completion of CBE 253 & CBE 302) - <i>This GPA can only be found on your LoboTrax Degree Audit in the BSCHE section.</i>
<input type="checkbox"/> MS Nanoscience & Microsystems Engineering (NSME)	
<input type="checkbox"/> Other (specify):	
Section II: Place your initials next to each of the following statements indicating your understanding and agreement to the following SOE Shared Credit Program: Chemical & Biological Engineering Policy & Procedure.	
Initials	Policy
	A maximum of 18 credit hours of approved graduate-credit-eligible courses may be taken in undergraduate status and applied again (shared) to the graduate degree.
	There are a total of 9 credit hours for which a student may take graduate level courses and apply them toward the BSCHE degree requirements under the SOE Shared Credit Program. These courses are as follows: CBE 586: Introduction to Statistics and Design of Experiments (3 hrs) in place of CBE 486: Introduction to Statistics and Design of Experiments (3 hrs) and up to two technical electives (6 hrs). A grade of "B" or better must be obtained in the courses in order for them to be shared toward the graduate degree.
	Initially these courses are placed on the transcript at the undergraduate level. When the student's Program of Studies form is processed by Graduate Studies for the MS degree, the Registrar's Office is notified of the Shared Credit coursework. At that time the graduate level for those courses is then placed on the student's transcript in addition to the undergraduate level designation.
	Time-to-degree for the graduate portion of the program begins in the senior year of the undergraduate degree. Standard Graduate Studies Leave of Absence policy and re-admission procedure apply to students in Shared Credit Programs. However, upon re-admission the student is no longer eligible for the Shared-Credit Program and courses taken while an undergraduate are not applicable to a graduate degree.
	The BSCHE degree is awarded when it is completed.
	Admission to the Shared Credit Program does not guarantee admission to the graduate program. Students are still required to formally apply to the graduate program, but are exempt from completing the following components of the application process: taking the GRE and submitting GRE scores, paying the application fee, submitting a letter of intent, and submitting letters of recommendation.

Section III: Please sign and date below. Obtain signature and date from your current BSCHE faculty advisor.

STUDENT	<p>I certify that I have not only read and understood the SOE Shared Credit Program: Chemical & Biological Engineering policy as indicated by my initials in Section II, but that I have also discussed them with my BSCHE faculty advisor. My faculty advisor and I have discussed the Shared Credit Program and at this time feel it is a good fit for my academic and career goals.</p> <p>_____</p> <p>(Student Signature) _____ (Date)</p>
BSCHE FACULTY ADVISOR	<p>I certify that I have discussed the SOE Shared Credit Program: Chemical & Biological Engineering policy as outlined in Section II with my advisee. We have discussed the Shared Credit Program and at this time feel it is a good fit for my advisee's academic and career goals.</p> <p>_____</p> <p>(BSCHE Faculty Advisor Signature) _____ (Date)</p> <p>_____</p> <p>(BSCHE Faculty Advisor Name - printed)</p> <p>COMMENTS: _____</p> <p>_____</p>

APPROVALS - OFFICE USE ONLY - Students: Do not complete this section

CBE Director of Undergraduate Programs: Dr. Eva Chi	
_____	_____
(Signature)	(Date)
COMMENTS: _____	
_____ Director of Graduate Programs: _____	
_____	_____
(Signature)	(Date)
COMMENTS: _____	
SOE Associate Dean for Academic Affairs: Dr. Charles Fleddermann	
_____	_____
(Signature)	(Date)
COMMENTS: _____	
CBE Program Advisement Coordinator: Sarah E. Dominguez	
5th Semester Degree GPA: _____	Date: _____
Semester Completed/Grade for CBE 311: _____	Date: _____
CENG attribute added to SGASADD: _____	Date: _____
Email sent to student with admission letter and next steps instructions: _____	Date: _____