

MIDFIELD

# Embry-Riddle Aeronautical University 2005-2018

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## **About the University**

Embry-Riddle is a private institution founded in 1926 known for its strong education in the aviation and aerospace industry, especially engineering. Embry-Riddle has produced notable alumni such as Terry W. Virts, a former NASA astronaut and Colonel in the United States Air Force. Embry-Riddle was founded to promote aviation through airmail carrier, aircraft sales, teaching others to fly, providing thrill rides, performing air shows, and transporting passengers along mail routes. Embry-Riddle is in Daytona Beach, Florida, Prescott, Arizona, and has smaller campuses around the world.

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## Overview

Embry-Riddle’s catalogs start in 2005 and continue up to the current year. The catalogs start combined, but after three years, it splits apart into the Daytona and the Prescott catalogs. Additionally, the Worldwide catalogs run from 2006 to the current year. The Worldwide catalogs run in two-year increments from 2008-2012, and the rest of the catalogs are in one-year increments. First described is the policy, and then any specifics or changes are listed below next to the years in which the policy was active. If there is no more mention of a policy change, the assumption is that it is still active.

## Term Type

### Academic Terms

- [Daytona/Prescott] The school year has two different semesters, fall and spring.
- [Worldwide] They use semester credits.
  - 2006-2012: There are published start dates to the terms, starting each month.
  - 2012-2018: Removed start dates for terms.

### Summer Terms

- [Daytona/Prescott] Students also have the option to take courses over the summer, which can be done in either Term A or Term B.
- [Prescott]
  - 2013-2018: The name for the summer terms is Summer A and Summer B.

## Admissions, Engineering, 1st Year

### Dual enrollment students

- [All] Dual enrollment students are not specifically addressed; however, there are defined applicant statuses. A first-year applicant is an applicant that applies directly after high school graduation. A transfer applicant is an applicant that applies after earning college credit after high school graduation.
- [Worldwide]
  - 2006-2007: There is no mention of dual enrollment students.
  - 2007-2008: Dual enrollment students are first-time applicants.
  - 2008-2016: Applicants with less than 12 credits earned are first-time applicants.
  - 2016-2018: Dual enrollment students are first-time applicants.

### Preferred admission

- [Daytona/Prescott] An applicant has preferred admission status if they have a 2.50 high school GPA or better. An applicant can have advanced standing if they have additional credit or experience.

### Conditional Admission

- [Worldwide]
  - 2010-2013: Admitted students may be under conditional admission if they do not meet all the requirements, but show potential. These students are on probation until 12 credit hours is completed with a 2.00 GPA.

- **2013-2018:** Students need to maintain a 2.00 or better GPA, with additional specific conditions set by the Admissions Office or Academic Standards Committee.

### **General admission policies**

- **[Daytona/Prescott]** Applicants must have at least a 2.00 GPA. In addition, applicants must have 3 years of English, 4 years of math, 3 years of social science, and 2 years of science including a laboratory science, 3 years is preferred.
  - **2005-2009:** SAT or ACT scores are required.
  - **2007-2009:** It is only strongly recommended to have SAT or ACT scores.
- **[Daytona]** Applicants should be prepared to enter Calculus I after showing proficiency in algebra and trigonometry.
  - **2009-2010:** Applicants are strongly recommended to have SAT or ACT scores.
- **[Prescott]** Applicants should show mastery in trigonometry, two years of algebra, high school physics, and English composition.
  - **2009-2011:** The SAT or ACT is required.
  - **2011-2012:** The high school units a first-year applicant needed for engineering was: 4 years of English; 4 years of math; 2 years of social science; and 2 years of science with labs (3 years preferred) including chemistry and/or physics.
  - **2012-2014:** Students who are aspiring to be Mechanical Engineers or Aerospace Engineers need both physics and chemistry classes completed in high school before entering. This is the only year this policy is in place.
  - **2014-2015:** Students need at least two letters of recommendation.
  - **2015-2018:** In addition to the list of course requirements, there is heavy encouragement for exposure to pre-calculus/calculus before arriving on campus. The SAT or ACT is optional, but strongly recommended.
- **[Worldwide]** GPA and diploma determine applicants.
  - **2007-2008:** Applicants must have a high school education or GED and a 3.00 GPA. Applicants should have completed 4 years of English, 3 years of math, 2 years of social sciences, 2 years of science including a laboratory science. In addition to these requirements, applicants should have at least a 1000 on the SAT (combined math and critical reading) or a 21 on the ACT, and a 300-500 word personal essay.
  - **2008-2010:** The required high school GPA is 2.00. Applicants should have 2 years of history or social science, and the 3 years of math must include algebra I,

applied math I and II, formal logic, or geometry. Applicants should not transfer more than 12 credits.

- **2010-2014:** The two years of science should be in different areas. Also considered is the rigor of the high school. Applicants must take placement tests in English and math.
- **2014-2017:** The GPA requirement is 2.50.
- **2017-2018:** There is a separation of applicants still in high school, and high school graduates under 20, in which the high school graduate under 20 may have a GED instead of a high school transcript.

## **Admissions, Engineering, Transfer**

### **College level hours to be considered a transfer**

- **[All]** A transfer applicant has credit after high school graduation.
- **[Worldwide]**
  - **2008-2016:** Transfer applicants must have graduated high school and subsequently earned 12 credit hours at another university to be a transfer applicant.
  - **2016-2018:** Any college credit earned after graduation from high school qualifies the applicant as a transfer applicant.

### **Articulation Agreements**

- **[Worldwide]** There is no list of specific agreements.
  - **2006-2008:** An inactive link has a list of articulation agreements.
  - **2008-2018:** The student must contact the local campus in question for articulation agreements. The link is now inactive.

### **Preferred admissions**

- **[Daytona/Prescott]** An applicant can have advanced standing if they have additional credit or experience that can count as credit for a course.

### **Requirements**

- **[Daytona/Prescott]** A student must have a 2.00 GPA or higher. Credit will transfer over as stated in the grading policies.
- **[Daytona]** Applicants should show competency in math and be ready to take Calculus I after completing algebra and trigonometry before arriving.
- **[Prescott]** Applicants should show mastery in trigonometry, two years of algebra, high school physics, and English composition.

- **2012-2013:** Applicants are required to submit transcripts from each university attended.
- **2013-2015:** Embry-Riddle now considers letters of recommendation.
- **2015-2018:** There is heavy encouragement for exposure to pre-calculus/calculus before arriving on campus.
- **[Worldwide]** Applicants can transfer credit and must have a GPA of at least 2.00.
  - **2007-2010:** Transfer applicants who had less than 12 credit hours from an accredited institution and are 20 years or older must show official high school transcripts/GED and evidence of work since the completion of high school.
  - **2010-2014:** The applicant should have fundamentals in English and math, and a rigorous academic program.
  - **2014-2016:** Some degrees may have higher requirements than other degrees. Applicants with fewer than 12 credit hours from another degree-earning institution and are 20 or older must have a 2.50 GPA or higher from high school. Applicants with military experience need to show official military transcripts and other requested documents. Fundamentals in English and math are no longer checked.
  - **2016-2018:** If the applicant is 20 or older with no college credit earned outside of high school, but still has college credit, the credit from the other institution needs to have a combined GPA of 2.00 or higher. If the applicant has fewer than 12 credits of earned credit outside of high school, they must also submit a high school transcript.

## **Admissions, International Requirements**

- **[All]** International applicants must submit an official copy of their high school transcript. If they are applying from a postsecondary institution, they must submit a transcript as well as anything they earned with a translated copy into English.
- **[Daytona]**
  - **2012-2015:** Students must supply a course-by-course evaluation in English with the GPA. They also only will take certified documents from the Foreign Credential Evaluation Services (FCE), while previously they would take documents from a variety of services.
  - **2015-2016:** An international applicant does not need to include an English translation of their high school transcript.

- **2016-2018:** If an international applicant is not coming from an English-speaking institution from the past two years, they need a score from an accepted English proficiency test.
- **[Prescott]**
  - **2013-2015:** A letter of recommendation is highly recommended.
  - **2015-2016:** It is heavily encouraged to have exposure to pre-calculus/calculus before arriving on campus.

### **Course requirements for first year and transfer students**

- **[Daytona]** Students going into engineering should be ready to take Calculus I after showing proficiency in algebra and trigonometry.
- **[Prescott]** Students going into engineering should have mastered trigonometry, two years of algebra, English composition, and one year of high school physics.

### **English proficiency**

- **[All]** If the international applicant does not speak English primarily, they must submit a TOEFL score. This score should be 213 if it is the computer test and 550 if it is the paper test.
- **[Daytona]**
  - **2009-2012:** IBT-Internet based TOEFL scores need to be at least a 79.
  - **2012-2015:** IELTS scores need to be at least a 6.0.
  - **2015-2018:** Cambridge English scores should be at least a 170.
- **[Prescott]**
  - **2008-2018:** Internet based TOEFL scores need to be at least a 79.
- **[Worldwide]** Applicants can transfer credit equivalent to ENGL 123.
  - **2010-2012:** IELTS scores should be at least a 6.0. Attendance and graduation of an English speaking school is also acceptable.
  - **2012-2015:** Applicants must earn a C or better in an English composition course at a regionally accredited institution of higher learning, but does not have to provide evidence that they came from an English speaking school.
  - **2015-2018:** Cambridge English scores should be at least a 170.

### **Standardized Tests**

- **[Daytona/Prescott]** It is strongly recommended to submit a SAT or ACT test scores.

# Engineering Matriculation Model

## Direct to College or School (FYE)

- [Daytona/Prescott] Accepted engineering students are in the Freshman Engineering Program, which has common core classes that every engineer takes. After these freshman classes are complete, the student then transfers into their desired major. There is no listed engineering major's requirement to matriculate into the major or the requirements are the same as the Freshman Engineering Program. Prescott discontinued Freshman Engineering Program in 2013.
- [Daytona]
  - 2008-2010: Students who want to go into Aerospace Engineering (AE) must have at least a 2.25 GPA in the first year.
  - 2010-2015: The GPA required to go into AE is 2.50.
  - 2015-2018: Students may not transfer into AE if they do not get a 2.50 GPA in all Engineering, Math, and Physics courses.
- [Prescott]
  - 2010-2013: Students who want to go into Mechanical Engineering (ME) must get a C or better in MA 241, MA 242, and PS 150 to register for any ES courses and a C or better in PS 160 to register for any ME courses.
  - 2013-2018: Students in AE/ME need to complete MA 241, MA 242, and PS 150 with a C or better in order to register for ES 201. In addition, students need to complete PS 160 and ES 201 with a C or better prior to taking any ES course; and complete EGR 115 with a C or better prior to taking any AE/ME course. There is no longer any mention of the first-year engineering program.

## Direct to Department

- [Prescott]
  - 2013-2014: Students go directly into the major they want, as long as they meet the technical courses from high school. These courses are; 4 years of English, 4 years of math, 2 years of social sciences, and 2 years of science with labs (3 years preferred), including chemistry and/or physics.
  - 2014-2018: Students going into AE/ME must get a C or better in MA 241 in order to enroll in ES 201. There are no other pre-requisites/co-requisites listed.
- [Worldwide] Admitted students go directly into the degree of their choice.
  - 2006-2013: The only engineering degree is the Pre-Engineering Certificate.
  - 2013-2014: The only engineering degree is the minor in Engineering Sciences.
  - 2014-2017: The only engineering degree is the A.S. in Engineering Fundamentals.



- 2017-2018: Degree for B.S. in Engineering added.

## Readmission

### Readmission for Students in Good Academic Standing

- [All] Students who have left the university in good standing must reapply for admission.

## Grading Policies

### Audited grades

- [All] Audited courses do not give credit. If the student decides they would like credit for the course, then they may do so during the “add” period. A student has until the withdrawal period to change a course from credit to audit. If the student does not maintain satisfactory attendance, they will have a W on their transcript.
- [Prescott]
  - 2008-2009: The “add” period is 5 days.
  - 2009-2010: The “drop” period is the first three days of a summer term.
  - 2010-2018: To change a course from credit to audit, the student must get the instructor's signature during the withdrawal period.

### Course repeat policy

- [All] Any course is repeatable. Each attempt is on the student's academic transcript, and only the student's last grade will count for a maximum of two times per course.
  - 2014-2018: A student may only repeat a course three times, or four under extreme circumstances and with permission from the CAO or designee.
- [Prescott] Each attempt will be marked in the student's academic record, and the grade will be replaced a maximum of two times, with every attempt affecting the student's cumulative GPA.
- [Worldwide]
  - 2015-2018: Suspension may occur if a student does not successfully complete a course on the third attempt.

### Credit without grades

- [Daytona/Prescott] A student can earn credit through the following ways.
  - Transfer credit, as long as they earn an A, B, C, P, or equivalent and it matches a course at Embry-Riddle. Grades do not transfer.
  - CLEP exams, which, when submitted before initial enrollment, can earn up to six credits in certain subjects.

- AP exams, as long as the scores are three or above, or IB exams, as long as the scores are four or above. Cannot earn more than 30 credits through AP exams.
- DANTES and ECE exams, as long as the student submits the scores before their initial enrollment. These cannot count towards the last 30 credits of a bachelor's degree.
- Training from military school with a recommendation from the American Council on Education (ACE).
- An equivalency exam for a course, as long as the student did not fail the course previously. In order for the exam to count for credit, the student must take the exam prior to the last 30 credits of their degree.
- **2005-2007**: Grades used in the honors GPA calculation are ones earned at Embry-Riddle and from transfer credits.
- **2007-2012**: Only grades from Embry-Riddle count towards the honors GPA calculation.
- **2012-2018**: Accepted transfer credit goes up to 10 years back. Consideration of any older credit is on a case-by-case basis.
- **[Daytona]**
  - **2011-2013**: A student can only earn up to 15 credit hours from equivalency exams.
  - **2013-2018**: Only transfer credit from institutions listed in the Accredited Institutions of Postsecondary Education (AIPE) is accepted.
- **[Worldwide]** Earned credit can come through transfer credit the same as at Daytona or Prescott, except students cannot transfer in AP exams or IB exams. The AIPE must accredit all transfer credit. Credit earned by DANTES/ECE must meet the minimum score required by ACE.
  - **2006-2008**: Applicants can apply experience as credit by putting together a portfolio after taking the PREP 102. The experience must be prior to high school graduation and must pertain to the course in question.
  - **2008-2010**: Applicants submit a Validated Advanced Placement (VAP) form and a written explanation with evidence pertaining to experience earned.
  - **2010-2012**: A student petitions only once and within the first year of enrollment for experience to count as credit. All submitted scores from exams for credit must be prior to the last 30 hours of a student's degree.
  - **2012-2013**: There is no mention of the VAP process for undergraduate students. Students can only earn 15 credit hours through course equivalency exams. Transfer credit is not available to students pursuing a certificate.

- **2013-2016:** Students may have advanced placement if they have taken a course before that exceeds requirements of an equivalent course. Course equivalency exams are discontinued and active-duty military personnel may complete the CLEP/DANTES exams at any time, up to a maximum of 15 credit hours.
- **2016-2018:** Transfer credit is not included in any GPA calculation.

### **Drop and withdrawal**

- **[Daytona/Prescott]** A student may withdraw from a course within the first ten weeks of an academic term or the first five weeks of a summer term and receive a W on their transcript. If they withdraw from the course after this time, they will receive a F. A student may not withdraw from a course if an academic dishonesty charge is pending, or if it is a basic skills course. A student may also drop a course within the first three weeks of an academic term or the first two weeks of a summer term and have it not appear on their transcript. If the student would like to withdraw from the university, they must submit an official process of withdrawal clearance and conduct an exit interview. Once the student leaves, they will receive a WF in all enrolled courses that term. Only extreme circumstances do not result in a grade change. If the student does not go to class and fails to go through the withdrawal process, they will receive a F.
  - **2008-2018:** A student only has until the fourth week to withdraw in the summer.
- **[Daytona]**
  - **2014-2018:** There is no mention of when a student has to withdraw by.
- **[Prescott]**
  - **2014-2018:** A student may withdraw from a course in the first twelve weeks of an academic semester.
- **[Worldwide]** A student may withdraw from a course within the first half of a term and receive a W on their transcript. If they withdraw the course after this time, they will receive a F. A student must provide, in writing, the reason for the withdrawal along with documentation. A student may not withdraw or drop from a course if an academic dishonesty charge is pending. A student may also drop a course within the first week of an academic term and not have it appear on their transcript.
  - **2013-2015:** Any students that are active-duty military personnel may withdraw from a class after the specified period if they have proof of receiving official deployment documentation signed after the withdrawal period.
  - **2015-2018:** Reviews for all late drops and withdrawals are on an individual basis. A student will receive the grade FX if they stop attending class and must still pay.

### **Grading scale and grading weight**

- [All] Embry-Riddle uses A, B, C, D, and F with the weights 4, 3, 2, 1, and 0 respectively.

### **Incomplete grading system**

- [Daytona/Prescott] Exceptional cases produce incompletes. If given, the student has six weeks in the subsequent academic term, or three weeks in the subsequent summer term to complete the coursework, and a grade of I will appear on their transcript during this time. If there is no completed coursework in the given time, then the student receives an F.
- [Daytona]
  - 2008-2011: A student has until the fourth week of a subsequent academic term or the third week of a summer term to complete all work.
  - 2011-2013: A student has until the fourth week of the subsequent term to complete the work, regardless of the term.
  - 2013-2018: The professor sets the due date, but the work is due no later than 4 weeks into the subsequent semester. A student may get the deadline waived.
- [Worldwide] Incompletes are only in exceptional cases and after a filed written request. If given, the student has three months to complete the coursework, or until the instructor designates. The student has a grade of “I” during this time, and if it is not completed, then the student receives an “F”. If the student used government teaching assistance or Department of Veterans' Affairs funds and they fail to complete the course, they must repay the funds.
  - 2012-2014: A student has until 30 days after the end of the term to complete all work.
  - 2014-2018: Incomplete grades do not extend the end date of the course. A student does not have continued enrollment status complete incomplete work.

### **Independent study**

- [All] There are independent study courses listed; however, each independent study course listed is graduate level, and not readily available to undergraduate students.

### **Pass/fail courses**

- [All] Students can pass/fail a course for credit (P), or not for credit (S).
- [Daytona]
  - 2015-2016: Addition of the grade Unsatisfactory (U).

## Other grades

- [Daytona/Prescott] Students may see other types of grades on their transcript. These could include: instructor did not submit a grade (N); in progress (IP); transferred credit (T); credit earned through an equivalency exam (XP); and credit earned by some other means (X).
  - 2007-2018: Addition of the grade No credit awarded (NC).
- [Prescott]
  - 2008-2018: Removal of the grade “NC”.
- [Worldwide] Other grades are: instructor did not submit a grade (N); transferred credit (T); credit earned through an equivalency exam (XP); and credit earned by some other means (X).

## Academic Progress - Engineering

### Academic Good Standing

- [All] Students must be able to maintain a cumulative and term GPA of at least 2.00.

### Academic Warning

- [All] A student is on warning if their GPA falls below a 2.00 for 1 term. The academic programs of a student may be limited.
- [Daytona]
  - 2008-2009: Students on academic warning had the same consequences as probation.
  - 2009-2014: This changes back to just restricted academic programs.
  - 2014-2015: Students on academic warning are limited to 15 credit hours the next term, and must repeat any course with an F.
  - 2015-2016: There is no mention of the academic programs of a student being limited. However, if a student is thinking of changing degrees the student should consult with the new Program Coordinator prior to scheduling any repeat courses.
  - 2016-2018: The student should repeat any courses with a D. The College Dean or designee may limit the academic program of the student.
- [Worldwide] There are no published consequences to being on academic warning.
  - 2014-2018: A student whose term GPA falls below a 2.00 may be placed on warning.

## Academic Probation

- [Daytona/Prescott] A student is on probation for a term if their GPA falls below 2.00 for 2 terms. During the probation, the student may not serve as an elected member on the student government, participate in athletic teams, serve on the staff of an editorial team on campus, work on campus, and loses eligibility for financial aid programs.
- [Daytona]
  - 2005-2014: A student may be on academic probation if they have a 1.00 term GPA.
  - 2014-2015: Any student that has a term GPA of 1.00 or lower is on probation, and if it was the student's first term, they must develop a plan of study with their advisor before registering for the next term, and the academic programs of a student will be limited.
  - 2015-2018: If the student is on probation, they can only schedule 12 credit hours the next semester, and must repeat every course in which they received an F. In addition, if a student is planning to change majors, they should let the Program Coordinator know before scheduling any repeated courses. The College Dean or designee may restrict the academic program of the student on probation.
  - 2016-2018: Students must repeat any courses with a D.
- [Worldwide] A student is on academic probation for a term if their GPA is below 2.00 for 2 terms.
  - 2013-2018: If a student's term GPA falls below a 1.00, they may be on probation.

## Academic Suspension

- [Daytona/Prescott] A student who has a GPA below a 2.00 for 3 terms or their GPA is below a 2.00 after a period of probation is suspended. The only exception is if the student earns a term GPA greater than a 2.00 while on probation. To return from the suspension, the student must earn a 2.50 GPA with at least 15 credit hours from another accredited institution and/or wait 12 months. Once readmitted, the student is on probationary status.
- [Daytona]
  - 2014-2015: A student can be academically suspended if their term GPA was lower than a 1.00 after academic probation or warning.
  - 2015-2018: A student needed to wait 12 months and get a 2.50 from 15 credit hours from an accredited university to return from a suspension.
- [Prescott]

- **2009-2015:** Removal of the policy of suspended students who have received a term GPA of 1.00 or less.
- **2015-2018:** A student needs to wait 12 months and get a 2.50 from 15 credit hours from an accredited university for readmission. There are no exceptions listed for the suspension policy.
- **[Worldwide]** A suspended student has a GPA lower than a 2.00 for 3 terms or their GPA falls below a 1.00 for a term. To return from a suspension, the student must wait 12 months or earn a 2.50 from 15 credit hours from another institution. The dismissing campus has the final say on readmitting a student. There is no suspension if a grade change brings a student's term GPA above a 2.00.
  - **2010-2013:** The student is no longer suspended if their term GPA rises above a 2.00. Students no longer have the option of just waiting 12 months to reapply, but instead must earn a 2.50 GPA from 15 credit hours at another institution.
  - **2013-2017:** All coursework applies towards GPA calculations.
  - **2017-2018:** A student must earn a 2.50 GPA from 15 credit hours from another degree-granting institution.

## **Expulsion**

- **[Daytona/Prescott]** Upon re-admittance to the university after a suspension, the student is on academic probation until their cumulative GPA is above a 2.00. If their term GPA falls below a 2.00, they will be expelled. A student may be expelled if they bring their status back up to a good standing, but then fall back to a level that qualifies for a suspension. Expulsion is final and an expelled student may not return. The exceptions noted below.
- **[Daytona]**
  - **2014-2018:** A student can appeal an expulsion by letting the campus registrar know within 30 days of the student's notification. The registrar forwards the petition of appeal to the Academic Standards and Readmission Committee, and the student will be able to provide documents, appeal in person, and even have a facility representative.
- **[Prescott]**
  - **2009-2011:** A student may appeal an academic dismissal within 30 calendar days of notification with documentation to their College Dean. Removal of the expulsion for the student's academic record is the result of a successful appeal. The Dean has final say.

- **2011-2012:** A student may appeal in person, provide documents, and have a professor represent them.
- **2012-2018:** The Dean can make stipulations to readmitted students.
- **[Worldwide]** A student may apply for readmission if expelled.
- **2014-2018:** There is no mention of expulsions.

### Classification Hours

Classification	Hours
Freshman	<28
Sophomore	28-57
Junior	58-87
Senior	88+

### Excess Credit Hour Policies

- **[Daytona/Prescott]** There is no charge applied to students if they graduate with more credit hours than they need, but there may be a charge above block tuition, or a set price for classes, for excess credit hours taken in a semester as described below.
  - **2005-2008:** Students can take up to 18 credit hours per semester, or 9 credit hours per summer term. If they want to take more, they require a 3.00 GPA and the appropriate program coordinator/chair's approval.
  - **2008-2018:** Students can only take a maximum of 16 credit hours per semester and 9 per summer term. If a student wants to take more than this, they must have completed 27 credit hours and fulfilled the previous requirements. However, the student can only take up to a maximum of 18 credit hours. Review of the student's eligibility of block tuition price occurs after 18 credit hours.
- **[Daytona]**
  - **2011-2018:** Determination of eligibility of block tuition uses the cumulative credit hours and GPA at the end of the term before the one being registered.
- **[Prescott]**
  - **2012-2013:** A student must pay per credit hour if they have registered for a term over 18 credit hours.
  - **2013-2014:** The maximum credit hour load for a student raised to 17 from 16.
  - **2014-2018:** The full-time load changed to 12 credit hours for fall, spring, and summer semesters, instead of six credit hours in the summer.
- **[Worldwide]** There is no charge for going over the amount of credit hours required for a degree at graduation. If the student wants to take more than 12 credit hours,



they must get approval. If they want to take more than 15 credit hours, they must get approval from the Academic Dean.

## Engineering Degree Progression

### Common Introduction to Engineering Course(s)

- [Daytona/Prescott] Students in engineering must take EGR 101 (Introduction to Engineering) and EGR 115 (Introduction to Computing for Engineers) regardless of the engineering discipline.
- [Daytona]
  - 2015-2018: Students have the option to take CS 223 (Scientific Programming in C) instead of EGR 115. For some majors, CS 223 is required.
- [Prescott] Every engineering student takes CEC 220 (Digital Circuit Design) and CEC 222 (Digital Circuit Design Lab).
  - 2010-2013: Aerospace/Mechanical Engineering students take EC 225 (Engineering Economics) in their first year.
  - 2013-2014: Students in Aerospace/Mechanical Engineering need to complete MA 241 (Calculus I), MA 242 (Calculus II), and PS 150 (Physics I) with a C or better in order to register for ES 201 (Statics). Students also need to complete PS 160 (Physics II) and ES 201 with a C or better prior to taking any Engineering Science course, and complete EGR 115 with a C or better prior to taking any Aerospace/Mechanical course.
  - 2014-2016: Students need to get a C or higher in MA 241 in order to register for ES 201. There is no mention of previous prerequisites.
  - 2016-2017: There is a list of courses for both Aerospace and Mechanical students that must have a C or better in the prerequisites in order to take.
  - 2017-2018: Students in Aerospace/Mechanical Engineering need to have a C or better in all pre-requisites for all required Aerospace, Engineering, Engineering Physics, Engineering Science, Mechanical, and Systems Engineering courses.
- [Worldwide]
  - 2006-2012: Students in the Pre-Engineering Studies Certificate must choose two of the courses below.
  - 2012-2013: Students do not have the option of taking CSCI 210 (Scientific Programming).
  - 2013-2014: Students in the Engineering Sciences Minor choose three of the courses below.

- **2014-2018:** Students in the A.S. in Engineering Fundamentals and B.S. in Engineering took all of the indicated courses.

	<b>Course</b>	<b>Title</b>	<b>Hours</b>
<b>Pre-Engineering Studies Certificate/Engineering Sciences Minor</b>	CESC 220	Digital Circuit Design	3
	ESCI 201	Statics	3
	ESCI 202	Solid Mechanics	3
	ESCI 204*	Dynamics	3
	ESCI 206	Fluid Mechanics	3
<b>Engineering Fundamentals/Engineering</b>	ENGR 101	Introduction to Engineering	3
	ENGR 115	Introduction to Computing for	3
	ENGR 120	Graphical Communications	3

\*Not available to students taking the Engineering Sciences Minor

### **Co-Op for Engineering Students**

- **[Daytona/Prescott]** Students at Embry-Riddle are not required to do co-op or internships. The requirements for each co-op vary depending on the major and the company. The student earns credit for which they must pay at these co-ops, but the student maintains full-time enrollment during the co-op in every way except for financial aid.
  - **2005-2006:** Students should talk to an academic advisor, the co-op coordinator for their degree, or center director. Students will have to pay for their credit over their co-op/internship.
  - **2006-2018:** Students earn one upper-level credit for every 100 hours worked at a co-op, up to a maximum of six credits.
- **[Daytona]**
  - **2006-2008:** Students should talk to their academic advisor, Career Services Program Manager, and co-op/internship faculty advisor for their degree.
  - **2008-2011:** Registering for a six-credit hour co-op/internship puts the student as full time in every way except for financial aid.
  - **2011-2012:** Students doing a co-op/internship pay per credit hour like normal, but the fee is from the student's start date, not fluctuating each year.
  - **2012-2013:** Students registered for an official university co-op/internship pay the price of one credit hour.
  - **2013-2015:** There is no mention about anything on how internships/co-ops affect financial aid and full-time/part-time status with the university.

- **2015-2016:** Students who want to take a co-op over the summer can do so with the help of financial assistance.
- **2016-2017:** Students need to go to a mandatory session; complete 30 hours, at least 12 of those at Daytona for transfer students; maintain a 2.50 GPA; and be in good academic standing and enrolled in ERAU courses within the past year.
- **2017-2018:** Students need to complete 30 credit hours with a 2.50 GPA before registering with Career Services and receive credit for the co-op/internship, and international students need to make sure they can work in the United States before accepting a co-op/internship.
- **[Prescott]**
  - **2010-2011:** Students may earn 12 credits for a yearlong co-op. Students no longer are required to talk to their academic advisor about co-op interests.
  - **2011-2014:** Students are not able to earn 12 credits for a yearlong co-op.
  - **2014-2018:** The only requirement listed is that students must have approval from the Department Chair and Career Services Director.
- **[Worldwide]** Students are not required to do a co-op/internship. The student should discuss their plans with faculty who can help.
  - **2006-2007:** The price to co-op is \$184 per three credits.
  - **2007-2008:** The price to co-op is \$193 per three credits.
  - **2008-2010:** The price to co-op is \$250 per three credits. There is no more information on co-ops other than the price.
  - **2010-2014:** The price to co-op is \$325 per three credits.
  - **2014-2015:** Students are required to take the program as credit, and the co-op must be a part of their program of study. Students are required to work 20 hours a week. In order to co-op, the student must have a 2.50 GPA or higher and completed 30 credit hours. A student cannot take more than 3 co-op terms, or 12 credit hours of a co-op/internship.
  - **2015-2018:** Students do not have to work 20 hours at their co-op.

**Progress in Engineering Major**

- **[Daytona/Prescott]** D = Daytona, P = Prescott: a = Aerospace/Mechanical, c = Computing/Electrical, s = Software

Course	Name	05-07	07-08	08-10	10-15	15-17	17-18
<b>CEC 220</b>	<b>Digital Circuit Design</b>	P	P	P	P	P	P

<b>CEC 222</b>	<b>Digital Circuit Design Lab</b>	P	P	P	P	P	P
<b>COM 122</b>	<b>English Composition and Literature I</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>COM 219</b>	<b>Speech</b>	D	D, P	D	D, Pcs	D, Pcs	D, Pcs
<b>EGR 101</b>	<b>Introduction to Engineering</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>EGR 115</b>	<b>Introduction to Computing for Engineers</b>	D, P	D, P	D, P	D, Pcs	D, Pcs	D, Pc
<b>MA 241</b>	<b>Calculus I</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>MA 242</b>	<b>Calculus II</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>PS 150</b>	<b>Physics I</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>PS 160</b>	<b>Physics II</b>	D, P	D	D, P	D, Pa	D, Pa	D, Pa
<b>HU 14X</b>	<b>Humanities</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>SS XXX</b>	<b>Social Science</b>	D, P	D, P	D, P	D, P	D, Pac	D, Pac
<b>UNIV 101</b>	<b>College Success</b>	D, P	D, P	D, P	D, P	D, P	D, P
<b>EC 225</b>	<b>Engineering Economics</b>	--	--	--	Pa	Pa	Pa
<b>CS 125</b>	<b>Computer Science I</b>	--	--	--	--	Ps	Ps
<b>CS 118</b>	<b>Fundamentals of Computer Programming</b>	--	--	--	--	--	Ps

- The a, c, and s represent specific majors when Prescott moved to a direct to department matriculation.
- In order to graduate, the student must meet the following requirements.
  - An application filed with the Records Office.
  - All required courses are completed.
  - The number of credit hours is completed.

- At least 30 credit hours are obtained at the university and 40 credits are upper-level credits.
- 25% of achieved credit hours are from Embry-Riddle.
- A cumulative GPA of 2.00.
- If the student would like to graduate with honors, the student must meet one or more of these requirements.

Summa Cum Laude	At least 3.90
Magna Cum Laude	At least 3.70 and less than 3.90
Cum Laude	At least 3.50 and less than 3.70

- Students must also take UNIV 101, Humanities, and Social Science. If a student takes a language instead of the latter two, it must not be in the student's native language. Any Humanities course will satisfy the Humanities requirement, and any Social Science, Economics, or Psychology course will satisfy the Social Science requirement.
- To avoid disciplinary action, a student must have a 2.00 GPA.
- 2005-2018: HF 300 (Human Factors I) will fill the Social Science requirement.
- [Daytona]
  - 2005-2008: A student who wants to matriculate in Aerospace Engineering must have a 2.25 GPA after their first year.
  - 2008-2009: Aerospace students must get at least a C or better in three attempts in all Math, Physics, and EGR 115 course(s) before taking any Engineering Science courses.
  - 2009-2010: The course requirement for Social Science is HF 300.
  - 2010-2013: A student who wants to matriculate in Aerospace Engineering must have a 2.50 GPA after first year. Students that do not meet the requirements may not pursue an Aerospace degree.
  - 2013-2014: There are no graduation requirements for undergraduates listed in the catalog. Students must get a C or better in Physics III to take any Engineering Science courses and continue with an Aerospace degree.
  - 2014-2015: Human Factors courses no longer satisfy the Social Sciences requirement.
  - 2015-2018: Students in Aerospace must just a combined GPA of 2.50 or higher in Math, Physics, and Engineering courses. Students need an overall GPA of 2.50 or higher in order to continue with an Aerospace degree. There are graduation requirements listed again.

- [Worldwide]
  - In order to graduate, a student must meet the following requirements:
    - A filed application;
    - 25% of achieved credit hours are from Embry-Riddle;
    - A 2.00 GPA;
    - Completed general education requirements;
    - Graduation with honors is the same as Daytona/Prescott
  - To avoid disciplinary action, a student must have a 2.00 GPA.
  - The following general education requirements are required for all associate and bachelor's degrees, and below that are common 100/200 level courses.

Subject	Hours
Communication Theory and Skills	9
Mathematics	6
Computer Science/Information	3
Physical and Life Sciences	6
Humanities (lower level)	3
Social Sciences (lower level)	3
Humanities/ Social Sciences (upper level)	3

Course	Name	06-13	13-14	14-17	17-18
<b>ENGR 101</b>	<b>Introduction to Engineering</b>	--	--	--	Yes
<b>ENGR 115</b>	<b>Introduction to Computing for Engineers</b>	--	--	--	Yes
<b>ENGR 120</b>	<b>Graphical Communications</b>	--	--	--	Yes
<b>ESCI 105</b>	<b>Fundamentals of Engineering</b>	--	Yes	--	--
<b>ESCI 201</b>	<b>Statics</b>	Yes	Yes	Yes	Yes
<b>ESCI 202</b>	<b>Solid Mechanics</b>	Yes	Yes	Yes	Yes
<b>ESCI 204</b>	<b>Dynamics</b>	Yes	--	Yes	Yes
<b>ESCI 206</b>	<b>Fluid Mechanics</b>	Yes	Yes	Yes	Yes
<b>CESC 220</b>	<b>Digital Circuit Design</b>	Yes	Yes	--	Yes
<b>CESC 222</b>	<b>Digital Circuit Design Lab</b>	--	--	--	Yes

<b>ELEC 220</b>	<b>Circuits</b>	--	--	--	Yes
<b>ELEC 221</b>	<b>Circuits Lab</b>	--	--	--	Yes
<b>ELEC 230</b>	<b>Electronics</b>	--	--	--	Yes
<b>ELEC 231</b>	<b>Electronics Lab</b>	--	--	--	Yes
<b>PHYS 150</b>	<b>Physics I</b>	Yes	Yes	Yes	Yes
<b>PHYS 160</b>	<b>Physics II</b>	Yes	--	Yes	Yes
<b>PHYS 250</b>	<b>Physics III</b>	Yes	--	Yes	Yes
<b>PHYS 253</b>	<b>Physics Lab</b>	--	--	Yes	Yes
<b>MATH 250</b>	<b>Calculus I</b>	Yes	Yes	Yes	Yes
<b>MATH 251</b>	<b>Calculus II</b>	Yes	Yes	Yes	Yes
<b>MATH 252</b>	<b>Calculus III</b>	Yes	--	Yes	Yes
<b>MATH 253</b>	<b>Calculus IV</b>	Yes	--	--	--

## Financial Aid

### Standards for retaining financial aid

- **[All]** Students must be enrolled half time or full time in order to receive financial aid.
  - **2015-2018:** Embry-Riddle lists its Satisfactory Academic Progress (SAP) requirements. These state that students should have at least a 2.00 GPA and students need to complete a minimum of 67% of attempted credit hours with passing grades.

### Does not meet full demonstrated need

- **[All]** There is no stated policy about fully meeting demonstrated need.
- **[Daytona/Prescott]** Merit-based scholarships are available to incoming students with the only requirement being their application for admission.
- **[Prescott]**
  - **2015-2018:** The applicant needs a GPA of a 3.00. Award amounts can go up to \$15,000 per year for first-years and \$7,500 for transfers. Only full-time students are eligible to receive these scholarships.
- **[Worldwide]**
  - **2013-2017:** The Project Management Scholarship states that the student must maintain a 3.5 GPA, meet SAP, enrolled full time, and be in the project management program. This scholarship awards the student \$2000, and if sponsored by a third party, receive an additional \$100 per book.

- 2017-2018: The only available scholarship is the Project Management Scholarship.

**State merit scholarship program**

- [Daytona/Prescott] Embry-Riddle also recognizes various state level grants that each have specific and undefined rewards and requirements.
- [Daytona] The information on each scholarship is from 2018.
  - Florida Bright Futures Scholarship Program:
    - *Requirements:* Generally, the applicant must be a Florida resident and a U.S citizen, or eligible noncitizen. The application for the scholarship must be completed by the given deadline, the applicant must have received a high school diploma, not be guilty of any crimes, be accepted into a Florida postsecondary institution, and be enrolled in at least 6 credit hours. The table below specifies the requirements for different funding levels.

	<b>Florida Academic Scholars (FAS)</b>	<b>Florida Medallion Scholars (FMS)</b>	
<b>High School GPA</b>	3.50	3.00	
<b>ACT/SAT</b>	29/1290	26/1170	
<b>Service Hours</b>	100	75	
<b>Merit Recognition Program</b>	ACT/SAT	Service	Bright Futures
<b>National Merit Finalists and Scholars</b>	--	100	FAS
	--	75	FMS
<b>National Hispanic Scholars</b>	--	100	FAS
	--	75	FMS
<b>Advanced International Certificate of Education (AICE) –</b>	--	100	FAS
	--	75	FMS
<b>International Baccalaureate (IB) – Diploma</b>	--	100	FAS
	--	75	FMS
<b>AICE – Curriculum</b>	29/1290	100	FAS
	26/1170	75	FMS
<b>IB – Curriculum</b>	29/1290	100	FAS
	26/1170	75	FMS



- *Funding level:* Students receiving the FAS funding level for private semester-based institutions have \$211 per credit hour awarded plus a \$300 stipend for additional costs. Students receiving the FMS award for private semester-based institutions receive \$77 per credit hour.
- *Maintaining eligibility:* The scholarship is effective for two years (three years if before 2012). After that point, the student must apply for renewal. To renew the scholarship for a maximum of three more years, the student must have a 3.00 GPA for FAS, and a 2.75 GPA for FMS, and have 24 earned credit hours per year for both funding levels.
- Florida Resident Access Grant:
  - *Requirements:* Must be a Florida resident and a U.S citizen or eligible noncitizen, not owe a repayment or be in default on another state or federal loan, not have earned a baccalaureate degree, be enrolled for a minimum of 12 credit hours per year, meet Florida's general eligibility requirements for receipt of financial aid, and not study theology.
  - *Funding level:* The Legislature in the General Appropriation Act determines funding each year.
  - *Maintaining eligibility:* Students who receive the award are only eligible to receive the award for a maximum of 9 semesters. Students do not receive funding for unused semesters. Eligibility determines that a student must maintain above a 2.00 GPA and enroll in at least 12 credit hours per semester.
- Florida Student Assistance Grant:
  - *Requirements:* Must be a Florida resident and a U.S citizen or eligible noncitizen, not owe a repayment or be in default on another state or federal loan, not have earned a degree, be enrolled for a minimum of 12 credit hours per year, and meet Florida's general eligibility requirements for receipt of financial aid.
  - *Funding level:* Students receive a minimum of \$200 per year up to a maximum determined by the Legislature in the General Appropriation Act each year.
  - *Maintaining eligibility:* Students who receive the award are only eligible to receive the award for a maximum of 9 semesters. Students do not receive funding for unused semesters or up to 110% of the number of credit hours required to complete their program. Eligibility determines that a student must maintain above a 2.00 GPA and enroll in at least 12 credit hours per semester.
- **2008-2011:** [Private Postsecondary] Financial Assistance Program (PFAP) added.

- 2011-2018: There is no list of financial aid.
- [Prescott]
  - 2008-2009: There is a list of state scholarships as acceptable scholarships: Leveraging Educational Opportunity Grant (LEAP), Private Postsecondary Financial Assistance Program (PFAP), and Private Education Grant (PEG).
  - 2009-2018: Arizona state grants are available through a website link.
- [Worldwide] All scholarships mentioned previously are valid.
  - 2010-2013: An applicant may use the Georgia Hope Scholarship, Kentucky Grant, and Tuition Equalization Grant (TEG).
  - 2013-2016: An applicant may use the Ohio National Guard and Pennsylvania State Grant.
  - 2016-2018: An applicant may use the Zell Miller Scholarship.
  - Georgia Hope Scholarship
    - *Requirements:* Must be a Georgia resident for 12 months, enrolled in courses (number of credit hours does not matter), and maintain SAP. Students show academic rigor by taking courses prescribed by the state of Georgia as rigorous. Students must have a 3.00 GPA, and be in the 75th percentile of a national exam.
    - *Funding level:* 6-11 hours has a standard tuition rate of \$1045, and 12-15 hours has a standard tuition rate of \$2089.
    - *Maintaining eligibility:* Students must maintain a 3.00 GPA in their first 30 hours, 60 hours, and 90 hours. This scholarship only pays up to 135 hours. Students must maintain all other initial requirements throughout these checkpoints as well to maintain eligibility.
  - Zell Miller Scholarship:
    - *Requirements:* Must be a Georgia resident for 12 months, meet enrollment criteria, have at least a 3.7 GPA with a 1200 score on math and reading portions of the SAT or a composite score of 26 on the ACT or meet other specific academic requirements. Must also be in good standing with the law and in compliance with Selective Service registration requirements.
    - *Funding level:* 6-11 hours has a standard tuition rate of \$1154, and 12-15 hours has a standard tuition rate of \$2308.
    - *Maintaining eligibility:* Must enroll in at least six credit hours and have a 3.3 GPA by the end of every second term, unless the student is taking less than 12 credit hours, then it is a 3.3 GPA by the end of every third term.

# Policies for Students with Disabilities

## Accessing Accommodations

- [All] If students have an addressable disability, they submit a request with the Disability Support Services (DSS), and Embry-Riddle makes reasonable accommodations.
- [Prescott]
  - 2013-2014: Students who have a disability fill out an Intake Form and provide qualifying documentation to the DSS. If a student has a disability pertaining to housing on campus, they need to let the University know three months prior.
  - 2014-2016: Students need to have a short, confidential meeting with the DSS to discuss their disability.
  - 2016-2018: The conversation of accommodations can be in person or over the phone and, for disabilities that pertain to housing, students should let the DSS know five months prior to moving in.

## Services Offered

- [All] Embry-Riddle assures that students receive individual assistance with their need. They list example services offered from academic advisement with planning schedules, to facilitation of physical access. Embry-Riddle also states that they do not give diagnostics, but will refer to area specialists for that task if necessary.
- [Prescott]
  - 2014-2018: The DSS offers testing for ADD, ADHD, Anxiety Disorder, PTSD, and Depression.
- [Worldwide]
  - 2007-2018: There are no example services listed.

## Position in Academic Hierarchy

- [Daytona/Prescott] There is always a director to report to, even if the title changes.
- [Worldwide]
  - 2006-2007: There is a director placed as a contact for students.
  - 2007-2018: Students go through the Worldwide Student Affairs department.

## Miscellaneous

### Attendance at Other Universities

- [Daytona/Prescott] Embry-Riddle prohibits attendance at other institutions, unless there is special permission. A student may only take 18 credit hours at another university after initial matriculation.

- [Prescott]
  - 2009-2018: Students must complete the last 30 hours of their degree at Embry-Riddle.
- [Worldwide] All completed work must be at Embry-Riddle except in certain circumstances.
  - 2012-2013: A matriculated student may not earn more than 18 credit hours at another institution. The last 30 credits of the student's degree must be from the university.
  - 2013-2018: If a student is active-duty military personnel, they may complete their in-residency requirement at any time and take more than 18 credits at another university.