
University of California, Berkeley

College of Engineering

Undergraduate Handbook
2011-2012

Engineering Student Services
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Contents

DEGREE REQUIREMENTS

University Requirements	3
Berkeley Campus Requirements	3
College Breadth Requirements	4
Major Requirements	5
Residence, Scholarship and Progress Requirements	5
Transfer Credit and AP Credit	9
Other Credit/Courses/Programs	12

PROCEDURES AND REGULATIONS

Advising Information	15
Academic Dishonesty	16
Enrollment in Courses	16
Grades	18
Petitions	21
Academic Honors	21
Academic Probation and Dismissal	22
Withdrawal and Readmission	22

ADDITIONAL INFORMATION

Career Center (jobs, careers and graduate school)	25
Charles Tunstall Multicultural Engineering Program	25
Commencement	25
Counseling and Psychological Services	25
Financial Aid	25
Housing Information	26
International Students	26
Libraries	26
Ombudspersons	26
Publications	26
Re-entry Program	26
Student Life Advising Services (SLAS)	27
Student Lounges and Study Rooms	27
Student Societies - Engineering	27
Transfer, Re-Entry and Student Parent Center	27
Tutoring	28
University Health Service	28
Veterans	28

APPENDICES

Appendix I	29
Access to Student Records	
Procedures for Access to Records	
Index	30

Although care is taken to ensure the accuracy of all information, there may be unintended errors, changes or deletions without notification.

UNDERGRADUATE HANDBOOK

2011-2012

Engineering Student Services is involved in all matters pertaining to undergraduate engineering students including: advising, clarifying and communicating policies established by the University and the College, maintaining student records, clearing students for graduation and acting as liaison with University administrative offices whose functions relate to student matters. The staff of Engineering Student Services is available to assist students and faculty with understanding and complying with University, College, and Department rules and regulations.

Degree Requirements

University Requirements

ENTRY LEVEL WRITING REQUIREMENT

All students at the University of California must demonstrate their command of the English language by fulfilling the Entry-Level Writing Requirement (*formerly known as the Subject A requirement*). Satisfying the Entry-Level Writing requirement is a prerequisite to enrollment in all reading and composition courses. For details on how to fulfill the University's Entry Level Writing requirement visit <http://catalog.berkeley.edu/undergrad/requirements.html>.

If students have not passed the Analytical Writing Placement Examination (AWPE—formerly known as the Subject A Examination) or otherwise fulfilled the Entry-Level Writing requirement by the time they enter the University, they must complete College Writing R1A **at UC Berkeley** (they are not eligible to complete the requirement elsewhere). College Writing R1A is a 6-unit course that satisfies the Entry-Level Writing requirement and the first half of the Reading and Composition requirement. This course must be taken for a letter grade and must be completed by no later than the end of the freshman year. For more information about the Entry Level Writing requirement or College Writing R1A visit <http://writing.berkeley.edu/index.html>.

AMERICAN HISTORY AND INSTITUTIONS

The American History and Institutions requirements are based on the principle that a U.S. resident graduated from an American university should have an understanding of the history and governmental institutions of the United States. Candidates for the bachelor's degree must demonstrate knowledge of United States history and governmental institutions by completing these two requirements. Most students have satisfied these requirements upon admission to the University (with coursework completed in high school or a transfer institution). Students who have not should work to satisfy these requirements as early as possible. Visit the American History and Institutions website for details on how to satisfy these requirements. <http://registrar.berkeley.edu/?PageID=ahi.html>.

Berkeley Campus Requirement

AMERICAN CULTURES REQUIREMENT

All students at the University of California, Berkeley must satisfy the American Cultures requirement to graduate. This requirement introduces students to the diverse cultures of the United States through a comparative framework. Courses are offered in more than forty departments in many different disciplines at both the upper and lower division level. Students satisfy this requirement by completing a course from the current American Cultures list with a grade not lower than a C- (or Pass). Courses taken to satisfy American Cultures may also be used to satisfy one of the College of Engineering's Humanities/Social Science requirements. For the most current list of American Cultures courses, consult the *Schedule of Classes* <http://schedule.berkeley.edu> or refer to the American Cultures website <http://amercult.berkeley.edu>.

College Requirements

HUMANITIES AND SOCIAL SCIENCES REQUIREMENT

To promote a better understanding of the humanities and social sciences, the College of Engineering has established the following Humanities and Social Sciences breadth requirement which must be completed for graduation:

1. Students must complete a minimum of six courses (3 units or more) from the Humanities/Social Sciences (H/SS) lists. (See <http://coe.berkeley.edu/hssreq> for the complete lists.)
2. Two of the six courses must fulfill the Reading and Composition (R&C) requirement: one course must be from the R & C “A” list and one must be from the “B” list. Courses taken to satisfy the R & C requirement must be taken for a letter grade and must be completed by the end of the sophomore year. The “A” list course should be completed by the end of the freshman year. The “B” course list by the end of the sophomore year.
3. The four additional courses must be chosen from the H/SS comprehensive list. These courses may be taken on a Pass/Not Passed Basis (P/NP).
4. At least two of the six courses must be upper division (courses numbered 100-196).
5. At least two courses must be from the same department and at least one of the two must be upper division. (This is called the *Series requirement.)
6. One of the six courses must satisfy the campus [American Cultures requirement](#).
7. No more than two of the six H/SS course requirements can be satisfied by AP, IB or A-Levels exams. (See page 7 for information on tests and scores that can be used to satisfy requirements.)
8. AP tests can be combined with a course to complete the series requirement. For example, AP History (any) combined with an upper division History course would satisfy the series requirement.
9. Courses may count toward multiple categories. For example, if you complete City and Regional Planning 115 and 118AC that would satisfy the series requirement, the two upper division courses requirement and the American Cultures Requirement.
10. The Humanities/Social Science list changes regularly. It is important to check the list before you enroll in a course as it MUST be on the list during the semester you take the course.

*NOTE for the Series Requirement: The purpose of the series requirement is to provide depth of knowledge in a certain area. Therefore, a two-course sequence not in the same department may be approved by petition, in cases in which there is a clear and logical connection between the courses involved. Also, a course and its prerequisite will satisfy this requirement, even if they are not in the same department as long as the pre-requisite is on our Humanities/Social Sciences list.

COLLEGE OF ENGINEERING READING and COMPOSITION REQUIREMENT

To ensure that the English composition skills of the B.S. graduates from the College of Engineering meet an acceptable standard, a minimum graduation requirement for proficiency in English composition is required. Two courses from the College of Engineering Reading and Composition list must be taken; one course must be from the R & C “A” list and one must be from the “B” list. Courses taken to satisfy the R & C requirement must be taken for a letter grade and must be completed by the end of the sophomore year. Students who fail to complete the two course Reading and Composition requirement by the end of the sophomore year will have a block placed on their registration.

Students may satisfy the first half of the College of Engineering Reading and Composition requirement before coming to Berkeley with any one of the following:

- * Advanced Placement Exam in English Literature and Composition - score of 4 or 5
- * Advanced Placement Exam in English Language and Composition - score of 4 or 5
- * IB Higher Level Exam English A1 – score of 5, 6 or 7
- * A-Level Exam in English Literature – score of 1, 2 or 3
- * A course equivalent to English 1A taken at another institution before your first semester at UC Berkeley. This course must be taken on a letter graded basis with a minimum grade of C- received.

Only the first course of the Reading and Composition requirement can be fulfilled with an advanced placement test. Refer to the College of Engineering web site for the complete list of approved classes for this requirements <http://coe.berkeley.edu/hssreq>

You must satisfy the Entry Level Writing Requirement before enrolling in courses to fulfill the College of Engineering Reading and Composition requirement. College Writing R1A satisfies both the Entry-Level Writing Requirement and the first half of the College of Engineering Reading and Composition requirement.

Major Requirements

Refer to the [College Announcement](#) (for the calendar year student was admitted) for the requirements that must be completed for each major.

PROGRAM PREPARATION

It is the student's responsibility alone to be certain that all degree requirements are met (curriculum, scholarship, and University) within the allotted time frame. Advisers are available to guide students through the curriculum and policies, but it is the student's responsibility to ensure that all requirements are fulfilled. The [College Announcement](#) offers a planned course of study for each major. The student's complete program toward graduation should be planned at an early date and students should consult regularly with their Advisers to review their progress toward degree completion. It is expected that graduating seniors confirm their degree progress with their Engineering Student Services (ESS) Adviser well before registration for the final term. Students must schedule an appointment with their ESS Adviser in 230 Bechtel Engineering Center the semester before they are scheduled to graduate.

General Requirements

To graduate, students must complete the College of Engineering requirements (major and breadth) and the University requirements (Entry Level Writing, American History & Institutions, and American Cultures discussed on page one and in the *General Catalog* (pp 41 & 42). A minimum of 120 semester units must be completed with a minimum overall grade-point average of 2.000 (C average) **and a minimum 2.000 grade-point average in all upper-division technical courses required of the major**. All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) must be taken for a letter grade.

No more than 4 units of Physical Education courses, 5 units of Computing Service courses (CS 3, 3L, 3S, and the CS 9 courses) and 3 units of English for Non-Native Speakers may be applied toward the degree. Information on the limits of Independent, Field, and Group Studies courses can be found on page 11.

SENIOR RESIDENCE RULE

The College requires the final 30 units comprising two semesters toward the B.S. degree be completed in residence (student must be registered at UC Berkeley) in the College of Engineering; the semesters must be consecutive. Students must also meet the University's Senior Residence requirements (24 units completed in residence once a student reaches 90 units). In most instances, by completing the College of Engineering residence requirement students meet the University's requirement. Note: Students enrolled in the Education Abroad Program may be permitted a modified senior residence requirement by completing 24 of their final 60 units in residence in the College or School in which the degree is to be taken. At least 12 of these 24 units must be taken in the student's final semester before graduation.

Scholarship and Progress Requirements

SCHOLARSHIP REQUIREMENTS IN ENGINEERING

Each Semester

A minimum scholarship record of a "C" average is required of each Engineering undergraduate student. A student will be Subject to Dismissal if during any fall or spring semester 1) their overall UC GPA falls below a 2.0, or 2) their semester GPA is less than 2.0, or 3) their upper division technical grade point average is below 2.0. **Students who at the end of a term find they have failed to meet these minimum scholarship requirements and are Subject to Dismissal should immediately contact their Engineering Student Services (ESS) adviser.** Official dismissal notices are e-mailed four to five weeks after the end of each term. Students who are Subject to Dismissal at the end of a semester and enroll in the following semester may not be permitted to complete the term.

All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) must be taken for a letter grade.

A student who is not making satisfactory progress should consult with his/her faculty and ESS advisers as soon as possible. (Refer to section on Normal Progress below).

B.S. Degree

A minimum grade-point average of 2.0 (C average) is required for all work undertaken at the University. **In addition, a 2.0 grade-point average is required in upper division technical work** offered in satisfaction of major requirements. All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) must be taken for a letter grade.

NORMAL PROGRESS

All undergraduate students, except for reasons of health or outside employment, are expected to enroll in a full-time program and make normal progress toward the degree. There are no part-time programs in the College of Engineering. The minimum unit requirement for the bachelor's degree is 120 semester units, within which the student is expected to satisfy graduation requirements, thus normal progress requires on average 30 units of completed course work each year. The continued enrollment of a student who fails to achieve minimum progress is subject to approval. To achieve minimum progress, two criteria must be met:

- 1) **A student's semester program must contain at least 12 units of credit in any semester and must include at least two letter graded technical courses required for their engineering major.**
- 2) A student must have successfully completed no fewer units than 15 times the semesters less one of enrollment at Berkeley ($15 \times N - 1 =$ units needed. $N =$ semesters at Cal. Summer Sessions are not counted as semesters.)

Enforcement of the minimum 12 units and 2 technical courses per term requirement will continue until the last semester of completing the degree, during which the student may take less than the minimum units. In the final semester students are free to take fewer than 12 units. (Students receiving Federal Financial Aid may be required to enroll in 12 units; students should consult with the Financial Aid office to determine if enrolling in fewer than 12 units will impact their aid package.) If a student completes his/her major requirements earlier than their final semester, they may petition to take fewer than 2 technical courses but must continue to meet the minimum 12 unit per term requirement until their final semester.

Entering freshmen are normally allowed eight semesters to graduate and entering junior transfers are normally allowed four semesters to graduate. If a student has been making *normal progress* in their major each year and needs an extra semester to graduate, he/she must petition to do so. Note that two extra semesters are almost never approved. If an extra semester is granted, the student will be required to enroll in at least 12 units in that extra semester. Students meet with their Engineering Student Services (ESS) Adviser in 230 Bechtel Engineering Center to initiate an appeal for an extra semester.

REDUCED STUDY LIST REQUESTS

The College of Engineering requires that students enroll in a minimum of 12 units each semester, however, the College will consider appeals for reduced course loads below the minimum under the following circumstances: due to paid employment (minimum 15 hours worked per week); a recommendation from the Disabled Students Program; for valid medical reasons; for valid personal reasons. Reduced study lists still must contain two letter graded technical courses unless an exemption is approved. Students meet with their Engineering Student Services (ESS) Adviser in 230 Bechtel Engineering Center to initiate an appeal for a reduced course load.

Employment: Students employed 15 or more hours per week and who have documented financial need may petition to take less than the minimum required 12 units. Students who wish to request permission to enroll in fewer than 12 units for employment reasons must submit a [Work Verification Form](#). The verification form can be obtained [online](#) or from the Engineering Student Services Office, 230 Bechtel Engineering Center. A letter from the employer must accompany the verification form. Refer to the Work Verification Form for details on what must be included in the employer's letter. Completed work verification forms and documentation of financial need must be submitted no later than the end of the fifth week of classes. Minimum units of study based on hours of employment per week are as follows:

Hours of employment	0	10	15	20	30	40
Minimum units	12	12	11	9	6	3

Health Reasons: Students may petition for less than 12 units for reasons of health as certified by a physician (ideally from the University Health Services/Tang Center). Students meet with their ESS Adviser in 230 Bechtel to initiate this appeal.

Major Information

At admission, each student must select a major. Each major has its own requirements and technical electives that must be completed. Requirements and sample programs for all the majors are listed in the [College of Engineering Announcement](#).

CHANGE OF MAJOR

Students must complete a minimum of one semester at UC Berkeley before they will be considered for a change of major. Applications for a change of major will be considered only when all of the following requirements have been met: At least one semester has been completed at UC Berkeley; student is in good academic standing; student has made satisfactory academic progress during their semesters of enrollment; planned program shows a realistic trajectory for completing all degree requirements within the time allotted by the college. Students who have met the above criteria and have a 3.0 or higher UC GPA are more likely to be approved. (Note: Some majors require a GPA greater than 3.0 for admission; some majors will accept students who are slightly below a 3.0. Students should consult with their Engineering Student Services (ESS) Adviser for specific information on their intended major.)

Students submit a [change of major application](#) to their ESS Adviser in 230 Bechtel. It is in a student's best interest to submit the change of major application by no later than the end of their sophomore year. The application must be submitted a minimum of two semesters prior to anticipated date of graduation. The application must include an academic plan that shows the requested change will not delay graduation.

JOINT MAJORS

Students who wish to apply for a joint major program submit a [change of major application](#) and are held to the same criteria and guidelines as those listed in the Change of Major section above. Though students are eligible to apply for a joint major after completing one semester at UC Berkeley, we strongly advise completion of a minimum of two semesters at UC Berkeley before application to a joint major program. Consult with your ESS adviser for more information.

ENGINEERING – UNDECLARED

Students enrolled in the Engineering--Undeclared program must complete one semester at UC Berkeley before they can officially declare a major. Students admitted into the program must declare a major by the end of their fourth semester, and if in good academic standing may choose from any of the College of Engineering majors, including the joint programs. (Dual majors and joint programs offered by the College of Chemistry require an application.) Good academic standing is defined as having an overall GPA of 2.0 or higher and not being on academic probation. Students unsure of their choice of major should work closely with the faculty and their designated Engineering Student Services (ESS) Adviser to explore options.

DUAL MAJORS

A dual major is the pursuit of two distinct majors within the College of Engineering that do not offer a combined joint major. The following are the requirements for a dual major:

1. At least two semester have been completed at UC Berkeley
2. Overall UC GPA is 3.0 or higher and must be in good academic standing
2. No more than 3 upper division technical courses can overlap between the two programs.
3. If a 9th semester (5th semester for transfer students) is required to complete the dual major then **the request must be made at the time of application**. Requests for an additional semester are generally approved; consult with your Engineering Student Services (ESS) Adviser for more information on the 9th (5th) semester for dual major students.

[Applications for a dual major](#) must be **submitted a minimum of two semesters prior to the anticipated date of graduation**. The minimum GPA for consideration is 3.0. However, your application will be reviewed for acceptance by the department to which you are applying and they may have a higher GPA requirement. Consult with your ESS Adviser for more information.

SIMULTANEOUS DEGREES

A simultaneous degree is the pursuit of two majors in two different colleges or schools at UC Berkeley. Students pursuing a simultaneous degree must complete all college/schools and major requirements for both programs. Applications for a simultaneous degree will be considered only when all of the following requirements have been met:

1. At least two semesters have been completed at UC Berkeley at time of application (transfer students may apply during their second semester).
2. No more than two upper division courses (used to satisfy major requirements) may overlap between the two programs. Note: there is no limit on the number of courses used to satisfy breadth or humanities requirements that may overlap.
3. Planned program includes all requirements for both majors and colleges.
4. If a 9th semester is required (5th for transfer students) then **the request for the additional semester must be made at the time of application**. Consult with your Engineering Student Services (ESS) Adviser for more information on the 9th (5th) semester for simultaneous degree students.
5. Applicants from a school or college other than Engineering must have an overall and technical GPA of 3.0 or higher. (Note: The minimum GPA for **consideration** is 3.0. Applications are reviewed for acceptance by the department to which a student applies and some have a higher GPA requirement.)

[Applications for a simultaneous degree](#) must be **submitted a minimum of two semesters prior to the anticipated date of graduation**. The application must be approved by Deans of both colleges/schools to which you are applying. Review the instructions on the application for information on obtaining the necessary approvals and signatures and consult with your ESS Adviser if you have question. For a list of the other colleges and their office locations, please refer to the website www.berkeley.edu/academics.

MINORS

Minor programs are areas of concentration requiring fewer courses than an undergraduate major. These programs are optional, but can provide depth and breadth to a UC Berkeley education. The College of Engineering does not offer additional time to complete a minor, but it is usually possible to finish within the allotted time with careful course planning. Students are encouraged to meet with their Academic Adviser (SAA) to discuss the feasibility of completing a minor program.

All the engineering departments offer minors. Students may also consider pursuing a minor in another school or college. Students who are interested in a minor get information about the requirements and admission standards from the department offering the minor. For a list of minors in the College of Engineering and links to minors offered in other schools and colleges visit <http://coe.berkeley.edu/students/current-undergradaute/degree-options/minors.html>.

Transfer Credit and AP Credit

TRANSFER CREDIT

The Office of Undergraduate Admissions determines the units of credit to be allowed for work successfully completed at another institution. Students who have questions about transferability of units should visit the Office of Undergraduate Admissions in 103 Sproul Hall. The Engineering Student Services Office evaluates transfer work in terms of subject credit (which, if any, requirements the courses can fulfill).

Unit Credit

The maximum number of units which a student can transfer to the University from a community college is 70 semester units. Students may receive *subject credit* for courses taken at a community college beyond the 70 unit maximum.

Subject Credit

For courses taken at a California Community College, the [Assist website](#) defines which (if any) requirement each course can satisfy. Students should use the Assist website to determine equivalencies for courses taken at California Community Colleges. Courses taken at 4 year institutions (including other UC schools) and at community colleges outside California must be evaluated before subject credit can be awarded. To have a course evaluated students **must provide a syllabus**; evaluations cannot be done on the basis of course descriptions alone. Students bring a copy of the syllabus to their Engineering Student Services (ESS) Adviser in 230 Bechtel Hall. Technical classes will be evaluated by a faculty representative of the course in question.

ATTENDANCE AT OTHER SCHOOLS AFTER ENROLLMENT AT UC BERKELEY

Once a student begins their education in the College of Engineering, attendance at any institution other than UC Berkeley requires permission. Students who wish to take courses at another school in the summer (or in a semester they are not enrolled at UC Berkeley) must consult with their Engineering Student Services (ESS) Adviser **before registering** for courses at any school other than UC Berkeley. Students will not receive credit for courses taken at other colleges unless they receive approval **prior** to taking the non-UC Berkeley course. Permission to enroll elsewhere during summer is generally granted. Students who wish to attend a school other than UC Berkeley must complete the [Courses at another School](#) petition and meet with their Engineering Student Services (ESS) Adviser in a [scheduled](#) or drop-in appointment.

Students may not enroll during a Fall or Spring semester at another school while simultaneously enrolled at the University.

ADVANCED PLACEMENT CREDIT

Below are the tests and scores needed to fulfill UC Berkeley and/or College of Engineering requirements. For the Humanities/Social Science requirement, no more than two of the required six courses can be satisfied by AP, IB or A-Level exams. There is no limit on the number of AP exams that can be used to satisfy technical requirements. NOTE: AP credit will not be awarded if the test is taken **after enrolling** at UC Berkeley.

Art History AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Biology AP

SCORE: 4 or 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENTS FULFILLED: Biology 1A /1AL and Biology 1B.

Chemistry AP

SCORE: 3 or better

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: Chemistry 1A/1AL. If your major requires Chemistry 1B, the Chemistry Department strongly recommends enrolling in Chemistry 1A/1AL before taking Chemistry 1B.

Chinese Language & Culture AP

SCORE: 3 or better

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Computer Science AP

SCORE: 4 or 5 on the "A" test

UC BERKELEY UNITS: 1.3 units

REQUIREMENT FULFILLED: None

SCORE: 3 on the "AB" test

UC BERKELEY UNITS: 2.7 units

REQUIREMENT FULFILLED: None

SCORE: 4 or 5 on the "AB" test

UC BERKELEY UNITS: 2.7 units

REQUIREMENT FULFILLED: CS 61B. Note: A score of 4 or 5 on this exam does NOT ever exempt a student from completing CS 61A; the only requirement that this AP exam satisfies is CS 61B. Students with a major that requires CS 61A must complete CS 61A.

Economics AP (Macro and/or Micro)

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 units each

REQUIREMENT FULFILLED: One lower division Humanities/Social science

English AP (Language or Literature)

SCORE: 3

UC BERKELEY UNITS: 5.3 units (units will only be awarded for one test)

REQUIREMENT FULFILLED: Entry Level Writing Requirement only.

English AP (Language or Literature)

SCORE: 4 or 5

UC BERKELEY UNITS: 5.3 units (units will only be awarded for one test)

REQUIREMENT FULFILLED: Reading and Composition "A"

French Language & Culture AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

German Language & Culture AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

History AP (American, European or World)

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science for each exam (up to the maximum allowable of two AP exams).

Human Geography AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Italian Language & Culture AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Japanese Language & Culture AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Latin AP (Vergil or CAT/HRC)

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 each

REQUIREMENT FULFILLED: None

Mathematics AP (AB Exam)

SCORE: 3 or better

UC BERKELEY UNITS: 2.7 units

REQUIREMENT FULFILLED: Math 1A. Note: Students with a score of 3 should consider taking Math 1A.

Mathematics AP (BC Exam)

SCORE: 3

UC BERKELEY UNITS: 5.3 units. (The maximum units awarded for Math AP exams is 5.3. Students who pass both the AB and BC exams will receive 5.3 units total.)

REQUIREMENT FULFILLED: Math 1A

Mathematics AP (BC Exam)

SCORE: 4,5

UC BERKELEY UNITS: 5.3 units (The maximum units awarded for Math AP exams is 5.3. Students who pass both the AB and BC exams will receive 5.3 units total.)

REQUIREMENT FULFILLED: Math 1A & Math 1B. Students with a score 4 are strongly advised to complete Math 1B.

Music Theory AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Physics AP (B Exam and/or Electricity & Magnetism)

SCORE: 3, 4 or 5

UC BERKELEY UNITS: *5.3 (2.7 if also have Mechanics C exam)

REQUIREMENT FULFILLED: None

Physics AP (Mechanics C Exam)

SCORE: 5

UC BERKELEY UNITS: *2.7

REQUIREMENT FULFILLED: Physics 7A

Political Science AP (American and Comparative)*American Government or Comparative Government*

SCORE: 3, 4 or 5

UC BERKELEY UNITS: 2.7 each

REQUIREMENT FULFILLED: One lower division Humanities/Social Science for each

Psychology AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7

REQUIREMENT FULFILLED: One lower division Humanities/Social Science

Spanish Language or Literature AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units each

REQUIREMENT FULFILLED: One lower division Humanities/Social Science for each exam (up to the maximum allowable of two AP exams).

Statistics AP

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 units

REQUIREMENT FULFILLED: NONE

NOTE: If a student takes a course at UC Berkeley (or another institution) for which AP credit has been awarded, this is considered a duplication of credit. The AP unit credit will be subject to partial or complete removal by the College of Engineering when duplication of credit is determined.

INTERNATIONAL BACCALAUREATE EXAMS

1. IB Higher Level exams completed with a grade of 5, 6 or 7 (except for Physics) are awarded 5.3 semester units of work, unless completed as part of the diploma whereby a maximum 20 units is awarded.
2. No credit is given for IB Subsidiary or Standard Level exams
3. No duplication of credit will be given for IB, AP, A-level and community college credit.
4. In order to receive subject credit for IB exams, students must give a copy of the exam scores to their Student Academic Adviser in 230 Bechtel Hall.

Exam Name

Art/Design

Biology

Requirement Fulfilled

One lower division Humanities/Social Science

Biology 1A/1AL and Biology 1B

Chemistry	Chemistry 1A
Computer Science	CompSci. 61B if student completes CS 47B at UCB
Economics	One lower division Humanities/Social Science
English A1	Entry Level Writing & Reading & Comp “A”
English A2	One lower division Humanities/Social Science
English B	NONE
French A1 or A2	One lower division Humanities/Social Science
French B	NONE
Geography	One lower division Humanities/Social Science
German A1 or A2	One lower division Humanities/Social Science
German B	NONE
Classical Greek	One lower division Humanities/Social Science
History of the Americas	American History & Institutions, and one lower division Humanities/Social Science
European History	One lower division Humanities/Social Science
Latin	One lower division Humanities/Social Science
Math	Math 1A and Math 1B
Music	One lower division Humanities/Social Science
Philosophy	One lower division Humanities/Social Science
Physics	NONE
Portuguese A1 or A2	One lower division Humanities/Social Science
Portuguese B	NONE
Spanish A1 or A2	One lower division Humanities/Social Science
Spanish B	NONE
Theater	One lower division Humanities/Social Science

A-LEVEL EXAMS	Units	Requirement Fulfilled
Score of A (1), B (2) or C (3) is needed		
Accounting (All examining boards)	8	NONE
Biology (Singapore Cambridge, Hong Kong, U of London, Oxford-Cambridge)	8	Satisfies Biology 1A/1AL and Biology 1B
Chemistry	8	Satisfies Chemistry 1A. Score of A (1) satisfies Chemistry 1A and 1B.
Computer Science (Singapore Cambridge, Assoc. Examining Board, Oxford-Cambridge)	8	If programming language is C or C++, then it satisfies CS 61B. Note: This exam does NOT exempt a student from completing CS 61A.
Economics (Hong Kong, U of London, Oxford-Cambridge, Singapore Cambridge)	8	One lower division Humanities/Social Science
English Literature (All examining boards)	8	Reading and Composition “A”
Physics	0	NONE
Religious Studies (All examining boards)	8	One lower division Humanities/Social Science

Math

All Examining Boards

(Maximum allowable units is 8 for Math exams.)

Math H1	8	Satisfies Math 1A
Math H2	8	Satisfies Math 1A and Math 1B
Math H3	8	Satisfies Math 1A and Math 1B
Pure Math	8	Satisfies Math 1A and Math 1B
Further Math	8	Satisfies Math 1A and Math 1B

Other Credit/Courses/Programs

EDUCATION ABROAD PROGRAM

Study Abroad is an option in which many College of Engineering undergraduates are interested and we encourage participation as a means of broadening education and developing a global view of engineering. International study requires a good deal of planning, organization and self-motivation to be successful, but the benefits are well worth the effort. Students may choose to study abroad by participating in the [UC Education Abroad Program \(EAP\)](#) or in a [non-UC sponsored program](#). Study Abroad Programs are offered for one semester, a full academic year or a summer session. Interested students should begin researching country and program options early in their academic career. With careful planning many students can complete a study abroad program without delaying their graduation, however, students who participate in a study abroad program will be granted one additional semester to complete their degree requirements if needed.

Students need the approval of their Engineering Student Services (ESS) Adviser to participate in a study abroad program. Advisers will verify that students are making normal progress toward their degree, and that the time abroad won't prevent completion of the College of Engineering requirements in a timely manner. Visit the [EAP section of our website](#) for further information about College of Engineering policy and procedures for study abroad participation.

CORRESPONDENCE, ON-LINE AND EXTENSION COURSES

A limited number of engineering courses are available through correspondence study, on-line and extension classes. In general, the policy of the College of Engineering is that **required courses must be taken in residence**. In extenuating cases, the College will give consideration to requests of students to complete a required course through correspondence, on-line or extension. See your Engineering Student Services (ESS) Adviser regarding this requirement. Any such requests must be made **prior to taking the course**. Correspondence, on-line and extension courses may not be taken concurrently with regular class work.

Units earned in UC Berkeley Extension XB courses will be counted toward a student's UC Berkeley Engineering degree **only** for:

- Spring admit students who participate in the Freshman Extension Program
- Dismissed students who have developed an academic plan as a condition for being re-admitted
- Students who receive approval, prior to taking courses, to complete academic requirements for graduation through UC Berkeley Extension

If approved, UC Berkeley Extension XB courses will be listed on the UCB transcript and the grades will be calculated into the UCB grade point average unless the student has been dismissed from the College of Engineering. **With approval prior to taking the courses**, dismissed students may have UC Extension XB courses listed on the UCB transcript and the grades calculated into the UCB grade point average

NOTE: Students enrolled in UC Extension are not considered registered UC Berkeley students, and are thus not eligible for anything restricted to registered UCB students. In addition, this means that the courses/units taken through UC Extension are not considered "in residence" and cannot be applied toward the senior residency requirement. International students must discuss enrolling elsewhere with the advisers at Services for International Students; enrolling elsewhere usually results in a loss of the UC Berkeley issued F-1 and I 20. (Students may apply for a new I-20 issued by UC Extension, however, these students may not be eligible for practical training.)

INDEPENDENT, GROUP AND FIELD STUDIES COURSES

Limitations to Special Studies Courses

Courses numbered 97, 98, 99, 197, 198, and 199 must be taken on a Passed/Not Passed basis and may not ever be used to satisfy any technical requirements.

There are limitations on the number of units a student may earn toward graduation, and in each semester, for Special Studies Courses (courses numbered 97, 98, 99, 197, 198 and 199).

- A maximum of 10 units of 199 is allowed toward the B.S. degree.
- Not more than a total of 16 units of 98, 99, 197, 198, and 199 courses combined can be counted toward the B.S. degree.
- Credit for 98, 99, 198, and 199 courses combined may not exceed 4 units in any single term.
- To enroll in a course numbered 198 or 199 students must have completed (and have posted to their record) at least 60 units of undergraduate work.

The Office of the Registrar will automatically drop students from courses numbered 99, 198, and 199 who do not meet the criteria for admission. They will block credit for students who enroll in more than four units of 98, 99, 197, 198, or 199 in any one semester. If you are unsure of your eligibility to take any of these courses, check with your Engineering Student Services (ESS) Adviser.

Approvals Required for Enrollment in Independent and Field Studies Courses

Students interested in pursuing independent study or participating in research for academic credit should review the information on their major department's website regarding procedures for obtaining credit for undergraduate research/independent study. Students begin the process by obtaining the support of a faculty person who will sponsor their work. Most departments require faculty sponsors to complete and sign paperwork acknowledging their support of your research/study and on the basis of that provide a course control number for registration.

CREDIT BY EXAM

The College of Engineering does not accept credit by exam work.

SELF-PACED AND INDEPENDENT CLASSES

Self-paced classes are offered as alternatives to regular classes in some lower-division computer science courses. These classes allow the student to work at his/her own pace (subject to some constraints determined by the course) with most of the learning done through study guides, workbooks, texts, and frequent quizzes.

Before taking one of the self-paced classes, the student should consider whether he/she is sufficiently motivated to do the work without having very specific deadlines and an instructor. Procrastination can end in a mad scramble at the end of the term. In addition, the student should check any constraints dictated by the course which may limit the amount of freedom for self-pacing.

PRACTICAL EXPERIENCE (SUBJECT CREDIT)

A student who has had practical experience in any field of Engineering and believes they have completed the subject matter of a particular course through that experience (for example, a student may have had experience with computers equivalent to work covered in Computer Science) *may* be allowed to petition to substitute a more advanced technical course for the requirement.

Students must submit a petition, endorsed by the instructor of the course to be substituted, and the Head Undergraduate Faculty Adviser for their major. Students should meet with their Engineering Student Services (ESS) Adviser to discuss the process and obtain the required petition.

Procedures and Regulations

Advising Information

Students are assigned both an Engineering Student Services (ESS) Adviser and a Faculty Adviser to assist them during their undergraduate career at U.C. Berkeley.

ENGINEERING STUDENT SERVICES ADVISERS

Engineering Student Services (ESS) Advisers are available to clarify academic policies and procedures, answer questions, assist with academic issues/problems, review College and major requirements as well as provide information and/or referrals to other departments. Engineering Student Services (ESS) Advisers approve schedule changes, refer students to special programs, advise on the general requirements of academic programs and clear students for graduation. (Please note, upper-division technical course selection and long-term professional course planning are done with the Faculty Adviser, not the Engineering Student Services (ESS) Adviser).

Engineering Student Services (ESS) Advisers provide assistance based on a student's last name. [Visit the Engineering Student Services website](#) for the most up-to-date list of advisers and student assignments.

Advisers see students on a drop-in or scheduled appointment basis. Drop-in advising hours are Wednesdays from 9:30 am to 11:45 am and 1:00 pm to 3:45. Appointments are held on Monday, Tuesday, Thursday and Friday. To make an appointment with an ESS Adviser visit <https://forms.coe.berkeley.edu/ess/Appointments/>

The Engineering Student Services office is located in 230 Bechtel Hall and the phone number is (510) 642-7594.

ASSIGNMENT OF FACULTY ADVISERS

Each student is assigned a Faculty Adviser from their major department at the time of admission and as much as possible, the student will continue with that adviser until graduation. Faculty Advisers may change, however, due to sabbatical leave or accepting other administrative responsibilities. To find out who your faculty adviser is, visit the [student services office](#) for your major.

The Faculty Adviser plays an important part in advancing the student's academic and career objectives. Recognizing the adviser's proper professional role can maximize the benefit to the student. Moreover, certain responsibilities on the part of both student and adviser are essential to making the advising system work. Listed below are some of these responsibilities as well as additional sources of information and advice.

FACULTY ADVISER'S RESPONSIBILITIES

The most important responsibility of the Faculty Adviser is to serve as a mentor to the student advisee. Discussions with the Faculty Adviser focus on the student's field of interest, career objectives and opportunities as well as research. The adviser suggests an appropriate curriculum to follow in order to achieve a stated goal and refers the student to sources of information and advice that may be helpful. The Faculty Adviser also interprets the content of various courses and their potential contribution to the student's overall curriculum.

STUDENT'S RESPONSIBILITIES

While College staff, faculty and departmental advisers will provide the student with information and advice, it is the student's responsibility to understand and comply with all policies, and to complete satisfactorily all degree requirements within the allotted time frame. This includes the responsibility to track completion of major University and Berkeley campus requirements, as well to comply with residence, minimum progress and scholarship requirements. For details students should refer to the [University's Academic Policies](#) (pages 74-82 in the General Catalog), the current *College of Engineering Announcement*, and the [Center for Student Conduct and Community Standards](#).

Academic Dishonesty

Cheating, plagiarism, copying all or part of another person's work, using reference materials not specifically allowed, and other forms of academic dishonesty will not be tolerated. A student guilty of academic dishonesty may be assigned an F grade or a "zero" grade to the subject work, may be assigned an F grade in the course and may be referred to the Office of Student Conduct. Students are encouraged to carefully review the [campus guide to understanding plagiarism](#)

NOTE: Courses for which academic dishonesty has been verified by established campus procedures may not be dropped from the record. Grades for such courses will be reinstated to the record when dishonesty is verified.

Enrollment in Courses

TELE-BEARS/REGISTRATION

Registration information will be emailed by the Office of the Registrar each semester to all continuing students. Be sure your email address on BearFacts is accurate and that you check it frequently.

ADVISER CODE (AC). College of Engineering students must obtain an adviser code each semester in order to access the TeleBEARS system. The adviser code is released to a student only after they have reviewed their planned program for the upcoming semester with their faculty adviser.

CONTINUING students must plan their programs well in advance of the next semester and see their Faculty Adviser to review their program and get their Adviser Code for Tele-Bears registration. Complete details about Tele-Bears Advising and Faculty Advising can be found at <http://coe.berkeley.edu/students/current-undergraduates/tele-bears-enrollment>

NEW students will receive an email from Engineering Student Services, after they indicate their acceptance of admission, explaining the process for enrolling in courses for the first semester. All new students are expected to attend a CalSO Orientation before they can register for courses. Engineering Student Services Advisers help new students plan their first semester programs during CalSO Orientation. Students who are unable to attend a CalSO Orientation will complete an online orientation; they will not be able to register for classes until all CalSO programs have completed.

Students should read carefully the Tele-Bears enrollment information and rules found at http://registrar.berkeley.edu/current_students/registration_enrollment/tbinfo.html. It is very important to understand the limits during the different enrollment periods (Phase I, II and Adjustment Phase), how to determine any enrollment limitations placed on a particular class, and the general rules that guide Tele-Bears enrollment.

ADD/DROP/CHANGE IN GRADING OPTION

College of Engineering students are able to add and drop classes using Tele-Bears through the end of the fifth week of instruction. Students are able to change their grading option using Tele-Bears through the end of the fifth week of instruction; students must meet with their Engineering Student Services Adviser in 230 Bechtel Hall to change their grading option during weeks 6-10. See <http://registrar.berkeley.edu/StudentSystems/adddrop.html> for complete information on procedures and schedule change fees.

Courses may be dropped by the stated deadline provided that the student is enrolled in at least 12 units and at least two letter graded technical courses. Changes to the grading option may be made by the stated deadlines to non-technical courses only. Technical courses require must be taken for a letter grade. Note: During the final semester, students may take technical courses on a P/NP basis if the courses are not required for graduation.

According to College of Engineering policy, adds, drops and changes of grading options **are not permitted past the deadlines stated above in *Add/Drop/Change in Grading Option Deadlines*** except in cases of unexpected circumstances that arise during the semester. The words "unexpected circumstances" are considered to include:

1. Serious illness, accident, or personal/legal problem afflicting the student. Documentation will be required. The problem must be one that makes it unreasonable for a student to continue the original program of study.
2. Illness of a family member, but only when this compels a student to be absent for a long time to care for the sick relative or to look after his or her affairs. Again, documentation will be required.

3. Involuntary increase in working hours. A letter from the employer must be submitted, stating that the increase is both unexpected and required.
4. A decision to leave the College of Engineering. In this case the student must sign an agreement not to enroll in the College of Engineering in the next semester.

Situations that resemble the above will be carefully considered. See your Student Academic Adviser to begin the process of petitioning for a change of class schedule after the deadline. Students should expect that requests not falling into one of the above four categories will generally **not** be approved.

NOTE: Courses for which academic dishonesty has been verified by established campus procedures may not be dropped from the record. Grades for such courses will be reinstated to the record when dishonesty is verified.

ADD/DROP/CHANGE IN GRADING OPTION DEADLINES

The deadlines for College of Engineering undergraduates are as follows:

- Deadline to add courses: midnight on Friday of the fifth week of instruction through Tele-Bears.
- Deadline to drop a course on the early-drop deadline list: midnight on Friday of the second week of instruction through Tele-bears.
- Deadline to drop courses **not** on the early-drop deadline list: midnight on the Friday of the fifth week of instruction through Tele-Bears.
- Last day a student can change their grading option using Tele-Bears: midnight on Friday of the fifth week of instruction.
- Deadline to change the grading option: 3:45 pm on the Friday of the tenth week through Engineering Student Services (ESS) Adviser in 230 Bechtel Hall.

COMPLETION OF LOWER-DIVISION REQUIREMENTS

All students are expected to complete required lower-division courses before beginning upper-division work. Transfer students must complete any outstanding lower-division requirements within the first two semesters after admission.

COURSE EVALUATIONS

Because the College of Engineering offers a professional degree in the Bachelor of Science and is accountable to the Accreditation Board for Engineering and Technology (ABET), all courses that are not formally articulated must be evaluated for equivalency. Courses that are not articulated must be evaluated by either the department, specific instructor or a committee before a student can receive subject credit. Students who completed work at an institution other than a California Community College should bring a copy of the transcript(s) and syllabi for all courses they want evaluated to their CalSO Orientation.

Technical courses: Students bring a copy of the course syllabus to their Engineering Student Services Adviser. The ESS Adviser will give the student a course evaluation form that must be taken to a designated office or instructor for review. After evaluation of course content, a determination will be made as to equivalency and subject credit. In some cases, total equivalency is approved, if not, content deficiencies may be made up through bridge courses with the agreement of an appropriate instructor. In some cases, the course must be repeated in its entirety. All completed forms must be returned by the student to the students' ESS Adviser in 230 Bechtel Hall.

Humanities/Social Science: Students should bring a copy of the course syllabus or a detailed course description to their Engineering Student Services Adviser. The adviser will review the course for appropriateness and clearance of requirement. Review may sometimes need to be done by the College's Humanities/Social Science Committee.

COURSE LOAD

Each semester a student is expected to carry an engineering program with an average of 15 units, including a minimum of two technical subjects required of their engineering curriculum. Programs of less than 12 or more than 20 1/2 units require approval. Students should consult with their ESS Adviser. Technical courses required for the engineering major must be taken for a letter grade.

GRADUATE COURSE ENROLLMENT

Graduate course enrollment is restricted to students having completed at least 60 units as a college student (does not include units earned through AP/IB exams). Undergraduates who have completed a minimum of 60 units may request permission to enroll in a graduate course from the instructor of record; only the instructor of the course can grant permission to enroll. Generally speaking, a UC Berkeley upper-division technical grade-point average of **at least** 3.0 is required to enroll in graduate level courses. Use of a graduate course to fulfill a technical requirement is approved only by petition to the Associate Dean. The petition must be endorsed by the Head Undergraduate Faculty Adviser of the student's major. Students who would like to petition to use a graduate course to fulfill a technical requirement must consult with their Engineering Student Services Adviser.

No more than two graduate courses may be used to complete degree requirements.

SUBSTITUTIONS FOR REQUIRED SUBJECTS

Substitutions for required courses may be approved only by petition. Substitute courses must be of equal or greater value to the original required course(s). The petition must be submitted well before the student has started the course he/she wishes to substitute. The petition, available in the Engineering Student Services Office, must be endorsed by the Head Undergraduate Faculty Adviser of the student's major, and the Dean. Students who would like to petition a substitution to a technical requirement must consult with their Engineering Student Services Adviser in 230 Bechtel.

PHYSICAL EDUCATION

A maximum of 4 units of Physical Education courses are allowed toward the B.S. degree in Engineering.

Grades

STUDENT GRADE REPORTS

Approximately three weeks after the close of each semester, official grades are available on BearFacts. Official copies of the transcript are then available from the Office of the Registrar in 120 Sproul Hall. Unofficial transcripts are available on BearFacts. Students are urged to review their grades each semester to be certain that all work undertaken has been successfully completed. Students who receive an "Incomplete", "F", "D" or "NP" grade should consult their Engineering Student Services Adviser and/or Faculty Adviser to discuss any necessary adjustments to their program. Students must not enroll in a course for which a failing grade was received in the prerequisite course.

If after reviewing grades for a semester a student sees they have not met the minimum standards for the College (2.0 overall UCB GPA and a 2.0 semester GPA), they should immediately contact their Engineering Student Services Adviser.

TRANSCRIPTS

Students apply for an official transcript of record at the Office of the Registrar. Official records are not available for 10 to 15 working days after the last scheduled date for final examinations each semester, pending the recording of final grades for that semester. Visit <http://registrar.berkeley.edu> for information on ordering an official transcript.

GRADE-POINT COMPUTATION

For each unit of credit the following grade points apply:

Grade Points		Grade Points		Grade Points	
A+, A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

To compute the grade-point average, each unit of work is multiplied by the grade points assigned to the grade, as shown above. The total grade points are then divided by the total units undertaken, excluding P/NP, S, U, IP, or I grades. The resulting figure is the grade point average. Additional grade-point computation examples and information can be found in the *General Catalog*, page 74 or <http://www.berkeley.edu/catalog/policies/grades.html>

Only grades earned in courses completed on one of the UC campuses are included in the UC Berkeley grade-point computation. Grades earned in XB courses completed through UC Berkeley Extension will also be included in the UC Berkeley grade-point computation unless the student has been dismissed from the College of Engineering. With approval prior to taking the XB courses, a dismissed student may have XB course grades completed through UCB Extension calculated into the UCB grade point average.

GRADE-POINT COMPUTATION – TECHNICAL GRADE POINT AVERAGE

To compute the technical grade point average, the same formula listed above is used. Courses used for the technical grade point average consist of all upper division technical courses taken in satisfaction of major requirements (whether passed or not). They would include all courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science required for the major. **A 2.0 technical grade-point average is required for graduation. The technical grade-point average represents your major grade-point average.**

REPETITION OF COURSES

- You may only repeat courses in which you received a grade of D+, D, D-, F, or NP.
- If you have received a D+ or lower in a course and you want to repeat the course, you must repeat it for a *letter grade*.
- If you received an NP in a course and you want to repeat the course, you may repeat it for either a Pass (P) or a letter grade.
- For the first 12 letter-graded (D+ or lower) units of repeated courses, the grade you receive in the course the second time will replace the original grade in the calculation of your grade-point average (GPA). Your original grade will remain printed on your transcript. The second grade replaces the original grade, even if the second grade is lower. Note: Some professional schools, including law schools, use both grades in calculating your GPA for admission.
- If you have repeated more than 12 units, both the new and original grades are average into your GPA.
- You may not take a course for a third time and receive grade points. A course repeated more than once will not be included in the grade-point average, but a passing grade in the repeated course will be accepted in satisfaction of requirements for the degree.
- If you receive a grade of I upon repetition of a course, the grade of D+, D, D-, or F will continue to be computed in the grade-point average until the “I” grade is replaced.
- If you enroll in a course in which you received an “I” grade, the “I” will lapse to an F.

GRADE “I” (Incomplete)

The grade of Incomplete “I” may be assigned by a faculty person if work in a course has been of passing quality, but is incomplete for reasons beyond the student’s control. Prior arrangements must be made with the instructor, because in assigning the “I” grade the instructor is required to specify the reasons to the department chair. The faculty person of record for the course tells the student what must be done, and by when, for the incomplete grade to be removed. The

University deadline for completing work for "I" grades is listed below. Faculty may require work to be completed sooner than the University deadline, or may give students an extension of time (subject to the approval of the Dean). Arrangements should be made to complete the required coursework at least 30 days prior to the deadline for replacement of the Incomplete.

- For undergraduate students, an "I" grade received in the fall semester must be replaced by the first day of instruction in the following fall semester.
- An "I" grade received in the spring semester or Summer Session must be replaced by the first day of instruction in the following spring semester.

Students must provide the faculty person with a form called "Petition to Remove an Incomplete Grade" at the time they finish the work for the course. The petition is submitted to the Office of the Registrar by the faculty person and this is how the grade is recorded. The grade and grade points for a course in which an "I" grade was awarded are entered on the student's record at the time the petition is filed. The "Petition to Remove an Incomplete Grade" is available at the Office of the Registrar (120 Sproul Hall) or the Engineering Student Services Office, as well as on line at <http://registrar.berkeley.edu/GeneralInfo/elecforms.html>. There is a \$5.00 processing fee for this petition that is paid to the University cashier.

A bachelor's degree candidate who has received "I" grades in courses needed to satisfy requirements for the degree must complete the "I" grades and file the required petition by the last day of that semester to avoid being dropped from the degree list. If a degree is conferred before the end of the above deadlines following the assignment of an "I" grade, the grade will not be converted to an F (or NP). However, students still have the option of removing the "I" grade within the above deadlines.

A student may "Freeze" up to two "I" grades so that they remain permanently on the record as an Incomplete (they never lapse to an "F" or NP) by filing the appropriate petition in the Engineering Student Services Office by the appropriate deadline. Once an "I" grade has been "frozen," the course or its equivalent can never be completed or repeated. Thus, **a student may not freeze an "I" in a required course.**

The deadline to freeze an incomplete is listed below

- An "I" grade received in the fall semester must be frozen by the first day of instruction in the following fall semester.
- An "I" grade received in the spring semester or Summer Session must be frozen by the first day of instruction in the following spring semester.

Students who accumulate 12 or more semester units of outstanding "I" grades on their records will not be permitted to register except by permission of the College.

NOTE: The "I" grade is not physically replaced or removed from the academic record. Completion of the work is reflected as a subsequent line entry on the record, and the units and grade points thus earned will be included in the grade-point computations at the close of the next session.

PASS/NOT PASSED CREDIT

Students may take free electives and most humanities and social science courses on a Pass/Not Passed (P/NP) grade basis as long as they are in good academic standing; students on academic probation may not take courses on a Pass/Not Passed basis. NOTE: Courses taken to fulfill the College Reading and Composition requirement may not be taken P/NP.

Technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) may NOT be taken Pass/Not Passed. Students in their final semester may petition to take technical courses not needed for their degree on a P/NP basis.

For P/NP deadlines, please check section *Add/Drop/Change in Grading Option Deadlines*.

Degree credit for courses graded "Pass" may not exceed more than 1/3 of the total units undertaken and passed on the Berkeley campus, and a maximum of 40 units graded "Pass" may be allowed toward the B.S. degree in Engineering.

ASSIGNMENT OF NR

NR is not a grade; it indicates that no grade was reported by the course instructor to the Registrar. Any student receiving an NR should check with the course instructor immediately.

CHANGE OF GRADE

All grades except "I" and "IP" are considered final when assigned by an instructor at the end of a term. An instructor may request a grade change only when a computational or procedural error occurred in the original assignment of a grade; no final grade may be changed as a result of re-evaluation of the quality of a student's work. Only an "I" grade may be revised as a result of examination or the submission of additional work after the close of the term.

GRADE APPEAL PROCESS

The University regulation that covers student grievances originating in units of instruction and concerning grades can be found in the [General Catalog \(page 76\)](#) or online at the [Academic Senate's website](#). Grounds for grievances are the application of non-academic criteria such as considerations of race, politics, religion, sex, or evaluation of student work by criteria not directly reflective of performance related to course requirements. Consult the [General Catalog](#) or website listed above for procedural information on the Appeal Process and Appeal of Grades in Courses and Examinations.

Petitions

Petitions for exceptions to policy and regulations are available in the Engineering Student Services Office, 230 Bechtel Hall. Many petitions can also be found on the [Engineering Student Services website](#). Consult with your Engineering Student Services Adviser regarding petitions.

Academic Honors

HONORS TO DATE

Students must have completed a minimum of 12 units undertaken for letter grades on the Berkeley campus to be considered for the award of semester honors. Students receiving semester honors shall be those who have achieved an overall grade-point average equal to or greater than the grade-point average as determined for their College or School by the method in the section below on Honors at Graduation.

The notation of honors appears after the grades on a student's Berkeley record for each semester in which the student earns semester honors.

HONORS AT GRADUATION

To be eligible for honors in general scholarship at graduation, the student must have:

1. Completed in the University of California a minimum of 50 units, of which 43 units must have been undertaken for a letter grade (for those students who have completed more than 50 units in the University of California, the limit of Passed/Not Passed units is set forth in Regulation 204(A), noted below);
2. Completed a minimum of 30 units on the Berkeley campus;
3. Achieved a grade-point average ranking in the College or School as follows:

Top	3%	Highest Honors
Next	7%	High Honors
Next	10%	Honors

At the end of each academic year, the Office of the Registrar shall determine for each School and College the minimum grade-point averages of the top 3 percent, the next 7 percent, and the next 10 percent of the students graduating in that year. These grade-point averages shall serve each School and College as minimal criteria for honors during the next academic year.

Academic Probation and Dismissal

A student needs to maintain an over-all UC grade point average of 2.0 or better. Students will be subject to dismissal if their over-all UC grade point average falls below a 2.0 or if their UC semester grade point average is below a 2.0.

Students should always review their grades at the end of each semester and if they determine they have failed to meet the minimum academic standards they should contact their Engineering Student Services Adviser immediately. If there are extenuating circumstances that contributed to the academic difficulty students should discuss these issues with their Engineering Student Services Adviser.

At the end of each semester, the records of all students subject to dismissal are reviewed. Advisers often encourage students to write a letter explaining the nature of their difficulties and their plans to return to good academic standing to be included in their file at time of review. After careful review of the file, the College determines whether a student is dismissed or continued on probation. **Students who are dismissed may not continue their studies at UC Berkeley.** Because of the timeline for posting of official grades, students may not be notified of their dismissal for several weeks after the end of the semester in question. **Regardless of when a student receives official notification of the dismissal action, students will not be allowed to continue in classes in the following semester once they are dismissed.**

Re-Admission Policy for Dismissed Students

Students who have been dismissed from the College of Engineering may (with referral from their Engineering Student Services Adviser) discuss the possibility of readmission to a future semester with the Dean or Dean's Representative. The Dean may be willing to establish criteria for consideration of readmission to a later semester. Generally speaking it will be required that the student demonstrates tangible readiness to return by enrolling elsewhere and earning strong grades in technical courses. The student will be provided with a readmission contract outlining the terms that must be met for readmission to a future semesters. Students interested in discussing readmission after dismissal should schedule an appointment with their Engineering Student Services Adviser by calling (510) 642-7594.

Students on Probation

Students who are allowed to continue on probation will be required to return to good academic standing by the end of the semester. Students continued on probation should meet with their Engineering Student Services Adviser to develop a plan to return to good standing, know what courses they should be taking, and be aware of the grades they need to clear their probationary status. Students on probation may not take courses on a pass/not passed basis (unless it is the only option for that course). If a student does enroll in a course on a pass/not passed basis, the grading option will be changed by the Office of the Registrar and a letter grade will be recorded for that course.

Withdrawal and Readmission

WITHDRAWAL

If circumstances arise which require withdrawal from the semester, the student must see their Engineering Student Services Adviser as soon as possible. Students may be granted a withdrawal at any time during the semester through the last day of instruction. If they withdraw between the first day of class and Friday of the eighth week of classes, they may be eligible for readmission the following term. If they withdraw after the eighth week of classes they will be subject to the "semester-out" rule meaning they are not eligible to enroll at UC Berkeley the following semester. The deadline to withdraw is the last day of instruction for a semester. A prorated refund of registration fees will be processed according to the calendar published on the [Office of the Registrar's website](#). Fee refunds are based on the date which the adviser processed the withdrawal, not when the student stops attending classes so students considering withdrawal should see an adviser as soon as possible. Special rules regarding refunds apply to students on financial aid; visit [this website](#) for details and consult with a financial aid counselor before withdrawing. Students withdrawing for medical reasons may be advised to consult with University Health Services/Tang Center to discuss the possibility of medical withdrawal.

READMISSION

NOTE: Readmission applications must be turned in by the deadline (June 1 for the fall semester and November 1 for the spring semester). **An academic plan for graduation must be submitted with the Readmission Application.**

Students who withdraw after the first eight weeks of classes and prior to the end of the semester are not eligible for readmission until one year from the beginning of the semester in which the withdrawal was granted.

A continuing student who completes a semester of study and is eligible to attend the following semester but fails to do so and remains out of school is required to apply for readmission to the University for any future semester that he/she wishes to attend. Students who are granted withdrawal are also required to apply for readmission in order to resume study in a future semester.

Readmission is not guaranteed and is based upon a student's academic record at the time of withdrawal and upon any coursework taken during his/her absence from UC Berkeley. Students whose records are not satisfactory should not expect favorable action on an application for readmission. While not enrolled at UC Berkeley, courses taken at other colleges must be approved **prior** to taking the course. Students should consult with their Engineering Student Services (ESS) Adviser.

Students who withdraw from the College while subject to dismissal need to meet with the Dean/Dean's Representative to establish readmission conditions.

A student returning to the University after an absence **must meet the requirements of his/her degree program in effect at the time of readmission.** If students have attended other institutions during the period of their absence from the University, an official transcript of record from each college must be presented before readmission will be considered. Students must submit an academic plan with their readmission form showing what courses they expect to take each semester through graduation.

For students who are applying for readmission after dismissal, please refer to the Academic Probation and Dismissal section above.

UC EXTENSION - UNITS

Units earned in UC Berkeley Extension XB courses will be counted toward student's UC Berkeley Engineering degree **only** in the following circumstances:

- Dismissed students who have developed an academic plan with the College as a condition for being re-admitted;
- Students who, after 120 units and with approval of the College, need to complete academic requirements for graduation;
- Students who have permission from the College prior to taking courses.

Grades earned in XB courses completed through UC Berkeley Extension will also be included in the UC Berkeley grade-point computation unless the student has been dismissed from the College of Engineering. **With the College's approval prior to taking the courses,** a dismissed student may have XB grades completed through UC Berkeley Extension calculated into the UCB grade point average. **NOTE:** Students enrolled in UC Extension are not part of UC Berkeley and units completed are not considered "in residence". International students will no longer be eligible to remain on the UC Berkeley F-1 status and I 20 which may result in a loss of optional practical training eligibility. Students may apply for a new I-20 issued by UC Extension, however, these students may not be eligible for practical training.

Taking courses through UC Extension

- Students meet with their Engineering Student Services Adviser (230 Bechtel Hall) to request approval to take courses through UC Extension.
- After gaining approval from the College to take courses through UC Extension, students enroll in the classes online. Visit <http://extension.berkeley.edu/info/concurrent.html#application> for details on how to register.
- Approval for enrollment must then be received from the course instructor and the department chair. This is done electronically. Students are expected to discuss the possibility of enrolling with the instructor during the first week of classes. Enrollment is based on availability of space in the class.

- Once approved to take the course(s), grades for most students will be automatically sent to the Office of the Registrar. Students who have been dismissed must have a copy of their official UC Extension transcript sent to their Engineering Student Services Adviser, 230 Bechtel Hall #1702, Berkeley, CA 94720-1702 as soon as possible.

STUDENT RECORDS

The policy of the College of Engineering regarding the release and disclosure of student records is outlined in the statement at the end of this book.

INTERNSHIPS

Students in good academic standing are allowed to take a semester long paid Internship with a professional company that does work relevant to the student's major. Students wishing to do an internship must submit a written petition to their Engineering Student Services (ESS) Adviser and attach the original offer letter from the company.

If the petition is approved students must cancel their registration for the semester they will be away on the internship and apply for readmission for the semester after. Readmission applications must be submitted by the deadline dates (June 1st for Fall semester and November 1st for Spring semester.)

Students whose internships are approved will be allowed to complete the degree requirements they were held to at the time they left to do the internship.

Additional Information

CAREER CENTER (jobs, careers and graduate school)

The Career Center Office (2111 Bancroft Way (510) 642-1716) <http://career.berkeley.edu>, assists registered students in finding internships, part-time, temporary or vacation employment as well as career positions. They also provide career and/or graduate school advising, a variety of workshops and house an extensive resource library.

CHARLES TUNSTALL MULTICULTURAL ENGINEERING PROGRAM

The objective of the Charles Tunstall Multicultural Engineering Program (MEP) is to increase the number of underrepresented students who enroll and graduate with bachelor's degrees in engineering from Berkeley. MEP provides outreach and recruitment activities; an academic enrichment summer program; counseling and advising and academic support. For more information contact the Engineering Student Services Office in 230 Bechtel Engineering Center, or by calling (510) 642-7594.

COMMENCEMENT

The College of Engineering Commencement honors the class of undergraduate and graduate degree recipients with the ceremonial awarding of degrees. Graduates from summer, fall, and spring semesters are invited to participate in the ceremony, which takes place at the end of the academic year. Fall term graduates are also honored at a December reception sponsored by the Engineering Alumni Association. Students are not permitted to "walk" in Commencement ceremonies prior to the calendar year in which they are graduated.

COUNSELING AND PSYCHOLOGICAL SERVICES

Any regularly enrolled student may use the services of professionally qualified staff to discuss scholastic performance, choice of vocation, or personal adjustment. The student may request help in improving study skills, assessing interests and aptitudes, or exploring long-range career opportunities. Personal problems may also be discussed.

[Counseling and Psychological Services at the Tang Center](http://uhs.berkeley.edu/students/counseling/cps.shtml#1) also provides marital and relationship counseling, psychological and aptitude testing, and maintains an extensive library of reference materials on occupations, professions, and career opportunities. Appointments may be arranged at the University Health Service, the third floor of the University Health Services/ Tang Center, 2222 Bancroft Way, (510) 642-9494.
(<http://uhs.berkeley.edu/students/counseling/cps.shtml#1>)

If a student seeks a major academic adjustment (e.g., late change in class schedule, withdrawal from the University, etc.) based on a health-related condition, the University Health Service will, upon request by the College and consent of the student, evaluate the seriousness of the student's illness. This evaluation will be made from documentation taken from University Health Service records or from letters or records from private physicians who the student has seen for treatment. The evaluation contains information about the extent, duration, and nature of the disability without revealing the diagnosis or releasing confidential information.

The College of Engineering regards the evaluation made by the University Health Service as a recommendation only. Final determination of the student's request for academic adjustment rests with the College office.

FINANCIAL AID

The undergraduate [Office of Financial Aid](http://students.berkeley.edu/finaid/) is located in 211 Sproul Hall (<http://students.berkeley.edu/finaid/>). Financial Aid includes undergraduate scholarships, federal Pell grants, supplemental Educational Opportunity grants, University grants-in-aid, educational fee grants, Perkins Loans, University loans, and California Insured Student Loans, as well as work-study and other aid programs. Engineering undergraduate scholarships are generally awarded on the basis of financial need. Students must apply for financial aid six to nine months in advance of the award period; late applications are subject to the availability of funds after the needs of on-time applicants have been met. All students must use the [Free Application for Federal Student Aid \(FAFSA\)](#) to be considered for any financial aid. Check with the Financial Aid Office for the deadline.

HOUSING INFORMATION

Housing information is provided by [Residential and Student Service Program](#), 2610 Channing Way. Living groups include University residence halls, fraternities and sororities, married student housing, co-ops, and International House. The office also provides a link to listings of rentals in the community.

INTERNATIONAL STUDENTS

The [Berkeley International Office](#), located in the International House 2299 Piedmont Ave provides services to assist in all matters pertaining to the attendance at the University for International Students and Scholars. International students, primarily those with F-1 visas, must carry a minimum of 12 units per semester to comply with Immigration Service requirements that they be full-time students.

LIBRARIES

Listed below are a few libraries that might be of interest to Engineering students. A map of the libraries is on the website www.lib.berkeley.edu/LibraryMap/. Visiting this site, if you click on the library it will link you to information about hours and location.

- Kresge Engineering Library - 110 Bechtel Center.
- CS Undergraduate Library - 238 Evans Hall. Hours are posted each semester.
- Astronomy-Mathematics/Statistics-Computer Science Library - 100 Evans Hall.
- Chemistry Library - 100 Hildebrand Hall.
- Physics Library - 351 LeConte Hall.
- Doe Library (Main University Library)
- Moffitt Undergraduate Library

OMBUDSPERSONS

Ombudspersons assist students with problems that seem insoluble by usual procedures and agencies. The Office of the Ombudsman for students is located in 102 Sproul Hall, (510) 642-5754.

PUBLICATIONS

--*Announcement of the College of Engineering* - The Announcement contains curricula and degree requirements, policies and procedures of the College, graduate study information, etc. It is available in the Engineering Student Services Office and on line at <http://coe.berkeley.edu/college-of-engineering-announcement/>.

--*California Engineer* - Published four times each academic year, it includes topics of both technical and general interest.

--*EECS Undergraduate Notes* - Available in 205 Cory Hall, this booklet includes information on requirements, suggested programs, and courses in EECS. It is also on the web: <http://www.eecs.berkeley.edu/Programs/Notes/>

--*General Catalog* - This publication includes complete information on general University policies and requirements, as well as descriptions of each course offered on the Berkeley campus. It may be obtained at the ASUC or local bookstores or on the web at <http://www.berkeley.edu/catalog/>. To obtain a catalog by mail visit <http://catalog.berkeley.edu/get.html>

--*Schedule of Classes* -this on-line site (<http://schedule.berkeley.edu/>) lists all courses given for the semester, the unit value, time and location of each course, final examination date, and pre-enrollment locations and times.

RE-ENTRY PROGRAM

The [Re-entry Program](#) provides special services to undergraduates 25 and over and to graduate students 30 and over. Based on a students-teaching-students philosophy, the program offers monthly and weekly events to encourage students to work and study together. Services include no-fee, drop-in writing tutoring and peer advising; special events like "Preparing for Graduate School" workshops, student/faculty dinners, coffee socials; an educational exchange program; and an annual awards and graduation ceremony. The Office is located at 100 Cesar Chavez Center (642-8070; <http://trsp.berkeley.edu/>).

STUDENT LIFE ADVISING SERVICES (SLAS)

[Student Life Advising Services](#) (SLAS), a student service unit within the Division of Undergraduate Education, is committed to improving the quality of students' intellectual, educational, and social life on campus by offering academic, personal, financial, and career counseling/advising assistance to undergraduate students. SLAS gives priority attention to students in special programs such as the Educational Opportunity Program, the Summer Bridge Program, the Incentive Awards Program, etc. Priority assistance is also extended to students who participated in outreach programs, including Upward Bound; Educational Guidance Center; Mathematics, Engineering, Science Achievement; and Early Academic Outreach Programs. As a retention unit, SLAS plays a key role in empowering students from culturally diverse backgrounds to achieve academic success. SLAS counselors and peer advisers are available on an appointment and drop-in basis. For more information, contact Student Life Advising Services, 119 César Chavez Student Center, (510) 642-7224.

STUDENT LOUNGES AND STUDY ROOMS

- George A. Davidson Room - 240 Cory Hall, open Monday through Friday 7:00 AM to 10:00 PM. There are two rooms: one with vending machines and space for visiting with friends; the other is a quiet study room. Current magazines and professional periodicals are available.
- Garbarini Lounge - 205 Bechtel Engineering Center, open Monday through Friday 8:00 AM to 5:00 PM.

STUDENT SOCIETIES - ENGINEERING

Refer to the website <http://coe.berkeley.edu/students/current-undergraduates/student-involvement/engineering-student-societies.html>

Engineers Student Council (ESC) <http://www.ocf.berkeley.edu/~ejc/>

This is the representative organization for students in the College of Engineering, comprised of representatives from each member organization, members-at-large, and officers. A member organization is any group which is essentially engineering-related in its activities. Member societies receive funding from ESC for various activities as well as office space in the Bechtel Center.

California Engineer

This is a professional UC engineering magazine published by students at Berkeley. All students are invited to participate; writers as well as production staff are needed. Interested students should come to the office at 221 Bechtel.

THE TRANSFER, RE-ENTRY AND STUDENT PARENT CENTER

The [Transfer, Re-Entry and Student Parent Center](#) provides:

- Individual personal counseling, general advising, course planning, and a broad orientation to campus support services and resources.
- Transfer Student Perspectives Course: a two unit P/NP course to assess and strengthen academic skills while demystifying the Berkeley Campus.
- Transfer Student Advisory Council: identifies issues specific to transfer students and implements activities to enhance student life.
- Faculty sponsored informal dinners: promote exploration of various academic fields while encouraging graduate studies.

The phone number is (510) 642-4257, their web site is <http://trsp.berkeley.edu/> and they are located in 100 Cesar Chavez Center.

TUTORING

The primary resource for tutoring is the Student Learning Center (<http://slc.berkeley.edu>), located in the Cesar Chavez Center.

The College of Engineering's Academic Learning Center, 225B Bechtel, provides tutors for lower division math, physics and chemistry courses.

Tutoring is also done by some student groups at the department level. Check with the [department adviser](#) of your major for details.

UNIVERSITY HEALTH SERVICE/ TANG CENTER

In the event of illness, students should seek the assistance of the [University Health Service](#) at the Tang Center, 2222 Bancroft Way (510) 642-2000.

VETERANS

[Cal Veterans Student Services](#) is housed in the Transfer, Re-entry & Student Parent Center. Serving those who served, this office works to connect prospective, new, and continuing Cal student veterans to the campus-wide network of advocates. They fortify educational and career goals through maximizing benefits and funding, creating community among student vets, and providing additional links with many community-based organizations. They are located in 108 César E. Chávez (510) 642-7417. Students also work with the Office of the Registrar's, Veterans Services located in 120 Sproul Hall.

This handbook has been prepared to summarize University and College policies and procedures and to provide pertinent general information. It is important to refer, in addition, to the sources of information listed below.

- The [General Catalog](#) and the [Schedule of Classes](#)
- The [Announcement of the College of Engineering](#)
- Departmental orientation material, if available
- Engineering Student Services Office staff (230 Bechtel Hall)

Appendix I

ACCESS TO STUDENT RECORDS

To implement the University Policy Governing Disclosure of Information to Students and Access to Student Records, Engineering Student Services has established the following procedures, applicable to former students as well as students currently enrolled.

PUBLIC RECORDS - Inquiries made in person or by phone will be answered only in case of clear necessity. Unless specifically requested by the student not to do so, the following information is considered public and will be provided to individuals upon written request: verification of registration; major; date of admission, attendance, graduation or proposed date of graduation; honors and scholarships received.

CONFIDENTIAL RECORDS - The following information in the student's file and maintained by Engineering Student Services is considered confidential and will be released only pursuant to the procedures which follow:

- | | | |
|--|--|--|
| 1. Office of the Registrar's Dean's Card | 7. Transcripts from other schools | 12. Record of telephone calls |
| 2. Correspondence to, about,
and from student | attended, including high school | 13. Curriculum questionnaire |
| 3. Scholarship action, recommendations,
and grants-in-aid information | 8. Copies of petitions | 14. Semester evaluations by
Office of the Registrar |
| 4. Student photograph | 9. Work slips | 15. Copy of admission application
and essay |
| 5. Degree check | 10. Medical excuses | 16. Copy of educational test scores |
| 6. Student Information Card | 11. Notes of interviews with Deans
and Student Affairs Advisers | 17. Engineering study-list |

Effective September 1974, records of Engineering graduates are maintained for five years after graduation. After that date, only items 1-5 will be retained. Records of inactive students are maintained for five years starting from last date of enrollment. After five years, only items 1-12 will be retained. Semester grade reports and dean's cards from the Office of the Registrar for enrolled students are replaced when updated copies are received.

ACCESS TO RECORDS - The following staff personnel have access to student records: Staff of the Engineering Student Services and Dean's Offices, Engineering Deans, Faculty of the College, and the Ombudspersons. Other campus personnel have access to records on a need-to-know basis determined by Engineering Student Services.

PROCEDURES FOR ACCESS TO RECORDS

By Student - A student will be given an appointment to review his/her record after written request. No more than two working days will be required to provide the record for review. Letters of recommendation dated before January 1, 1975 are not subject to disclosure. A page charge of \$.25 per copy will be assessed for material duplicated from the student record. Material will be duplicated at the time of the request if it can be done without delaying service to others. Otherwise, the student will be given a time to return for the copy, within two days from the time of the request.

By Third Party - Access to records by a third party (other than those listed under Access to Records above) is available only with the written consent of the student. Information may be released without the consent of the student, for example, by judicial order, to accrediting organizations, in case of health and safety emergencies, or for research purposes. For additional information about such disclosures, consult the printed directive, Policy Governing Disclosures of Information from Student Records, available upon request.

The form delegating the student's authority to release information is available at the desk of each staff member. The third party to whom information is made available must also complete a form which is available at the desk of each staff member and which requires date, reason for review of record, and signature. Furthermore, the third party must also agree that information received must not be given to another party without written consent of the student.

Challenge and Hearing - A staff member of the Engineering Student Services Adviser will explain information in a student's record upon request. If the student believes that the record is in error or misleading, an appointment will be made with the Dean's Representative. If, after that appointment, the student is still not satisfied with the explanation, an appeal may be made to the Dean of the College of Engineering. If after these appointments, the matter is still not resolved, a further appeal may be made to an Ombudsperson.

Challenge of grades and evaluation of student work is not within the scope of the hearing.

INDEX

- A Level Exams 12
- Academic Advisers 15
- Academic Probation 22
- Academic Dishonesty 16
- Add/Drop a Course 16, 17
- Add/Drop Deadlines 16, 17
- Advanced Placement Examinations (AP) 9-11
- Advising 15
- Adviser Code 16
- Advisers 15
- American Cultures 3
- American History and American Institutions 3
- Announcement* 26
- Appeal of Grade 21
- Assignment of Advisers 15
- Attendance at Other Schools 9,17
- Breadth Requirements 4
- B.S. Degree 6
- Career Planning 25
- Change of Grade 21
- Change of Major 7
- Charles Tunstall Multicultural Engineering Program (MEP) 25
- College of Engineering Announcement* 26
- Commencement 25
- Correspondence Courses 13
- Counseling Services 25
- Course Evaluations 17
- Course Load 18
- Course Load Reduction 6
- Course Repetition 19
- Credit by Exam 14
- Deadlines to Change Class Schedule 17
- Degree Requirements 3
- Delay of Graduation 6
- Dismissal 22
- Dismissal Notices 22
- Dual Majors 7
- Drop a Course 16-17
- Education Abroad Program 12
- EECS Undergraduate Notes* 26
- Employment 6, 25
- Engineering-Undeclared 7
- Engineering Student Services (ESS) Adviser 15
- Engineers Student Council (ESC) 27
- English Composition Requirement (See COE R&C Requirement)
- Enrollment in Courses 16
- Entry Level Writing Requirement 3
- Extension Courses 13, 23
- Extension Units 23
- Extra Time for Degree 6
- Faculty Advisers 15
- Financial Aid 25
- General Catalog* 26
- General Requirements 5
- Grade Appeal 21
- Grade Change 21
- Grade Point Average 19
- Grade Point Computation 19
- Grade Report 18
- Grading Option Change 16-17
- Graduate Course Enrollment 18
- Graduation, Delay of 6
- Health Services 28
- Honors 21
- Housing 26
- Humanities/Social Science List 4
- Humanities/Social Science Requirement 4
- Incompletes ("I" Grades) 18-19
- Independent Study Courses 13
- International Baccalaureate Exams 11
- International Students 26
- Joint Majors 7
- Libraries 26
- Lounges 26
- Lower Division Requirements 17
- Major(s) 7
 - Joint majors 7
 - Engineering-Undeclared 7
 - Dual majors 7
 - Simultaneous Degree 8
- Minors 8
- Normal Progress 6
- NR (no record) 21
- Ombudsperson 26
- On-line Courses 13
- Pass/Not Passed Option 20
- Petitions 21
- Physical Education 5, 18
- Practical Experience 14
- Probation 22
- Psychological Services 25
- Public Records 29
- Publications 26
 - Announcement* 26
 - EECS Undergraduate Notes* 26
 - General Catalog* 26
 - Schedule of Classes* 26
- Reading & Composition Requirement 4
- Readmission
 - General 23
 - For Dismissed Students 22
- Records, Release and Disclosure of Student 30
- Reduced Course Load 6
- Re-entry Program 26
- Registration 16
- Repetition of Courses 19
- Required Subjects, Substitutions 8
- Requirements
 - College 4
 - Degree 3
 - General 5
 - Humanities/Social Science 4
 - Minimum Unit 6
 - Progress 6
 - Reading and Composition 4
 - Residence 5
 - University 1
- Residence Requirements 5
- Responsibilities of Student 15
- Schedule Adjustments 16
- Schedule of Classes* 26
- Scholarship Requirements 5
- Self-Paced Classes 14
- Senior Residence Rule 5
- Series Requirement 4
- Simultaneous Degrees 8
- Special Studies 13
- Student Grade Report 18
- Student Grievances (grades) 21
- Student Health Services 28
- Student Life Advising Services 27
- Student Lounges 27
- Student Records 29
- Student Organizations 27-28
- Student Societies 27-28
- Student's Responsibilities 15
- Study Abroad 12
- Study Rooms 27
- Subject Credit 8, 14
- Substitutions for Required Subjects 14
- Technical Grade Point Average 19
- Tele-BEARS Registration 16
- Transcripts 18
- Transfer Center 27
- Transfer Credit 8
- Tutoring 28
- UC Extension Units/Courses 13, 24
- Unit Credit 8
- University Health Services 28
- Veterans 28
- Withdrawal 22

