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University of California,  
Berkeley

College of Engineering

Undergraduate Handbook  
2009-2010

Student Affairs Office  
308 McLaughlin Hall  
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# Contents

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## DEGREE REQUIREMENTS

University Requirements	1
Berkeley Campus Requirements	1
College Breadth Requirements	2
Degree Requirements	3
Residence, Scholarship and Progress Requirements	3
The Major	5
Transfer Credit and AP Credit	6
Other Credit/Courses/Programs	10

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## PROCEDURES AND REGULATIONS

Advising Information	13
Academic Dishonesty	14
Enrollment in Courses	14
Grades	16
Petitions	19
Academic Honors	19
Academic Probation and Dismissal	20
Withdrawal and Readmission	21

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## ADDITIONAL INFORMATION

Career Center (jobs, careers and graduate school)	23
Charles Tunstall Multicultural Engineering Program	23
Commencement	23
Counseling and Psychological Services	23
Financial Aid	23
Housing Information	24
International Students	24
Libraries	24
Ombudspersons	24
Publications	24
Re-entry Program	25
Student Life Advising Services (SLAS)	25
Student Lounges and Study Rooms	25
Student Societies - Engineering	25
Transfer, Re-Entry and Student Parent Center	26
Tutoring	26
Undergraduate Scholarships	27
University Health Service	27
Veterans	27

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## APPENDICES

Appendix I	28
Access to Student Records	
Procedures for Access to Records	
Index	29

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



# UNDERGRADUATE HANDBOOK

2009-2010

The Engineering Student Affairs Office is involved in all matters pertaining to undergraduate engineering students: advising, maintaining student records, enforcing policies established by the University and the College, acting as liaison with University administrative offices whose functions relate to student matters. The staff of the Engineering Student Affairs Office is available to assist students and faculty with University, College, and Department rules and regulations.

## Degree Requirements

### University Requirements

#### ENTRY LEVEL WRITING REQUIREMENT

Entry Level Writing Requirement is an English proficiency requirement. If you have not fulfilled the Entry Level Writing Requirement, you should enroll in College Writing R1A. If you have questions, contact the College Writing Programs, 112 Wheeler ([www-writing.berkeley.edu](http://www-writing.berkeley.edu), 642-5570).

NOTE: This course must be taken for a letter grade. No more than a total of 3 units of English for Non-Native Speakers (ESL) may be applied toward the B.S. degree in Engineering.

#### AMERICAN HISTORY AND INSTITUTIONS

Candidates for the bachelor's degree must demonstrate knowledge of United States history and governmental institutions. If the requirements have not been satisfied upon admission, they should be satisfied as early as possible by completion of appropriate courses. The list of UC Berkeley courses that fulfill the AH&I requirements include History 7A, History 7B, History 130B, History 131A, History 131B, and History 138 for the American History requirement; and Political Science 1, Political Science 1AC or Political Science 108A for the American Institutions requirement. For more information, students can visit the AH&I Office in 120 Wheeler or call (510) 642-5006. The AH&I website is <http://teaching.berkeley.edu/ahi/>.

### Berkeley Campus Requirements

#### AMERICAN CULTURES REQUIREMENT

This requirement is designed to increase your understanding of issues pertaining to race, culture, and ethnicity in American history and society. In order to graduate, students must satisfy UC Berkeley's American Cultures requirement by completing a course from the current American Cultures list and by passing this course with a grade not lower than a C- or P. If an American Cultures course is on one of the College of Engineering's Humanities/Social Science lists, it may also be used to satisfy a course requirement for that list. All students, including students on international visas, are required to satisfy the American Cultures requirement. For the most current list of American Cultures courses, please go to the American Cultures office located in 120 Wheeler Hall (642-2264) or consult the *Schedule of Classes* <http://schedule.berkeley.edu/> or refer to the American Cultures website <http://amercult.berkeley.edu/>

# College Breadth Requirements

## COLLEGE OF ENGINEERING READING and COMPOSITION REQUIREMENT

To ensure that the English composition skills of the BS 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.

Students admitted as a freshman 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 for a letter grade and must be a grade of C- or higher.

Only the first course of the Reading and Composition requirement can be fulfilled with an advanced placement test. Once admitted to the College of Engineering, **only courses taken at UC Berkeley** with a grade of C- or higher will satisfy the College of Engineering Reading and Composition requirement. Refer to the College of Engineering Reading and Composition web site [http://www.coe.berkeley.edu/current\\_students/hssreq.pdf](http://www.coe.berkeley.edu/current_students/hssreq.pdf) for the list of acceptable courses. R&C A must be completed by the end of the sophomore year.

You must complete Entry Level Writing Requirement before enrolling in courses to fulfill the College of Engineering Reading and Composition requirement. College Writing 1A satisfies both Entry Level Writing Requirement and the first half of the College of Engineering Reading and Composition requirement.

## HUMANITIES AND SOCIAL SCIENCES REQUIREMENT

To promote better understanding of the humanities and social sciences, the College of Engineering has established the following breadth requirements for graduation:

1. A minimum of six courses (3 units or more) from the Humanities/Social Sciences (H/SS) lists. (See [http://www.coe.berkeley.edu/current\\_students/hssreq.pdf](http://www.coe.berkeley.edu/current_students/hssreq.pdf) for the complete lists.)
2. Two of the six courses must fulfill the Reading and Composition (R&C) requirement: one course each from the “A” list and the “B-1” *or* “B-2” lists. These courses must be taken for a letter grade. Once enrolled, these courses must be taken at UC Berkeley. The “A” list course should be completed by the end of the sophomore year.
3. The four additional courses must be chosen from the H/SS comprehensive list. These may be taken P/NP.
4. At least two of the six courses must be upper division (courses numbered 100-196).
5. At least two must be from the same department and at least one the two must be upper division. (\*Series)
6. One of the six courses must satisfy the campus American Cultures requirement. Refer to <http://amercult.berkeley.edu/> for the requirement and courses.
7. No more than two of the six courses can be satisfied by AP, IB or A-Levels .

\*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 Studies list. Ethnic Studies 21 may be followed by any upper-division courses in African American Studies, Asian-American Studies, Chicano Studies, or Native American Studies included in the Comprehensive List.

Advanced Placement Credit: See section on application of AP, IB or A-Levels credit (page 7). Only the first half of the Reading and Composition requirement can be satisfied with test scores. AP, IB or A-Levels credit for a humanities course may be linked with an upper-division course to satisfy the series requirement .

"American History and Institutions" and "Entry Level Writing Requirement" are additional campus-wide requirements which also must be satisfied.

Students will be expected to satisfy the Humanities/Social Science requirement by taking courses that are on the list **when the course is taken**.

# Degree Requirements

## PROGRAM PREPARATION

It is the student's responsibility alone to be certain that all degree requirements are met (curriculum, scholarship, and University). The student's complete program toward graduation should be planned at an early date. The *College Announcement* offers a planned course of study for each major and the student should consult the degree check prepared for him/her by the Student Affairs Office for program preparation. It is expected that graduating seniors confirm their status with their Faculty Advisers and Student Affairs Advisers well before pre-registration for the final term. Schedule an appointment with your Student Affairs Adviser in 308 McLaughlin Hall the semester before you are scheduled to graduate.

## GENERAL REQUIREMENTS

To graduate, students must meet the College of Engineering requirements and the general University requirements of Entry Level Writing Requirement and American History and 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**. All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) and courses required for the engineering major must be taken for a letter grade.

No more than 4 units of Physical Education courses and 3 units of English for Non-Native Speakers may be applied toward the degree. Information on Independent, Field, and Group Studies Courses limits can be found on page 11.

The final 30 units comprising two semesters toward the B.S. degree must be completed in residence in the College of Engineering on the Berkeley campus; the semesters must be consecutive (see Senior Residence Rule below). Also refer to the *General Catalog* for information on the University residence requirements, page 43).

Refer to indexed topics in this handbook, the *College Announcement*, and the *General Catalog* for further information.

## Residence, Scholarship and Progress Requirements

### SENIOR RESIDENCE RULE

The College Residence requirement supersedes the University requirement. The College requires the final 30 units comprising two semesters toward the B.S. degree be completed in residence in the College of Engineering on the Berkeley campus; the semesters must be consecutive.

Students enrolled in the Education Abroad Program may be permitted to satisfy the 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 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 and may be dismissed if 1) during any semester he/she has failed to attain at least a "C" (2.000) average in all courses undertaken in the University, 2) during any semester he/she fails to maintain a "C" average in the work of that semester or 3) if the student's over-all upper division technical grade point average is below 2.000. All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) and courses required for the engineering major must be taken for a letter grade.

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

**Dismissal notices are mailed four to five weeks after the end of each term. Students who are subject to dismissal at the end of one semester and enroll in the following semester may not be permitted to complete the term.**

### ***B.S. Degree***

A minimum grade-point average of 2.000 (C average) is required for all work undertaken at the University. **In addition, a 2.000 grade-point average is required in upper division technical work** offered in satisfaction of curriculum requirements. All technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) and courses required for the engineering major 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. Normal progress requires 30 units of completed course work each year. The continued enrollment of a student who fails to achieve minimum progress is subject to the approval of the Associate Dean. To achieve minimum progress, two criteria must be met:

- 1) A student must have successfully completed no fewer units than 15 times the semesters less one of enrollment at Berkeley. Summer Sessions are not counted as semesters.
- 2) **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.**

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

Students employed 15 or more hours per week and who have documented financial need (eg. FAFSA, tax returns) may petition to take less than the normal program. A statement from the employer or a UCB physician, respectively, is required. An employment verification form can be obtained from the Engineering Student Affairs Office, 308 McLaughlin Hall. Reduced study lists still must contain two letter graded technical courses unless an exemption is approved by the Associate Dean. 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

Students may also petition for less than 12 units for reasons of health as certified by a University physician at the Tang Center.

The minimum unit requirement for the bachelor's degree is 120 semester units, within which the student is expected to satisfy graduation requirements. For valid reasons, this minimum may be exceeded by 10 units. Associate Dean's approval is required for students who, having entered as freshmen, have accrued more than 125 units and have been in attendance for four or more years, and still have not satisfied graduation requirements. Junior transfers who have accrued more than 125 units and have been in attendance for two or more years without satisfying degree requirements also require Associate Dean's approval to continue.

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 by the Associate Dean, the student will be required to enroll in at least 12 units *and two letter graded technical courses* in that extra semester.

Enforcement of the minimum required units and technical courses requirement will continue until the last semester of completing the degree, during which the student may take less than the minimum units. If a student completes his/her requirements at the end of the sixth semester, they may stay two more semesters, but need to take the minimum 12 units and two technical letter graded courses in their seventh semester. In the eighth semester you are free to taken fewer than 12 units. They may opt to make their seventh semester their graduation semester and take less than the minimum units, but then will not be allowed an eighth semester.

## The Major

At admission, each student must select a major. **Junior transfers and change of college students are not permitted to change their major.** Each major has its own requirements and technical electives. Sample programs for all the majors are listed in the *College of Engineering Announcement*.

### CHANGE OF MAJOR

Applications for change of major into Bioengineering, EECS, Mechanical Engineering, Engineering Physics, Engineering Math & Statistics, Environmental Engineering Science, Manufacturing and certain joint majors will be accepted by the College of Engineering **only once a year**, in the spring semester (mid-January to February 15<sup>th</sup>). Applicants for these majors are considered in competition with other change of major and intra-campus transfer applicants. **Students must apply before the end of their fourth semester and submit an academic plan that shows the change will not delay graduation.**

Students who wish to change into Civil Engineering, Computational Engineering Science, Industrial Engineering and Operations Research, Nuclear Engineering, Materials Science Engineering and certain joint majors can submit a change of major petition to their student affairs adviser in either semester. Students need a 3.0 gpa or higher to change into these majors. Students below a 3.0 gpa may apply only during the spring semester (mid-January to February 15<sup>th</sup>.) **Students must apply before the end of their fourth semester and submit an academic plan that shows the change will not delay graduation.**

Students must complete a minimum of two semesters at UC Berkeley before they will be considered for a change of major. Consult with your student affairs adviser for more information.

### JOINT MAJORS

Students who wish to apply for a joint major program must do so **before the end of their fourth semester and submit an academic plan that shows the change will not delay graduation.** Some joint majors accept applications any time during the semester, others are only reviewed once a year in the spring (deadline February 15<sup>th</sup>). Freshmen may apply by this deadline, but a decision will not be made until second semester grades are posted. The minimum gpa to be considered for joint majors is 3.0 for all students. Students must complete a minimum of two semesters at UC Berkeley before they will be considered for a change of major. Consult with your student affairs adviser for more information.

### ENGINEERING – UNDECLARED

**Students enrolled in the Engineering - Undeclared program must have completed two full semesters at UC Berkeley before they can declare a major in one of the engineering departments. Students must submit a change of major petition to their student affairs advisor between the end of their second semester and the end of their fourth semester.** Students unsure of their choice of major should work closely with the faculty and student affairs advisers to explore options. It is recommended that you complete one of the engineering freshmen seminars for your program. In order for students to change to a major they must be in good academic standing, that is have an overall gpa of 2.0 or higher and not be on academic probation. Consult with your student affairs adviser for more information.

### 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. All requirements for both majors must be completed.
2. No more than 3 upper division technical courses can be duplication of credit.
3. All dual majors should be completed in 8 semesters. If a 9<sup>th</sup> semester is required to complete the program then **the request must be made at the time of application.** There is no guarantee of the additional semester. (EAP is considered a UCB semester but summer session is not.)

Applications for dual major must be **submitted between the end of your second semester and before the end of your fourth semester.** (For EECS, Bioengineering, Mechanical Engineering and the Engineering Science majors, the deadline for applications is February 15<sup>th</sup>.) Freshmen may apply by this deadline, but a decision will not be made until second semester grades are posted. Applicants must:

1. Submit an academic plan that includes required courses for both majors in each semester.
2. Submit a personal statement discussing the interest in the intended major.

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. The Associate Dean for Student Affairs must also approve your application. Consult with your student affairs adviser for more information.

## **SIMULTANEOUS DEGREES**

A simultaneous degree is the pursuit of two majors in two different colleges or schools at UC Berkeley.

The following are the requirements for the simultaneous degree:

1. All requirements for both majors and both colleges must be completed.
2. No more than two upper division technical courses can be duplication of credit
3. The simultaneous degree should be completed in 8 semesters. If a 9<sup>th</sup> semester is required then **the request for the additional semester must be made at the time of application.** There is no guarantee of the additional semester. (EAP is considered a UCB semester but summer session is not.)

Applications for simultaneous degree must be submitted **between the end of the second semester and the end of the fourth semester.** Applicants must:

1. Submit an academic plan that includes all requirements for both majors. The academic plan must also include a **minimum of two technical courses** in each semester that are required for the engineering major.
2. Submit a personal statement discussing the interest in the intended major.

The minimum gpa for consideration is 3.0. Your application will be reviewed by the College of Engineering Associate Dean, the department to which you are applying and by the college to which you are applying. The application must be approved by faculty advisors and deans of both colleges/schools. For a list of other colleges and their office locations, please refer to the website [www.berkeley.edu/academics/](http://www.berkeley.edu/academics/). Consult with your student affairs advisor for more information.

## **MINORS**

All the engineering departments offer minors. Students who are interested in a minor should get information from the department offering the minor. Although no additional time will automatically be given to complete a degree program with a minor, it is usually possible to finish within the allotted time with careful course planning. Students are encouraged to meet with their Student Affairs Adviser to discuss feasibility of minor programs.

## **Transfer Credit and AP Credit**

### **TRANSFER CREDIT**

The Office of Undergraduate Admissions determines the units of advanced-standing credit to be allowed for work successfully completed at another institution. The Engineering Student Affairs Office will evaluate the work in terms of subject credit. Where there is a question regarding the equivalence of prior coursework, the student will be directed to the departmental faculty representative of the course in question for the determination of course satisfaction. All technical courses and courses required for the engineering major must be taken for a letter grade.

#### ***Subject Credit***

A student who claims credit for an upper-division course for work completed at a junior college should see their Student Affairs Adviser in 308 McLaughlin Hall who will assist the student in completing a course evaluation form and send them to the instructor in charge of the equivalent course at Berkeley. Upon the instructor's recommendation, the student may be excused from taking the course but will be required to take upper-division technical units of equal value in place of the course.

If a student completes a lower-division course at a four-year institution evaluated as equivalent to an upper-division course given on this campus, the student will not be required to take the UC Berkeley course or to substitute additional upper-division technical units in its place.

#### ***Unit Credit***

The maximum number of units which a student may transfer to the University from a community college is 70 semester units although a greater number of units may have been completed. The College of Engineering does not accept credit by exam.

## ATTENDANCE AT OTHER SCHOOLS AFTER ENROLLMENT IN THE COLLEGE

**A student may not enroll at another school simultaneously while enrolled at the University.**

A regularly enrolled student who wishes to take courses at another school in the summer or in a given semester when not enrolled in the College must determine in advance that the coursework will meet curriculum requirements. Students must consult with their Student Affairs Adviser and with the Office of Admissions **before registering** for courses at any school other than UC Berkeley. Students will not receive credit for courses taken at other colleges while not enrolled at UC Berkeley, unless they receive approval from the Associate Dean **prior** to registering for the non-UC Berkeley course.

## ADVANCED PLACEMENT CREDIT

Below are the tests and scores needed to fulfill UC Berkeley 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

UC BERKELEY COURSE REQUIREMENTS: Lower division humanities credit given.

### **Biology AP**

SCORE: 4 or 5

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: Biology 1A and 1B.

### **Chemistry AP**

SCORE: 3 or better

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: Chemistry 1A. If your major requirements include a Chemistry 1B requirement, the Chemistry Department strongly recommends enrolling in Chemistry 1A before 1B.

### **Computer Science AP**

Students with a CS 61A requirement may only use one CS AP exam (See below).

SCORE: 4 or 5 on the "A" test

UC BERKELEY UNITS: 1.3 units

UC BERKELEY COURSE SATISFACTION: For majors with a CS 61A requirement, this AP test does not satisfy the requirement. See below.

SCORE: 4 or 5 on the "AB" test

UC BERKELEY UNITS: 2.7 units

UC BERKELEY COURSE SATISFACTION: CS 61B

SCORE: 3 on the "AB" test

UC BERKELEY UNITS: 2.7 units

UC BERKELEY COURSE SATISFACTION: No course equivalency.

### **Economics AP (Macro AND Micro)**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 units each

UC BERKELEY COURSE SATISFACTION: Credit for both the macro and micro tests counts as one lower division humanities course. Both courses are treated as a unit, which may be linked with an upper division economics course from the comprehensive list to satisfy the series requirement.

### **English AP (Language or Literature)**

SCORE: 3

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

UC BERKELEY COURSE SATISFACTION: Entry Level Writing Requirement credit only.

SCORE: 4 or 5

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

UC BERKELEY COURSE SATISFACTION: English 1A course satisfaction.

**History AP (American, European or World)**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: Lower division humanities credit. Students may link this AP credit with an upper division history course to satisfy the Humanities series requirement (2 courses from the same department).

**Latin AP (Vergil and CAT/HRC)**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 each

UC BERKELEY COURSE REQUIREMENTS: No humanities credit given for language courses.

**Mathematics AP (AB Exam)**

SCORE: 3 or better

UC BERKELEY UNITS: 2.7 units

UC BERKELEY COURSE SATISFACTION: Math 1A will be satisfied, however, those students with a score of 3 may wish to repeat Math 1A. A student may accrue only 4 units of degree credit for the Math 1A requirement, so will lose the 2.7 AP credit units after successful completion of the four-unit Math 1A course at UCB.

**Mathematics AP (BC Exam)**

SCORE: 5 (less than 5, see below)

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: Math 1A and Math 1B will be satisfied with a perfect score of 5. It is recommended that students with a score of 3 or 4 contact a non-major advisor in the Math Department (642-4024), or consider taking Math 1B.

**Music AP**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: No humanities credit given.

**Physics AP (Mechanics C Exam)**

SCORE: 5

UC BERKELEY UNITS: 2.7

UC BERKELEY COURSE SATISFACTION: Physics 7A

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

SCORE: 3, 4 or 5

UC BERKELEY UNITS: 2.7

UC BERKELEY COURSE SATISFACTION: see below

***Comparative Government***

SCORE: 3, 4 or 5

UC BERKELEY UNITS: 2.7

UC BERKELEY COURSE SATISFACTION: see below

If a student receives a score of 3 or better in both the Political Science AP tests, the two scores taken together count as one lower division humanities course which may also be linked with an upper division Political Science course to satisfy the "series".

**Psychology AP**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7

UC BERKELEY COURSE SATISFACTION: Lower division humanities credit.

**Spanish, French or German Language AP**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units each

UC BERKELEY COURSE SATISFACTION: No humanities credit given for language courses.

**Spanish, French or German Literature AP**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 5.3 units

UC BERKELEY COURSE SATISFACTION: Lower division humanities credit given. These AP tests can be linked with upper division humanities courses to satisfy the series requirement (see page 2).

**Statistics AP**

SCORE: 3, 4, 5

UC BERKELEY UNITS: 2.7 units

UC BERKELEY COURSE SATISFACTION No statistics credit given.

NOTE: If a student takes a course for which AP credit has already been given, duplicated units will be deducted by the College of Engineering. Furthermore, elective AP credit awarded on admission may be subject to partial or complete removal if duplication is determined by the Office of Undergraduate Admission.

**INTERNATIONAL BACCALAUREATE EXAMS**

1. IB Higher Level exams completed with a grade of 5, 6 or 7 represent 5.3 semester units of freshman-level work. Except for Physics
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 credit, students must give a copy of the exam scores to their Student Affairs Adviser in 308 McLaughlin Hall.

**Exam Name****Credit Use**

Art/Design	Humanities credit
Biology	Satisfies Biology 1A and 1B
Chemistry	Satisfies Chemistry 1A
Computer Science	Satisfies CS 61B if student completes CS 47B at UCB
Economics	Satisfies either Economics 1 <b>or</b> Economics 2
English A1	Satisfies Entry Level Writing Requirement and English 1A
English A2	Literature, Humanities credit
English B	Language course, no Humanities credit
French A1	Literature, Humanities credit
French A2	Literature, Humanities credit
French B	Language course, no Humanities credit
Geography	Social Science credit
German A1	Literature, Humanities credit
German A2	Literature, Humanities credit
German B	Language course, no Humanities credit
Classical Greek	Literature, Humanities credit
History of the Americas	Satisfies American History & Institutions requirement; Humanities credit
European History	Humanities credit
Latin	Humanities credit
Math	Satisfies Math 1A and 1B
Music	Humanities credit
Philosophy	Humanities credit
Physics	No credit given
Portuguese A1	Literature, Humanities credit
Portuguese A2	Literature, Humanities credit
Portuguese B	Language course, no Humanities credit
Spanish A1	Literature, Humanities credit
Spanish A2	Literature, Humanities credit
Spanish B	Language course, no Humanities credit
Theater	Humanities credit

<b>A-LEVEL EXAMS</b>	<b>Units</b>	<b>Credit Use</b>
Score of A (1), B (2) or C (3) is needed		
<b>Accounting</b> (all examining boards)	8	None
<b>Biology</b> (Singapore Cambridge, Hong Kong, U of London, Oxford-Cambridge)	8	Satisfies Biology 1A and 1B
<b>Chemistry</b> (all examining boards)	8	Satisfies Chemistry 1A and 1B if the student received a grade of A. Any lower grade, the Department must review to determine credit.
<b>Computer Science</b> (Singapore Cambridge, Oxford-Cambridge, Associated Examining Board)	8	If programming language is C or C++, then it satisfies CS 61B (4 units)
<b>Economics</b> (Hong Kong, U of London, Oxford-Cambridge, Singapore Cambridge)	8	Satisfies Economics 1 (4 units)
<b>English Literature</b> (all examining boards)	8	Satisfies English 1A
<b>Physics</b>	0	Not equivalent to Physics 7 series
<b>Religious Studies</b> (all examining boards)	8	Lower division humanities elective credit
<b>Math</b>		
Singapore-Cambridge		
Math C	8	Satisfies Math 1A and 1B
Pure Math	8	Satisfies Math 1A
Further Math	8	Satisfies Math 1B
Hong Kong Examination Authority		
Pure Math	8	Satisfies Math 1B
Applied Math	8	Satisfies Math 1B
University of London		
Pure Math	8	Satisfies Math 1A and 1B
Further Math	8	Satisfies Math 1B
Oxford-Cambridge		
Pure Math	8	Satisfies Math 1A and 1B
Further Math	8	Satisfies Math 1A and 1B

## Other Credit/Courses/Programs

### EDUCATION ABROAD PROGRAM

Study Abroad is an educational option in which many College of Engineering undergraduates are interested and we encourage them to do so as a means of broadening their education and developing a global view of engineering. International study can be enlightening and fulfilling, both personally and academically, but it requires a good deal of organization and self-motivation to be successful. We believe the benefits are well worth the effort for many students. These guidelines should enable you to develop a program that meets your needs and compliments your undergraduate engineering education. **Please note that students must obtain approval from the College of Engineering Associate Dean prior to engaging in any Study Abroad Program. EAP students are considered**

**to be enrolled in the College of Engineering and these semesters count toward the semester limit for graduation.** (See the COE EAP web site [http://www.coe.berkeley.edu/current\\_students/eap.html](http://www.coe.berkeley.edu/current_students/eap.html) for further information).

## **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 Associate Dean will give consideration to requests of students to complete a required course through correspondence, on-line or extension. See your Student Affairs 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
- Spring admit students who need to meet admission conditions
- Dismissed students who have developed an academic plan with the Associate Dean as a condition for being re-admitted
- Students who, after 120 units and with approval of the Associate Dean, need to complete academic requirements for graduation
- Students who have permission from the Associate Dean prior to taking courses

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 the Associate Dean's 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 registered at UC Berkeley, are not part of UC Berkeley and are not considered "in residence". International students will no longer be eligible to remain on the UC Berkeley F-1 status and I 20. This will 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.

## **INDEPENDENT, GROUP AND FIELD STUDIES COURSES**

Subject to specified conditions, a student may earn credit for supervised independent study of topics of his or her own selection, or a group of students may earn credit for an organized cooperative study of topics of their own choosing. Such students will receive faculty advice on topics or methods of study. (Refer to *General Catalog*, pages 99).

- The number 98 is reserved for Directed Group study by lower-division students.
- The number 99 is reserved for supervised Independent Study by academically superior lower-division students (with at least a 3.3 GPA).
- The number 197 is reserved for Field Studies Courses (for students with 60 units or more).
- The number 198 is reserved for organized Group Study by undergraduates (for students with 60 units or more).
- The number 199 is reserved for supervised Independent Study by undergraduates (for students with over 60 units).
- Courses numbered 98, 99, 197, 198, and 199 must be taken on a Passed/Not Passed basis and are not acceptable for technical credit. 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. Students enrolled in 197, 198, and 199 courses must have completed at least 60 units of undergraduate work and be in good academic standing (2.000 GPA or above).

### **Approvals Required for Enrollment in Independent, Group and Field Studies**

Each student enrolled in a lower-division Independent Study Course (99) must have prior consent of the instructor who is to supervise the study. A written proposal for each Field Studies Course (197), signed by the faculty sponsor, must receive approval by the Chair of the Department. Each section of a Group Study course (98 or 198) must receive approval by the Chair of the Department (or equivalent) based on a written proposal, submitted by the

instructor who is to supervise the course, that describes the matter to be studied, the methods of instruction, the number of units to be credited, and the methods of evaluation of student performance. Each student enrolled in an Independent Study Course (199) must have prior consent of the faculty instructor who is to supervise the study and of the student's major adviser.

Approval by the Chair of the Department (or equivalent) must be obtained on the basis of a written proposal that specifies the nature of the study, the number of units to be credited, and the basis for grading.

The Office of the Registrar will automatically drop from the roll of courses numbered 98, 99, 197, 198, and 199 every student who does not meet the criteria for admission, or who already has over four units of 98, 99, 198, and 199 course work in that semester. If you are unsure of your eligibility to take one of these courses, check with your Student Affairs Adviser.

### **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 several lower-division math, computer science, physics, and foreign language 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. Student/instructor contact is usually made through tutoring sessions when extra help is desired.

Before taking one of the self-paced classes, the student should consider whether he/she is sufficiently motivated to do the work without having specific deadlines. 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.

### **SEMINARS**

Seminars are special lectures organized by department faculty and industry representatives for furthering discussion and learning on selected topics. A schedule of upcoming seminars is listed in the Engineering News and on bulletin boards outside department offices. These seminars are meant to introduce interested students to real problems, methods, and applications in their fields.

### **PRACTICAL EXPERIENCE (SUBJECT CREDIT)**

A student who has had practical experience in any field of Engineering and who has 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 excused from a course upon the recommendation of the instructor in charge. Since unit credit is not allowed in such cases, the student must substitute other technical coursework for the particular course from which he/she has been exempted.

The student must submit an Undergraduate Student Petition which the faculty adviser, instructor, and undergraduate study list representative must endorse. On the petition should be noted the technical units the student has selected to replace the units of the course for which subject credit is desired. After action on the petition and notification to the student, the petition is placed in the student's file.

# Procedures and Regulations

## Advising Information

### STUDENT AFFAIRS ADVISERS

Student Affairs Advisers are available to answer general academic questions, help with academic problems, review college requirements and general major requirements as well as provide information and/or referrals to other departments. The advising staff can approve schedule changes, help explain degree checks, refer students to special programs, advise on the general requirements of academic programs and clear students for graduation. (Please note, your technical course selection and your long term professional course planning are done with the advice of your Faculty Adviser, not your Student Affairs Adviser). Student Affairs Advisers see students based on the student's last name. The Student Affairs Advisers are:

Bonnie Ungerer	(For students with last names A - Dang)
Mary Howell	(For all undeclared students and for students with last names Dangi-Grutas)
Bryan Jones	(For students with last names Gu-Lav)
Eugenia Foon	(For students with last names Law-Ngo)
Mitzi Stevens	(For students with last names Nguyen-Taheny)
Pat Horwath	(For students with last names Tai - Zz)

Drop-in advising hours are Wednesdays from 9:00 am to 11:45 am and 1:00 pm to 3:45. Appointments to see a Student Affairs Adviser may be made for Monday, Tuesday, Thursday and Friday. Each Student Affairs Adviser's schedule is online at [http://www.coe.berkeley.edu/current\\_students/advising.html](http://www.coe.berkeley.edu/current_students/advising.html) The Student Affairs Office is located in 308 McLaughlin Hall and the phone number is 510-642-7594.

### ASSIGNMENT OF FACULTY ADVISERS

The Engineering Student Affairs Office assigns each student a Faculty Adviser in Engineering 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 adviser is, you should go to 308 McLaughlin Hall and look in the Faculty Adviser binder.

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, approves or disapproves a program of study and recommends approval or denial of petitions for variances from degree requirements or from University, College, or Departmental rules and regulations. (NOTE: Most petitions must also be approved by the Undergraduate Study List Representative; all petitions must be approved by the College Associate Dean.)

### 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 the requirements of the University, College and specific Departmental rules and regulations. This includes responsibility to track completion of major degree requirements, to complete general University and Berkeley campus regulations as well to comply with residence, minimum progress and scholarship requirements. Students should refer to the Berkeley *General Catalog* those details General Rules and Academic Policies for the university and the current *College of Engineering Announcement*.

## Academic Dishonesty

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 required to repeat the subject work, may be assigned an F grade or a "zero" grade to the subject work, may be assigned an F grade to the course or may be referred to the Office of Student Conduct.

**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 subsequent to a drop transaction.

## Enrollment in Courses

### TELE-BEARS/REGISTRATION

Registration information will be emailed to all continuing students. Be sure your email address on Bear Facts is accurate and the one you use most frequently.

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 Advising Code for Tele-Bears registration. Complete details about Tele-Bears Advising and Faculty Advising can be found at <http://www.coe.berkeley.edu/dars>. After the program is approved by the Faculty Adviser, the Tele-Bears Schedule Form must be dropped off or mailed to the Student Affairs Office, 308 McLaughlin Hall.

NEW students will receive their materials by mail after they have indicated their acceptance of admission. All new students are encouraged to attend the CALSO Orientation where Student Affairs Advisers will be on hand to help NEW students plan their programs.

Students who are New or Readmits will mail their Tele-Bears Schedule Form to the Student Affairs Office, 308 McLaughlin Hall.

### SCHEDULE ADJUSTMENTS

After a student's schedule has been confirmed by the Office of the Registrar, adjustments may continue to be made through the adjustment period. The Student Affairs Advisers in 308 McLaughlin Hall must be consulted about any changes made to approved programs.

### ADD/DROP/CHANGE IN GRADING OPTION DEADLINES

The deadlines for College of Engineering undergraduates are as follows:

- Deadline to add courses: mid-night on Friday of the fifth week through Tele-Bears.
- Deadline to drop a course on the early-drop deadline list: mid-night on Friday of the second week of classes through Tele-bears.
- Deadline to drop courses **not** on the early-drop deadline list: mid-night on the Friday of the third week of classes through Tele-Bears; 3:45 pm on the Friday of the fifth week through your Student Affairs Adviser in 308 McLaughlin Hall.
- Deadline to change the grading option from pass/no pass to letter grade: mid-night on the Friday of the third week of classes through Tele-Bears; 3:45 pm on the Friday of the fifth week through your Student Affairs Adviser in 308 McLaughlin Hall.
- Deadline to change the grading option from letter grade to pass/no pass: mid-night on the Friday of the third week of classes through Tele-Bears; 3:45 pm on the Friday of the tenth week through your Student Affairs Adviser in 308 McLaughlin Hall.

## ADD/DROP/CHANGE IN GRADING OPTION

College of Engineering students are able to add classes through Tele-Bears until the end of the fifth week of instruction. They are able to drop Early Drop Deadline (EDD) courses through Tele-Bears until the EDD deadline of the second week of instruction. Student may drop Non-Early Drop Deadline courses through Tele-Bears until the end of the third week of instruction. They may drop Non-EDD courses through their Student Affairs Adviser in 308 McLaughlin Hall until the drop deadline (the end of the fifth week of instruction). See the above ***Add/Drop/Change in Grading Option Deadlines*** for procedures involving the change of grading options. See the (<http://registrar.berkeley.edu/StudentSystems/tbinfo.html>) for additional information on procedures and schedule change fees.

All drops of letter graded technical courses required for the major after the third week requires the faculty adviser's signature and the approval of the Associate Dean. Drops of NON-technical courses, humanities, PE, changes of lecture section, or grade option changes do not need the faculty adviser's signature. If a course must be dropped for reasons of health, the approval of a physician of the Student Health Service must be obtained as well. If you are unsure of which signatures you need on the add/drop petitions, check with the Student Affairs Office. Note: Bioengineering, Engineering Undeclared, EECS, Civil Engineering, Mechanical Engineering, Materials Science and Engineering, Nuclear Engineering and IEOR students do not need a faculty adviser signature if their program will contain two letter graded technical courses and 12 units. **Engineering Science majors (Computational Engineering Science, Engineering Math Stat, Engineering Physics and Engineering Environmental Science) will need to have their faculty adviser's approval signature.**

Changes in the Passed/Not Passed option may be made and courses may be dropped, provided that at least 12 units and at least two letter graded technical courses remain on the study list before the end of the **fifth week** of classes. **Once a course is taken for P/NP, it cannot be used to fulfill a major requirement.**

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 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. However, students should expect that requests not falling into one of the above four categories will usually **not** be approved by the Associate Dean.

Refer to the On-Line Schedule of Classes (<http://registrar.berkeley.edu/StudentSystems/tbinfo.html>) for fees charged to add or drop courses.

**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 subsequent to a drop transaction.**

## COMPLETION OF LOWER-DIVISION REQUIREMENTS

All students are expected to complete required lower-division courses before beginning upper-division work. Transfer students must complete lower-division requirements within the first two semesters after admission. Any student with junior level status must take any remaining lower or upper division technical courses at UC Berkeley. **All technical course work (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) for your major must be taken for a letter grade. No technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) or courses required for the engineering major may be taken Passed/Not Passed.**

## **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. Students should bring a copy of their transcripts and syllabi to the College of Engineering Orientation.

**Technical courses:** Students must bring a copy of the course syllabus to their Student Affairs Adviser. The SAO will give the student a course evaluation form that must be taken to the 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' SAO in 308 McLaughlin Hall.

**Humanities/Social Science:** Students should bring a copy of the course syllabus or detailed course description to their Student Affairs Adviser. Your 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 relevant to the engineering curriculum. Programs of less than 12 or more than 20 1/2 units require the approval of the Associate Dean. Technical courses and 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 of undergraduate course work. A UC Berkeley upper-division technical grade-point of at least 3.000 is also required.

## **SUBSTITUTIONS FOR REQUIRED SUBJECTS**

Substitutions for required courses may be approved only by petition to the Associate Dean and then only on the basis of extenuating circumstances. Substitute courses must be of equal or greater value to the original required course(s). The petition must be submitted early before the student has started the course he/she wishes to substitute. The petition, available in the Engineering Student Affairs Office, must be endorsed by the Faculty Adviser, the Undergraduate Study List Representative, and the Associate Dean. See your Student Affairs Adviser for details.

## **PHYSICAL EDUCATION**

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

## **Grades**

### **STUDENT GRADE REPORTS**

Approximately three weeks after the close of each semester, student grades are available on Info-BEARS or the Bear Facts System. Unofficial and official copies of the transcript are available from the Office of the Registrar in 120 Sproul Hall. Students are urged to review their grades each semester to be certain that all work undertaken has been successfully completed. Early unofficial grade reports may be obtained via post cards left with instructors at the time of the final examination. Students who receive an "Incomplete", "F", or "NP" grade should consult their Student Affairs Adviser and Faculty Adviser and make any necessary adjustments to programs. The student must not enroll in a course for which the prerequisite has not been satisfied, particularly if a failing grade was received in the prerequisite course.

Students may apply for an official transcript of record at the Office of the Registrar, but records will not be 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. Refer to the *General Catalog* for the fee schedule.

## 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 78 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 will also be included in the UC Berkeley grade-point computation unless the student has been dismissed from the College of Engineering. **With the Associate Dean's 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 whether or not they are used for major requirements. They would include, for example, courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science. **A 2.000 technical grade-point average is required for graduation. The technical grade-point average represents your major grade-point average.**

## REPETITION OF COURSES

- You may repeat only courses in which you received a grade of D+, D, D-, F, NP, or U.
- You may repeat an Incomplete (I) grade subject to limitations listed below (see Grade I).
- Courses in which you received a grade of D+, D, D-, or F and courses that you undertook for a letter grade but for which you received a grade of I may not be repeated on a passed/not passed basis.
- Repetition of a course more than once requires approval by the dean of the college, school, or division in which you are enrolled at the time you repeat the course. Without this approval, 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 unit requirements for the degree.
- Degree credit for a repeated course will be given only once, but the grade assigned at each enrollment is permanently recorded.
- If you repeat courses in which you received a grade of D+, D, D-, or F, the units are counted only once and only the most recently earned grades and grade points are used for the first 12 units repeated. In case of further repetitions, the grade-point average is based on all grades assigned and total units attempted. If, however, 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 repeat an I in a letter-grade course, the I will lapse to an F unless you have permission of the dean of your college or school to retain the I grade for a longer period.

## GRADE "I" (Incomplete)

The grade "I" may be assigned 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.

- 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.

Arrangements should be made to complete the required coursework at least 30 days prior to the deadline for replacement of the Incomplete. Faculty are under no obligation to accept work submitted after that time. 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 student completes the coursework and files the petition.

The Petition for Removal of Incomplete Grade is available at the Office of the Registrar or the Engineering Student Affairs Office as well as on line at <http://registrar.berkeley.edu/GeneralInfo/elecforms.html>. There is a processing fee 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. A student may not remove an "I" grade in a course taken for a letter grade by repeating it on a Passed/Not Passed basis.

A student may "Freeze" up to two "I" grades so that they remain on the record but never become "F's" or NP's by filing the appropriate petition in the Engineering Student Affairs Office within the previously noted deadlines. 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**. Students who accumulate 12 or more semester units of unrevised "I" grades on their records will not be permitted to register except by permission of the Associate Dean. Frozen "I" grades continue to count in this unit limitation. 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.

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.

In addition to the information above, the *General Catalog* or the web site <http://www.berkeley.edu/catalog/policies/grades.html> contains complete information on Incomplete grades.

## PASSED/NOT PASSED CREDIT

Students may take free electives and most humanities and social science courses on a Passed/Not Passed grade basis if they have achieved: 1) at least a "C" average in all academic work completed at one of the University campuses, and 2) at least a "C" average in the work of the previous term. NOTE that a course taken to fulfill the College Reading and Composition requirement may not be taken on a P/NP.

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

Degree credit for courses graded "Passed" 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 "Passed" may be allowed toward the B.S. degree in Engineering.

**No technical courses (courses in engineering, mathematics, chemistry, physics, statistics, biological sciences and computer science) or courses required for the engineering major may be taken Passed/Not Passed.** In order to petition for a technical course to be taken Passed/Not Passed, the student must have completed all the requirements for their major, must have two graded technical courses and have at least 12 units (see section on Normal Progress for exception). Students on academic probation may not take courses on the Passed/Not Passed option.

## **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 when a computational or procedural error occurred in the original assignment of a grade, but 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 re-examination or the submission of additional work after the close of the term.

## **GRADE APPEAL PROCESS**

This University regulation covers student grievances originating in units of instruction and concerning grades. 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* 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 Affairs Office, 308 McLaughlin Hall. Consult with your Student Affairs Adviser regarding any petition.

## **Academic Honors**

### **HONORS TO DATE**

In the semester in question, 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 Director of 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.

NOTE: Regulation 204(A) states that students enrolled in degree programs may receive credit for courses graded Passed or Satisfactory to a limit of one-third of the total units undertaken and passed on the Berkeley campus at the time the degree is awarded. Units completed in an Education Abroad Program or on another University of California campus by an undergraduate in an intercampus visitor program are considered Berkeley work for the purpose of this regulation.

## **Academic Probation and Dismissal**

A student needs to maintain an over-all grade point average of 2.000 or better. Students will be subject to probation or dismissal if their over-all grade point average falls below a 2.000 or if their semester grade point average is below a 2.000.

At the end of each semester, the records of all students subject to dismissal are reviewed. Also, the continued enrollment of a student who fails to achieve normal progress, fails to maintain an engineering program or fails to maintain a 2.000 upper division technical grade point average shall be subject to the approval of the Associate Dean.

Students may not be notified of dismissal for several weeks after the end of the semester because grades are not available until then. Therefore any student who expects a problem should obtain his/her grades and determine if he/she has failed to meet academic standards. **Whether or not there is prompt official notification of the action of the Associate Dean, students should be aware that they continue in classes in the following semester at their own risk if they are subject to dismissal.**

Students who have been dismissed for scholarship deficiency have no assurance of readmission. If there are extenuating circumstances, students should make an appointment to discuss these circumstances with the Associate Dean. If there is good reason to believe that they will be able to achieve a superior record if given another opportunity, the Associate Dean may be willing to readmit them in a later semester. If it appears that the student will have a better chance of succeeding if he/she first attends another college such as a community college and does well there, this may be required of them before they are considered for readmission. If students have not shown the capacity to succeed in the College of Engineering, the Associate Dean may recommend that they plan to complete their education at some other four-year college or university.

Students on probation may not take courses with a passed/not passed option. If a student does enroll in a course on a passed/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.

### **Re-Admission Policy for Dismissed Students**

Students who have been dismissed from the College of Engineering **must meet with their Student Affairs Adviser and the Associate Dean before fulfilling the following conditions** in order to be **considered** for re-admission. NOTE: All readmission applications must be turned in by the Readmission deadline (June 1 for the fall semester and November 1 for the spring semester). **An academic plan to graduation must be submitted with the Readmission Application.**

Fulfilling these conditions **does not** guarantee re-admission.

#### **For students in the lower division:**

1. All students must spend at least one semester at a community college or another university.
2. Courses taken for the purpose of re-admission must be approved by the Associate Dean prior to taking the course. An academic plan must be submitted to the Associate Dean indicating courses expected to be taken and places of attendance.
3. Students must have a 2.200 minimum UC GPA and must have completed all required lower division coursework. A grade of B or better must be earned in all required lower-division courses not completed at the time of dismissal. All courses to be applied to the degree must be taken for a letter grade.

### **For students in the upper division**

1. All lower division requirements must be completed. A grade of B or better must be earned in all required lower-division courses not completed at the time of dismissal.
2. Students must take at least three, but no more than four, upper division letter graded technical courses applicable to his/her degree in summer school, another university or UC Extension and earn a grade of C or better in all technical courses attempted and at least a B in three of these.

All technical courses must be taken for a letter grade and at least two must not be repeats of courses already taken.

3. Courses taken for the purpose of readmission must be approved by the Associate Dean prior to taking the course. An academic plan must be submitted to the Associate Dean indicating courses expected to be taken and places of attendance.
4. Students must have a 2.200 minimum UC GPA and raise upper-division technical GPA to a 2.200 or better.

NOTE: This policy is subject to change. Students who are out for more than two years need to make an appointment with the Associate Dean for Student Affairs and follow the policy in effect at time of readmission.

## **Withdrawal and Readmission**

### **WITHDRAWAL**

If circumstances arise which require withdrawal from the semester, the student must see their Student Affairs Adviser for withdrawal. Withdrawals may, in extenuating circumstances, be granted late in the semester. Withdrawals for reasons of health require endorsement of the Director of Health Services, following review by the medical staff or the student's private physician. Contact the Tang Center for possibility of medical withdrawal. For additional information, refer to the section below on readmission. Students should meet with their Student Affairs Adviser.

### **READMISSION**

NOTE: All readmission applications must be turned in by the Readmission deadline (June 1 for the fall semester and November 1 for the spring semester). **An academic plan to 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 by the Associate Dean **prior** to taking the course.

Students who withdraw from the College while on subject to dismissal need to meet with the Associate Dean to establish re-admission 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:

- Spring deferred students who need to meet admission conditions
- Dismissed students who have developed an academic plan with the Associate Dean as a condition for being re-admitted
- Students who, after 120 units and with approval of the Associate Dean, need to complete academic requirements for graduation
- Students who have permission from the Associate Dean 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 Associate Dean's approval prior to taking the XB courses**, a dismissed student may have XB course 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 are not considered "in residence". International students will no longer be eligible to remain on the UC Berkeley F-1 status and I 20. This will 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

- You must speak with your Student Affairs Adviser (308 McLaughlin Hall) to request a meeting with the Associate Dean of Student Affairs.
- After gaining the approval to take courses through UC Extension, you will need to go to the UC Extension Office (1995 University Avenue) to register for the courses.
- Approval must be received from the course instructor and the department chair. This is done electronically so you should discuss your enrolling in the courses with the instructors of the courses during the first day of classes. Enrollment is based on availability of space in the class.
- Once approved to take the course(s), grades will be automatically sent the Office of the Registrar. If you are a student who is in dismissed status, you must have a copy of your official UC Extension transcript sent to your Student Affairs Adviser, 308 McLaughlin 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 the internship must write a petition to the Dean 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 1<sup>st</sup> for Fall semester and November 1<sup>st</sup> for Spring semester.)

Students whose internships are approved by the Dean 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 (642-1716; <http://career.berkeley.edu>), assists registered students in finding part-time, temporary, vacation or odd-job employment as well as career positions. They also provide career and/or graduate school advising, provide a variety of workshops and house an extensive resource library.

## **CHARLES TUNSTALL MULTICULTURAL ENGINEERING PROGRAM**

The Charles Tunstall Multicultural Engineering Program (MEP) focuses primarily on outreach, recruitment, retention and graduation of traditionally underrepresented students in the College of Engineering.

The program collaborates with other units to provide a wide array of academic support that consist of workshops and intensive sessions in physics, math and chemistry. Study groups, mentoring and professional development are among the additional services that are available to all students. For more information contact the MEP Office (642-0873) in 222 Bechtel Engineering Center (<http://www.coe.berkeley.edu/cues/>).

## **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 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 Tang Center, 2222 Bancroft Way, 642-9494 ([www.uhs.berkeley.edu/Students/](http://www.uhs.berkeley.edu/Students/)).

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 is located in 250 Sproul Hall ([www.uga.berkeley.edu/fao/](http://www.uga.berkeley.edu/fao/)). 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 (except fellowship applicants) must use the Student Aid Application for California (SAAC) available in December. The SAAC must be filed every year with the College Scholarship Service in order for a student to be considered for need-based scholarships. Check with the Financial Aid Office for the deadline. The Financial Aid Handbook, available at the Office of Financial Aid, contains complete information.

## **HOUSING INFORMATION**

Housing information is provided by Housing Services, 2610 Channing Way ([www.housing.berkeley.edu](http://www.housing.berkeley.edu)). Living groups include University residence halls, fraternities and sororities, married student housing, co-ops, and International House. The office also maintains listings of rentals in the community.

## **INTERNATIONAL STUDENTS**

The International Student Adviser, located in the Services for International Students and Scholars Office in the International House 2299 Piedmont Ave ([www.ias.berkeley.edu/siss](http://www.ias.berkeley.edu/siss)), provides special services to assist foreign students in all matters pertaining to their attendance at the University. New and returning students should see their International Student Adviser upon arrival. 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/](http://www.lib.berkeley.edu/LibraryMap/).

- Kresge Engineering Library - 110 Bechtel Center. Hours: Monday through Thursday 8:00 AM - 10:00 PM, Friday 8:00 AM - 5:00 PM, Saturday 9:00 AM - 5:00 PM and Sunday 1:00 - 9:00 PM.
- 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) Hours are Monday through Thursday 8:00 AM to 10:00 PM, Friday 8:00 AM to 5:00 PM, Saturday 9:00 AM to 5:00 PM, Sunday 1:00 to 10:00 PM.
- 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, 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 Affairs 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 Center for Undergraduate Matters, this booklet includes information on requirements, suggested programs, and courses in EECS. It is also on the web: <http://www.eecs.berkeley.edu/Students/programs.shtml>

--*Engineering News* - Issued each Monday of the academic year by the College, it contains instructions for students, schedules of events and seminars, and Announcements to students and faculty. Copies may be obtained in the first floor atrium of the Bechtel Center; the lobby of Cory Hall, Hearst Street entrance; the main hallway in the Hearst Mining Building; the second floor south entrance in Etcheverry Hall; Room 140 Hesse Hall; the lobby of

McLaughlin Hall; the east entrance lobby of Davis Hall, third floor; and near the vending machines in the lobby of Evans Hall. It is also on line at <http://www.coe.berkeley.edu/engnews>.

--*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 write to: ASUC Store, Attn.: Mail Order Department, University of California, Berkeley, CA 94720-4504 or call (510) 444-6251.

--*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.

--*A Student Guide to Engineering Societies* - Published by the Engineers Joint Council (EJC), this booklet provides a brief overview of each of the engineering-related societies on campus. It is available from the EJC Office in 220 Bechtel Engineering Center.

## **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://transfer.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, University of California, Berkeley; Berkeley, CA 94720-4210; telephone: (510) 642-7224; web site: <http://slas.berkeley.edu>.

## **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.
- IEOR Student Lounge - 4193 Etcheverry Hall, open Monday through Friday.

## **STUDENT SOCIETIES - ENGINEERING**

Refer to the website [http://www.coe.berkeley.edu/current\\_students/index.html](http://www.coe.berkeley.edu/current_students/index.html)

**Engineers Joint Council (EJC)** – Bridges Lounge Bechtel Engineering Center, 642-2420

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 EJC for various activities as well as office space in the Bechtel Center.

## **National Organizations - Student Chapters**

Contact the EJC office (see above) for Faculty Advisers and information.

- American Institute of Aeronautics and Astronautics (AIAA)
- American Institute of Chemical Engineers (AIChE)
- American Nuclear Society (ANS)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- American Institute of Industrial Engineers (AIIE)
- Associated General Contractors (AGC)
- Institute of Electrical and Electronics Engineers - Computer Science (IEEE-CS)
- National Society of Professional Engineers (NSPE)
- Society of Engineering Sciences
- Society of Manufacturing Engineers
- Society of Naval Architects and Marine Engineers (SNAME)
- Society of Petroleum Engineers
- Society of Women Engineers (SWE)
- Structural Engineers' Association of Northern California (SEAONC)
- UC Society of Electrical Engineers (UCSEE)

## **Honor Societies**

- Alpha Pi Mu (IEOR)
- Chi Epsilon (CE)
- Eta Kappa Nu (EECS)
- Pi Tau Sigma (ME)
- Tau Beta Pi (all Engineering students)

## ***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 642-4257, their web site is <http://reentry.berkeley.edu/> and they are located in 100 Cesar Chavez Center.

## **TUTORING**

The main resource for tutoring is the Student Learning Center (discussed on page 21), located in the Cesar Chavez Center. Student Affairs Advisers can provide an informational sheet on tutoring services.

## **UNDERGRADUATE SCHOLARSHIPS**

Students who maintain an overall grade-point average of 3.300 or better in work undertaken at the University are strongly advised to apply for an undergraduate scholarship. Applications for scholarships must be filed by established deadlines. Awards are generally based on scholarship and financial need. All need-based scholarship applicants must complete the Student Aid Application for California (SAAC) and submit it to the College Scholarship service. Applications for undergraduate scholarships and additional information may be obtained from the Office of Financial Aid, 250 Sproul Hall. Refer also to Financial Aid.

Scholarships and other opportunities sponsored by outside sources are regularly announced in Engineering News or posted outside 308 McLaughlin Hall. Department offices may also have information on departmental scholarships and awards.

## **UNIVERSITY HEALTH SERVICE**

In the event of illness, students should seek the assistance of the University Health Service at the Tang Center, 2222 Bancroft Way (642-2000; [www.uhs.berkeley.edu/Students](http://www.uhs.berkeley.edu/Students)). In addition to medical assistance, a complete medical history record will be established. Only illness that has been verified by the University Health Service will be accepted for possible academic requirement adjustments. If a student is treated by a private physician, he/she should request that a memorandum concerning the illness be sent to the University Health Service for future reference.

## **VETERANS**

Students with questions concerning educational benefits under Federal or California state programs should inquire at the Office of the Registrar, 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 Affairs Office staff (308 McLaughlin Hall)

## Appendix I

### ACCESS TO STUDENT RECORDS

To implement the University Policy Governing Disclosure of Information to Students and Access to Student Records, the Engineering Student Affairs Office 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 the Engineering Student Affairs Office 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,<br>and from student                         | attended, including high school                                    | 13. Curriculum questionnaire                           |
| 3. Scholarship action, recommendations,<br>and grants-in-aid information | 8. Copies of petitions   | 14. Semester evaluations by<br>Office of the Registrar |
| 4. Student photograph  | 9. Work slips  | 15. Copy of admission application<br>and essay         |
| 5. Degree check  | 10. Medical excuses  | 16. Copy of educational test scores                    |
| 6. Student Information Card  | 11. Notes of interviews with Deans<br>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 Affairs 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 the Associate Dean of the Student Affairs Office. Records are maintained by the following staff members of the Engineering Student Affairs Office: Bonnie Ungerer, Bryan Jones, Pat Horwath, Eugenia Foon, Mary Howell and Mitzi Stevens.

### 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 Student Affairs Office 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 Associate Dean. 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 10
- Academic Advisers (see Student Affairs Advisers)
- Academic Probation 20
- Academic Dishonesty 14
- Add/Drop a Course 15
- Add/Drop Deadlines 14
- Advanced Placement Examinations (AP) 2, 7
- Advising 1, 13, 24
- Advising Code 14
- Advisers 13
- American Cultures 1
- American History and American Institutions 1
- Announcement* 24
- Appeal of Grade 19
- Assignment of Advisers 13
- Attendance at Other Schools 7
- Breadth Requirements 2
- B.S. Degree 4
- California Engineer* 24, 26
- Career Planning 23
- Change of Grade 19
- Change of Major 5
- Change of Passed/Not Passed Option 15
- Charles Tunstall Multicultural Engineering Program (MEP) 23
- COE R&C Requirement 2
- College of Engineering Announcement* 24
- Commencement 23
- Comprehensive List Courses (see H/SS List courses)
- Correspondence Courses 11
- Counseling Services 23
- Course Evaluations 16
- Course Load 16
- Course Load Reduction 4
- Credit by Exam 12
- Degree Requirements 1
- Delay of Graduation 4
- Dismissal 20
- Dismissal Notices 20
- Dual Majors 5
- Drop/Add a Course 15
- Education Abroad Program 10
- EECS Undergraduate Notes* 24
- Employment 4, 23
- Engineering News* 24
- Engineering-Undeclared 5
- Engineers Joint Council (EJC) 25
- English Composition Requirement (See COE R&C Requirement)
- Enrollment in Courses 14
- Entry Level Writing Requirement 1
- Extension Courses 11, 22
- Extension Units 21
- Extension of Program 4
- Extra Time for Degree 4
- Faculty Adviser
  - Assignment 13
  - Responsibilities 13
- Field Studies 11
- Financial Aid 23
- General Catalog* 25
- General Requirements 3
- Grade Appeal 19
- Grade Change 19
- Grade I 17, 18
- Grade Point Average 17
- Grade Point Computation 17
- Grade Report 16
- Grading Option Change 15
- Graduate Course Enrollment 16
- Graduation, Delay of 4
- Group Courses 11
- Health Services 27
- Honor Societies 26
- Honors
  - At Graduation 19
  - Criteria 19
  - To Date 19
- Housing 24
- Humanities/Social Science List courses 2
- Humanities/Social Science Requirement 2
- I Grade 18
- Incompletes (I Grades) 17, 18
- Independent Classes 12
- Independent Study Courses 11
- International Baccalaureate Exams 9
- International House 24
- International Students 24
- Joint Majors 5
- Libraries 24
- Lounges 25
- Lower Division
  - Requirements, completion of 15
- Major(s) 5
  - Joint majors 5
  - Engineering-Undeclared 5
  - Dual majors 5
  - Simultaneous Degree 6
- Multicultural Engineering Program (MEP) 23
- Minor Programs 6
- Normal Progress 4
- NR (no record) 18
- Ombudsperson 24
- On-line Courses 11
- Passed/Not Passed Option 18
- Petitions 19
- Physical Education 3, 16
- Practical Experience 12
- Probation 20
- Psychological Services 23
- Public Records 28
- Publications 24
  - Announcement* 24
  - California Engineer* 24
  - EECS Undergraduate Notes* 24
  - Engineering News* 24
  - General Catalog* 25
  - Schedule of Classes* 25
  - Student Guide to Engineering Societies* 25
- Reading and Composition (COE) Requirement 2
- Readmission
  - General 21
  - For Dismissed Students 20
- Records, Release and Disclosure of Student 28
- Reduction, Course Load 4
- Re-entry Program 25
- Registration 14
- Repetition of Courses 17
- Required Subjects, Substitutions 16
- Requirements
  - University 1
    - Berkeley 1
    - Breadth 2
    - College 2
    - Degree 1
    - General 3
    - Lower Division , completion of 15
    - Minimum Unit 4
    - Progress 4
    - Residence 3
    - Scholarship 3
    - COE Reading and Composition 2
    - Humanities/Social Science 2
  - Residence Requirements 3
  - Responsibilities of Student 13
  - Schedule Adjustments 14
  - Schedule of Classes* 25
  - Scholarship Requirements 3
  - Scholarships 27
  - Self-Paced Classes 12
  - Seminars 12
  - Senior Residence Rule 3
  - Series Requirement 2
  - Simultaneous Degrees 6
  - Student Affairs Advisers 13
  - Student Employment 4, 23
  - Student Grade Report 16
  - Student Grievances (grades) 19
  - Student Guide to Engineering Societies* 25
  - Student Health Services 27
  - Student Life Advising Services 25
  - Student Lounges 25
  - Student Records 28
  - Student Organizations 25, 26
  - Student Societies 25, 26
  - Student's Responsibilities 13
  - Study Abroad 10
  - Study Rooms 25
  - Subject Credit 6, 12
  - Substitutions for Required Subjects 16
  - Technical grade point average 17
  - Tele-BEARS registration 14
  - Transfer Center 26
  - Transfer Credit 6
  - Tutoring 26
  - UC Extension Units/Courses 11, 22
  - Undergraduate Scholarships 27
  - Unit Credit 6
  - University Health Services 27
  - Veterans 27
  - Withdrawal 21





