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I. Introduction

The *Undergraduate Student Handbook* reflects College of Engineering policies and regulations that have been approved as of September 2007 by the appropriate governing units within the College. Together with the information regarding the College of Engineering in the *Undergraduate Programs Bulletin*, the materials contained in this handbook outline the regulations of the College.

The faculty of the College, the professional counselors in the Undergraduate Programs Office, and your faculty advisor can help you benefit from the vast array of programs relating to your educational and personal goals. However, as a student in the College of Engineering, **you** are ultimately responsible for adherence to all the academic regulations of the College and the academic degree requirements of your specific degree program.

The *Undergraduate Student Handbook* www.bu.edu/eng/ugrad/handbook has been prepared to facilitate this process and to ensure that all undergraduate engineering students have a common base of information. It provides the information you need before deciding on actions that might affect your academic standing or progress toward completion of your degree. Each of the following sections focuses on a specific concern, e.g., degree program requirements, academic policies, etc. The undergraduate student services staff hope that you find this handbook to be a useful resource. Your suggestions for additions or modifications are welcome.

II. Undergraduate Student Services

Undergraduate student services are provided by the Undergraduate Programs Office, the Undergraduate Records Office, and the Career Development Office. It is our intention to provide engineering students with a sense of community within the University and a central location for information and assistance. These offices are located on the first floor of the Engineering Research Building (ERB), 44 Cummington Street.

The Undergraduate Programs Office is located in room 107. Some of the services available through this office include tutoring, scholarship information, academic advising (in conjunction with the faculty), and counseling for academic and personal concerns. Appointments with the academic counselors, who are trained in student development and interpersonal counseling, can be made by calling 617-353-6447.

The Undergraduate Records Office is located in room 108. The office maintains records of all undergraduate students in the College and provides information on registration, graduation and petitions. The phone number for this office is 617-353-6447.

The Career Development Office is located in room 112. The office provides information about, and assistance with, post-graduation planning and cooperative education experiences. The phone number is 617-353-5731

The following is a list of the e-mail addresses for undergraduate student services staff.

Name	E-mail Address	Office
Joanne Cornell	jcornell@bu.edu	Undergraduate Programs
Ruthie Jean	ruthiej@bu.edu	Undergraduate Programs
Karen Ryan Shaffer	kshaffer@bu.edu	Undergraduate Programs
Jane Lesniewski	janell@bu.edu	Undergraduate Programs
Meagan Hunter	meaganh@bu.edu	Undergraduate Programs
Sarah Silva	sarahsls@bu.edu	Undergraduate Programs
Jocelyn Shepard	jocie@bu.edu	Undergraduate Records
Beth Partridge	bethp@bu.edu	Undergraduate Records
Megan Konieczny	mtk@bu.edu	Undergraduate Records
Mike Walsh	walsheng@bu.edu	Career Development
A. David Brown	adbrown@bu.edu	Career Development
Holly Adorno	hadorno@bu.edu	Career Development
Sarah Goldfine	goldfine@bu.edu	Career Development

A. DEAN'S OFFICE

The Dean's Office is located on the sixth floor of 44 Cummington Street. The telephone number is 617-353-2800.

Name	Title
Kenneth Lutchen	Dean, College of Engineering
Solomon Eisenberg	Associate Dean for Undergraduate Programs
Selim Unlu	Associate Dean for Graduate Programs

All undergraduate curriculum issues relating to engineering education are administered by Dean Eisenberg. The Associate Dean is responsible for ensuring the academic integrity of the College and that programs of the College meet Accreditation Board for Engineering and Technology (ABET) requirements. He is also responsible for overseeing all academic issues that relate to undergraduate students. The Associate Dean is a member of various College and University committees, including the Undergraduate Committee and Executive Committee of the College. Dean Eisenberg holds joint appointments as an Professor in the departments of Biomedical Engineering and Electrical and Computer Engineering and serves as a faculty advisor.

B. UNDERGRADUATE PROGRAMS OFFICE STAFF

Joanne Cornell, Director, Undergraduate Programs

jcornell@bu.edu 617-353-6447

Joanne Cornell has overall responsibility for the Office of Undergraduate Programs.

Ruthie Jean, Associate Director, Undergraduate Programs

ruthiej@bu.edu 617-353-6447

Ruthie Jean oversees the orientation and advising of all freshmen, as well as all activities involving prospective students

Karen Shaffer, Assistant Director, Events and Special Programs

kshaffer@bu.edu 617-353-6447

Karen Shaffer is responsible for organizing all events sponsored by the Undergraduate Programs Office.

Jane Lesniewski, Academic Counselor

Janell@bu.edu 617-353-6447

Jane Lesniewski works closely with Ruthie Jean to provide services to Freshmen and prospective students.

Meagan Hunter, Academic Counselor***meaghanr@bu.edu 617-353-6447***

Meaghan Hunter is responsible for eng-of-semester academic review of all students and works with upperclass and transfer students.

Sarah Silva, Administrative Coordinator***sarahsls@bu.edu 617-353-6447***

Sarah Silva is the initial contact for all students, faculty, staff and parents.

C. UNDERGRADUATE RECORDS OFFICE STAFF***Jocelyn Shepard, Manager of Undergraduate Records******jocie@bu.edu 617-353-6447***

Jocelyn Shepard is responsible for College of Engineering Records and coordinates all class scheduling for the College of Engineering.

Megan Konieczny, Senior Records Coordinator***mtk@bu.edu 617-353-6447***

Responsible for conducting graduation reviews, posting approved transfer credits, processing petitions, grade changes and applications for minors.

Beth Partridge, Senior Records Coordinator***bethp@bu.edu 617-353-6447***

Responsible for conducting graduation reviews, posting approved transfer credits, processing petitions, grade changes and applications for minors .

D. CAREER DEVELOPMENT OFFICE STAFF***Mike Walsh, Director, Career Development Office******walsheng@bu.edu 617-353-9746***

Mike Walsh has the overall responsibility for the Career Development Office.

Holly Adorno, Assistant Director, Cooperative Education and Career Fairs***hadorno@bu.edu 617-353-9764***

Responsible for coordinating the cooperative education program.

David Brown, Biomedical Placement Coordinator***adbrown@bu.edu 617-353-1946***

Responsible for developing co-op opportunities for Biomedical Engineering students.

Sarah Goldfine, Assistant Director, Permanent Placement and Career Fairs***goldfine@bu.edu 617-353-9764***

Responsible for permanent placement including on-campus recruiting and careers fairs.

III. Undergraduate Degree Programs

The curriculum of each undergraduate degree program offered by the College of Engineering consists of the lower division requirements and the upper division requirements. The lower division includes freshman and sophomore year course requirements, and is designed to provide a common academic experience for all engineering undergraduates. Courses in the lower division include mathematics, the natural sciences, English composition, the social sciences, the humanities, and the core engineering requirements. The upper division includes junior and senior year program requirements and program electives.

A. B.S. Degrees

The College of Engineering offers Bachelor of Science degrees in the areas listed below.

- Aerospace Engineering
- Biomedical Engineering
- Computer Systems Engineering
- Electrical Engineering
- Manufacturing Engineering
- Mechanical Engineering

All Bachelor of Science programs are accredited by the Engineering Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012.

An unaccredited Bachelor of Science degree in Interdisciplinary Engineering is also available which offers a student the opportunity to design a program of study that crosses disciplinary or departmental lines or involves the drawing together of a unique combination of courses to meet particular career goals.

B. College Requirements

1. Mathematics and Natural Sciences Requirements.

All undergraduate engineering students are required to complete a minimum of 16 credits of coursework in mathematics and 16 credits of coursework in the natural sciences. Specific requirements in each of these subject areas are described below:

a. Mathematics

The following four courses in college calculus are required:

CAS MA 123	Calculus I
CAS MA 124	Calculus II
CAS MA 225	Multivariate Calculus
CAS MA 226	Differential Equations

Students in their first semester of study typically enroll in CAS MA 123, Calculus I, unless they have advanced placement examination credit or transfer credit in calculus.

Students with advanced placement examination credit or transfer credit for Calculus I may use it to satisfy the requirement for CAS MA 123. Such students typically enroll in CAS MA 124, then CAS MA 225, followed by CAS MA 226. Students with advanced placement examination credit or transfer credit for Calculus I and II may use it to satisfy the requirement for CAS MA 123 and CAS MA 124, and can enroll in MA 225, followed by MA 226. Such students may opt to first enroll in CAS MA 127 Calculus Review, then CAS MA 225, followed by CAS MA 226. Please note that students cannot receive credit for both MA124 and MA127.

Students who have previous experience in calculus, but do not receive advanced placement credit or transfer credit, are advised to first enroll in CAS MA 123. In exceptional circumstances, and with approval of their faculty advisor, such students may instead begin in CAS MA 124 or CAS MA 127. These students must still meet the 16-credit Math requirement. An advanced mathematics course taken to satisfy the requirements of a major can be used to fulfill this requirement. Students who do not have credit for CAS MA 123 may find that they have fewer credits than necessary to graduate without completing an additional course.

Honors-level courses in Calculus and Differential Equations (CAS MA 129, CAS MA 230, CAS MA 231) are acceptable substitutions for CAS MA 127, CAS MA 225 and CAS MA 226, respectively.

b. Natural Sciences

Every engineering student is required to take at least four natural science courses: a chemistry course, CAS CH 131 (or CAS CH 101); two physics courses, CAS PY 211 and CAS PY 212; and one 4-credit natural science elective from the following: CAS CH 102, CAS BI 109, CAS PY 313, and CAS AS 414. Students in some majors are required to take specific courses for the natural science elective. See specific curricula for each program.

Students who wish to have a more in-depth foundation in chemistry may substitute one of the following 2-course sequences in place of the CH 101/CH 102 sequence: CAS CH 101 and CAS CH 110, CAS CH 111 and CAS CH 108, or CAS CH 111 and CAS CH 112

Students who wish to have a more in-depth foundation in physics may substitute the 2-course sequence CAS PY 251 and CAS PY 252 in place of the PY 211/PY212 sequence.

Students who are undecided but are considering biomedical engineering as a major should take CAS CH 101 instead of CAS CH 131.

2. Engineering Core Requirements

The four engineering core courses required in all engineering programs cover basic engineering sciences:

ENG EK 127	Engineering Computation (4 cr)
ENG EK130/131/132	Introduction to Engineering (4 cr)
ENG EK 301	Engineering Mechanics I (4 cr)
ENG EK 307	Electric Circuit Theory (4 cr)

These courses are taken by all engineering majors in the freshman and sophomore years.

3. General Education Requirements

The College of Engineering General Education Requirement is intended to enhance the ability of engineering students to communicate effectively, and to better understand the impact of engineering solutions in a global, economic, environmental, and/or societal context. All College of Engineering undergraduates are required to take a minimum of 24 credits of general education courses: a writing sequence (at least two courses); depth and distribution in humanities and

social sciences (at least three courses); and a general education elective (at least one course). For transfer credits purposes, please note that a minimum of 4 quarter hours or 2.66 semester hours of credit constitutes a course. (Note: some students may be required to complete more than 24 credits in order to satisfy the writing requirement – see below.)

The general education requirements are as follows:

Writing Requirement	8 credits
Social Science/Humanities Distributions & Depth	12 credits
General Education Elective	<u>4 credits</u>
TOTAL	24 credits

a. Writing Requirement

All College of Engineering undergraduate students are required to satisfy the writing requirement by successfully completing CAS WR 100 and CAS WR 150.

All incoming freshmen in the College of Engineering take the Boston University Writing Assessment (BUWA) to determine placement in the appropriate writing seminar. Students whose performance on the BUWA indicates that additional preparation is required before they can begin CAS WR 100 will be required to take CAS WR 099 (Introduction to College Reading and Writing), followed by CAS WR 100 and CAS WR 150. Students taking CAS WR 099 will need 12 credits to satisfy the College of Engineering writing requirement. CAS WR 099 can be used to fulfill the 4 credit general education elective requirement.

Non-native English speakers whose performance on the BUWA indicates that additional preparation is required before they can begin CAS WR 100 will be required to take CAS WR 098 (Introduction to College Reading and Writing), a variation of CAS WR 099, which places special emphasis on vocabulary and style, followed by CAS WR 100 and CAS WR 150. CAS WR 098 may be preceded by a course in English as a second language, CAS WR 097 (English Grammar and Composition). Students taking CAS WR 097 will need 16 credits to satisfy the College of Engineering writing requirement, and a minimum of 28 credits to satisfy the College of Engineering General Education Requirement. CAS WR 098 can be used to fulfill the 4 credit general education elective requirement.

Students whose performance on the BUWA is exceptionally strong place directly into CAS WR 150. Such students will satisfy the College of Engineering writing requirement by completing WR 150, and must take an additional social science or humanities course to complete the general education requirement.

b. The Social Sciences/Humanities Distribution & Depth Requirement

All College of Engineering undergraduate students are required to complete a minimum of 12 credits in the humanities and social sciences, including a two course sequence in the same department to satisfy the depth requirement.

Social Sciences The Social Sciences are the study of individual relationships in and with society. Students must take at least one course in the social sciences. Students who choose to establish depth in the social sciences must take two courses in the same department (e.g., AN, EC, or HI). Acceptable courses to fulfill this requirement are on the list that follows.

Humanities The humanities are the branches of knowledge concerned with individuals and their culture. Students must take at least one course in the humanities. Students who choose to establish depth in the humanities must take two courses in the same department (e.g., AH, CL, or EN). Acceptable courses to fulfill this requirement are on the list that follows.

Depth Requirement Students must take two courses within the same department in either the social sciences or humanities to satisfy the depth requirement. Any one of the following four options will satisfy the depth requirement:

- Two social science courses within the same department from the list of acceptable courses.
- Two humanities courses within the same department from the list of acceptable courses.
- One social science course from the list of acceptable course and one social science course from the same department with a specific prerequisite from the acceptable list.
- One humanities course from the list of acceptable course and one humanities course from the same department with a specific prerequisite from the acceptable list.

Students should be aware that not every course in the various departments in CAS meets the social sciences/humanities requirement. A course is acceptable if it is designated in the Humanities (HU) or the Social Sciences (SS) divisions on the list of CAS divisional studies courses in the bulletin, or is on the list of acceptable courses below. Students should refer to the following list of

acceptable course before selecting social science and humanities courses to fulfill this requirement.

c. General Education Elective

The general education elective allows students to be exposed to fields of study beyond the social sciences and humanities in order to further broaden their education. This 4-credit elective can be satisfied by appropriate combinations of 1-4 credit courses that include additional writing, social sciences, humanities (including languages), fine arts, among others. Courses used to satisfy the general education elective should be chosen from the list of acceptable general education elective courses below. Please note: non-native English speakers may not use a language course in their native language to fulfill this requirement.

Students who transfer credit from another institution to satisfy any of their General Education requirements may incur a credit deficiency if any of these transferred courses are less than 4 credits. Students are responsible for making up any credit deficiencies in their General Education courses in order to complete the 24 required credits.

Acceptable Social Science Courses

Anthropology

CAS AN 101 Introduction to Cultural Anthropology

CAS AN 240 Legal Anthropology

CAS AN 252 Ethnicity and Identity

CAS AN 260 Female Perspectives on the Study of Culture

Please note: CAS AN 102 does not fulfill this requirement.

Archaeology

CAS AR 101 Introduction to Archaeology

CAS AR 205 Origins of Civilization

Please note: CAS AR 102 does not fulfill this requirement.

Economics

CAS EC 101 Introductory Microeconomic Analysis

CAS EC 102 Introductory Macroeconomic Analysis

CAS EC 111 Introductory Microeconomic Analysis -- Special Achievement

CAS EC 112 Introductory Macroeconomic Analysis -- Special Achievement

Please note: Students may not take both CAS EC 101 *and* EC 111, or both EC 102 *and* EC 112. Also, CAS EC 305 may not be taken to fulfill this requirement.

Geography

CAS GE 100 Introduction to Environmental Science

CAS GE 102 The Cultural Landscape

CAS GE 103 Economic Geography

CAS GE 201 World Regional Geography I

CAS GE 226 Geography of the Boston Region

Please note: CAS GE 101 and CAS GE 104 may not be taken to fulfill this requirement.

History

CAS HI 101 The Dawn of Europe: Antiquity to the Renaissance

CAS HI 102 The Emergence of Modern Europe: Renaissance to the Present

CAS HI 151 The Emerging United States to 1865

CAS HI 152 The United States Since 1865

CAS HI 176 World History II: 1500 to the Present

CAS HI 215 Political and Cultural Revolution in the Contemporary World

CAS HI 291 Reconstructing the African Past

International Relations

CAS IR 230 Fundamentals of International Politics

CAS IR 271 Introduction to International Relations (same as CAS PO 271)

CAS IR 374 Introduction to Security Studies

Political Science

CAS PO 101 Introduction to Political Science

CAS PO 211 Introduction to American Politics

CAS PO 241 Introduction to Public Policy

CAS PO 251 Introduction to Comparative Politics

CAS PO 271 Introduction to International Relations (same as CAS IR 271)

CAS PO 291 Introduction to Political Theory

Psychology

CAS PS 101 General Psychology

CAS PS 222 Perception and Behavior

CAS PS 231 Physiological Psychology

CAS PS 234 Psychology and Learning

CAS PS 241 Developmental Psychology

CAS PS 251 Psychology of Personality: Theories and Application

CAS PS 261 Social Psychology

Please note: CAS PS 211, 322-327 may not be taken to fulfill this requirement.

Sociology

- CAS SO 100 Principles of Sociology
- CAS SO 104 Introduction to Sociology: Health and Illness
- CAS SO 108 Introduction to Sociology: Community
- CAS SO 115 Introduction to Sociology: Law and Society
- CAS SO 205 The American Family
- CAS SO 242 Sociology of Developing Countries
- ENG EK 280 Technology and Society (same as CAS SO 277)

Women's Studies

- CAS WS 113 Women, Society, and Culture: Social Sciences

Social and Behavioral Sciences

- SPH SB 700 Profiles MD: Medicine in the New Millennium (ENGMEDIC students only)

Acceptable Humanities CoursesArchaeology

- CAS AR 100 Great Discoveries in Archaeology
- CAS AR 230 Archaeology of Classical Civilizations
- CAS AR 232 Archaeology of Ancient Egypt

Art History

- CAS AH 111 Introduction to Art History I: Antiquity to the Middle Ages
- CAS AH 112 Introduction to Art History II: Renaissance to Today
- CAS AH 205 Architecture: An Introduction
- CAS AH 215 The Arts of Africa
- CAS AH 225 Arts of Asia
- CAS AH 284 Arts in America

Classical Studies

- CAS CL 101 Classical Civilization: The Glory of Greece
- CAS CL 102 Classical Civilization: The Grandeur of Rome
- CAS CL 213 Greek and Roman Mythology
- CAS CL 321 Greek History
- CAS CL 322 Roman History
- CAS CL 324 Greek Drama in Translation

English Literature

- CAS EN 121 Readings in World Literature
- CAS EN 125 Readings in Modern Literature
- CAS EN 127 Readings in American Literature

- CAS EN 141 Literary Types: Fiction
- CAS EN 142 Literary Types: Poetry
- CAS EN 143 Literary Types: Drama
- CAS EN 163 Readings in Shakespeare (or CAS HU 163)
- CAS EN 164 Readings in Shakespeare (or CAS HU 164)

Modern Foreign Languages (Literature courses)

- CAS LC 250 Masterpieces of Chinese Fiction (in English translation)
- CAS LF 250 Masterpieces of the French Novel (in English translation)
- CAS LF 350 Introduction of Analysis of French Texts
- CAS LG 250 Masterpieces of German Literature (in English translation)
- CAS LG 350 Introduction of Analysis of German Texts
- CAS LH 250 Masterpieces of Modern Hebrew Literature (in English translation)
- CAS LI 250 Masterpieces of Modern Italian Literature (in English translation)
- CAS LI 350 Italian Literature I: Medieval
- CAS LJ 250 Masterpieces of Japanese Literature (in English translation)
- CAS LJ 350 Self and society in Modern Japanese Literature
- CAS LL 250 Introduction to the Study of Continental European Literature
- CAS LL 251 Introduction to the Study of Continental European Literature
- CAS LR 250 Classics of Russian Prose (in English translation)
- CAS LR 350 Introduction to Analysis of Russian Prose Texts
- CAS LS 250 The Novelistic Tradition in the Hispanic World (in English translation)
- CAS LS 350 Introduction to Analysis of Hispanic Texts
- CAS LX 240 Great Linguists
- CAS LX 250 Introduction to Linguistics

Music

- CFA MU 111 Elements of Music Theory I
- CFA MU 112 Elements of Music Theory II
- CAS MU 117 Music Appreciation I
- CAS MU 118 Music Appreciation II
- CAS MU 229 Masterpieces of Opera
- CAS MU 242 Music and Society

Philosophy

- CAS PH 100 Introduction to Philosophy
- CAS PH 110 Great Philosophers
- CAS PH 150 Introduction to Ethics
- CAS PH 155 Politics and Philosophy
- CAS PH 160 Reasoning and Argumentation
- CAS PH 251 Medical Ethics

Please note: CAS PH 360 may not be taken to fulfill any general education requirement.

Religion

CAS RN 100 Religion and Culture
 CAS RN 101 The Bible
 CAS RN 102 Sacred Journeys
 CAS RN 103 Religions of the World: Eastern
 CAS RN 104 Religions of the World: Western
 CAS RN 201 The Hebrew Bible
 CAS RN 202 Jesus to Christ: The Origins of Christianity

Women's Studies

CAS WS 114 Women, Society, and Culture: Humanities

Acceptable General Education Elective Courses

The following courses may be used to satisfy the General Education elective:

- CAS WR 098 or CAS WR 099 Introduction to College Reading and Writing (only for students needing 12 credits to satisfy the writing requirement).
- Any CAS courses not designated as math, computer science, or natural science;
- Any of the courses listed below:

CFA - Visual Arts

CFA AR 191 The Visual Arts: Introduction
 CFA AR 193 The Visual Arts: Drawing I
 CFA AR 294 The Visual Arts: Drawing II
 CFA AR 295 The Visual Arts: Painting I
 CFA AR 297 Visual Arts: Sculpture I
 CFA AR 389 Graphic Design Elective
 CFA AR 397 Visual Arts: Sculpture II
 CFA AR 470 Ceramics I
 CFA AR 521 Site-Specific Art

CFA - Music

CFA MU 101 Music Theory I
 CFA MU 106 Intro to Musicianship (*placement exam required*)
 CFA MU 107 Ear Training & Sight Singing I (*placement exam required*)
 CFA MU 108 Ear Training & Sight Singing II (*placement exam required*)
 CFA MU 111 Elements of Music Theory I
 CFA MU 119 Music Appreciation

CFA MU 151 Group Piano I (*placement exam required*)
 CFA MU 152 Group Piano II (*placement exam required*)
 CFA MU 153 Group Piano III (*placement exam required*)
 CFA MU 160 Class Voice
 CFA MU 164 Class Strings
 CFA MU 180 Class Brass
 CFA MU 183 Class Percussion
 CFA MU 184 Group Guitar – Beg.
 CFA MU 191 Marching Band
 CFA MU 192 Concert Band
 CFA MU 193 Pep Band
 CFA MU 194 Jazz Ensemble
 CFA MU 195 Jazz Combo
 CFA MU 196 Jazz Workshop
 CFA MU 197 All Campus Orchestra (*Audition required*)
 CFA MU 199 Symphonic Chorus (*Audition required*)
 CFA MU 225 Jazz Music
 CFA MU 411 Electronic Music I

CFA - Theatre

CFA DR 116 Musical Theatre Performance
 CFA DR 123 Acting Non-Majors (*stamped approval required*)
 CFA DR 124 Acting Non-Majors (*stamped approval required*)
 CFA DR 153 Intro to Design (*stamped approval required*)
 CFA DR 159 Drawing and Painting Lab
 CFA DR 253 Intro Stage Design (*permission of instructor required*)
 CFA DR 650 Production

COM

COM CO 101 Perspectives on Communication
 COM CM 303 Organizational Structure and Behavior
 COM CM 311 Oral Presentations
 COM CM 317 Introduction to Advertising
 COM FT 303 Introduction to the Television and Radio Industry
 COM JO 307 Newswriting and Reporting I

SAR

SAR HP 151 Introduction to the Health and Rehabilitation Professions

SED

SED ED 100 Introduction to Education

SHA

SHA HF 100 Introduction to the Hospitality Industry

SMG

SMG LA 245 Introduction to Law

SMG SM 299 Management as a System (or SMG SM 121 and 122)

C. Undergraduate Program Planning Sheets

Each degree program offered by the College of Engineering has an undergraduate *Program Planning Sheet* that shows the sequence of courses required for that degree and includes checklists that note additional program requirements. The program planning sheet has been designed to assist the student and the faculty advisor in planning an academic program that satisfies the degree requirements for the student's program.

Program planning sheets are color-coded, based upon the student's expected date of graduation:

Freshmen	-	Blue
Sophomores	-	Green
Juniors	-	Pink
Seniors	-	Yellow

Transfer students, students who have returned to the College after a period of separation, and students in engineering who have changed majors use the program planning sheet corresponding to their **new** anticipated graduation date.

Program planning sheets are revised each year to incorporate curricular changes. Students are required to fulfill all changes in the curriculum provided the rate of progress toward the degree is not affected by the change(s). Students who are uncertain about which planning sheet to use should contact the Undergraduate Records Office, ERB 108.

A program planning sheet should be filled out by the student each semester indicating progress to date and plans for the next semester. The student and faculty advisor should review the student's progress and plans as part of the pre-registration process. Any course the student is planning to use to meet a degree requirement that is not specifically identified as a required course or an approved elective on the program planning sheet must be petitioned (see *Petitions*, p.28).

How to Use the Planning Sheet

- a) Each block represents a course required for the degree. The small box in the lower right-hand corner of each block is used to indicate the grade earned in the course.
- b) Solid lines connecting boxes represent prerequisites; dotted lines represent co-requisites.
- c) Transfer credit or advanced placement credit should be indicated by a T or AP in the "grade" box. Transfer credit from another institution must go through the College of Engineering approval process. Transfer credits that do not appear on the student's official record should not be filled in on the program planning sheet until they have been evaluated and approved. When advanced placement credit has been awarded, the official CEEB score report must be on file at Boston University. In both instances, students should check via the Student Link that appropriate credit is posted to their official Boston University record.
- d) The course number of courses used to satisfy elective course requirements such as social science, humanities or technical electives should be written in the appropriate block.
- e) The back of each program planning sheet for freshmen and sophomores has information on the lower division requirements. The back of each planning sheet for juniors and seniors has a list of program specific electives for that major.
- f) When a petition indicating how a particular course will satisfy a degree requirement is **approved**, the course number and "by petition" should be written in the appropriate box on the planning sheet.
- g) The checklists at the bottom of each program planning sheet help monitor the student's progress toward fulfilling additional degree requirements and should be checked off as completed.

D. Interdisciplinary Engineering

The interdisciplinary engineering degree program offers students an opportunity to design a program of study in conjunction with a faculty advisor to address specializations that cross disciplinary or departmental lines or involve the drawing together of a unique combination of courses to meet particular career goals. Each individual program must include the College requirements, an engineering track, a concentration sequence and

program electives, and must also meet tests of coherence and relevance. A minimum of 132 credits is required for graduation. Students should note that interdisciplinary engineering is not an ABET accredited program.

Students must apply and be accepted into the interdisciplinary engineering program. Applications for this program are available in the Undergraduate Programs Office, ERB 107. Students must meet with a faculty advisor **before** submitting an application. Students may apply to the program during the first semester of their sophomore year, but no later than the first semester of their junior year. Applications must include a preliminary program proposal that lists the elective and concentration courses, as well as a statement of rationale and goals related to the proposed program. Applications are reviewed by the Undergraduate Committee. Examples of concentration areas include, but are not limited to, environmental science, music technology, and technical management. Students who are interested in pursuing the interdisciplinary engineering degree should contact the Undergraduate Programs Office for more information.

E. Pre-Med

Students who are interested in applying to medical school after earning their engineering degree need to be aware of the minimum requirements for admission to most medical schools. As early as possible in your undergraduate career, premedical engineering students should visit the Pre-professional Advising Office, 725 Commonwealth Ave, room B-2. Pre-medical students may also be interested in the ENGMEDIC program.

Pre-medical students should note that Advanced Placement (AP) credit in a core science course usually will not satisfy pre-medical requirements, since medical schools prefer that you take your science requirements while you are in college. If you do utilize Advanced Placement credit for one of these courses, be sure to take another course at a higher level in the same discipline.

The minimum requirements for most medical programs are: one year of Biology with laboratory; one year of general chemistry with laboratory; one year of organic chemistry with laboratory; one year of physics with laboratory; one year of mathematics. The College of Engineering social science and humanities requirements usually satisfy medical school requirements in these areas. Many medical schools require one year of English at the college level – composition or literature or a combination of both.

For more information, contact the Pre-professional Advising Office, 725 Commonwealth Ave, Room B-2, 617 353-4866.

F. Special Programs

1. Minors

College of Engineering students may earn minors in a variety of programs in the School of Management, the College of Arts and Sciences, the College of Communication, Sargent College, and the School for the Arts. Although minors are not available through the School of Education, students may fulfill teacher certification requirements in mathematics or in the sciences. A minor adds at least 12 credits to the minimum number of credits required for the degree. No more than 8 credits of the minor can be applied to the student's major program. Students must complete an *Application for Minor* form and have it approved by both the School or College of the minor as well as by the College of Engineering. Application forms are available in the Undergraduate Records Office, ERB 108.

2. Double Majors in Engineering

Students may earn two engineering B.S. degrees, provided that both degrees are **not** in the same department. Students who double major in two engineering disciplines must complete a minimum of 168 credits and fulfill the requirements for each of the degree programs. To be eligible to double major students must have at least sophomore standing (32 credits) and have a cumulative GPA of at least 3.00. Students must complete an *Application for Double Major* and obtain approval from both departments. Application forms are available in the Undergraduate Records Office, ERB 108. Please note that a student who double majors must complete the course requirements for **both** degrees before **either** degree will be awarded. A student is at liberty to withdraw from one major (without prejudice) via a *Program Change Form*, available in the Undergraduate Records Office, and complete the program requirements for the other major.

3. Boston University Collaborative Degree Program (BUCOP)

College of Engineering students who are interested in earning a second bachelor's degree from another school or college at Boston University can do so through the Boston University Collaborative Degree Program (BUCOP). To be eligible for this program, a student must meet the following criteria:

- have at least a cumulative 3.00 GPA;
- have sophomore standing or be in the first semester of the junior year (transfer students must complete at least one semester at Boston University prior to applying to BUCOP);

If a student meets the eligibility requirements, he or she must meet with an academic counselor in the College of Engineering to discuss the program in detail and for assistance in completing the application. A one page typed statement indicating the student's reasons for applying to BUCOP must accompany the application. A minimum of 144 credits is required. Please note that a BUCOP student must complete the course requirements for **both** degrees before **either** degree will be awarded. A student is at liberty to withdraw from the BUCOP program (without prejudice) via a *Program Change* form, available in the Undergraduate Records Office, and complete the program requirements for the B.S. degree from the College of Engineering.

4. Bachelor of Science/Master of Science Degree Program (BS/MS)

The BS/MS program is designed to allow students to pursue a bachelor's and a master's degree in engineering simultaneously. Students may complete this program in 4 - 5 years depending upon the number of AP and/or college credits with which they enter the undergraduate program. Students may apply to this program any time from the second semester of the sophomore year through the first semester of the senior year. Students must have at least a 3.40 cumulative GPA to be eligible for the BS/MS program. Further information on the program is available from the Undergraduate Programs Office, ERB 107, 617 353-6447.

5. Engineering/Medical Integrated Curriculum (ENGMEDIC)

ENGMEDIC is an early selection program leading to a BS degree in biomedical engineering from the Boston University College of Engineering and an MD from the Boston University School of Medicine (715 Albany St., Boston, MA 02118). Students are selected for the ENGMEDIC program at the end of their sophomore year. ENGMEDIC students fulfill portions of the School of Medicine required curriculum during the junior and senior years, and at the same time fulfill the requirements for a BS in biomedical engineering. Because they receive credit for these courses toward their BS and MD degrees, ENGMEDIC students have an enhanced opportunity to enroll in additional elective courses, conduct research, or pursue clinical interests during the first two years of medical school. ENGMEDIC is designed to enhance the transition from undergraduate studies to graduate medical training; it is not designed to accelerate the engineering or medical training. Students in the ENGMEDIC program are guaranteed admission into the School of Medicine contingent upon successful completion of the BS degree and program requirements.

Biomedical engineering majors may apply to this program during the second semester of their sophomore year. Applications and additional information can be

obtained in the Undergraduate Programs Office and from the Department of Biomedical Engineering.

6. Cooperative Education

Cooperative education enables students to augment their engineering coursework with practical experience in the workplace. The cooperative education program is described in detail in the section on *Career Development*.

7. Study Abroad Programs

The College of Engineering, in cooperation with the Division of International Programs, offers study abroad programs designed specifically for engineering students. These are one-semester programs, ideally suited for second-semester sophomores, which enable students to participate in a study abroad experience without extending the length of time required to complete the degree program. There are currently three study abroad sites: Dresden, Germany; Guadalajara, Mexico; and Tel Aviv, Israel. Discussions are underway about possible future sites in China and India. Students who are interested in participating should plan carefully with their advisors so that they are in a position to take the courses normally offered to second semester sophomores.

In addition, a new exchange program has been developed with the National University of Singapore (NUS). This program, intended for juniors, will start in spring 2008. Engineering students will enroll directly at NUS and take courses appropriate for their majors.

For more information about either of these programs, contact the Undergraduate Programs Office, ERB 107.

IV. College of Engineering Academic Policies

A. Academic Status

The academic status of every student in the College of Engineering is reviewed at the end of each semester.

1. Good Academic Standing

Full-time students maintain good academic standing when they: (1) earn at least 12 academic credits; (2) achieve a semester grade point average of at least 2.00; and (3) maintain a cumulative grade point average of at least 2.00.

2. Dean's List

The top 30% of students are placed on the Dean's List of Academic Honor each semester. They must achieve a semester grade point index of at least 3.0 for all courses taken, with at least 12 credit hours and no incomplete, missing, or unresolved grades, and be making satisfactory progress toward an engineering degree. When a missing grade or grade change is resolved, the Undergraduate Programs Office should be notified and a review requested if the student believes that s/he would now be eligible for the Dean's List.

3. Academic Probation

Students are subject to being placed on academic probation when their academic performance in the semester just completed fails to meet the criteria for good standing (see above). Being placed on academic probation may affect a student's eligibility to hold an office in a College or University organization, participate in intercollegiate events or programs, including athletics, and/or otherwise represent the College or University. A student on probation is not excluded from membership in a student organization.

To be removed from probationary status, students must meet the criteria for good academic standing in the next semester for which they register. If a student earns 12 or more academic credits during the summer term, he or she may request a grade review upon completion of the summer courses in order to be removed from probationary status. Students who fail to meet the criteria to be removed from probation are subject to suspension or withdrawal from the University.

4. Academic Suspension

The College of Engineering reserves the right to academically withdraw, suspend, or dismiss a student at any time for academic misconduct or for failure to maintain a satisfactory academic record. A student on academic probation may be placed on academic suspension if s/he does not meet the criteria for good standing in the next semester for which s/he is registered. A student can also be suspended or withdrawn when the Associate Dean judges that academic progress toward a degree has virtually ceased.

If appropriate, suspended students are notified of specific requirements they must complete before they may apply to be considered for reinstatement. They may be required to take courses as a full-time, non-degree student at an institution other than Boston University. Courses that a student takes while on academic suspension may be eligible for transfer to the student's program upon reinstatement to the College of Engineering. Students who wish to take courses at another institution should meet with an academic counselor in the Undergraduate Programs Office. Please note that advance approval is required for any courses to be transferred to Boston University. *Please note:* A student who enrolls as a **degree candidate** at another institution must apply for readmission to Boston University as a transfer student through the Office of Admissions.

5. Reinstatement from Academic Suspension

Suspended students may be eligible to apply for reinstatement in the College of Engineering after the requirements specified are met. Students must submit a letter to the Associate Dean requesting reinstatement. This letter must be accompanied by an official transcript indicating improved academic performance. Reinstatement of a suspended student is always to a probationary status. In the event a student is reinstated, it is important for the student, faculty advisor and academic counselor to review and assess the student's program. This review should also consider any curricular changes that may have occurred during the student's absence.

6. Withdrawal

A student may be withdrawn from Boston University if, after the given period of academic probation, satisfactory progress has not been made in meeting the required academic standards of the College of Engineering. If a student has been withdrawn from Boston University, s/he may not return.

B. Grading System

Academic work is graded on a letter scale in accordance with the University grading system:

<u>Grade</u>	<u>Honor Points</u>	<u>Explanation</u>
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Very good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D	1.0	Low pass
F	0	Fail, no credit
I	Not applicable	Incomplete, additional work required
J	Not applicable	Registration in same or continuing course necessary to complete requirements
P	Not applicable	Pass with credit
AU	Not applicable	Audit, no credit
W	Not applicable	Withdrew after five weeks

To compute your grade point average (GPA), divide the sum of the product of the honor points and credit hours by the sum of the credit hours:

$$\text{GPA} = \frac{\sum (\text{honor points} \times \text{credit hours})}{\sum (\text{credit hours})}$$

Example:

<u>Course</u>	<u>Grade</u>	<u>Honor Points</u>	<u>Credit Hours</u>	<u>Total Grade Points</u>
CAS WR 100	C+	2.3	4.0	9.2
ENG EK 127	A	4.0	4.0	16.0
CAS CH 101	F	0.0	4.0	0.0
CAS MA 123	B-	2.7	4.0	10.8
			16.0	36

$$\text{GPA} = 36/16 = 2.25$$

The grades of any and all repeated courses are included in computing the GPA. Incomplete grades are not included in computing the GPA until an appropriate letter grade is assigned. J grades are not included in computing the GPA until the required work in the continuing course or in subsequent registration(s) in the same course is completed.

Courses graded on a pass/fail basis cannot be used to fulfill undergraduate degree requirements.

Grade Changes

College of Engineering policy does not allow grade changes from one academic grade (A-F) to another academic grade (A-F) more than six (6) months after the completion of the course. Grades changes from one academic grade (A-F) to another will not be considered on the basis of work completed and/or submitted after the course has ended.

Seniors should note: Grade changes cannot be posted to a student's record after the student's official graduation from the College. Therefore, grade change forms for graduating seniors must be submitted to the Undergraduate Records Office (ERB 108) no later than the last day of classes. A grade change dependent on a scheduled final examination must be reported to the Undergraduate Records Office for special handling.

Incomplete Course Work

An instructor may issue a temporary grade of Incomplete (I) when, for reasons acceptable to the instructor, a student fails to complete any of the required coursework by the end of the semester.

An incomplete contract may be filed by the instructor with the Undergraduate Records Office when the grade is submitted. The incomplete contract is a formal agreement between the student and instructor, which includes:

1. The coursework that remains to be completed.
2. The date by which the specified work must be completed (no later than one calendar year).
3. The final grade to be substituted for the I grade if the specified work *is not* completed by the specified date.

If the student completes the required work by the specified time, the instructor will evaluate the work and submit a grade change form indicating the final grade earned. The student should check with the instructor to ensure that a grade change form has been submitted.

If the student does not complete the required work by the specified time, the I grade will be replaced with the final grade specified by the instructor on the incomplete contract. **If a final grade is not specified on the incomplete contract, or if an incomplete contract was not filed, the I grade automatically reverts to an F grade after one year.**

Incomplete coursework is not included in the credit hours used to determine good academic standing. Hence, a student with incomplete grades may be placed on academic probation if completed coursework falls below 12 credits. Incomplete coursework can also affect eligibility for financial aid as well as on-campus housing if a minimum of 12 credits are not completed in the semester.

It is important to note that the College of Arts and Sciences' (CAS) policy on incomplete coursework may differ from the College of Engineering's policy. An I grade in a CAS course is subject to the College of Arts and Sciences' policy.

C. Examinations

Course examinations are given at the discretion of the instructor. Final examinations are required in most undergraduate courses and are given during the scheduled examination period.

A student who is unable to attend an examination should contact the instructor as early as possible prior to the examination to discuss the possibility of alternate arrangements. A student who is absent from an examination may request a make-up examination only if the examination was missed for a serious reason (such as serious illness or family emergency). Students with family emergencies or illnesses should contact their instructor(s) as soon as possible. Students may also want to inform their faculty advisors and the Undergraduate Programs Office should additional assistance be needed. Please be aware that special or make-up examinations will **not** be scheduled to accommodate student travel plans.

Final examinations are administered according to the official final examination schedule published by the University Registrar's office and posted on the Student Link (with some exceptions such as group exams). Scheduling conflicts regarding final examinations should be brought to the instructors' attention and to the attention of the Manager of the Undergraduate Records Office, ERB 108.

D. Directed Study

A student or group of students may arrange a directed study with a faculty member to cover material not normally studied in one of the regular courses or, in unusual circumstances, to cover material in a course that is not offered when needed. Students should understand that faculty are not obligated to undertake a directed study.

A *Petition for Directed Study/Independent Coursework*, including a summary of the work to be performed and the output expected from the student, must be completed. The petition must have both instructor and departmental approval. In order for the student to be registered for the directed study, the completed form must be submitted to the Undergraduate Records Office, ERB 108.

If a student wishes to have a directed study satisfy a specific degree requirement, this substitution must be petitioned separately and should be submitted with the directed study petition.

E. Petitions

To request a waiver of an academic regulation or requirement, a *Petition* must be submitted. The petition must clearly state what is being requested and the reason(s) for the request. Petitions should be discussed with the student's faculty advisor and require the advisor's recommendation and signature. Completed petitions must be submitted to the Undergraduate Records Office. Submitted petitions are reviewed by both the department and the Associate Dean. Students are notified of the outcome, usually within three weeks. Unusual requests may take longer. Petition forms are available from the Undergraduate Records Office, ERB 108.

F. Advanced Placement Credit

College of Engineering students may receive advanced placement credit by earning a qualifying score on the appropriate advanced placement examination administered by the College Board. Students may also receive International Baccalaureate credit by earning a qualifying score on the appropriate subject-matter examination. Course credit for the International Baccalaureate examinations is determined by the Office of International Admissions. In all cases, AP or IB examinations must be taken prior to matriculation at Boston University. Specific information regarding advanced placement examinations and minimum scores follow.

Students who have taken the advanced placement examinations must have the official CEEB score reports submitted to the Admissions Office in order to determine eligibility for advanced placement credit. In the event that credit is awarded, students should confirm the posting of credit to their student record via the Student Link. Note that if a student chooses to enroll in the same or equivalent course for which AP credit has been awarded, the duplicate credits cannot be applied to the degree. Courses taken at Boston University take precedence over AP credit. Freshmen must resolve all advanced placement credit issues within 6 months of initial registration at Boston University.

BOSTON UNIVERSITY COLLEGE OF ENGINEERING
Advanced Placement Examinations/credit Guide – Fall 2007

<u>Accepted Examinations</u>	<u>Score</u>	<u>Credits</u>	<u>Course Credit</u>
Biology*	4	4	BI 108
	5	8	BI 107, BI 108
Calculus: AB	4 or 5	4	MA 123
Calculus: BC	4 or 5	8	MA 123, MA 124
Calculus: BC	<4, subscore 4 or 5	4	MA 123
Chemistry	4 or 5	8	CH 101, CH 102
Computer Science A	4 or 5	4	EK 127
Computer Science AB	4 or 5	4	EK 127
Economics: Macro	4 or 5	4	EC 102
Economics: Micro	4 or 5	4	EC 101
English Language & Composition	4 or 5	4	WR 099
English Literature & Composition	4 or 5	8	any two from EN 141, EN 142, EN 143
Environmental Science	4 or 5	4	GG 100
Gov't Politics: Comparative	3, 4, or 5	4	PO 251
Gov't Politics: United States	3, 4, or 5	4	PO 211
History: United States	4 or 5	8	HI 151, HI 152
History: of Art	4 or 5	8	AH 111, AH 112
History: European	4 or 5	8	HI 101, HI 102
Languages:			
French: Language	3 or 4	4	LF 212
	5	8	LF 303, LF 304
French: Literature	3 or 4	4	LF 212
	5	8	LF 350, LF 400+
German: Language	3 or 4	4	LG 212
	5	8	LG 303, LG 304
Latin: Literature	4	4	CL 212
	5	8	CL 212, CL 300+
Latin: Virgil	4	4	CL 212
	5	8	CL 212, CL 300+
Spanish: Language	3 or 4	4	LS 212
	5	8	LS 303, LS 304
Spanish: Literature	3 or 4	4	LS 212
	5	8	LS 350, LS 400+
Music Theory	3, 4, or 5	4	MU 111
Physics C: Mechanics	4 or 5	4	PY 211 or PY 251
Physics C: E&M	4 or 5	4	PY 212 or PY 252
Psychology	4 or 5	4	PS 101

* does not fulfill College of Engineering degree requirements.

G. Transfer Credit Approval

It is generally expected that undergraduate students in the College of Engineering will complete their degree requirements at Boston University. During the academic year (fall and spring semesters) courses will not be considered for transfer from another institution in the Boston area when the equivalent course is offered in the same semester at Boston University.

During the summer, students may take courses at another college or university outside the Boston area. With approval, coursework can be transferred to Boston University and applied toward the degree program. To ensure that credit for a course taken at another institution will transfer to Boston University and will satisfy the student's degree requirements, the student should complete a *Transfer Credit Approval Form* before taking the class. The transfer credit approval form must be accompanied by a course description from the other institution. A separate approval form must be used for each course for which the student is requesting transfer credit. Many courses also require a course syllabus for evaluation. A syllabus may be obtained by calling the department of the school where the student wishes to take the course. All engineering upper-division transfer courses must be from an ABET-accredited program.

The student should take the form and supporting documentation to his or her faculty advisor for the advisor's review and signature. The signed form, together with the supporting documentation, should be returned to the Undergraduate Records Office for processing.

After the student has successfully completed the course, an official transcript must be sent directly to the Undergraduate Records Office. If the student prefers to hand-carry the transcript, the student must request that the transcript be placed in a sealed envelope that the student must not open. Credit is posted only after an official transcript is received showing a grade of C or better. Courses with grades below C are not acceptable for transfer.

The number of credits for the course must be indicated on the approval form. Ordinarily, if the course is a 3-credit course at a school on a semester system, the student will receive 3 transfer credits. The student is responsible for ensuring that any credit deficiency that may result from courses transferred from another institution is satisfied by additional credits from other acceptable sources (see *Credit Deficiency* below). Students can check the number of credits posted via the Student Link.

Courses presented for transfer that are taken during the last semester of candidacy may not be processed in time to meet commencement deadlines.

H. Credit Deficiency

When a student has fulfilled all course and curricular requirements for a degree program with fewer credits than required for the degree (e.g., due to transferred courses from another school), the student must make up the credit deficiency in one of the following ways:

- a) Academic courses taken at Boston University or transferred from another institution that are not being used to satisfy College of Engineering degree program requirements. Pass/fail courses, multiple enrollments in the same or equivalent course, and courses below the minimum level required for an engineering degree (e.g. PY 106, MA 122, etc.) may not be used for this purpose.
- b) Extra credits earned when a 4-credit course is used to satisfy a 2-credit course requirement (e.g. MA 242 for MA 142).
- c) Extra credits earned when more than 4 credits are used to fulfill a 4-credit course requirement. Credits that are disallowed in the transfer credit evaluation process and the additional four credits of a 2-course (8-credit) sequence to fulfill a 1-course (4-credit) requirement (e.g., MET EK 311 and 312 for ENG EK 301; MET EK317 and 318 for ENG EK 307; CAS CS 111 and 112 for CAS CS 113) may not be used for this purpose.
- d) Advanced Placement (AP) credit for courses not applied to the College of Engineering degree program provided the course is not below the minimum level required for an engineering degree (e.g. AP credit for BI 107 is acceptable; AP credit for PY 105 and/or PY 106 is not acceptable). Note that if a student chooses to enroll in the same or equivalent course for which AP credit has been awarded, the duplicate credits cannot be used to fulfill a credit deficiency (e.g. AP credit for MA 123 and enrolls in MA 123; AP credit for MA 123, MA 124 and enrolls in MA 123, MA 124; AP credit for MA 123, MA 124 and enrolls in MA 127 - credit for MA 124 is forfeited; AP credit for PY 211 and enrolls in PY 251).
- e) Courses applied to a minor in excess of the minimum credits required for the degree (i.e. 12 credits more than credits required for the major program), excluding any courses counted toward both the major and the minor programs (maximum of 8 credits).

I. Leave of Absence/Withdrawal

A student may choose to voluntarily leave the University for a specified period of time (up to four semesters), with the expectation of returning to complete a degree program. In

this case, the student must request a leave of absence. Alternatively, a student may choose to withdraw from the University.

Students considering a leave of absence or withdrawal are strongly encouraged to meet with their faculty advisor and an academic counselor in the Undergraduate Programs Office, ERB 107.

A student who has decided to take a leave of absence or withdraw from the University must contact the University Service Center, 881 Commonwealth Avenue. Exit interviews will be conducted. If a refund or credit on paid tuition fees is due, the amount refunded or credited is calculated with reference to the date of the student's first official notification of intent to withdraw, on the following basis:

<u>Time of withdrawal</u>	<u>Percentage of tuition and fees refundable*</u>
Before classes start	100
First or second week of classes	80
Third week of classes	60
Fourth week of classes	40
Fifth week of classes	20
After fifth week of classes	0

*The application fee and deposits are not refundable. Refunds are not made automatically; a student must apply for a refund through the Office of Student Accounts, 881 Commonwealth Avenue. Ordinarily, refunds are credited to the student's account.

For students living on campus, submitting a leave of absence form does not automatically release them from a housing contract. Students must contact the Office of Housing at 985 Commonwealth Avenue to make necessary arrangements.

Upon return from a leave of absence, it is the student's responsibility to contact the Office of Housing directly to be considered for on-campus housing. The College of Engineering does **not** notify the Office of Housing to send the student information or an application for housing. In addition, a student requesting financial aid should notify the Office of Financial Assistance as soon as possible regarding eligibility and availability of funds.

When a student returns to the College, it is important for the student, the faculty advisor and an academic counselor to review the student's program of study and any changes in the degree program. A returning student follows the program planning sheet for the **new** expected year of graduation.

Students who matriculate at another institution and wish to return must apply for regular transfer admission through the Office of Admissions.

Undergraduate students who voluntarily absent themselves from the College for one or more semesters without requesting a leave of absence will be withdrawn by the College. Withdrawn students must contact the College of Engineering Undergraduate Programs Office to request reinstatement.

J. Intra-University Transfer (IUT)

A student in good academic standing at the College of Engineering who decides to pursue a degree at another school or college at Boston University needs to apply to transfer to that school or college through the Intra-University Transfer (IUT) process.

Students should check with the academic advising office of the school or college in which they are interested regarding IUT requirements, procedures and deadlines. Students should also inform the College of Engineering Undergraduate Programs Office and request to meet with a counselor.

V. Academic Advising, Planning, and Registration

A. Faculty Advisor

The faculty advisor plays a central role in guiding the student's academic program, assisting in course selection, and providing guidance and counseling in all academic matters. Upon entering the College of Engineering, each student is assigned a faculty advisor. In order to register each semester, students are required to meet with their faculty adviser, discuss their academic progress and course selection, and obtain the faculty advisor's signature on the registration form. A list of each faculty member's research interests and areas of expertise is available in the department offices.

B. Freshman Advising Seminar

All freshmen participate in ENG EK 100 Freshman Advising Seminar during the fall semester of their first year. This seminar consists of weekly meetings either in small groups with a faculty advisor and a student advisor or a large group for presentations. Small group discussions deal with academic concerns such as scheduling, curriculum, and academic performance evaluation at mid-semester. The large group presentations address the issues of adjusting to college, college policies, special programs, and tutoring. In addition, each academic program offers a presentation to help students learn about the different areas of engineering.

C. Academic Course Load

1. Full-time Students

To be considered full-time, a student must be registered for at least 12 credits in the fall and spring semesters. A student is expected to proceed at the rate of 16-18 credits per semester in order to complete a degree within four years as indicated on the respective program planning sheets. Full-time tuition covers up to 18 credits per semester.

2. Part-time Students

Any student enrolled in fewer than 12 credits in the fall or spring semester is considered a part-time student. Part-time status requires advance approval from the Associate Dean via a *Petition for Part-Time Status*. **A student who is enrolled for fewer than 12 credits in a semester who has not received prior approval for part-time status will be placed on academic probation at the next academic review.**

Part-time status and/or completing less than 12 credits in a semester may jeopardize eligibility for financial aid and on-campus housing. International

students are required to maintain full-time status and must check with the International Students and Scholars Office before attempting to drop to part-time status.

3. Course Overload

Prior approval by a student's faculty advisor and the Undergraduate Records Office is required for any student to register for more than 18 credits; a student must be in good academic standing and have no incomplete grades on the academic record. Approval is not normally granted for more than 20 credits in a semester. Continuing students with a cumulative grade point average of 3.30 or better are eligible for a waiver of tuition charges beyond 18 credits, but for no more than an additional 2 credits. Students with a minimum of 96 credits toward their degree (senior status) who are in good academic standing may apply to take a total of 20 credits per semester in the senior year without incurring additional tuition charges. First semester freshmen are not permitted to overload. Second semester freshmen are permitted to overload only if they have achieved a grade point average of 3.30 or higher. A *Course Overload Authorization* form must be filled out by the student indicating all classes for which the student is registering, signed by the student's faculty advisor, and submitted to the Undergraduate Records Office with the student's registration form.

4. Class Standing

Class standing is determined at the **beginning of each fall semester** based on the number of academic credits earned which fulfill requirements in the student's degree program as follows:

- 0-31 credits Freshman standing
- 32-63 credits Sophomore standing
- 64-95 credits Junior standing
- 96+ credits Senior standing

Information on class standing can be obtained from the Undergraduate Records Office. Please note that grades of W, I, X, and AU are not included in computing class standing.

D. Registration/Cross-Registration

1. Registration

All College of Engineering undergraduate students are sent an email each semester with instructions for completing the registration process. Students use the

University's *Registration Form* to register for their courses. Registration forms are available for continuing students in the College of Engineering undergraduate offices (ERB 107 and ERB 108). They are also available in the department offices twice a year during the pre-registration periods for the upcoming semesters (October for spring pre-registration and March for fall pre-registration). All students are expected to register during this pre-registration period.

Continuing students are expected to use the web-based (*WebReg*) system via the Student Link. During the pre-registration period, students meet with their faculty advisors to review academic progress, plan the next semester, and complete the registration form. Students obtain their advisor's signature (approval) on the registration form. (Aerospace and Mechanical students must also obtain the departmental stamp, verifying the advisor's signature.) Student then return the registration form to the Undergraduate Records Office, and are given an *Advising Authorization Code* (AAC) that, along with the students' Log-on and Kereboros password, will allow them to access the *WebReg* system. *WebReg* includes a planner to assist students in planning their courses.

Students should remember to register for all components of a course (e.g. discussion [DIS] and/or laboratory [LAB] section). Students who register late will incur a late fee. Students who have an outstanding balance with the university will not be allowed to register for any subsequent semesters until their balance is paid.

2. Cross-Registration

College of Engineering students may take one course per semester at one of the following schools while registered for courses at Boston University: Boston College, Brandeis University, Tufts University, Hebrew College, and Boston Architectural Center. Courses taken at these institutions must be approved through the Undergraduate Programs Office prior to registration. For information on cross-registration, students should contact the Office of the University Registrar.

E. Adding or Dropping a Course

Students may make changes to their original registration either via *WebReg* or by completing the University's Class Adjustment form.

1. Adding a Course

Students may **add** a course via *WebReg* or by submitting a class adjustment (drop/add) form to the Undergraduate Records Office, ERB 108 during the first two weeks of the semester (a module change in ENG EK 131/132 must be made during the first week of instruction). Students can add a course via *WebReg* only if

there are still seats available. If the class has been closed or is full, students will need to complete a Class Adjustment form and obtain the instructor's signature (and date) prior to submitting the form to the Undergraduate Records Office.

A Course Overload Authorization form must be completed if a class is added that results in semester registration of more than 18 credits.

2. Dropping a Course

A student may drop a course via *WebReg* or by submitting a class adjustment (drop/add) form to the Undergraduate Records Office, ERB 108 through the end of the 10th week of classes.

A course dropped through the fifth week of classes does will not appear on the student's permanent record and does not require the instructor's signature. A course dropped after the fifth week of classes will appear on the student's record as W, and the student will be charged for the course. No course may be dropped after the 10th week of classes.

Failure to complete at least 12 credits in any semester will affect eligibility for financial aid, on-campus housing, and academic status. It is strongly recommended that the student consult his or her faculty advisor prior to adding or dropping courses. Dropping a course can affect the sequencing of courses. Some courses are only offered once per year, and dropping a course may delay graduation.

3. Auditing a Course

Students are allowed to audit courses at the university. Audited courses do not count toward completing degree requirements. Students may use the class adjustment form to change their status in a class from GR (Grade) to AU (Audit) or AU to GR only during the first five weeks of classes. A student who registers for a course as an auditor cannot change to credit status (or receive a grade) after the deadline. Auditors are subject to the full tuition and fees for the course.

F. Declaring a Major

All undergraduate engineering students are required to declare their majors by spring semester of the sophomore year during the pre-registration period for the following fall semester.

G. Changing Major/Advisor

A *Change of Major/Advisor* form must be submitted when a student declares a major, changes a major, or wishes to change his or her advisor. The form is available in the

Undergraduate Records Office, ERB 108. In the event a student's faculty advisor is away from campus for a semester or longer, a new faculty advisor will be assigned. Policy and procedures for reassigning advisors vary by department. Students can check in the Undergraduate Records Office (ERB 108) for further information.

H. Transcript

Students can access their academic record via the Student Link (see below), and are encouraged to periodically check their academic record (transcript) to ensure that it accurately reflects their academic progress toward the degree. Questions regarding the student's academic record should be directed to the Undergraduate Records Office.

I. Student Link: www.bu.edu/studentlink

The Student Link provides access to your personal, academic and financial information via the internet. Timely information, such as your class and final examination schedules, grades, financial aid awards, your most recent student account payment, and Student Employment's Quickie Job listings are available on-line. From your room or any lab on campus with a WWW browser, you can register for classes, change your address, purchase convenience points, or complete a financial aid entrance interview. In order to use these services, you must have both a BU login name and a Kerberos password, available from the Office of Information Technology, 111 Cummington Street.

VI. Graduation

A. Senior Graduation Seminar

The Undergraduate Programs Office sponsors a seminar for seniors early each fall. This seminar presents practical and relevant information regarding the senior year and graduation, including the process of applying for graduation, career development (e.g. resume writing, on-campus recruiting, interviewing) and applying to graduate school.

B. Graduation Requirements

In order to graduate, students must complete all of the degree requirements for their respective degree programs. Additionally, students must have a cumulative GPA of at least 2.00. All students must also satisfy the General Education, Math, Natural Science and Residency requirements as described below.

General Education requirements:

- Writing Requirement: CAS WR 100 and CAS WR 150 (8 credits)
- 3-course social science/humanities: depth [2 courses] & distribution [1 course] (12 credits)
- 1 General Education Elective (4 credits)
- Total of 24 credits in General Education

All students:

- 16 credits in mathematics. A credit deficiency in mathematics must be satisfied by a mathematics course.
- 16 credits in the natural sciences. A credit deficiency in natural sciences must be satisfied by a natural science course.
- A residency requirement of at least 48 credits of coursework taken at Boston University in the upper division of the student's engineering degree program. A student's upper division program consists of the program requirements and/or program electives required for the student's major as listed on the program planning sheet for the junior and senior years. General Education courses do not count toward the residency requirement. The residency requirement must be completed within the five years preceding the student's official date of graduation, with the exception of military service

No more than 12 credits with a grade of D may be applied toward an engineering degree. This requirement applies only to the set of courses presented for graduation and not to all courses that may appear on the transcript. If a course is repeated to meet this requirement, both courses are included in computing the cumulative GPA.

Students who have transferred courses from another college or university and have satisfied all course requirements but are deficient in the number of credits required to graduate must make up the credit deficiency

C. Graduation Reviews

Students identified as entering their senior year in September are contacted by the Undergraduate Records Office during the preceding summer. To ensure that all curriculum and credit requirements are met, students who plan to graduate must have a formal graduation review with a senior records coordinator in the Undergraduate Records Office. Students who plan to graduate in either May or September must make an appointment for a formal graduation review no later than October 1. The graduation review must take place no later than the week before final exams in the fall semester. Students who plan to graduate in January must make an appointment no later than February 15 and have their graduation review by April 1 of the prior spring semester. Failure to have a formal graduation review by the published deadline will jeopardize the student's graduation date.

D. Application for Graduation

An *Application for Graduation* must be completed and submitted at the time of the graduation review, or by the submission deadlines, whichever is earlier (October 1 for May and September graduation, April 1 for January graduation).

If the student's completed/planned coursework deviates in any way from the courses indicated on the program planning sheet for the desired degree program, an approved petition must be on file in the Undergraduate Records Office. Students without such documentation on file have not completed all requirements for the degree and will not be approved for graduation.

E. Graduation with Honors

Latin honors for the Bachelor of Science degree in Engineering are awarded on the basis of the student's cumulative GPA for all courses taken at Boston University. Among graduating seniors, the top 5% will be awarded degrees *summa cum laude*, the next 10% will be awarded degrees *magna cum laude*, and the next 15% will be awarded degrees *cum laude*. In no case will Latin honors be awarded to students with grade point averages below 3.00.

F. Participating in the May Commencement Ceremony

It is expected that students participating in Commencement have met **all** degree requirements and are official graduates of the College of Engineering. Students in good academic standing with fewer than 8 outstanding credits after the spring semester and intending to graduate in September may request to participate in the May Commencement Ceremony by submitting a petition. Petitions will not be reviewed until the student has registered for **all** remaining coursework.

VII. Career Development Office

The Career Development Office, located in ERB 112 (617-353-5731) provides information and assistance to students concerning career planning, resume development, interview preparation, cooperative education and summer internship opportunities, part-time and volunteer positions, research opportunities, permanent placement, local career fair opportunities, and graduate school admission. Staff are available to discuss various career opportunities and post-graduation plans.

A. Cooperative Education/Internship Programs

The Cooperative Education/Internship Programs are unique opportunities offered in the College of Engineering. They are optional programs designed to integrate academic study with practical experience in industry, business, or government.

While on assignment, students typically do not take courses, but work under the supervision of a qualified professional in industry. Co-op placements are typically 4 months in duration with the option of extending the assignment for up to two additional 4 month periods. Summer internship placements are typically 10-14 weeks in duration.

Students are encouraged to begin planning in the fall semester of the sophomore year to assure smooth integration with coursework. One faculty member is available in each department to work with students in planning their academic programs and selecting the most appropriate semester(s) for the co-op placement(s). Please note that participation in an 8 or 12 month co-op assignment may delay a student's graduation date.

Students applying for the co-op/internship programs are encouraged to attend, or view, a related information session. It is also recommended that candidates attend, or view, seminars on resume writing, interviewing skills, and career fair orientation.

A detailed list of companies and organizations that have hired College of Engineering students for co-op/internship assignments, broken down by major, is available at www.bu.edu/eng/careers/students/coop/employers

The average starting salaries for recent undergraduate and graduate co-ops/interns are available at www.bu.edu/eng/careers/students/coop/salarystats

B. Permanent Job Placement

The College of Engineering Career Development Office assists graduating seniors and graduate students with their job search. The services listed below for permanent job placement also apply to the cooperative education program.

- Resume Review

In order to participate in on-campus interviews, students must first have their resumes reviewed by a staff member in the Career Development Office. Each semester, the office sponsors two weeks of resume critiquing with employer representatives. Students are advised to begin meeting with a staff member well in advance of starting their job search. Resumes are provided to companies participating in on-campus interviews.

- On-Campus Recruiting

Companies interested in hiring engineering graduates are encouraged to schedule on-campus interviews. Companies use resumes to identify the students they want to interview. On-campus interviews are held at the Career Development Office, ERB 112. Most interviews last 30-45 minutes and normally are scheduled between 9 a.m. and 5 p.m. It is recommended that students arrive 10-15 minutes prior to their scheduled interview time. If it is necessary for a student to cancel a scheduled interview, a courtesy phone call to the Career Development Office should be made as soon as possible prior to the interview. Failure to comply with this policy may result in the suspension or elimination of a student's on-campus interviewing privileges.

On-campus recruiting is open to currently enrolled College of Engineering seniors, graduate students, co-op candidates, and Computer Science seniors and graduate students. On-campus recruiting is also available to College of Engineering alumni. Additional information about on-campus recruiting is available at www.bu.edu/eng/careers/students/recruiting.

- Job Search Consultation

Students are encouraged to meet with the Career Development Office staff on an on-going basis to discuss and to review their job search strategies.

- College of Engineering Career Fairs

The Career Development Office will host career fairs on Friday, October 5, 2007 and Friday, February 8, 2008. These are excellent opportunities for students interested in permanent positions or co-op/internship positions, to interact directly with recruiters and hiring managers. Companies that have attended College of Engineering Career Fairs within the past six years and the majors/ programs they were recruiting for can be found at www.bu.edu/eng/careers/events/careerfair/archives.

- Off-Campus Recruiting

Resumes are also provided to companies that do not participate in on-campus recruiting but do have current openings for engineering graduates.

- **Alumni Career Services**
The Career Development Office is open to ALL College of Engineering Alumni. The office remains open twice a month until 8:00pm to better serve the Alumni. All services with the exception of On-Campus Interviewing are available to Alumni. All services are FREE and include: Alumni Job Posting Webpage, Fall/Spring Career Fairs, eRecruiting Account, Experience Network for Alumni Account, Resume Review and Referrals, Perfect Interview (home access), Mock Interviews with CDO Staff, and Access to the Student Learning Center.
- **On-Line Career Resources**
Companies routinely post employment opportunities with the College of Engineering Career Development Office. Additionally, a variety of employment websites, on-line career resources and search tools are available to assist students. Students can access these resources through www.bu.edu/eng/careers/students under the heading Career Resources on the Web.
- **Career Resource Library**
The Career Development Office maintains a career resource library that contains reference material on resume writing, networking, job hunting, interviewing, and salary negotiation. The library also contains directories of employers and information on careers, companies, and organizations.
- **Post-Graduation Survey**
Collecting post-graduation information is a critical function of the Career Development Office. Post-graduation information provides feedback to the College of Engineering regarding how well its programs prepare students for industry, business, government or graduate school. This feedback helps the College to assure that the curriculum and program are best able to prepare students for the post-college marketplace. Your cooperation in responding to these surveys is appreciated, and will help future College of Engineering undergraduates.
- **Career Development Seminars**
All students enrolled in the College of Engineering are encouraged to attend the Career Development Seminar Series. These seminars are designed to educate and prepare students to create high quality resumes, interview successfully and negotiate job offers. Currently, three seminars are offered: resume writing, interviewing skills, and career fair orientation. These seminars are offered periodically throughout the academic year and are normally scheduled midweek from 4-5 pm (RSVP required). In addition, all seminars are available on video for viewing in the Career Development Office during normal working hours, and on the Web at www.bu.edu/eng/careers/students/seminars. The seminar schedule will be noted at www.bu.edu/eng/careers/events/calendar

VIII. Student Services

A. Dean's Hosts

The College of Engineering Dean's Hosts serve as representatives of the College throughout the year. They assist with the coordination of Spring Open Houses for prospective freshmen, lead tours for prospective students and their parents, and assist with various College of Engineering events. Students who are interested in applying to be Dean's Hosts should contact the Undergraduate Programs Office.

B. Student Advisors

The Student Advisors (SAs) work closely with the faculty and the Undergraduate Programs Office to provide academic and non-academic assistance to engineering freshmen. SAs are paired with a faculty advisor and a small group of freshmen during the fall semester for ENG EK 100 Freshman Advising Seminar. The SAs serve as resources to the freshmen by assisting with academic advising and providing personal support and guidance. Students who would like to apply to be SAs should have a GPA of 2.3 or higher and be in good academic standing. They should contact the Undergraduate Programs Office for more information. Student Advisors must make a year-long commitment and must be available for a two-day training session at the end of August.

C. Tutoring

There are a variety of resources for study skills and tutoring on campus.

College of Engineering Tutoring Office - Free

The College of Engineering offers tutoring for lower-division math, science, and engineering courses, as well as for some upper-division engineering courses. The Engineering Tutoring Center, located in ERB 105, is open Monday through Thursday from 5:00 - 11:00 p.m. during the academic year. The Tutoring Center is staffed by juniors and seniors from all engineering degree programs who maintain exceptional academic records. The schedule is available at www.bu.edu/eng/tutoring and at the Undergraduate Program Office in ERB 107. For additional information contact the Undergraduate Program Office at 617-353-6447.

Tau Beta Pi Tutoring - Free

Tau Beta Pi, the engineering honor society, offers one-on-one tutoring in math, science, and engineering courses. Tutoring is done by juniors and seniors who are members of

Tau Beta Pi. For more information, students may stop by the Engineering Student Organizations Office in ERB 106 or consult www.bu.edu/eng/tutoring.

Math - Free

Faculty and teaching fellows are available to answer questions during their office hours. Office hours are available in the Mathematics and Statistics office, 111 Cummington St. Also, walk-in tutoring is available in the mathematics/statistics tutoring room (rm 144, 111 Cummington Street). The tutoring room is generally staffed 10:00am-4:00pm Monday through Friday. A detailed schedule is posted outside room 144.

Physics - Free

Faculty and teaching fellows offer tutoring for PY 211, 212, 313, 251, and 252 during their office hours. For many courses, office hours are held in SCI 121 and students can get help at any time from anyone there. Formal office hours are posted in the Physics Department Office, SCI 255. Information is usually incomplete complete at the start of the semester, but you can check with the graduate teaching fellow (GTF) at the first discussion or lab.

Chemistry - Free

The Chemistry Department faculty and teaching fellows offer tutoring in CH 131, CH 101-102, and CH 111-112 during their office hours. A schedule of office hours is located in the Chemistry Department Office, SCI 299 (590 Commonwealth Avenue). For information regarding other chemistry tutors, please contact the Chemistry Department at 353-2500.

Educational Resource Center - Free

The Educational Resource Center, located on the 4th floor of the George Sherman Union, offers tutoring in non-ENG courses. The ERC also has a Resource Room with information on topics related to academic performance such as time management, test anxiety, test taking skills, note taking, and other issues. For more information, students may stop by the ERC office, call 353-7077 or check their website, www.bu.edu/erc.

Student Professional Societies - Free

Some of the student professional societies also organize study groups for their members. For more specific information, stop by the Engineering Student Organizations Office in ERB 106.

Private Tutoring - Fees vary

The College of Engineering Office of Undergraduate Programs maintains a referral list of private tutors. Students who utilize private tutoring must pay a fee which will be negotiated between the student and the tutor. The College does not supervise the private tutors.

D. Financial Aid

Financial aid is administered by the University's Office of Financial Assistance. To be considered for University-administered financial aid, a student must be a citizen or permanent resident of the United States, and must be enrolled or accepted for enrollment in a full-time degree program at Boston University. Students who have already earned a bachelor's degree are not eligible for Boston University-administered financial aid in working toward a second undergraduate degree.

Decisions are made for the full academic year on the basis of financial need, academic performance, and the availability of funds. Students receiving financial aid must meet certain grade requirements and must complete a minimum of 12 credits each semester in order to be eligible to receive continued funding. If a student is registered for only one semester during the academic year, he or she must complete at least 12 credits during that semester and must also meet the grade requirements. Grade requirements vary according to the type of funding. For complete information, including application procedures, deadlines, and policies, contact the Office of Financial Assistance, 881 Commonwealth Avenue, Boston, MA 02215, 617-353-2965 or www.bu.edu/finaid.

IX. Academic Conduct

All students entering Boston University are expected to maintain high standards of academic honesty and integrity. The Academic Conduct Committee of the College of Engineering concerns itself with matters related to academic conduct. The Committee consists of members of the faculty, undergraduate program staff and student representatives. When a violation of the Academic Conduct Code occurs, the Academic Conduct Committee evaluates the situation and recommends appropriate action to the Associate Dean.

All students receive a copy of the College of Engineering Academic Conduct Code at the time of their first registration at the College. All students should be familiar with the guidelines of ethical and appropriate behavior that have been established in the College of Engineering Academic Conduct Code, and by the Codes of Conduct of other schools at Boston University in which they are taking courses. These codes have been developed "to protect the integrity of the educational process."

Students are also responsible for knowing the specific restrictions for each class they are taking. The College of Engineering encourages instructors to discuss the specific collaboration policy for each course. If an instructor does not outline the specific collaboration for a particular course, then the general guidelines regarding what constitutes inappropriate academic conduct, as outlined in this handbook, are to be considered the collaboration policy for the course.

Dishonesty in representing one's academic accomplishments is a serious ethical violation and is of concern to all members of the academic community

Some examples of the situations that the Academic Conduct Committee has reviewed are:

1. Cheating on examinations -- including copying from another's papers, using notes when none are allowed, unauthorized collaboration with another student.
2. Gaining access to examinations before they are given out.
3. Plagiarism of any kind on examinations, laboratory assignments, homework assignments, papers, etc.
4. Unauthorized collaboration on homework, or computer programs.
5. Forgeries of signatures on assignments or University documents.
6. Theft of assignments from other students.
7. Grade tampering.

A. College of Engineering Academic Conduct Code

1. Philosophy of Discipline

The College of Engineering enforces academic rules in order to promote an academic community in which learning can best take place. This atmosphere can be maintained only when every student believes that his or her academic performance is judged fairly and that he or she will not be disadvantaged because of the dishonesty of someone else. Penalties imposed are carefully determined so that they are no more or no less than required to maintain the desired atmosphere. In defining violations of this code, the intent is to protect the integrity of the educational process.

2. Definition of Academic Misconduct

Academic misconduct occurs when a student intentionally misrepresents his or her academic work. Knowingly allowing others to represent your work as theirs is as serious an offense as submitting another's work as your own.

3. Violations of this Code

Violations of this code are acts that constitute an attempt to be dishonest or deceptive in the performance of academic work in or out of the classroom, to alter academic records, or to collaborate with another student or students in an act of academic misconduct. Violations include but are not limited to:

- a. Cheating on Examinations: Cheating is defined as any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- b. Plagiarism: Plagiarism is any attempt by a student to represent the work of another as his or her own. This includes, but is not limited to, copying the answers of another student on an oral or written examination, copying or substantially restating the work of another person or persons in any oral or written work without citing the appropriate source (including web sources), or collaborating with someone else in an academic endeavor without acknowledging his or her contribution, unless such collaboration is specifically permitted.
- c. Misrepresentation or Falsification of Data presented for surveys, experiments, and so on.

- d. Theft of an Examination: Theft is defined as stealing or otherwise discovering and/or making known to others the content of an examination that has not yet been administered.
- e. Forgery, Alteration, or Knowing Misuse of graded examinations, grade lists, or official University records or documents, such as transcripts, letters of recommendation, and so on, or alteration of examinations or other work after submission.
- f. Theft or Destruction of Examinations or Papers after submission for the purpose of covering up possible poor performance or to cause harm to another student.
- g. Submitting the same work in more than one course without the consent of the instructors involved.
- h. Failure to Comply with the Penalties imposed under the authority of this code.

4. Penalties

The Academic Conduct Committee has jurisdiction in all cases involving violation of this code within the College of Engineering.

It is expected that all allegations of academic misconduct will be brought to the attention of the Committee. Students will not be penalized for academic misconduct except through recommendations of the Committee. When allegations of academic misconduct are *sustained* by the committee, faculty members have the right to determine the appropriate grade for that work.

If the accused is found guilty, the following penalties may be recommended by the Academic Conduct Committee, in order of increasing severity.

- a. Reprimand: For violations of a minor nature or mitigated by extenuating circumstances
 - i. A copy of the reprimand shall be kept on file but shall not be recorded on the student's permanent academic record. Past reprimands may be considered in imposing sanctions for further offenses.
 - ii. Reprimands are not made public when records, transcripts, etc., are sent out.
 - iii. The reprimand places no restriction on the student's participation in academic or non-academic College or University activities.
- b. Disciplinary Probation: For violations deemed serious enough to warrant some abridgment of the student's rights and privileges.

- i. Probation is given for a specified period of time.
 - ii. Probation is recorded on the student's permanent internal academic record.
 - iii. Disciplinary probation prohibits the student from being an officer in any recognized all-University or College student organization and from participating in intercollegiate activities during the specified probation period.
 - iv. Probation may be coupled with appropriate disciplinary activity (i.e., community service work assignment) at the discretion of the Academic Conduct Committee.
- c. Suspension: For violations deemed serious enough to warrant separation of the student from the University community for a limited time but not serious enough to warrant expulsion.
 - i. Suspension is given for a period from one to four terms. During the period of suspension, the student may not register for courses in any School or College within Boston University.
 - ii. Courses taken at another institution during the period of suspension will not be accepted for transfer credit.
 - iii. The student's suspension is recorded on the student's permanent academic record.
 - iv. Suspension may be coupled with appropriate disciplinary activity (i.e., community service work assignment), at the discretion of the Academic Conduct Committee.
- d. Expulsion: For extremely serious academic misconduct.
 - i. Expulsion is recorded permanently on the student's academic records.
 - ii. Expulsion is permanent.
- e. Other penalties:
 - i. For students who have completed or are near completion of their degree requirements at the time of the hearing, the Committee may recommend withholding the student's degree for a specified period of time.
 - ii. For fraudulent use of college transcripts or degree certificates or similar serious misconduct.
 - (a) Recommendations of the Committee may include withholding of transcripts or revocation of the degree.
 - (b) Action is recorded on the student's academic record for a specified period or permanently, as recommended.

f. Dissemination of information

- i. Notice of all penalties is sent to the parent or guardian of dependent students.
- ii. Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of this act are available in the Office of the Dean of Student Affairs.
- iii. Penalties imposed through the Academic Conduct Committee may be reported to graduate and professional schools to which a student seeks admission.

B. Academic Conduct Committee

1. Procedures

- a. The Committee consists of a chairman, four faculty members (one from each of the departments within the College) who are appointed by the Dean, a professional staff member from the Undergraduate Programs Office, and up to four undergraduate student members who are appointed by the College.

The Committee has jurisdiction over every alleged act of academic misconduct on the part of any student enrolled in a course taught in the College, whether that student is enrolled in the College or some other school at this University or any other college or university, and whether that course is taught during the regular academic year or in during the summer. The Committee also has jurisdiction over every alleged act of academic misconduct pertaining to documents of, or course credits earned in, the College by any person. This shall include any person who has received a baccalaureate from this University.

- b. Proceedings before the committee are initiated when a College of Engineering faculty member reports an instance of suspected academic misconduct to the chairman of the committee. The faculty member meets with the student suspected of academic misconduct together with the committee chair to discuss the matter. If the chairman determines that there is sufficient evidence to indicate that an infraction of the academic conduct code may have occurred, then the case is forwarded to the committee. If the student suspected of academic misconduct admits the misconduct prior to the hearing, the committee will meet only to determine an appropriate penalty.

Proceedings may also be initiated by any member of the College of Engineering community who has reason to believe that a student has committed academic misconduct in connection with a course or program at the College. In such circumstances, the Chair of the Academic Conduct Committee should be contacted.

- c. Prior to the hearing, the College shall inform the student in writing of the following matters:
 - i. The charges, including a copy of the report submitted by the faculty member to the chairman of the committee outlining the alleged academic misconduct and all supporting evidence;
 - ii. The date, time, and location of the hearing;
 - iii. The fact that he or she may be accompanied by an advisor of his or her choice, who may or may not be an attorney, but that, other than making a statement on behalf of the student, the advisor may not participate directly in the hearing.
 - iv. The fact that s/he has the right at the hearing to question the person bringing the charges and all witnesses and examine all documents which are introduced as evidence;
 - v. The fact that s/he has the right to present evidence in his/her defense. The student is encouraged to present any supporting documentation to the Undergraduate Programs Office at least two days in advance of the hearing to allow committee members the opportunity to review such documentation before the hearing.

- d. Hearings
 - i. A member of the committee shall be excused if the case might involve a conflict of interest.
 - ii. The Dean may appoint *pro tempore* members to replace regular members who are unable to attend or have been excused.
 - iii. A representative from the home college of any non-ENG student shall be invited to attend the hearing and the committee deliberations, but will not vote.
 - iv. The quorum for hearings shall be five voting members of the committee, at least three of whom shall be faculty members.
 - v. The chairman shall be counted as a voting member, but shall cast his or her vote only in order to break a tie vote.
 - vi. A hearing shall proceed in the absence of the accused student only if the committee is satisfied that proper notice was given and that there is no legitimate cause for the absence.
 - vii. An audio recording shall be made. The records will be preserved for at least one year.
 - viii. The chairman will preside at the hearing and may make such rulings as s/he deems necessary for the orderly conduct of the hearing. The hearing will be closed to the public. However, the chairman will have the discretion to admit parents, relatives, or friends of the student where, in the judgment of the chairman, the presence of such persons will not jeopardize the decorum of the hearing.
 - viii. The order of the hearing shall be as follows:
 - (a) Presentation of charges and evidence by the accusing instructor.

- (b) Examination of material evidence and/or witnesses by the committee and by the accused student.
 - (c) Statement by the accused student and/or his or her advisor.
 - (d) After excusing the accused student, advisor, witnesses, and the accusing instructor, deliberation of the committee will involve:
 - (i) Formulation of the judgment by a majority vote of the members present.
 - (ii) Assessing the appropriate penalties if a judgment of guilty has been rendered or if the student admits guilt.
 - ix. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct the hearings as fairly and expeditiously as possible.
 - x. The hearing shall not be public and information gained at the hearing shall be treated as privileged information by all participants. This rule does not bar disclosing of the findings and recommendations of the committee to those authorized to receive such information.
 - xi. The hearing shall be conducted with proper decorum. The hearing may be recessed at the option of the chairman if:
 - (a) Additional evidence or witnesses are needed.
 - (b) It is apparent that a fair hearing cannot be held because of disturbances, illness, or similar causes.
 - xii. The chairman of the committee shall, from time to time, but in no case less frequently than once a year, make public the facts and decisions of all cases that come before the committee. In no case shall the chairman reveal the name of any student, professor, instructor, or course involved in a case that has been heard by the committee. The names of the members of the committee may be included in the chairman's report.
- e. Committee's Recommendation

The complete recommendation, including a statement of the charges, evidence, and judgment, shall be transmitted to the Associate Dean in a timely fashion. The Associate Dean shall review the appropriateness of the recommended penalties. In case of doubt, s/he may refer the matter back to the committee for further consideration and/or elaboration, or request the recording of the hearing and/or evidence. However, the findings of the committee shall not be replaced by more severe findings unless the Associate Dean has submitted new evidence for a re-hearing. Similarly, the Associate Dean shall not impose more severe sanctions than those recommended by the Committee.

In the case of non-ENG students, the Associate Dean shall transmit the Committee recommendations to the Dean of the student's college. In the event that the Dean

of said college shall deviate substantially from the recommendation of the Associate Dean of ENG, the latter may, upon the recommendation of the Committee and after consulting with the Dean of the other college, prohibit the student in question from taking courses in the College of Engineering for a period of time that shall reflect the intent of the original recommendation.

- f. The College shall notify the student by certified letter (or equivalent) of the judgment and penalty imposed. The letter shall also inform the student of the procedure for appeal, as discussed in section II.
- g. Violations by ENG students in non-ENG courses

When ENG students are called before the academic conduct committee of another college in the University:

- i. An ENG representative should be present at the hearing and deliberations.
- ii. After the hearing, the Dean of the relevant college reviews the report and judgment and refers the case to the ENG Associate Dean. Unless special problems are apparent which should be discussed by the ENG Academic Conduct Committee, the ENG Associate Dean reaches a judgment and assesses an appropriate penalty.
- iii. The ENG Associate Dean notifies the ENG student by registered letter with return receipt, of the judgment and penalty imposed. The letter will also inform the student of the procedure for appeal. A copy of this letter will also be sent to the Dean of the college in which the hearing was held.

2. Appeals

- a. Within two weeks of receipt of the Associate Dean's letter a student may appeal the judgment or penalty. This appeal must be in writing, setting forth the basis of the appeal and whether the student is appealing the judgment, the penalty or both.
- b. The Associate Dean will review the documentation or refer the appeal to the Academic Conduct Committee for clarification and comments.
- c. Appeals are *only* considered when there is evidence that was not considered by the Committee during the hearing, or if the hearing was not conducted properly.
- d. The Associate Dean reserves the right to require a re-hearing if he or she feels it is appropriate. The procedure at a re-hearing is the same as at the original hearing.

- e. Before making a decision concerning the appeal, the Associate Dean may conduct his own investigation.
- f. Based on the new evidence considered or investigation conducted during the appeal, the Associate Dean has the right to dismiss the charges, increase or decrease the sanction, or uphold the original finding.
- g. Appeals that have been denied by the Associate Dean may be addressed to the Provost of the University. All appeals to the Provost must be submitted within two weeks of the notification from the Associate Dean.

3. Request for Reinstatement

Requests for reinstatement after suspension must be directly to the Associate Dean for Undergraduate Programs. A readmitted student is normally placed on disciplinary probation during the first semester of his or her return and removed from probation at the end of the term. The student seeking reinstatement shall inform the Dean of his or her activities during the time of suspension, indicate what steps have been taken to satisfy any conditions imposed during the time of suspension, and state his or her future plans.

C. Boston University Conditions of Use and Policy on Computing Ethics

Conditions of Use

Notice to All Users: Users of the University's computing facilities, including University-supported electronic mail, are on notice, and by using these facilities agree, that no representation has been made to them as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Boston University Information Security Policy and Policy on Computing Ethics; and that the use of these facilities is restricted to University-authorized purposes.

The use of the University's computing facilities in connection with University activities and *de minimis* personal use is a privilege extended to various members of the University community; it is not a right. Users of the University's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Boston University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Boston University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities.

The University disclaims responsibility for loss of data or interference with resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University's possession, custody, or control.

Policy on Computing Ethics

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.
2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.
3. You must use the University's computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters,

unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.

6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Audit.

The unauthorized or improper use of Boston University's computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.

Boston University Information Security Policies and Guidelines can be accessed on the World Wide Web at www.bu.edu/security