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I. Introduction

The *Undergraduate Student Handbook* reflects College of Engineering policies and regulations that have been approved as of September 2011 by the appropriate governing units within the College. Together with the information regarding the College of Engineering in the *On-line Academic 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 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.

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 44 Cummington St (ERB).

The Undergraduate Programs Office is located in room ERB107. Some of the services available through this office include tutoring, 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 also located in room ERB 107. 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 ERB 112. The office provides information about, and assistance with, post-graduation planning and cooperative education experiences. The phone number is 617-353-5731

Contact information for undergraduate student services staff:

Undergraduate Programs 617-353-6447

Joanne Cornell	Director	jcornell@bu.edu
Ruthie Jean	Associate Director	ruthiej@bu.edu
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Undergraduate Records 617-353-6447

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Career Development 617-353-5731

Dottie Catlin	Director	dcatlin@bu.edu
A. David Brown	Assistant Director	adbrown@bu.edu
Elizabeth Burke	Assistant Director	eburke@bu.edu
Kathleen Fay	Assistant Director	kjfay@bu.edu

III. Undergraduate Degree Programs

The curriculum of each undergraduate degree program offered by the College of Engineering consists of college-wide requirements and the program-specific requirements. The College-wide requirements include freshman and sophomore year courses, and are designed to provide a common academic foundation for all engineering undergraduates. These courses include mathematics, natural sciences, writing, social sciences, humanities, and a common engineering sequence.

A. B.S. Degrees

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

- Biomedical Engineering
- Computer Engineering
- Electrical Engineering
- Mechanical Engineering
- Mechanical Engineering (aerospace concentration)
- Mechanical Engineering (manufacturing concentration)

- Aerospace Engineering (through 2012)
- Manufacturing Engineering (through 2012)

All of the above Bachelor of Science programs are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 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 satisfy the 16-credit math requirement. An advanced mathematics course taken to fulfill the requirements of a major can be used to meet 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, ENG BE 209, and CAS PY 313. 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 CAS 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. Common Engineering Courses

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

ENG EK 127/EK128	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 two-course writing sequence, distribution in humanities and social sciences (three courses, at least one in social science and at least one in humanities); and a general education elective (at least one course).

The general education requirements are as follows:

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

CAS Core Curriculum: The CAS Core Curriculum is an alternative path to completing the General Education Requirements. More information about this alternative is available at the Undergraduate Programs Office.

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.

b. The Social Sciences/Humanities Distribution Requirement

All College of Engineering undergraduate students are required to complete a minimum of 12 credits (3 courses) in the humanities and social sciences, at least one in social science and at least one in humanities.

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. Courses that fulfill this requirement must be chosen from the [approved list](#).

Humanities The humanities are the branches of knowledge concerned with individuals and their culture. Students must take at least one course in the humanities. Courses that fulfill this requirement must be chosen from an [approved list](#).

Students must take at least one additional four-credit course in either social sciences or humanities.

c. General Education Elective

The general education elective allows students to be exposed to fields of study beyond 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, languages, fine arts, among others. Courses that can be used to satisfy this requirement are listed [here](#).

Please note: non-native English speakers may not use a language course in their native language to fulfill this requirement. Students who are bilingual or fluent in a language other than English may not use a conversation course in that language to fulfill this requirement. If they are unable to read or write in their second language, they may use a grammar or composition course for 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.

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.

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 107.

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.

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 specialization 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 specialization courses, as well as a statement of rationale and goals related to the proposed program. Applications are reviewed by the Undergraduate Committee. 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. Concentrations in the College of Engineering

The College of Engineering offers concentrations in Energy Technologies & Environmental Engineering and Nanotechnology. These concentrations are available to all engineering majors, and are designed to fit within degree programs through the judicious choice of electives.

Students earning degrees in Mechanical Engineering can also concentrate in Aerospace Engineering and Manufacturing Engineering.

Additional information about these concentrations and applications can be found at:

[Energy Technologies & Environmental Engineering](#)
[Nanotechnology](#)
[Manufacturing Engineering](#)
[Aerospace Engineering](#)

Please note that students must declare a major before they can designate a concentration.

2. Minors in the College of Engineering

The College of Engineering offers [minors](#) in: Biomedical Engineering; Computer Engineering; Electrical Engineering; Materials Science and Engineering; Mechanical Engineering; Systems Engineering. These minors require the completion of 20 credits, and no more than eight credits of the minor may be used to satisfy program requirements for the major. Hence, all minors add a minimum of 12 credits to the major.

Students must have a declared major on record before they can apply for a minor and they must complete all the prerequisites listed for courses in their chosen minor. No minimum GPA is required for admission but a 2.00 GPA is required in the courses used to satisfy the minor. Applications for minors require approval of the relevant department.

3. Minors in Colleges other than Engineering

ENG students may earn minors in a variety of programs in the SMG, CAS, COM, SAR, SED and CFA. All minors add a minimum of 12 credits to the major. 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. Additional information and application forms are available [here](#).

4. Double Majors in Engineering

Students may earn two engineering B.S. degrees. Students who double major in two engineering disciplines must complete a minimum of 162 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. Additional information and application forms are available [here](#).

Please note that a student who double majors must complete the course requirements for both degrees before either degree can be awarded. A student is at liberty to withdraw from one major (without prejudice) and complete the program requirements for the other major.

5. Boston University Dual Degree Program

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 Dual Degree Program](#). To be eligible for this program, a student must have at least a cumulative 3.00 GPA and 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 for the Dual Degree program.

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 statement indicating the student's reasons for applying to the program must accompany the application. A minimum of 144 credits is required. Please note that a dual degree student must complete the course requirements for both degrees before either degree can be awarded. A student can withdraw from the Dual Degree and complete the program requirements for the B.S. degree from the College of Engineering.

6. Early Admission To Master's of Engineering (MEng) Program

Well-qualified undergraduates in Engineering are eligible to apply for early admission to the MEng program, a one year professional Master's program designed to prepare students for careers in industry. Students may apply to the MEng program as early as June 1st after their junior year, and will be notified with a decision by September 1st.

7. Engineering/Medical Integrated Curriculum (ENGMEDIC)

ENGMEDIC is an early selection program designed for biomedical engineering students who are interested in becoming physicians. A small number of highly qualified students, who have completed two years of the pre-medical option of the undergraduate biomedical engineering curriculum, are admitted to the program each year. The program offers an integrated curriculum composed of undergraduate and medical-school related courses, enabling selected students to enhance their transition to the curriculum at the School of Medicine. The ENGMEDIC program thus introduces certain of the preclinical subjects into the last two years of undergraduate study. The program utilizes a series of instructional modules which include biochemistry, immunology, microbiology, socio-medical sciences, cellular organization of tissues, human physiology, public health, and humanities.

The ENGMEDIC program is not designed to accelerate either the undergraduate degree or medical training, but rather to effect a better transition from undergraduate engineering to graduate medical study. The B.S. in Biomedical Engineering is normally earned after four years of undergraduate study, and the M.D. after an additional four years of study at the School of Medicine.

Biomedical engineering majors must apply to this program during the second semester of the sophomore year. Applications and additional information can be obtained in the Undergraduate Programs Office and from the Department of Biomedical Engineering.

8. 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*.

9. Engineering Study Abroad Programs

Sophomore Year

The College of Engineering offers a number of study abroad opportunities for engineering undergraduates. Engineering students can study abroad in the second semester of the sophomore year in: Dresden, Germany; Grenoble, France; Tel Aviv, Israel. These programs are structured to replicate the second semester of the sophomore year at Boston University. All majors can participate.

In Dresden, the program is offered in conjunction with the Technische Universität Dresden (TUD). There is no prior language requirement. Students start with an eight-week intensive German-language course and a sociology course about the culture and institutions of German society. Additionally, students take three of four technical courses: CAS MA 226 Differential Equations, CAS PY 313 Modern Physics, ENG BE 209 Principles of Molecular Cell Biology and Biotechnology, ENG

EK 307 Electric Circuit Theory. These courses are taught in English and appear as BU courses on the Boston University transcript. The programs in Grenoble (University of Grenoble) and Tel Aviv (Tel Aviv University) are structured in a similar fashion.

Approximately 20 percent of College of Engineering students participate in in one of these sophomore study abroad programs.

Junior Year

Juniors can study abroad in direct enroll programs at four sites: National University of Singapore, Dublin City University, Sydney University and the University of Auckland. In these programs, students enroll in courses already offered at these universities. Student must do the research to identify courses at the abroad site and get approval to use these courses towards their degree requirements. These programs do not work for all students in all majors and require more effort by the student to organize.

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 average 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 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 and Withdrawal

The College of Engineering reserves the right to suspend or withdraw a student at any time for academic misconduct or for continued failure to maintain a satisfactory academic record. A student on academic probation may be suspended or withdrawn 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 academic progress toward a degree has virtually ceased. If a student has been withdrawn from Boston University, s/he may not return.

If appropriate, suspended students are notified of specific requirements they must complete before they can apply 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. 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 any specified requirements 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 that the student, faculty advisor and academic counselor review and assess the student's program. This review should also consider any curricular changes that may have occurred during the student's absence.

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

Please note: BU uses the concept of GPA in two different ways: a semester GPA and a cumulative GPA

The grades of any and all repeated courses are included in computing the cumulative 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. Usually a change of grade will only be made if there has been a numerical mistake.

Seniors should note: Grade changes cannot be posted to a student's record after the student's official graduation from the College. Therefore, grade changes for graduating seniors must be submitted to the Undergraduate Records Office (ERB 107) 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. Students and faculty usually reach an agreement as to when and how the remaining work will be completed. When the required work is completed, the instructor submits a grade change form with the final grade. 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, 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 107.

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 107.

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 107.

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 (see [Advanced Credit Guide](#)). Students may also receive International Baccalaureate credit by earning a qualifying score on the appropriate subject-matter examination (see [IB Course Equivalence](#)). In all cases, AP or IB examinations must be taken prior to matriculation at Boston University.

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. Please note: 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.

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 and syllabus from the other institution. A separate approval form must be used for each course for which the student is requesting transfer credit. A syllabus may be obtained on-line or 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, nor are courses graded Pass/Fail.

The number of credits for the course must be indicated on the approval form. If the course is a 3-credit course at a school on a semester system, the student will receive 3 transfer credits. If the course is a 3-credit course from an institution on a quarter system, the student will receive 2 credits (1 quarter hour credit = $\frac{2}{3}$ semester hour credit). Please note that a minimum of 2.50 semester hour credits is required to satisfy a specific curricular requirement. 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.

Please note that 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.
- 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 decides 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. The refund schedule is available [here](#).

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 may be withdrawn by the College.

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 an academic 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 on the department website.

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 who is not a senior 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 3.00 or better are eligible to apply for a waiver of tuition charges beyond 18 credits, but for no more than an additional 2 credits. First semester freshmen are not permitted to overload.

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. Seniors (students with a minimum of 96 credits toward their degree) in good academic standing are automatically allowed to register for a total of 20 credits per semester in the senior year without incurring additional tuition charges. Seniors do not need to complete a Course Overload Authorization 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 registration instructions. 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 Programs Office (ERB 107). 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.

All students register via *WebReg* on the Student Link. *WebReg* includes a planner to assist students in planning their courses. 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 on the registration form, and obtain their *Advising Authorization Code* (AAC) from the Undergraduate Records Office in Rm.107.

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 or are not in compliance 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 can add a course via *WebReg* during the first two weeks of the semester provided seats are available. A module change in ENG EK 131/132 must be made during the first week of instruction. If the class has been closed or is full, students will need to complete a drop/add form and obtain the instructor's signature (and date) prior to submitting the form to the Undergraduate Records Office.

2. Dropping a Course

A student may drop a course via *WebReg* or by submitting a drop/add form to the Undergraduate Records Office through the end of the 10th week of classes. A course dropped through the fifth week of classes 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 with a

W, and the student will be charged for the course. No course may be dropped after the 10th week of classes (Nov 11, 2011; March 30, 2012).

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/Changing a Major/Advisor

All undeclared undergraduate engineering students are required to declare a major (using the [Change of Major/Advisor form](#)) no later than the pre-registration period of the spring semester of the sophomore year. A [Change of Major/Advisor form](#) must also be submitted in order to change a major or advisor.

G. 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.

H. 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. You can register for classes, change your address, purchase convenience points, or complete a financial aid exit 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 processes of applying for graduation and applying to graduate school, and career development information(e.g. resume writing, on-campus recruiting, interviewing, etc.)

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-courses in the social sciences and humanities, at least one course in social science and one in humanities (12 credits)
 - 1 General Education Elective (4 credits)
 - Total of 24 credits in General Education

Note: The College of Arts and Sciences [Core Curriculum](#) can also be used to fulfill the General Education requirements.

- **Math** requirement: 16 credits. A credit deficiency in mathematics must be satisfied by a mathematics course.
- **Natural Science** requirement: at least 16 credits. A credit deficiency in natural sciences must be satisfied by a natural science course.
- **Residency** requirement: 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. A credit deficiency in engineering credits must be satisfied by an engineering course. 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. 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 deadline, 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 8 or fewer 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 (CDO), located in ERB 112 (617-353-5731) provides information and assistance to students about career planning, networking, job search strategies, resume development, interview preparation, cooperative education, summer internship opportunities, research, and permanent placement opportunities. Staff are available to discuss various career opportunities and post-graduation plans. Numerous events (such as Industry Networking Nights, Employer Resume Critiques, Summer Planning Workshops, and Company Information Sessions) are held during the academic year to provide opportunities for networking and learning, many involving alumni of the College. The CDO event schedule is located at: www.bu.edu/eng/careers/events

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.

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

Students are encouraged to begin planning in the fall semester. Many students are able to integrate a co-op into their academic schedule and still complete their degree in four years, others may opt to delay graduation for a semester or even up to a year, depending on what is right for them.

Students interested in applying for co-op/internship programs should meet with a CDO staff member to learn about the program requirements. Interested students must have their resumes reviewed by a staff member. Assessment of their interview skills and attendance at Co-op Workshop events offered each semester is recommended.

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 [here](#), along with average starting salaries for recent undergraduate and graduate co-ops/interns.

B. Permanent Job Placement

The College of Engineering Career Development Office assists graduating seniors and graduate students with their job searches. The services listed below for permanent jobs also apply to practical experiences (internships, co-op & research).

- **Resume Review**
A professional resume is a necessary first step for any successful job search. All students are urged to take advantage of the CDO's resume critique service during

office walk-in hours. Additionally, the office sponsors resume critiques with employer representatives. Resume reviews are a prerequisite before participating in on-campus interviews or cooperative education. Students are advised to begin meeting with a staff member well in advance of starting their job search (6 months in advance).

- **BU CareerLink**
[BU CareerLink](#) is an online system where students can view upcoming CDO events, upload resumes, apply directly to positions in industry and sign up for on-campus interviewing schedules. All undergraduate and graduate College of Engineering students are given access to the college's BU CareerLink system.
- **On-Campus Recruiting**
Companies interested in hiring engineering graduates are encouraged to schedule on-campus interviews. Students may apply for these opportunities by submitting their resumes through BU CareerLink, and will be notified if the employer wishes to invite them to interview. On-campus interviews are held at the Career Development Office, ERB 112, during regular business hours. Interviews typically last between 30 to 45 minutes. 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 CDO should be made as soon as possible prior to the interview. Students who fail to keep their scheduled appointments will lose certain privileges until they write a letter of apology to the employer representative. Failure to comply with this policy may result in the suspension or elimination of a student's on-campus interviewing privileges. Additional information about on-campus recruiting is available [here](#).
- **Job Search Consultation**
Searching for that first job after college can be a bewildering and intimidating experience. All College of Engineering students are encouraged to meet with the Career Development Office at least once each year to review their job search strategies. Each Assistant Director in the CDO is aligned to an academic department. Students will meet with a staff member who is in constant contact with recruiters, alumni and faculty for the most up-to-date and relevant industry information.
- **College of Engineering Career Fairs**
The Career Development Office hosts career fairs in October and February. These are excellent opportunities for students interested in permanent or co-op/internship positions to interact directly with recruiters and hiring managers.
- **Off-Campus Recruiting**
The Career Development Office maintains a website and resume books for employers who do not interview on-campus but are still be interested in recruiting our students. Students should visit the CDO to learn how to tap into these additional resources.
- **Networking Events**
- The Career Development Office offers a variety of networking events throughout the year including Industry Networking Night, an information "meet-and-greet" networking reception where students can meet with members of industry from their majors. Other

examples include Company Information Sessions and alumni dinners. Most networking events involve College of Engineering alumni.

- **Alumni Career Services**
The Career Development Office is open to all College of Engineering alumni. All services with the exception of on-campus interviewing are available to alumni. All services are free and include: alumni job postings, fall/spring career fairs, BU CareerLink account, resume review, mock interviews with CDO staff, and access to the career resource library.
- **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 [here](#) under the heading Career Resources on the Web. The CDO also utilizes the following social media sites to connect with constituents:
 - Facebook Fan Page: (BU College of engineering Career Development Office (CDO))
 - LinkedIn: (Boston University College of Engineering Networking Group for students, Alumni & Employers)
 - Twitter: (BUEngCDO)
- **Career Resource Library**
The Career Development Office maintains a small 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.
- **Faculty Mentoring Program**
Faculty mentoring is available for all students whether they plan to work in industry and/or attend graduate school. Referrals are made by advisors in the Career Development Office.
- **Career Development Workshops**
All students enrolled in the College of Engineering are encouraged to attend the Career Development Workshop Series. These workshops are designed to educate and prepare students to create high quality resumes, interview successfully and negotiate job offers. Currently, workshops are offered during the academic year. The workshop schedule is noted on the [CDO Events page](#).

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 2.5 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. and Sundays 7:00 -10:00 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/current-students/ugrad/tutoring. For additional information contact the Undergraduate Programs Office at 617-353-6447.

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 TBA, 111 Cummington Street). The tutoring room is generally staffed 10:00am-4:00pm Monday through Friday.

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 outside the Physics tutoring room, SCI121.

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.

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

The Boston University Undergraduate Academic Conduct Code is available at: <http://www.bu.edu/academics/academic-conduct-code/>. Students should familiarize themselves with this code.