

TABLE OF CONTENTS

I. INTRODUCTION	1
II. UNDERGRADUATE STUDENT SERVICES.....	2
III. UNDERGRADUATE DEGREE PROGRAMS	3
A. B.S. DEGREES.....	3
B. COLLEGE REQUIREMENTS	4
1. Mathematics and Natural Sciences Requirements.....	4
2. Common Engineering Courses	5
3. General Education Requirements	5
C. UNDERGRADUATE PROGRAM PLANNING SHEETS.....	13
D. INTERDISCIPLINARY ENGINEERING.....	14
E. PRE-MED.....	15
F. SPECIAL PROGRAMS	15
1. Minors in the College of Engineering	16
2. Minors in Colleges other than Engineering	17
3. Double Majors in Engineering.....	17
4. Boston University Dual Degree Program	17
5. Bachelor of Science/Masters Program.....	18
6. Engineering/Medical Integrated Curriculum (ENGMEDIC).....	18
7. Cooperative Education.....	19
8. Study Abroad Programs.....	19
IV. COLLEGE OF ENGINEERING ACADEMIC POLICIES	20
A. ACADEMIC STATUS	20
1. Good Academic Standing	20
2. Dean's List	20
3. Academic Probation.....	20
4. Academic Suspension.....	21
5. Reinstatement from Academic Suspension.....	21
6. Withdrawal.....	21
B. GRADING SYSTEM.....	22
C. EXAMINATIONS	24
D. DIRECTED STUDY.....	24
E. PETITIONS.....	24
F. ADVANCED PLACEMENT CREDIT.....	25
G. TRANSFER CREDIT APPROVAL	25
H. CREDIT DEFICIENCY.....	26
I. LEAVE OF ABSENCE/WITHDRAWAL	27
J. INTRA-UNIVERSITY TRANSFER (IUT).....	28
V. ACADEMIC ADVISING, PLANNING, AND REGISTRATION	29
A. FACULTY ADVISOR	29
B. FRESHMAN ADVISING SEMINAR	29
C. ACADEMIC COURSE LOAD.....	29
1. Full-time Students.....	29
2. Part-time Students.....	29
3. Course Overload	30
4. Class Standing	30
D. REGISTRATION/CROSS-REGISTRATION.....	31
1. Registration.....	31
2. Cross-Registration	31
E. ADDING OR DROPPING A COURSE.....	32

1. Adding a Course	32
2. Dropping a Course.....	32
3. Auditing a Course.....	32
F. DECLARING A MAJOR.....	33
G. CHANGING MAJOR/ADVISOR.....	33
H. TRANSCRIPT	33
I. STUDENT LINK: WWW.BU.EDU/STUDENTLINK	33
VI. GRADUATION	34
A. SENIOR GRADUATION SEMINAR	34
B. GRADUATION REQUIREMENTS	34
C. GRADUATION REVIEWS.....	35
D. APPLICATION FOR GRADUATION.....	35
E. GRADUATION WITH HONORS	35
F. PARTICIPATING IN THE MAY COMMENCEMENT CEREMONY	36
VII. CAREER DEVELOPMENT OFFICE	37
A. COOPERATIVE EDUCATION/INTERNSHIP PROGRAMS	37
B. PERMANENT JOB PLACEMENT	38
VIII. STUDENT SERVICES.....	41
A. DEAN'S HOSTS.....	41
B. STUDENT ADVISORS	41
C. TUTORING	41
D. FINANCIAL AID	43
IX. ACADEMIC CONDUCT.....	44
A. COLLEGE OF ENGINEERING ACADEMIC CONDUCT CODE	45
B. ACADEMIC CONDUCT COMMITTEE.....	47
C. BOSTON UNIVERSITY CONDITIONS OF USE AND POLICY ON COMPUTING ETHICS	52

I. Introduction

The *Undergraduate Student Handbook* reflects College of Engineering policies and regulations that have been approved as of September 2009 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, 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

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
Jane Lesniewski	Academic Counselor	janell@bu.edu
Meagan Hunter	Academic Counselor	meaganh@bu.edu
Sarah Silva	Special Programs Coordinator	sarahsls@bu.edu

Undergraduate Records 617-353-6447

Jocelyn Shepard	Manager	jocie@bu.edu
Beth Partridge	Sr. Records Coordinator	bethp@bu.edu
Megan Konieczny	Sr. Records Coordinator	mtk@bu.edu

Career Development 617-353-5731

Debbie Dunklee	Director	ddunklee@bu.edu
A. David Brown	Assistant Director	adbrown@bu.edu
Elizabeth Burke	Assistant Director	eburke@bu.edu

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 awards Bachelor of Science degrees in the areas listed below.

- Aerospace Engineering (through 2012)
- Biomedical Engineering
- Computer Engineering
- Electrical Engineering
- Manufacturing Engineering (through 2012)
- Mechanical Engineering
- Mechanical Engineering (aerospace concentration) – starting 2010
- Mechanical Engineering (manufacturing concentration) – starting 2010

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, 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 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	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, depth and distribution in humanities and social sciences (at least three courses); and a general education elective (at least one course).

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

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 & 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). Courses that fulfill this requirement are listed below.

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). Courses that fulfill this requirement are listed below.

Depth Requirement Students must take an additional four-credit course in either social sciences or humanities to satisfy the depth requirement (a total of 8 credits in either social sciences or humanities). The 2 courses used to satisfy the depth requirement must be in the same department.

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. A course that has one of the listed courses as a pre-requisite can also be used to fulfill the depth requirement. Students should refer to the following list of acceptable course before selecting social science and humanities courses to fulfill the social sciences/humanities distribution & depth 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 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 Sex and Gender in Anthropological Perspective

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, CAS EC 403, CAS EC 404, and CAS EC 414 do not fulfill this requirement.

Geography and Environment

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

CAS GE 250 The Fate of Nations: Climate, Resources, and Institutions

Please note: CAS GE 101 , GE 104 and GE110 do not 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 242 Globalization and World Poverty
- 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 205 The American Family

- CAS SO 225 Law and Society
- CAS SO 242 Globalization and World Poverty

Women's Studies

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

Acceptable Humanities Courses

Archaeology

- 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 220 Islamic Art and Architecture
- CAS AH 225 Arts of Asia
- CAS AH 284 Arts in America

Classical Studies

- CAS CL 101 The World of Greece
- CAS CL 102 The World 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
- CAS EN 164 Readings in Shakespeare

Modern Foreign Languages & Comparative Literature

- CAS XL 222 Introduction to Comparative Literature: Western Literature
- CAS XL 223 Introduction to Comparative Literature: Middle Eastern Literature (in English translation)
- CAS XL 224 Introduction to Comparative Literature: East Asian Literature (in English translation)
- CAS LC 250 Masterpieces of Chinese Fiction (in English translation)
- CAS LC 350 Introduction to Chinese Literature
- CAS LG 250 Masterpieces of German Literature (in English translation)
- CAS LG 350 Introduction to German Literature
- CAS LH 250 Masterpieces of Modern Hebrew Literature (in English translation)
- CAS LH 350 Hebrew Narrative: Biblical and Modern
- CAS LJ 250 Masterpieces of Japanese Literature (in English translation)
- CAS LJ 350 Self and society in Modern Japanese Literature
- CAS LR 250 Classics of Russian Prose (in English translation)
- CAS LR 350 Introduction to Analysis of Russian Prose Texts

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

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

Romance Studies

CAS LX 240 Great Linguists
 CAS LX 250 Introduction to Linguistics
 CAS LF 250 Masterpieces of the French Novel (in English translation)
 CAS LF 350 Introduction of Analysis of French Texts
 CAS LI 250 Masterpieces of Modern Italian Literature (in English translation)
 CAS LI 350 Italian Literature I: Medieval
 CAS LS 250 The Novelistic Tradition in the Hispanic World (in English translation)
 CAS LS 350 Introduction to Analysis of Hispanic Texts

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 154 Intro to Design (*stamped approval required*)
 CFA DR 159 Drawing and Painting Lab (*stamped approval required*)
 CFA DR 253 Intro Stage Design (*permission of instructor required*)
 CFA DR 254 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 HF100 Introduction to the Hospitality Industry

SMG

SMG LA 245 Introduction to Law
 SMG SM 121, 122 Management as a System
 SMG SM 299 Management as a System
 SMG SI 480 The Business of Technology Innovation

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.

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. Examples of concentration areas include, but are not limited to, environmental science, and music technology. 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

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. The Department of Mechanical Engineering offers concentrations in Aerospace Engineering and Manufacturing Engineering. These concentrations are available only to mechanical engineering majors.

The concentration in Energy Technologies & Environmental Engineering consists of a sequence of four courses and an approved experiential component. The courses include two required courses, ENG EK 335 Introduction to Environmental Engineering and ENG EK 408 Introduction to Clean Energy Generation and Storage Technologies, and two elective courses. The two elective courses can consist of either one CAS course and one

ENG course or two ENG courses selected from a list of elective courses. The specific list of elective courses can be found on the concentration application.

The concentration in Nanotechnology consists of a sequence of four courses and an approved experiential component. The courses include two required courses, CAS PY313 Elementary Modern Physics and ENG EC 481 Fundamentals of Nanomaterials and Nanotechnology, and two elective courses. The specific list of elective courses can be found on the concentration application.

The concentration in Manufacturing Engineering for Mechanical Engineering majors consists of taking a prescribed set of courses for the four advanced electives in the major and an approved experiential component. Currently, the courses that must be taken include ME 345 Automated Manufacturing, ME 415 Product Design, ME 420 Supply Chain, and either EK 409 Engineering Economy or ME 465 Materials Processing.

The concentration in Aerospace Engineering for Mechanical Engineering majors consists of two prescribed courses and two Aerospace electives that will fulfill the four advanced electives in the major and an approved experiential component. The required courses are ME 3xx Introduction to Aerospace Engineering and ME 425 Compressible Flow and Propulsion. The Aerospace electives include courses in both aeronautics and astronautics.

1. 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 and systems engineering. These minors require the completion of 20 credits.

A biomedical engineering minor requires the completion of ENG BE209 and 16 credits at the 400-500 level. ENG BE 700-level courses may also be used. Electrical and computer engineering minors require the completion of 20 credits at the 300-level or above and may include ENG EK307. A mechanical engineering minor requires the completion of 20 credits at the 300 or 400 level and may include ENG EK301, as well as ME courses at the 500 or 700 level by petition. A materials science and engineering minor requires the completion of 20 credits which includes two required courses, ENG ME 306 Introduction to Materials Science and ME 465 Materials Processing. A minor in systems engineering requires the completion of 20 credits from a list of specific courses.

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.

2. Minors in Colleges other than Engineering

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. . 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 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.

3. 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.

4. 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 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 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 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 Dual Degree 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.

5. Bachelor of Science/Masters Program

The BS/Masters program is designed to allow students to pursue a bachelor's and 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/Masters program. Further information on the program is available from the Undergraduate Programs Office, ERB 107, 617 353-6447.

6. 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 either 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.

7. 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*.

8. 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. 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.

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.

A. 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.

B. 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.

C. 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.

D. 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. 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.

E. 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.

F. 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	<u>4.0</u>	<u>10.8</u>
			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. 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 specified 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 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

www.bu.edu/admissions/files/library/media/advanced_credit_guide.pdf

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.

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 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 = 2/3 semester hour credit). Please note that a minimum of 2.50 semester hour credits is required to count as fulfilling a course 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. Credits that are disallowed in the transfer credit evaluation process.
- 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 at www.bu.edu/reg/dates/refdates.html#schedule

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. 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 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 in the department offices and on the web.

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. Students 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 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 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 that a student's faculty advisor is away from campus for a semester or longer, a new faculty advisor will be assigned. Policies 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. 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-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. 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 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 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, part-time and volunteer positions, and research and permanent placement opportunities. Staff are available to discuss various career opportunities and post-graduation plans. Numerous events (such as Industry Night, Employer Resume Critiques, Co-op Workshops, and Table Talks) 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-op placements are typically 4 months in duration with the option of extending the assignment for up to two additional 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. A faculty co-op advisor is available in each department to work with students in planning their academic program and selecting the most appropriate semester(s) for the co-op placement(s). Many students are able to integrate a co-op assignment 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 as determined by their discussions with their faculty advisor, co-op advisor, and CDO staff.

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

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 searches. The services listed below for permanent job placement also apply to the cooperative education program.

- **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.
- **eRecruiting**
eRecruiting 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 eRecruiting system in browse only format. Graduating seniors are automatically given accounts and underclassmen in good academic standing are free to register for an account with full access once their resume has been reviewed by a CDO staff member.
- **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 the eRecruiting website, 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.

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

- **Job Search Consultation**
Searching for that first job after college can be a bewildering, intimidating, and even frightening experience. All College of Engineering students are encouraged to meet with the Career Development Office staff as early as the freshmen year and on an on-going basis after that to discuss and to review their job search strategies.
- **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. 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**
The Career Development Office maintains a website and resume books for employers that do not interview on-campus but may 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 Night, an information “meet-and-greet” networking reception where students can meet with members of industry. Other examples include Table Talks 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 posting webpage, fall/spring career fairs, eRecruiting 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 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 as well as an extensive database of evaluations of co-op assignments submitted by participating students, a valuable resource for any student considering a co-op of their own.
- **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. A list of faculty mentors is available at:
www.bu.edu/eng/careers/students/documents/facultycareerliaisons.pdf
- **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, three workshops are offered: resume writing, interviewing skills, and career fair orientation. These workshops are offered periodically throughout the academic year and are normally scheduled on Friday from 1-2 pm (RSVP required). The workshop 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 2.5 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. 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.

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.

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. 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 take. 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 work 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 an examination before it is administered.
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 others. 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 their own 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, etc...
- 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, etc., 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

- a. Reprimand: For violations of a minor nature or mitigated by extenuating circumstances
 - i. A copy of the reprimand will be kept on file but will 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 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 semesters. 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. Dissemination of information is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of this act are available in the Boston University Dean of Students Office.
 - ii. Notice of suspension is sent to the parent or guardian of dependent students.
 - 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 and a faculty representative from each academic department 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 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.

- 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. Usually, the faculty member and the committee chair meet with the student suspected of academic misconduct to discuss the matter.

If the student admits the infraction and is a first time offender, the chair in consultation with the Dean, may allow the student to sign an “Admission of Academic Misconduct” form and accept a sanction determined by the Committee chair and the Dean.

If the student admits to the misconduct, but it is not the student’s first incident of academic misconduct, the committee will meet only to determine an appropriate penalty.

If student does not admit to the misconduct, and the chair determines that an infraction of the academic conduct code may have occurred, then the case is forwarded to the committee.

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 will be contacted.

- c. Prior to the hearing, the College will inform the student by email of the following matters:
 - i. The charges of 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 prior to the hearing to allow committee members the opportunity to review such documentation before the hearing.

d. Hearings

- i. A member of the committee will 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 will be invited to attend the hearing and the committee deliberations, but will not vote.
- iv. The quorum for hearings will be five voting members of the committee, at least three of whom will be faculty members. The chairman is counted as a voting member, but will cast his or her vote only in order to break a tie vote.
- v. A hearing will 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.
- vi. An audio recording will be made. The records will be preserved for at least one year.
- vii. 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 usually proceeds 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 will not be public and information gained at the hearing will 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 will 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 will, 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. The chairman will not reveal the name of any student, professor, instructor, or course involved in a case that has been heard by the committee.
- e. Committee's Recommendation

The complete recommendation, including a statement of the charges, evidence, and judgment, will be transmitted to the Associate Dean in a timely fashion. The Associate Dean will 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 will not be replaced by more severe findings unless the Associate Dean has submitted new evidence for a re-hearing. Similarly, the Associate Dean will not impose more severe sanctions than those recommended by the Committee.

In the case of non-ENG students, the Associate Dean will transmit the Committee recommendations to the Dean of the student's college. In the event that the Dean of said college will 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 will reflect the intent of the original recommendation.

- f. The College will notify the student by letter of the judgment and penalty imposed. The letter will 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 of the judgment and penalty imposed. The student will also be informed 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 made directly to the Associate Dean for Undergraduate Programs. A re-admitted 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 will 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** (www.bu.edu/computing/policies/ethics.html)