General Information

There are several campus resources that will aid in your success. Two of the most important are:

- The UCR General Catalog ([http://catalog.ucr.edu/current](http://catalog.ucr.edu/current)), available from the campus store and online, lists descriptions of policies and guidelines. The General Catalog also identifies all requirements for your major;
- The Schedule of Classes ([http://classinfo.ucr.edu](http://classinfo.ucr.edu)) includes all courses offered during the quarter, with sections, instructors, rooms, course times, final exam schedules, fees, and a program planner. The Schedule of Classes also includes a calendar of important dates and deadlines ([http://classes.ucr.edu/enrollment/calendar.htm](http://classes.ucr.edu/enrollment/calendar.htm)) for the entire quarter.

Office of Student Academic Affairs

The Office of Student Academic Affairs, located in A159C Bourns Hall, is open from 8:30 am until 4:30 pm, Monday through Friday. The Office serves several purposes and acts as both a college office and as a departmental office for all Bourns College of Engineering undergraduate majors.

The Office of Student Academic Affairs is staffed by the Associate Dean for Student Academic Affairs, the Student Academic Affairs Manager, staff Academic Advisors, student Success Counselors and student assistants.

The college duties of the Office of Student Academic Affairs include:

- Assist students in the determination of academic objectives;
- Provide general information on University and campus procedures as well as College requirements;
- Act on petitions for declaring a major, double major, or minor; withdrawal from UCR; readmission; leaves of absence; breadth requirement exceptions; credit by examination; and part-time status;
- Prepare an evaluation of transfer credit for students who transfer to UCR from another institution (The Admissions Office informs the student of the units that are transferable; the College Office determines how the credits apply toward the completion of degree requirements);
- Review the records of all students in the College who expect to graduate to ensure that all degree requirements have been met; process degree checks;
- Monitor scholarship deficiencies, dismissals from majors, and from the University;
- Maintain files of all student records; and
- Consider cooperative education, internships, Education Abroad Program plans, and other program requests.

The departmental duties of the Office of Student Academic Affairs include:

- Direct students to academic support services, as appropriate;
- Advise students on appropriate course selection;
- Review the records of students in academic difficulty and work with those students to determine appropriate corrective action;
- Approve in person registration requests for additions or changes to student schedules;
- Offer informational sessions to better acquaint students with policies, procedures, etc.; and
Offer Academic Recovery Workshops to help students maximize academic opportunities.

Advising and Registration

Academic Advisors
Ultimately, your education is your own responsibility; however, we recognize that the University can be confusing and sometimes overwhelming. To assist you, academic advisors within the College are available to help you select classes and navigate the University system. You must be in contact with your academic advisor at periodic intervals throughout your education to ensure you are making progress toward your degree.

Each academic advisor maintains their own walk-in and appointment hours. For further information, please access http://student.engr.ucr.edu/hours.html.

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – E</td>
<td>Suzanne McCusker</td>
<td>A159C Bourns Hall</td>
<td>827-2767</td>
<td><a href="mailto:mccusker@engr.ucr.edu">mccusker@engr.ucr.edu</a></td>
</tr>
<tr>
<td>F – Liz</td>
<td>Terri Phonharath</td>
<td>A159C Bourns Hall</td>
<td>827-7150</td>
<td><a href="mailto:terri@engr.ucr.edu">terri@engr.ucr.edu</a></td>
</tr>
<tr>
<td>Lla – Roj</td>
<td>Sonia De La Torre</td>
<td>A159C Bourns Hall</td>
<td>827-2997</td>
<td><a href="mailto:sdelator@engr.ucr.edu">sdelator@engr.ucr.edu</a></td>
</tr>
<tr>
<td>Rom – Z</td>
<td>Thomas McGraw</td>
<td>A159C Bourns Hall</td>
<td>827-4517</td>
<td><a href="mailto:tmcgraw@engr.ucr.edu">tmcgraw@engr.ucr.edu</a></td>
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<tr>
<td>Transfer Students</td>
<td>Nikki Measor</td>
<td>A159C Bourns Hall</td>
<td>827-6409</td>
<td><a href="mailto:nmeasor@engr.ucr.edu">nmeasor@engr.ucr.edu</a></td>
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</tbody>
</table>

Faculty Advising
In addition to your academic advisor, the faculty of your major department can provide you with assistance; offer guidance in major courses; and discuss degree programs, career options, technical elective options, research opportunities, and other curricular matters with you. You are encouraged to meet with a faculty member at least once a year for this sort of assistance. Generally this contact is optional, but most departments now have assigned faculty mentors to offer this sort of curricular guidance, as well as create an introduction to the department for first-year freshmen.

If you are uncertain about which faculty member to see, the designated Undergraduate Faculty Advisor (http://student.engr.ucr.edu/facultyadvisors.html) is the most appropriate person to contact. All faculty members are generally willing to meet with students according to their needs and interests, but the Undergraduate Faculty Advisor is the best person to start with if you don't know where else to begin. The table below identifies the Undergraduate Faculty Advisor for each department or program.

The Undergraduate Faculty Advisor is also responsible for consideration of some petitions (waivers and substitutions of major courses, as well as other exceptions to the major requirements). Academic advisors work closely with Undergraduate Faculty Advisors. If you are uncertain about any curricular exceptions, your academic advisor can direct you to the appropriate person.
Faculty Mentors (http://student.engr.ucr.edu/facultymentors.html) promote a strong relationship between students and professors in the department. They also consult on matters pertaining to career planning, understanding engineering in general, and specifically for gaining a better appreciation of their major. Mentors can also provide guidance on what it takes to be successful as an engineering student, and provide suggestions to enable students to gain confidence and self-motivation.

All faculty members keep regular office hours which are posted outside their office doors and are announced in class. The office hours are the best times to seek a faculty member's assistance, although most also agree to meet by appointment. Faculty mentor assignments can be found on the departments’ web pages.

<table>
<thead>
<tr>
<th>2009-2010 FACULTY ADVISORS</th>
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<tbody>
<tr>
<td>Bioengineering</td>
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<tr>
<td>Business Informatics</td>
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<tr>
<td>Chemical Engineering</td>
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<tr>
<td>Computer Engineering</td>
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<tr>
<td>Computer Science</td>
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<td>Electrical Engineering</td>
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<tr>
<td>Environmental Engineering</td>
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<tr>
<td>Materials Science &amp; Engineering</td>
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<tr>
<td>Mechanical Engineering</td>
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</table>

Registration

You can enroll in classes, or change enrollment, each quarter using GROWL. Instructions for using this system are detailed in the quarterly Schedule of Classes. Usually, enrollment is done in the seventh through ninth weeks of the preceding quarter. You will be assigned a date during the registration period, at which time you may begin registering. GROWL enrollment continues through the second week of instruction.

Enrollment Adjustment (paper) forms are only used for enrollment changes after the second week of each quarter. This form requires you, in most cases, to obtain the signatures of the course instructor(s) and, in all cases, your academic advisor.

In the case of introductory level (lower-division) Computer Science courses, Enrollment Adjustment Forms are not required. Changes can be made via GROWL during the first and second weeks of instruction. The Office of Student Academic Affairs will assist students with making changes during the third week of instruction.

It is your responsibility to submit your completed Enrollment Adjustment form to the Registrar’s Office before the deadline. Poor performance, failure to note the deadline, and
undocumented absences are not acceptable justification for a late request. The Registrar’s Office will stamp the form and return the yellow copy to you. Save your copy! In case of an error, it may be the only proof that your form was filed. The actual dates of the following deadlines can be found in the quarterly Schedule of Classes.

**Deadlines:**

- Drop (without a "W") – end of 2nd week
- Add classes – end of 3rd week
- Drop (with a "W") – end of 6th week
- Grading Basis Change (S/NC) – end of 8th week

The College of Engineering organizes Annual Major Advising sessions in spring to convey any curricular changes, relevant degree progress issues, and course planning information. All continuing students participate in this process, whether in group sessions, or individual online sessions. Additional assistance is always available from an academic or faculty advisor, as requested.

Beyond this annual effort, students in several majors are required to meet with their assigned faculty mentor each term before registering in courses for the upcoming quarter to assess degree progress, major interests, career direction, and professional development.

Selecting your courses for the term is the result of suggestions obtained from an academic advisor, possibly a faculty advisor or mentor, information disseminated at the Annual Major Advising session, and your degree audit. A degree progress audit, available through GROWL, will identify the requirements that you have already satisfied and those that you must still fulfill. A reference page explaining how to interpret your audit is included at the end of this section.

<table>
<thead>
<tr>
<th></th>
<th>Continuing Students</th>
<th>New Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When to Register</strong></td>
<td><strong>How to Register</strong></td>
<td><strong>When to Register</strong></td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>Beginning ~ early May</td>
<td>Attend an Annual Major Advising session or complete the Online Advising Module.</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>Beginning ~ early Nov</td>
<td>Access your registration time period via GROWL.</td>
</tr>
</tbody>
</table>
New undergraduate students who have submitted the Statement of Intent to Register and cleared all provisions for admission will receive their enrollment materials and a Schedule of Classes in the summer. Freshmen are required to attend Bear Facts Orientation, where they will be given course selection guidance during their orientation session. Transfer students must attend Bear Tracks Orientation and will be assisted there with registration. Those who cannot attend orientation should make an appointment with their assigned academic advisor prior to registering for classes. New students are strongly encouraged to contact their assigned academic advisor with any questions or concerns regarding enrollment during the first term.

Registration Holds
There may be several requirements that you need to complete in order to register on time for classes for the upcoming quarter. These may include holds due to academic difficulty, or holds that your department has requested.

If your major is Bioengineering, Chemical Engineering, Environmental Engineering, or if you are a FRESHMAN in Mechanical Engineering, then you are required to meet with your faculty mentor prior to registration. Details on which mentor you are assigned to, as well as how to contact your mentor, will be sent to you by your academic advisor.

If you are in academic difficulty, you are required to submit a plan via GROWL that lists your proposed courses for the following quarter. Once your advisor has reviewed and approved your plan, your hold will be released. If you haven't met with your academic advisor to discuss your Academic Success Workshop paperwork, you must also do so in order to register.

You may also have other holds listed on GROWL. Consult your academic advisor if you have questions about those holds.

How to Read your Degree Progress Audit (Degree Check)
The degree progress audit is comprised of essentially four sections: student data, requirements remaining, requirements completed, and non-applicable work. The information below will help you to interpret the audit. You should review your audit quarterly on GROWL, and bring any questions or concerns to the attention of your academic advisor.

- **Section 1: Selected Student Data:** This section contains your personal identification, a faculty contact, the degree program against which your audit was processed, a summary of your total units, and your major GPA. Please recall that the GPA for both your total units and your major reflect only those units earned in the University of California system.

- **Section 2: Academic Requirements Remaining:** Graduation requirements are a combination of University requirements, college requirements, and major requirements. This section of the audit looks at all the requirements of your degree and identifies any requirements that are not yet completed. Please note that this section assumes that coursework in progress will be completed satisfactorily, and applies such coursework toward appropriate requirements.
University requirements include a minimum of 180 quarter units, a minimum cumulative UC GPA of 2.0, senior residence, physical education activity maximum, Entry Level Writing Requirement, and American History and Institutions.

College requirements are generally your breadth requirements. These include appropriate courses in English Composition, Humanities, Social Sciences, Natural Sciences and Mathematics, and Ethnic Studies.

Major requirements are the courses, both lower- and upper-division, which are required to fulfill the major emphasis of your bachelor’s degree. These requirements may include related coursework that comes from outside your major field but is specifically identified for its appropriate content. Technical electives, courses you choose from within the major discipline or related disciplines, are also a requirement. **A minimum GPA of 2.0 in the upper-division major coursework is required in order to graduate.**

- **Section 3: Academic Requirements Completed or in Progress:** Using the requirements noted in Section 2 above, this section identifies requirements which have been satisfied and the course work which was used to meet the specific requirements. Courses will often appear under several headings depending upon their applicability. Side notes to the right of a course stating, “Transfer from #2,” etc. identify the institution of origin for that course. The institutional reference numbers can be found in Section I of the audit.

- **Section 4: Work Not Applicable to this Program:** This section contains courses attempted, but not completed, excess physical education activity courses, and any other academic efforts that do not satisfy one of the categories mentioned in Section 2 above. If no such courses exist, this section does not appear.

**Course Confirmation**
You can confirm your course selection using GROWL. **Printed confirmations are not provided to continuing students, so this is the only way you can confirm your schedule.** You are strongly encouraged to confirm your schedule, as you are responsible for your own enrollment. Erroneous enrollment is not justification for late adds or drops, or retroactive changes of grading basis.

New students should also confirm their course selections using GROWL. If you need to get a confirmation of your schedule for insurance, employment, financial aid, or similar purposes, an appropriate campus office is prepared to assist you. See the Verification of Enrollment section of this Guide for additional information about certifying your attendance.

**Rules and Regulations**

Summarized below are some of the University or College policies that are of frequent interest or concern to Bourns College of Engineering students.

**Communication**
All students are expected to maintain their UCR webmail account and are responsible for all messages sent to that account. Most departments and offices, including the College of Engineering, only communicate via webmail. If you do not receive an email message due to your mailbox being over quota, or because of a bad forwarding address, etc., you are still held
responsible for the information that was communicated to you. Failure to read email is not a valid excuse. Please also note that the College will not respond to emails sent from personal accounts.

**Catalog Rights**

All students graduate under the requirements that are printed in a particular year of the *General Catalog*. Catalog rights are your opportunity to select the set of requirements that you will follow for graduation. The University allows you to select one of five different catalog years - the year in which you graduate, or any of the four years prior to that as long as you were enrolled in college full-time (either at UCR or elsewhere) during each of those years. In selecting a catalog year, you should consider that all requirements printed in that catalog must be completed. Certain catalog years may not be an option for you if they contain courses that you have not yet completed, or those which are no longer available. You cannot combine requirements from multiple catalog years to complete your degree. Upon graduation, you must specify which catalog year you are following.

**Credit Load and Course Plans**

Generally, you can expect to be enrolled in 12-16 units each quarter. An **average of 15 units per quarter is needed to maintain normal academic progress**. As a full-time student, you are required to enroll in a minimum of 12 units per quarter. If you have reason to enroll in fewer than 12 units, or wish to enroll in more than three courses when you are in academic difficulty, you must provide justification for your request and get approval through the Office of Student Academic Affairs.

Your academic advisor will work with you to develop a plan for completion of your degree requirements in a timely fashion. Your plan should address requirements for the degree, courses you have completed, and the prerequisite structure of the courses yet to be completed.

Because of the sequential nature of many science and engineering courses, and the fact that many courses are only offered once a year, a failed course can extend the time required to complete your degree. Therefore, take your educational opportunities and program seriously, and carefully consider the consequences of dropping classes, over-extending yourself, and/or performing poorly.

**Double Majors**

You may petition to declare a second major within the College, or in another undergraduate college. A declaration of a second major must be approved by the Associate Dean(s) and filed with the Office of Student Academic Affairs. The Bourns College of Engineering allows courses to “double count,” that is, apply toward both majors, or major and breadth, as long as 24 units are unique to each major.

If the majors lead to two different baccalaureate classifications (B.S. and B.A.), that fact will be noted on the transcript, but only one diploma indicating both degree designations will be issued upon successful completion of such a double major program. Double majors with mixed baccalaureate classes (B.S./B.A.) tend to be very high unit programs. Because the degree programs of the College of Engineering lead only to the B.S. degree, such double major programs must include approval of the Associate Dean of both colleges. If approved, the college requirements, in addition to the major requirements, for both disciplines, must be met. As with the double majors described above, “double counting” is permitted, with the exception of the required 24 unique units.

The addition of a double major will only be approved when it falls within the maximum allowable units for a major. Restrictions now prohibit students from exceeding 120% of their required major
units. For further information, and numeric totals, please contact your assigned academic advisor or see [http://student.engr.ucr.edu/maxunits.html](http://student.engr.ucr.edu/maxunits.html).

You may only graduate with a double major when all requirements for both majors are complete. Should you opt to drop a second major, you must then complete all requirements related to the remaining major in order to graduate.

**Second Baccalaureates**

You may be considered for a second baccalaureate upon completion of degree requirements in your first degree, providing you meet the criteria of Regulation 650 of the Academic Senate, Candidacy for a Second Bachelor’s Degree. Generally, such a second degree is unrelated to the first, indicating a distinctly different academic direction. More information can be found at [http://student.engr.ucr.edu/specialenrollments.html](http://student.engr.ucr.edu/specialenrollments.html).

**Grading Options (S/NC and letter grades)**

Most courses in your degree program must be taken for a letter grade. You may select the Satisfactory/No Credit (S/NC) grading option, if you are in good academic standing, for up to 8 units. This option allows for courses to carry unit credit but have no GPA impact. The S/NC grading system cannot be used for any course that fulfills a major or breadth requirement, except for required courses which are restricted to S/NC grading. Courses in Humanities, Social Sciences and Ethnic Studies are automatically allowed.

Exceptions to this policy may be granted, upon petition, by your academic advisor and the Student Academic Affairs Manager.

**Graduate Courses**

Graduate courses may be taken in one of three ways:

- As a graduate student;
- As an undergraduate for undergraduate credit; or
- As an undergraduate for graduate credit.

As an upper-division student, you may take a graduate course for undergraduate credit, with the permission of your academic advisor and the instructor of the course, if you have a cumulative GPA of at least 3.0. With approval of the Student Academic Affairs Manager, such courses may apply toward the 180 units and the 2.0 total UC GPA required for graduation. With faculty advisor approval, a graduate course can also be used to meet undergraduate major requirements.

Undergraduates who have no more than 8 units remaining in their bachelor’s programs and who have been admitted to graduate status may begin coursework for the graduate degree (graduate courses for graduate credit) in their final quarter of undergraduate study. This “backdating” of units requires approval of the Office of Student Academic Affairs, and a successful petition of the Graduate Division ([http://www.graddiv.ucr.edu](http://www.graddiv.ucr.edu)), once later enrolled as a graduate student.

**Graduation**

**Degree Checks:** Your online degree audit serves as a guideline in assessing any remaining requirements. Formal or preliminary degree checks may be requested for Education Abroad Program participation, financial aid, and Veterans’ benefits eligibility. Prior to the fee deadline of the quarter in which you plan to graduate, you must file an Application for Graduation in the Office of Student Academic Affairs. This will initiate your final degree check to verify that all requirements are either completed or in progress.
Graduation Requirements: To graduate with a bachelor’s degree, you must satisfy general university requirements, college (breadth) requirements, and major requirements. A minimum of 180 units of academic work is required for graduation. Students are selectively approved for degree programs yielding greater than 216 units. If approved, your continuation will be carefully monitored by the Office of Student Academic Affairs to assure that you are adhering to an appropriate degree plan. **A minimum grade point average of 2.0 in the total UC course work completed, and in the upper-division courses taken in the field of the major, are both graduation requirements.** Please see the Major GPA section of this *Guide* for more information. No more than 9 units of courses in the 190-199 series may be counted in fulfilling the upper-division units needed for the major. See the Office of Student Academic Affairs or consult your degree progress audit on GROWL for specific course requirements for graduation.

Commencement: Students who graduate in Fall, Winter, or Spring of a given academic year may participate in Commencement exercises in June of that academic year. Some summer graduation candidates may be eligible to participate in Commencement in advance of actual graduation. If you are intending to finish your studies in summer you must file a petition to participate in Commencement.

Diplomas: Diplomas are available from the Office of the Registrar approximately four months after the end of the term in which you graduated. For details on how to obtain your diploma, contact the Office of the Registrar at (951) 827-7284.

Incomplete Grades
Incomplete ("I") grades are granted for work of passing quality that is incomplete for good cause at the time that grades are due. An "I" grade is not assigned in lieu of an "F" or "NC" and is only awarded at the instructor's discretion. Incomplete grades cannot be removed by re-enrolling in the course during another quarter. You must arrange with your instructor to remove the "I." Work must be completed, or an extension petition filed, before the end of the following quarter; otherwise, the "I" will automatically revert to an "F" (or "NC"). Once work is complete, the instructor then reports the earned grade to the Registrar's Office, so that it may appear on your transcript. Graduating seniors should note that "I" grades cannot be awarded in the quarter of graduation. An "I" grade awarded in this term will instantly lapse to "F."

Moving or Name Change
The College of Engineering, the Registrar's Office, and all other campus offices use addresses maintained by you in GROWL. You should confirm your local, permanent, billing, and next-of-kin addresses at the beginning of each Fall Quarter, and at any time that changes occur during the year. The Financial Aid Office (if applicable) should also be notified. You may update your address via GROWL ([http://growl.ucr.edu](http://growl.ucr.edu)) at any time, using your PERMPIN. Email addresses can also be maintained in this fashion. You are required to maintain this information to facilitate electronic contact from campus offices. If you change your name, please notify your academic advisor.

Petitions
Petitions are formal requests that you make to your academic advisor, your major department, or the Associate Dean, to modify your status, academic records, or programs. Common types of petitions include those for adding or withdrawing, graduation requirement modification, transfer credit articulation, and major change.

The appropriate forms for filing petitions are available at various University offices, and, in some cases, in hard copy from the Office of Student Academic Affairs, or electronically from the Student...
Academic Affairs web site. Because most petitions require multiple signatures, you are advised to begin the petition process as early as possible. Several types of petitions must be delivered to the Registrar’s Office once the required signatures have been obtained. **You are responsible for delivering your signed petition form to the Registrar’s Office.** Extensions are not granted for failure to complete this responsibility. The deadlines for petitions listed in the *Schedule of Classes* are strictly enforced. If you believe you qualify for an exception to a deadline, you should present your request and your reasons on a General Student Petition (available in the Student Academic Affairs lobby or from the web site). Most petitions will be considered within 3-4 business days.

<table>
<thead>
<tr>
<th>Petition</th>
<th>Approval(s)</th>
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<tbody>
<tr>
<td>Add a course</td>
<td>Instructor, Advisor</td>
</tr>
<tr>
<td>Credit by examination</td>
<td>Instructor, Advisor, Student Academic Affairs Manager</td>
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<tr>
<td>Cross-registration (CSUSB)</td>
<td>Advisor, Registrar, CSUSB Instructor, CSUSB Department Advisor/Chair, CSUSB Registrar</td>
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<tr>
<td>Double majors</td>
<td>Advisor(s), Associate Dean(s)</td>
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<tr>
<td>Graduation Application</td>
<td>Advisor</td>
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<td>Incomplete - extension</td>
<td>Instructor, Advisor, Student Academic Affairs Manager</td>
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<td>Individual Internship (198I)</td>
<td>Site Supervisor, Instructor, Advisor, Department Chair, Student Academic Affairs Manager, Career Center</td>
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<td>Major Change (within BCoE)</td>
<td>Advisor, Associate Dean (Departmental approval may also be required)</td>
</tr>
<tr>
<td>Minor declaration</td>
<td>Minor Advisor, Associate Dean(s)</td>
</tr>
<tr>
<td>Part-time enrollment (&lt;12 units)</td>
<td>Advisor</td>
</tr>
<tr>
<td>Part-time fee status (&lt;10.5 units)</td>
<td>Advisor</td>
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<tr>
<td>Repeat - 3rd attempt of a course</td>
<td>Advisor</td>
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<tr>
<td>S/NC (breadth/elective courses)</td>
<td>Advisor</td>
</tr>
<tr>
<td>Special Studies enrollment</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Substitution of major courses</td>
<td>Faculty Advisor or designate</td>
</tr>
<tr>
<td>Transfer Course Enrollment</td>
<td>Advisor</td>
</tr>
<tr>
<td>Waiver of major requirement</td>
<td>Faculty Advisor or Department Chair</td>
</tr>
<tr>
<td>Waiver/Substitution/Modification of University or College requirement</td>
<td>Advisor, Associate Dean, College Executive Committee (as necessary)</td>
</tr>
<tr>
<td>Withdrawal from a course</td>
<td>Advisor, Associate Dean (as necessary)</td>
</tr>
<tr>
<td>University Withdrawal</td>
<td>Advisor, Associate Dean</td>
</tr>
</tbody>
</table>
Poor Academic Performance

In order to maintain good academic standing, both your cumulative (overall) and quarter (term) GPAs must be above 2.0. If either GPA falls below 2.0 for any one quarter, you will be in academic difficulty. This means that your academic standing and your student status are in jeopardy. You must take immediate measures to improve your standing to avoid further difficulty and negative action.

Only one opportunity will be provided to improve your GPA, or you will face University dismissal. This intensive effort to improve your academic performance is designed to get you back in good academic standing and continue your University education. All majors in the College will respond to academic difficulty in the same manner.

The first time you find yourself in academic difficulty, you will receive an email notification from the Office of Student Academic Affairs requiring you to:

- Participate in an Academic Recovery Workshop designed to educate you on maximizing your academic opportunities;
- Complete a packet, including a personal statement, that you will receive at the workshop; and
- Meet with your assigned academic advisor to review your plans.

The workshop, open to all students, emphasizes strategies that any student can employ to strengthen their academic performance. The written explanation is designed to encourage you to convert this prescriptive information into a personal evaluation of your situation. Your academic advisor will then use this information to focus on your individual circumstances. He/she will also make sure you fully understand that failure to achieve a 2.0 GPA in the term will result in immediate University dismissal.

If you are dismissed from the University, you will be prevented from enrolling, and from using any University services or resources. However, dismissal does not necessarily imply a permanent separation. If you are interested, you can make an appointment with your assigned academic advisor to discuss readmission requirements.

Calculating Academic Status: The weighted average of all your letter-graded courses is your Grade Point Average (GPA). Courses graded S/NC and transfer courses (other than those from UC campuses) do not count in the UC GPA. The cumulative GPA is the overall UC GPA (recalculated each quarter to include the most recent grades); the quarter GPA is the average earned in an individual term. Both GPA's are considered in determining your academic status.

At the end of each quarter, your academic status is recalculated based upon your performance in that quarter. Your status may stay the same, or change, depending upon the GPAs. Your status will fall into one of three categories: Good Standing, Academic Difficulty, and Continued Academic Difficulty.

- **Good Standing:** (undergraduates) cumulative and quarter GPAs of 2.0 or higher.
- **Academic Difficulty:** quarter GPA below 2.0, but cumulative GPA of 2.0 or higher.
- **Continued Academic Difficulty:** a consecutive quarter in academic difficulty (cumulative GPA below 2.0) as long as the quarter GPA remains 2.0 or higher. If, after two quarters in difficulty, your cumulative GPA drops below 2.0, you are at risk of dismissal.
Prerequisite Courses

Engineering and Computer Science curricula contain many courses that are organized in a very specific order. These courses are structured to build on top of one another to teach increasingly complex and in-depth topics. Because of this structure, it is very important that you realize the impact that each course has on the others that are required for your major. Not all courses are offered in all quarters, so it is a good idea to look at the big picture and not just quarter-by-quarter enrollment. Suggested course plans are available [here](http://student.engr.ucr.edu/majors.html) for all of the majors and should be followed to be sure that courses are taken in the right order. Other arrangements are possible and can be developed with the assistance of your advisor. If you take courses in order, you can minimize your time to graduation. **Missing critical courses in a required series can add as much as a year to your program.**

Prerequisite courses are identified in the General Catalog for each course offered at the University. In most series courses (for example, Mathematics 9A-9B-9C) a clear prerequisite structure is obvious. Concepts from Math 9A must be learned before concepts from Math 9B can be introduced. As you advance into your major coursework, the number of prerequisite courses increases. Some upper-division major courses can have as many as 13 courses leading up to them! Never assume that prerequisites can be waived. However, if you have an unusual circumstance that you believe may qualify you to take a course, despite lacking a prerequisite, you may present your request to the instructor for consideration. If the instructor is willing to authorize your enrollment, you are responsible for the same course requirements as the rest of the class and are not entitled to any special consideration.

Do not assume that all prerequisites have been printed in the Schedule of Classes or will be enforced by the computer system at the time of registration. Just because you were able to register for a course does not mean that you are necessarily qualified to take it. Since the registration system assumes you will pass courses in which you are enrolled, it permits you to enroll in the next course at the time you are completing the prerequisite. If you should perform poorly in the prerequisite, the computer system will not automatically drop you from the subsequent course. Many professors and departments, however, have pursued such drops as a result of prerequisite performance. You should not assume that you are qualified to continue, and cannot assume that you will be dropped. You should plan to take matters into your own hands by seeing your assigned academic advisor and then taking appropriate steps.

The Office of Student Academic Affairs closely monitors enrollment in all engineering courses. A student who does not meet the prerequisite for a course will likely be dropped, and notification will be sent via Webmail.

Repeating Courses

Courses in which you earn a grade of “D+” or lower may be repeated to improve your grade point average (GPA), up to a total of 16 units. A course originally taken for a letter grade must be repeated for a letter grade. An original grade of "NC" may be repeated on an "S/NC" basis or for a letter grade; however, repeats of "NC" grades are not counted in the 16 unit allowance. When repeated, the original grade for a course will continue to appear on your transcript, but will not be calculated in your GPA. Only the most recently earned grade will be used in your GPA—regardless of whether your recently earned grade is higher or lower than the previous grade. After 16 units of repeated coursework, all of the grades you received in a course will be averaged in your GPA calculation. To repeat a single course more than once, you must get approval of the Student Academic Affairs Office. **The College does not permit any course to be taken any more than three times.**
It is the policy of the Bourns College of Engineering to recommend repeating courses in which any form of "D" was earned, as such grades may lead to problems in subsequent required course work. Some UCR courses (MATH 9A-9B-9C, for example) require that no grade lower than "C-" be earned in the prerequisite course to ensure that students are well qualified. First and second year courses are preparatory for more rigorous material to follow. It is particularly important for you to gain a solid foundation in these fundamental courses before continuing in the program. Occasionally, some extenuating circumstance may impact your grade, and thus it may not reflect your grasp of the subject matter. In such a case, it may be possible for you to continue in a series or to a more advanced course. To do so, however, you must have minimally passed the prerequisite, must have instructor approval, and may be asked to sign a disclaimer indicating that you are continuing against the advice of your academic advisor.

You should note that transfer courses (courses from non-UC schools) cannot be used to repeat a course in which a "D" or "F" was earned at UCR or another UC campus. Such attempts will not remove the "D" or "F" from your GPA, and will only complicate your ability to later retake the course. "D" and "F" grades can be repeated only in regular or summer enrollment at a UC campus. For students attempting reinstatement from a dismissal, and others not currently in regular student status, grades earned through the UCR Extension Concurrent Enrollment Program may be applied to the UC GPA; however, this option is unique to the Riverside campus.

Please note: It is not uncommon for graduate or professional schools to adopt much stricter GPA calculation policies. Many of these institutions will count "NC" grades as failed coursework and will average all repeated courses into the calculated GPA. Thus, your calculated GPA for graduate or professional school entrance requirements may be significantly lower than your official UCR GPA.

**Summer School**

If you wish to attend summer session at a school other than UCR, you are advised to consult the Office of Student Academic Affairs before registering for the course to make sure that: (1) there are no prohibiting policies, (2) the course is transferable to UCR, and (3) the course is applicable to your degree program. To confirm the appropriateness of your choice, you may submit your plans to your academic advisor or may access [http://www.assist.org](http://www.assist.org). After completing the summer school class, you must request that an official transcript be sent to the UCR Admissions Office.

Units and subject credit for these courses transfer, but grades do not (unless taken at another UC’s summer session). See the Repeating Courses section of this Guide for additional information.

**Transfer Credit**

Evaluation of transfer units will be provided upon receipt of your official transcripts from Undergraduate Admissions, generally in advance of the first term of enrollment. However, concurrent enrollment requires prior approval of the Office of Student Academic Affairs. At the conclusion of any such course(s), you must forward official transcripts to the UCR Admissions Office. If you need to enroll in the ROTC program through Cal State San Bernardino, you may petition the Associate Dean for concurrent enrollment on a cross-registration form that will allow unit credit to be transferred.
Withdrawal from UCR

Unforeseen circumstances may require you to withdraw from the University. There is no academic penalty if the withdrawal process is completed before the end of instruction. Fees are refunded, on a prorated basis, for up to 42 calendar days from the first day of instruction. You are encouraged to obtain a Withdrawal Petition from the Office of Student Academic Affairs, but in an emergency, may convey your intent via email or phone as long as the notice is timely. You may be asked to meet with the Associate Dean. If you must leave campus because of a personal emergency and cannot meet with the Associate Dean, you must notify the Office of Student Academic Affairs as soon as possible.

You are encouraged to consult with your assigned academic advisor before initiating the process of withdrawal to determine the effect that it might have on such issues as curriculum continuation and financial aid. If you are not in good academic standing in your last term of enrollment, it may be difficult for you to return at a later time. You may apply for readmission in one of two ways: You may indicate to the Associate Dean that you will return immediately following the withdrawn quarter, or you can file an Application for Readmission, available from the Office of Student Academic Affairs, to return at a later time. This application should be filed at least six weeks before the beginning of the quarter in which you wish to return. Either way, a $60 readmission fee is required upon approval (due upon submission of your Withdrawal Petition or Application for Readmission).

Leaves of Absence

If you plan to withdraw for more than one quarter and know when you will return, you can apply for the Planned Educational Leave Program (PELP). A student who plans to interrupt their education at UCR to study at another academic institution is eligible for the Planned University Leave Program (PULP).

To be eligible for these leaves, you must be in good academic standing and have approval from the Office of Student Academic Affairs. A $60 application fee is due upon submission. Registration material will then be ready for you upon your return, thereby eliminating the readmission process.

Majors

Your Major

All of the undergraduate majors at UCR fall under one of the following three colleges: the Bourns College of Engineering, the College of Humanities, Arts, and Social Sciences, and the College of Natural and Agricultural Sciences. The Bourns College of Engineering currently offers the following majors:

- Bioengineering
- Business Informatics
- Chemical Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Environmental Engineering
- Materials Science & Engineering
- Mechanical Engineering

Many programs require similar classes for the first year, which gives you the flexibility to change majors without encountering substantial delays in the new major. The Bourns College of
Engineering does not have an "Undeclared" category to which you can be admitted. Because of this, new freshman students are asked to specify a major at the time of application.

Lower-Division Curriculum
Lower-division refers to courses numbered 001 to 099. These are generally taken in the first two years of University study. The lower-division curriculum consists largely of preparatory mathematics and science courses.

Freshman students typically enroll in a first-year schedule that includes an introductory course to their major, Calculus, Computer Science, Physics, and English composition. As a freshman, it is very important that you are eligible to begin Calculus in your first term at UCR. The availability and prerequisites of other required courses are structured with this in mind. For example, if you place into a math course below the Calculus level, you must delay enrollment in Physics until your second year, which can extend your time to graduation by a full year.

The College has introduced Engineering First-Year Learning Communities (EFLCs) designed to group students together by major and course. All incoming freshmen are placed into an EFLC and provided with supplemental instruction for the subjects in which they are enrolled.

The sophomore-level curriculum presents further preparation for major coursework. You will enroll in advanced math, but will enroll in differing advanced science courses based upon your major. Most majors offer some introductory courses in the discipline during the sophomore year.

Upper-Division Curriculum
Upper-division refers to courses numbered 100-199. These most often have lower-division courses as prerequisites, so they are usually taken in the third and fourth years. The upper-division courses you will take are mostly in your major discipline or related to it. They are built upon a foundation of the mathematics and basic sciences that you have completed at the lower-division level. The upper-division courses are a collection of core classes in your major, elective classes in your major, and design courses in your major. Specific course requirements are available from the Office of Student Academic Affairs and in the General Catalog.

Core Classes:
These are courses in your major, or a related discipline, which address fundamental concepts. They are not optional, and are included in every degree granted in your major. They are often concentrated heavily in the junior year, but some may also be found in the sophomore or senior years.

Technical Electives:
These allow you to focus or expand your interests by selecting specialized courses from among a variety of topics. Technical elective courses are generally taken in your senior year because they typically have upper-division core classes as prerequisites. The technical elective requirements are different for each major and, therefore, should be selected with the help of a faculty advisor. The list of elective courses in each major, and their descriptions, is available on the Student Academic Affairs website. The list is also published in the General Catalog. Courses created or approved subsequent to your catalog year may be used to fulfill your degree requirements.

Design Projects:
These are a required part of most majors. Design projects allow you to apply your coursework to original, creative research. They are typically not standard lecture-based courses, but rather
independent or team projects complemented by faculty consultation. Design projects are usually
taken at the end of the senior year, and may include a formal presentation and a written research report.

Major GPA:
To graduate, you must maintain a 2.0 average in the courses in your major. Degree requirements for currently active catalog years can be obtained from the website of the Office of Student Academic Affairs (http://student.engr.ucr.edu/majorgpacalc.html) and in previous catalogs.

Breadth Requirements

In order to graduate, students must complete campus breadth requirements as determined by the Executive Committee of the Bourns College of Engineering. The courses on this list have been approved effective Fall 2008. The references included with each section heading indicate the campus’ Senate regulation where the specific requirement may be found [for example: (UCR R6.1)].

To meet ABET standards for accreditation, the Bourns College of Engineering requires that at least two courses used for breadth must be upper division (courses numbered 100-199 at UCR). This depth requirement will be satisfied by taking upper division courses in the Humanities and/or Social Sciences.

Courses must carry 4 quarter units (or more) to satisfy the breadth requirements. Honors sections of all approved courses are also eligible.

While the College may revise the list of breadth requirements on an annual basis, students are allowed to satisfy the requirement criteria with any courses that were on the approved list at the time they were taken, or were subsequently added to the list.

Students who foresee a strong and justified reason to deviate from the list of approved breadth requirement courses may petition the Executive Committee of the Bourns College of Engineering, via the Office of Student Academic Affairs, for permission. Such requests must be submitted and approved in advance of actual enrollment. Requests submitted after the actual enrollment will be considered only in cases of new transfer students and changes of major. All petitions must provide an appropriate justification for the substitution.

IN ALL CASES: Students must note that major requirements may influence the choice of breadth requirements and may dictate which courses are most appropriate as breadth requirement selections. Always consult the list of requirements for the individual major before making selections for the breadth categories below.

On this list, courses are listed numerically by subject area. Courses with prerequisites have the prerequisite course/s noted in parentheses following the course title.

Advanced Placement Exams: Credit for breadth courses can be granted by achieving the appropriate score on specific Advanced Placement Exams. A chart listing relevant exams, required scores, and earned breadth credit is included on the final page of the breadth list. Consult an Academic Advisor for further information.

You can view the most recent approved breadth list online at http://student.engr.ucr.edu/breadth.html.
Services and Resources

Career Services
The Career Center helps students fulfill their post-graduation goals. Their services include: career advising, career exploration seminars, a science and engineering career fair, internships and cooperative education, workshops and job search assistance, on-campus recruiting, resume files, alumni networks, and graduate school application assistance.

To specifically serve your needs as a College of Engineering student, a Career Center internship counselor is available for appointments and drop-in assistance. In addition, all University students have access to the mock interview service to develop their interviewing skills, the on-line job listings, the career library, and personal career counseling. More information is available at the Career Center, or by calling (951) 827-3631.

Professional Development Milestones Program
The Bourns College of Engineering and the Career Center have designed this program to help you track progress toward achieving your professional career goals. The program parallels your academic career and allows for planning and tracking your career path as you would your academic program. It is an outlined plan that leads you through each recommended step of the process toward an internship, a research assignment, full-time career employment after graduation, or graduate school. Program documents consist of a Professional Development Milestones Diagram that shows each activity (Milestone) mapped out on the recommended quarter from freshman through senior years; corresponding information and web links on a Milestones and Related Activities Checklist; and an Internship Roadmap personal page to help guide you toward an internship. For more information about the program and corresponding documents, please go to http://student.engr.ucr.edu/milestoneprogram.html.

Computer Access
As a Bourns College of Engineering student, you will be given a personal computer account administered through your department. New freshmen and transfer students will receive their account application at the new student orientation. All other students who need to establish an account should see the system administrator for their major:

| Bioengineering, Chemical & Environmental Engineering, Materials Science & Engineering, and Mechanical Engineering | A308 Bourns Hall | 827-2638 | systems@engr.ucr.edu |
| Business Informatics, Computer Science, and Computer Engineering | 105 Engineering Building II | 827-3803 | systems@cs.ucr.edu |
| Electrical Engineering | 107 Engineering Building II | 827-2986 | systems@ee.ucr.edu |

The computer account will remain active until graduation, provided you remain in your designated major. Upon graduation you will be permitted to retain your account name as a forwarding file to permit others to readily find you. Computer Science majors receive their introduction in their first CS class. Engineering majors may receive orientation in their introductory major course, or may contact their System Administrator. Specific lab access will be coded on your UCR Card (campus
ID) once your application has been completed and approved. This allows you to access these labs 24 hours a day.

To access systems support information, go to http://www.engr.ucr.edu/systems/. Click on the page for your specific major and follow the information provided to answer your questions.

As a UCR student, you have also been given a UCR webmail address. This address is to be maintained for correspondence from campus offices regarding your student status. Since the College of Engineering is not expecting you to maintain multiple accounts, you are encouraged to link your various email accounts to your webmail account for ease of maintenance.

**Libraries**

The library system at UCR includes five libraries: the Tomas Rivera Library, the Music Library, the Media Library, the Science Library, and the Special Collections Library. The Engineering and Computer Science collections are housed in the Science Library. Reserve texts, homework solutions, practice tests, and other reserve materials for Engineering and Computer Science courses are available for loan from the library.

Tours of the Rivera Library are offered in September during the first week of the Fall Quarter. Reference librarians also provide formal classes to teach you how to effectively locate information. The Engineering Librarian, Michele Potter, can assist you with specific requests, searches, or other library needs. She can be reached at 827-2975, in room 124 of the Science Library, or by email at michelep@ engr.ucr.edu. If the library system does not own the books or periodicals that you need, you can fill out an interlibrary loan request form to borrow them from another library. They will arrive in approximately 10 days. You may also borrow books in person from any of the UC libraries and from many of the libraries in the immediate geographic area.

**Paths to Success**

To help meet the demand for highly skilled engineers, the Bourns College of Engineering provides the following academic and enrichment services.

**The Freshman Transition Experience:** There are numerous opportunities for first-year students such as getting involved in clubs, research assignments, industry internships, and applying for scholarships. A Retention and Student Success Coordinator is on staff to help freshmen adapt to university life and stay abreast of all the resources available to them. Freshmen meet with their counselor on a regular basis to track academic progress, learn about quarterly social events, obtain contacts to Student Success Counselors, peer mentors, tutors, study jams, and study groups, enroll in Supplemental Instruction Workshops, sign up for Info Sessions, and get connected to resources that will help them transition from high school to college.

**The Transfer Transition Program:** This program is designed to help incoming transfer students adapt to life at UCR. Assistance is provided throughout the first year at UCR.

**Supplemental Instruction:** These collaborative learning sessions are conducted twice a week in groups of no more than ten students by trained upper division students who serve as facilitators. The sessions allow students to master their lower-division coursework in mathematics, chemistry, physics and computer science classes.

**Professional Student Organizations:** The College has 11 student clubs and professional organizations. These organizations provide students with an opportunity to make friends, attend
national conferences, and sharpen leadership skills. The College of Engineering Leadership Council is made up of the officers of clubs and plans quarterly social events and professional training for all College of Engineering students. For more information on clubs visit the Leadership Council website (http://www.engr.ucr.edu/~coelc).

**Tutoring & Mentoring:** Informal tutoring and mentoring are offered through the various engineering clubs. Tutoring is also available through the Learning Center.

**Resource Center:** In the student affairs lobby there is a resource center updated quarterly to provide students with information on resources available in the College and on the campus. There are brochures from campus support offices and clubs, tutor and study group schedules, and scholarship and research assistantship announcements.

**Industry Connections:** Guest speakers and field trips to major engineering companies allow students to meet engineers, network, learn about current hiring trends, as well as giving students a chance to find out what it’s like to be an engineer.

**Guest Speakers:** Throughout the year BCOE graduates, industry representatives, government officials, and engineers from research labs visit the college to inform students about current trends and give advice on how to plan a career path.

**Success Counselors:** No one believes they will end up in academic difficulty when they begin college. However, when a student does, the College has workshops to help them get back on track. The Academic Recovery Workshops and Success Counselors are trained to acquaint students with campus resources and clubs, libraries, laboratories, services, departments, and offer proven success strategies, personal encouragement, and support.

**Social Activities:** In October the College clubs host a welcome party for all incoming freshmen. During National Engineers week in February, there are competitions and a faculty, staff, student basketball tournament. Current and former students attend the end-of-the-year barbecue in May where we recognize student and club achievements.

**Professional Development:** Through Information Sessions, students learn leadership development, stress management, career exploration, goal setting, preparing for graduate school, how to get a research assistantship, and other topics that will help them maximize their university experience.

**Scholarships & Research Assistantships:** There are many opportunities for new, continuing, and underrepresented students to do research at various universities and research centers. Scholarships are available through national and local organizations. Check the Office of Special Programs website for scholarship deadlines. Check the web site for Undergraduate Research (http://student.engr.ucr.edu/ugresearch.html) for research listings.

**Research Programs**

Undergraduate research is the hallmark of the UC Riverside campus. Research experience complements the classroom instruction and provides exposure to real world issues resulting in professional experience for your resume. All COE students are encouraged to undertake at least one research experience during their undergraduate education. Here, you will have opportunities to participate in groundbreaking research being conducted daily by the College’s faculty. Or, if you
prefer, you can engage in your own research. You may even apply for undergraduate research grants to support you in your efforts.

Please visit our webpage for information about faculty research areas in which undergraduate student researchers are welcome at http://student.engr.ucr.edu/ugresearch.html. Ask faculty members about joining their research teams. Academic credit can be earned for research work through Special Studies courses, or through Design Project courses. Consult your assigned academic advisor to determine if this is applicable to you.

The College of Engineering-Center for Environmental Research and Technology (CE-CERT) is a joint effort of industry, government, and the University for seeking solutions to environmental concerns. Many undergraduates are employed to assist in various research efforts, including student design competitions such as the Ethanol Challenge, the Solar II Challenge, as well as the Research Advancement Program (RAP). The work provides you with opportunities to develop solutions to practical engineering problems and be part of a recognized team. Contact CE-CERT at 951-781-5791 or at http://www.cert.ucr.edu/ for more information.

Related Programs

With the expanding need for the international exchange of ideas and an increasingly global technology, the College encourages foreign language study and study abroad. Though not a required component of the B.S. degrees in the College, foreign language understanding provides graduates with a wider range of options in the professional application of their skills. The University of California’s Education Abroad Program offers you the opportunity to study abroad while earning UC credit. Financial aid is available to bring this opportunity within reach of most qualified students. The International Education Center has additional information about this program, and can be contacted directly at 951-827-4113.

Outstanding students from any major can participate in the University Honors Program (UHP). The Program offers both lower-division honors and upper-division honors, and features colloquia and accelerated course sections to challenge its participants, in addition to extracurricular activities. Lower-division honors participation is by invitation. Upper-division students may apply or be nominated to participate regardless of whether they participated in lower-division honors. In past years, engineering student theses have included highly specialized topics tightly connected to senior design projects. Further information can be obtained from the UHP Office, 951-827-5323.

The UC Riverside, Washington Center and UC Sacramento Programs provides undergraduate students with a multi-dimensional educational experience in pivotal political centers. Students undertake educational and academic pursuits as well as participate in cultural and social activities. Students remain enrolled as full-time students at UCR and can earn from 12 to 16 units of credit for the quarter. There are several possible plans for each student’s schedule.

Support Services-Academic

The University provides the following services to help you with academic, personal, legal, and health problems.

- Learning Center (951-827-3721) - to help you achieve full academic potential by providing tutoring, skill-building workshops, counseling, and testing
- Ombudsman (951-827-3213) - for confidential treatment of complaints
• **Campus Health Center** (951-827-3031) - for appointments, walk-ins, and emergency medical treatment
• **Counseling Center** (951-827-5531) - for free and confidential help in psychological counseling. Urgent needs can be met immediately by a Counseling Center staff member, and after-hours emergency help can be obtained by calling the UCR Police (951-827-5222) or the Riverside Helpline (951-686-4357).

**Verification of Enrollment**
The office responsible for verifying enrollment will vary depending upon the purpose of the verification:

- **Office of the Registrar** (1101 Hinderaker Hall): for insurance, military, banking, employment, loan deferments, or credit purposes.
- **Financial Aid Office** (1156 Hinderaker Hall): for scholarship, grant or loan applications

Most offices have a one week waiting period to produce verifications, so plan accordingly. The Office of Student Academic Affairs cannot provide these documents for you.

**Honors and Awards**

**Dean's Honor List**
You can be placed on the Dean’s Honor List at the end of any quarter for which you: (1) complete a minimum of 12 units for letter grades, (2) receive no grades lower than "B", and (3) have a GPA of at least 3.50 for that quarter. This honor is non-competitive and requires no application; all who qualify are recognized. It is noted automatically on your official UCR transcript.

**Chancellor's Honor List**
Any student who achieves Dean’s Honor List status for all three quarters of any academic year is appointed to the Chancellor’s Honor List at the end of the year. Like the Dean’s Honor List, this honor is non-competitive and requires no application; all who qualify are recognized. It is also noted automatically on your official UCR transcript.

**Honors at Graduation**
Students may graduate with honors, which are defined as Cum Laude, Magna Cum Laude, and Summa Cum Laude. These are assigned automatically to undergraduates based upon the cumulative UC GPA at the end of the graduating quarter and are noted on the official transcript. The spring graduating class of the College of Engineering determines the actual GPA cutoff points for the designation of the various honors categories for graduates of that particular spring through the following winter quarter.

For purposes of honors recognition at Commencement, the UC GPA earned as of the end of Winter Quarter, as well as the GPA cutoffs of the previous year, will determine the honors recognized. Should the honors status change as a result of the final GPA and/or the honors cutoffs for that term, the appropriate honor will be indicated on the transcript and diploma. The College of Engineering awards on the following basis:

Summa Cum Laude: determined by the GPA of the top 2% of the spring graduating class.
Magna Cum Laude: determined by the GPA of the next 4% of the class.
Cum Laude: determined by the GPA of the next 10% of the spring class.
Students must have earned at least 60 letter-graded units in the UC system to be considered for these honors.

**Commencement Awards**
These campus-wide awards are available to graduating undergraduate and graduate students in recognition of service to the campus, the community, and society in general. There are usually five awards available. One is specifically for graduate students (for outstanding campus and/or community involvement); one each for undergraduate females and males (each recognizes extracurricular campus activities, leadership, and academic achievement); one for humanitarian efforts; and one for community service. Applications are available in the Office of Student Academic Affairs and the Office of Student Life beginning in April. Recipients are recognized at Honors Convocation.

**Outstanding Student Award**
Every year, each undergraduate College recognizes one outstanding female student and one outstanding male student from its graduating class. The faculty nominates graduating seniors from their respective disciplines. The Office of Student Academic Affairs makes the selections for the Bourns College of Engineering from among the nominees submitted for consideration. Nominations from the faculty are solicited in May, and recipients are recognized at Honors Convocation.

**Honors Convocation**
This program honors all UCR students who have achieved a minimum 3.9 cumulative GPA, in addition to recognizing one outstanding undergraduate student from each discipline (chosen by the faculty) and one outstanding student from each College. The Office of Student Academic Affairs typically selects the College honoree from among those recognized by the disciplines within the College. Students nominated do not need to be graduating seniors; any class level is appropriate. The criteria for nomination are varied, but students are usually recognized for their research or extracurricular activities. Nominations from faculty are solicited in February and recipients are recognized at the annual Honors Convocation ceremony held in May.