

UC Merced

School of Engineering Undergraduate Student Handbook for 2013-2014

Contents

Degree Requirements	4
University Requirements	4
Entry level writing requirement.....	4
American history and institutions.....	4
Merced Campus Requirements	4
The World at Home - Planning for the Future in a Complex World	4
Lower division writing course	5
School of Engineering Requirements.....	5
Engineering Projects in Community Service (Service Learning)	5
Social sciences, arts and humanities requirement	5
Major Requirements	5
Student responsibilities	6
Academic advisor responsibilities.....	6
Graduation	6
Scholarship and Progress Requirements	7
Petition for subsequent repeats	7
Academic Probation.....	7
Removal from declared major	8
Return to good standing	8
Academic dismissal	8
Academic Procedures and Policies	9
Academic Honesty	9
Registration	9
Before registration	9
Academic advising.....	10
MyAudit.....	10
Online registration	10
Deadlines.....	10
Add/Drop/Withdraw.....	10

Declaring/changing major.....	11
Campus Resources	12
Calvin E. Bright Success Center	12
Undeclared advising.....	12
Peer academic advisors.....	12
Tutoring.....	12
Workshops	12
Fiat Lux Scholars Program	12
Counseling and Psychological Services (CAPS)	12
Disability Services.....	13
Career Services.....	13

School of Engineering Undergraduate Student Handbook

2013-2014 Catalog

Degree Requirements

University Requirements

ENTRY LEVEL WRITING REQUIREMENT

All students at the University of California must demonstrate their command of the English language by fulfilling the Entry-Level Writing Requirement. Satisfying the Entry-Level Writing requirement is a prerequisite to enrollment in all reading and composition courses.

If students have not passed the Analytical Writing Placement Examination (AWPE) or otherwise fulfilled the Entry-Level Writing requirement by the time they enter the University, they must complete WRI 001 (Academic Writing). WRI 001 is a 4-unit course that satisfies the Entry-Level Writing requirement and the first half of the Reading and Composition requirement. This course must be taken for a letter grade and must be completed no later than the end of the freshman year.

AMERICAN HISTORY AND INSTITUTIONS

The American History and Institutions requirements are based on the principle that a U.S. resident graduated from an American university should have an understanding of the history and governmental institutions of the United States. Candidates for the bachelor's degree must demonstrate knowledge of United States history and governmental institutions by completing these two requirements. Most students have satisfied these requirements upon admission to the University (with coursework completed in high school or a transfer institution). Students who have not, should work to satisfy these requirements as early as possible. For more information on how to satisfy this requirement please visit <https://collegeone.ucmerced.edu/content/requirements#historyinstitutions>.

Merced Campus Requirements

THE WORLD AT HOME - PLANNING FOR THE FUTURE IN A COMPLEX WORLD

The CORE Course is future-oriented striving to help students gain the intellectual tools, knowledge, and insights they will need as informed citizens devising future solutions to real-life problems. The UC Merced CORE Course aims to understand the world at large as it is reflected in the world at home – California. By examining, for example, the local evidence of global problems, you will begin to grapple with the issues that will affect you personally and professionally.

CORE 001 will pose a set of questions as they are framed by the various domains of human knowledge known as the disciplines. In CORE 001, UC Merced faculty will introduce you to how their disciplines define the challenges faced by informed citizens of this new century.

LOWER DIVISION WRITING COURSE

Analytical writing is a means for understanding better what you are learning and conveying your ideas to different audiences: your instructors, your fellow students and people outside the university. The lower division writing requirement will start you on a path of writing development that will continue through your four years at UC Merced. To fulfill this requirement all students must take WRI 010 (College Reading and Composition) and receive a grade not lower than a C. This course is designed to help you develop your college-level writing skills in effective use of language, analysis and argumentation, organization, and strategies for creation, revision and editing. It must be completed during a student's freshman or sophomore year.

School of Engineering Requirements

ENGINEERING PROJECTS IN COMMUNITY SERVICE (SERVICE LEARNING)

The UC Merced Service Learning program enables undergraduate students to earn academic credit by participating in multiyear, multidisciplinary teams that solve engineering and technology-based problems for the San Joaquin Valley's leading non-profit organizations.

UC Merced students get the opportunity to engineer real solutions to complex problems faced by real client organizations. Working in project teams, even first year students gain valuable experience in defining, designing, building, testing, deploying, and supporting systems to meet client needs – broadening their education experience and enhancing their workplace readiness.

While not required, students are encouraged to take this course (ENGR 097/197) at least once in their time at UC Merced.

SOCIAL SCIENCES, ARTS AND HUMANITIES REQUIREMENT

To promote a better understanding of the social sciences, arts and humanities, the School of Engineering requires all its students to take at least two courses from these areas: one from social sciences and one from arts or humanities. For more information about what courses fulfill each requirement, please visit the School of Social Sciences, Humanities, and Arts website: <http://ssha-advising.ucmerced.edu/ssha-general-education-requirements>.

Major Requirements

All engineering major requirements are listed on the School of Engineering website: <http://engineering.ucmerced.edu/advising-and-support/undergraduate-advising/degree-requirements>.

STUDENT RESPONSIBILITIES

It is the student's responsibility to:

- 1) Follow through with actions identified during advising visits and accept final responsibility for all decisions.
- 2) Alert their academic advisor to any life changes, extenuating circumstances, etc. that may affect academic needs, class attendance or ability to focus on the student's education.
- 3) Prepare for academic advising appointments by clarifying personal goals and needs.
- 4) Keep their academic advisor informed about changes in academic progress, course selection and academic or career goals.
- 5) Become familiar with major requirements, course prerequisites and other such information that affect course scheduling and class sequencing.
- 6) Participate fully in courses by carefully reviewing course syllabi, completing assignments and attending class.
- 7) Follow university procedures for registration and adjustments to class schedules.
- 8) Observe all academic deadlines (<http://registrar.ucmerced.edu>).
- 9) Read and understand all UC Merced Academic Policies and Procedures found in the university catalog pertaining to the year in which the student matriculated to UC Merced.

ACADEMIC ADVISOR RESPONSIBILITIES

It is the academic advisor's responsibility to:

- 1) Clarify university and school policies, regulations, programs and procedures.
- 2) Notify students of significant changes to university or school policies.
- 3) Be available to meet with students each semester to discuss class registration and degree progression, given the students promptly respond to invitations for appointments.
- 4) Assist students in facing difficulties that affect their education.
- 5) Help students explore interests, abilities and goals and how these translate into an academic major.
- 6) Offer advice for course selection and satisfaction of degree requirements.
- 7) Discuss academic performance and implications of students' performance on undergraduate program and degree completion.
- 8) Facilitate appropriate referrals to faculty members within the students' area of interest.
- 9) Refer students to appropriate university support services as needed.

GRADUATION

It is the student's sole responsibility to be certain that all degree requirements are met. A minimum of 120 semester units must be completed with a minimum cumulative grade-point average of 2.00. Some majors require more units; please see individual major requirements for more information (see above "Major Requirements.")

Time to Degree

UC Merced undergraduate degree programs for entering freshmen are designed to be completed in 4 years. Transfer admits are expected to complete their degrees in 2 years. To meet the normal progress requirement, undergraduate students are expected to enroll in and pass an average of 15 credits per term, completing the credits necessary for graduation in 4 or 2 years, respectively. The Office of the Registrar and the appropriate Dean will ensure that students are making normal progress towards their degrees. Extensions of enrollment beyond 150 credits for freshman admits, or 85 credits for transfer admits, are not guaranteed, and they require the approval of the student's School. Undergraduates in danger of exceeding the credit limit may be required to modify their degree objective, such as completing a major without a minor or double major, or completing a related major with fewer remaining course requirements.

Graduation Application Process

Students expecting to complete work for their degree by the end of a semester must declare their intent to graduate by submitting an application, accompanied by the appropriate fee, for the semester in which they plan to receive the degree. For spring candidates, the form must be submitted by February 15, for summer candidates, June 15, and fall candidates must submit completed forms by September 15. For more information about graduation, and for a link to the Undergraduate Graduation Application, please go to <http://registrar.ucmerced.edu/policies/graduation>.

Commencement

UC Merced stages one commencement program per academic year at the end of the spring semester. Students must indicate whether or not they will be participating in commencement on the Undergraduate Graduation Application form. Students that are within one semester of completing their degree requirements are encouraged to participate as well.

Scholarship and Progress Requirements

PETITION FOR SUBSEQUENT REPEATS

UC Merced has a strict repeat policy. Students are allowed to repeat a course only once. If the course is failed on the second attempt, students wishing to retake the course for a third time must petition the school where that course is administered (eg. MATH 021-School of Natural Sciences; CSE 021-School of Engineering; PSY 001-School of Social Sciences, Humanities and Arts). In the event that the student's petition is denied the student will need to contact their academic advisor immediately to form an alternative course of action, which in some cases may result in a major change. The Subsequent Repeat form may be downloaded from the Office of the Registrar: <http://registrar.ucmerced.edu/rewrite/112>.

ACADEMIC PROBATION

An undergraduate student is placed on academic probation if one of the following occurs:

- 1) The student's semester grade-point average is less than 2.00, or
- 2) The student's cumulative University of California grade-point average is less than 2.00.

Academic review occurs at the end of each academic semester. When a student is placed on academic probation, the university notifies the student, and the student's transcript states "Academic Probation" for the affected semester. While on academic probation, the student is under the supervision of his/her School or advising unit.

REMOVAL FROM DECLARED MAJOR

A student on academic probation may be removed from a declared major or changed to Undeclared due to failure to meet the particular standards or fulfill specific requirements that the student's School may impose. If the student is removed from a declared major or changed to Undeclared, the student may apply to be reinstated to a School as follows:

Lower-Division Students (fewer than 60 units earned at the end of the semester in which the student applies) must meet these requirements:

- Cumulative University of California grade-point average of at least 2.0
- Current semester grade-point average of at least 2.0
- Major grade-point average of 2.0
- Completion of all lower-division major courses with grades of C- or higher

Upper-Division Students (greater than 60 units earned at the end of the semester in which the student applies) must meet the requirements listed above for Lower Division students and must also complete 16 units of upper-division major requirements.

RETURN TO GOOD STANDING

Once a student has met the grade-point average standards listed above, the student's academic status returns to regular academic standing.

ACADEMIC DISMISSAL

An undergraduate student is subject to academic dismissal from the university if one of the following occurs:

- 1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
- 2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

Academic Dismissal Appeals

A student not previously on probation who earns a semester grade point average below 1.5 is offered the opportunity to appeal dismissal. The student who is Subject to Academic Dismissal and does not complete the appeal process as prescribed by their respective School is automatically dismissed. The

student whose appeal is approved returns on probation and is under the appropriate School or advising unit. When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester

Reinstatement

A student who is academically dismissed may return after fulfilling reinstatement requirements. Reinstatement is the act of restoring active-student status to former students who left the University in academic difficulty (academic probation, special probation or academically dismissed). Undergraduate students in academic difficulty who wish to return to the University of California, Merced must file an application for reinstatement (found on the Office of the Registrar's website here: <http://registrar.ucmerced.edu/policies/reinstatement>)

Academic Procedures and Policies

Academic Honesty

Academic integrity is the foundation of an academic community. Academic integrity applies to research as well as undergraduate course work.

Academic misconduct includes, but is not limited to cheating, fabrication, plagiarism, altering graded examinations for additional credit, having another person taken an examination for you, or facilitating academic dishonesty. A student guilty of academic dishonesty may be assigned an "F" grade. Please see the section VIII of the UC Merced Student Handbook for more information: <http://studentlife.ucmerced.edu/sites/studentlife/files/public/documents/ucmercedstudenthandbook.pdf>

Registration

BEFORE REGISTRATION

Check your student portal

You can access your personal information and academic records through your my.ucmerced.edu portal. Check your portal often.

Plan your course schedule

The key to successful registration is planning. It is important to select your preferred class sections in advance, with consideration to how they fit into progress toward your degree. Use MyAudit to know what requirements you have already completed and what requirements are still outstanding.

Check for prerequisites

It is up to you to know any prerequisite requirements needed for the classes you want to take (<http://registrar.ucmerced.edu/go/schedule>).

Clear your registration holds

Holds are placed on your record to prevent registration, and are listed in your student portal. Learn more about the types of registration holds and how to clear them

ACADEMIC ADVISING

Students are strongly encouraged to meet with their academic advisor each semester. Your advisor can assist you in navigating UC Merced's student services, to discuss course planning, fulfilling graduation requirements, doubts, struggles, and future goals. They can also assist you in interpreting policies set forth in the UC Merced General Catalog and answer your questions regarding MyAudit.

Students must bring a current, printed copy of their MyAudit with them to any meeting with a School of Engineering academic advisor.

MYAUDIT

MyAudit analyzes degree requirements for major, concentration, and minor according to the catalog year when a student entered UC Merced. The audit gives a complete picture regarding what degree requirements have been met, and are in progress, and are remaining. It is a quick tool that can be used to check progress in a degree program.

Although MyAudit provides a comprehensive description of program requirements, it is unofficial and not intended to supplement the role of the school advisor, who will help with course selection and assist a student in making informed decisions.

MyAudit is available through my.umcerced.edu. There is a direct link in the Student Services Channel, or a student can select MyStudentRecord and choose MyAudit at the bottom of the page. More information about using MyAudit may be found here: <http://registrar.ucmerced.edu/myaudit/using-myaudit>.

ONLINE REGISTRATION

Access Periods

Check your registration appointment time in your MyRegistration. Appointment times are announced approximately 2 to 3 weeks before registration begins. Register at your earliest convenience when your registration appointment opens to obtain the best selection of classes. Delaying registration may limit the amount of preferred classes available to you to register in.

Deadlines

ADD/DROP/WITHDRAW

Adding a course

During the first week of instruction, students may add a course or courses if space is available. During the second and third weeks of instruction, a student may add courses only with the permission of the instructor. After the third week of instruction students may add a course only with the permission of

both the instructor and the dean of the school with which the student is affiliated. A fee will be assessed for adding a course after the third week

Dropping a course

During the first three weeks of instruction, students may drop a course or courses without paying a fee and without further approval.

Withdrawing from a course

After the third week of instruction and until the end of the tenth week of instruction, a student may withdraw from a course for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the dean of the school with which the student is affiliated, provided:

- 1) The student is not on special probation,
- 2) Dropping the course would be to the educational benefit of the student and
- 3) The student is not being investigated for academic dishonesty in that course.

Withdrawing between the 4th and 10th weeks will be approved only provided the student submits a petition including a written description of the special circumstances warranting this action; therefore, students should continue to attend the course until their withdraw request is approved.

For students withdrawing after the third week of instruction, a fee will be assessed and a “W” notation will be assigned by the Office of the Registrar and appear in place of a grade on the student’s permanent transcript. Courses in which a “W” has been entered on a student’s record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the student’s progress to degree.

DECLARING/CHANGING MAJOR

In order to declare or change a major/concentration/minor a student must fill out a Change of Major/Minor request (available at <http://registrar.ucmerced.edu/rewrite/112>) and have it approved by the dean or other authorized person in the school to which he/she is declaring or transferring and submit it to the Students First Center. Current students are only permitted to change their major/concentration/minor until the end of the third week of the semester and throughout the summer. Admission into a program may be denied or deferred if the student is in academic difficulty or has a grade point average (GPA) of less than 2.0 in courses required for the selected major.

Except under unusual circumstances, no change of major/concentration/minor will be permitted after a student has attained senior standing (90 units). It is not possible to change or declare a major/concentration/minor after the student has filed to graduate.

Campus Resources

Calvin E. Bright Success Center

The Calvin E. Bright Success Center (CBSC) offers a variety of free programs to assist students academically throughout their time at UC Merced. For more information about all of the services listed below please visit: <http://learning.ucmerced.edu>.

UNDECLARED ADVISING

CBSC houses the undeclared academic advisors. These academic advisors work with students who are unsure what major is right for them.

PEER ACADEMIC ADVISORS

Peer academic advisors are available in the residence halls to answer any general academic questions students may have. They have information about tutoring, academic workshops, and many student services around campus.

TUTORING

Free tutoring is available to all students for most lower-division courses, and some upper-division courses. Tutorial sessions are a great place to fill in the blanks in class notes, work through assignments, prepare for exams and build a support system with other students who care about their learning.

WORKSHOPS

Workshops that help develop skills in a variety of areas to promote student success and general well-being in college are available all year. Workshops include time management, note-taking, test preparation and many more.

FIAT LUX SCHOLARS PROGRAM

The motto of the University of California is “Fiat Lux” – “Let there be light.” The Fiat Lux Scholars Program at UC Merced is aimed to help ease student expenses for course textbooks, and also to enhance student academic performance, drive and ambition, and overall college experience.

Counseling and Psychological Services (CAPS)

Counseling Services exists to support the academic pursuit of UC Merced students by providing professional services that care for the emotional, personal, and social wellbeing of students.

Counseling Services offers short-term counseling services through individual, couple and group formats, as well as crisis intervention.

Students seek counseling for assistance with issues such as stress and anxiety, depression, relationship difficulties, various addictions, eating disorders, identity confusion and life transitions.

All services are free for registered students.

All information that is shared in counseling or on CAPS paperwork is confidential*. Please see the CAPS website for more information: <http://counseling.ucmerced.edu>. (*unless: you are in imminent danger of harming yourself and/or others; there is reason to suspect abuse of a child, elder, or dependent adult; or under the United States Patriot Act, federal law enforcement officials have requested your records)

Disability Services

The University of California Merced is committed to ensuring equal academic opportunities and inclusion for students with disabilities based on the principles of independent living, accessible universal design and diversity. UC Merced Disability Services is located on the first floor of the Kolligian Library, room 107. They may be contacted by phone [(209) 228-6996] or by email [disabilityservices@ucmerced.edu].

Career Services

The Career Services Center has a full range of programs and services to help students find and achieve a career passion.

Career Services offers programs for all students, whether the student is a:

- freshman wondering which major to choose.
- sophomore questioning their career direction.
- junior looking for the perfect internship.
- senior seeking their first career position or looking for the best graduate school program.
- graduate student seeking a career in academia or in industry.

Students may email the Career Services Center at careerservices@ucmerced.edu to schedule an appointment, or they may stop by their office in the Kolligian Library, Suite 127.