Purpose

The University of South Carolina at Columbia is a large, complex institution with 29,000+ students currently enrolled. To function in this environment, a student must know where to find the rules, procedures, and opportunities to make the most of his/her college experience. The purpose of this handbook is to serve as an initial reference. This handbook is not intended to contain complete information on any specific questions but to provide basic information and direct the user to sources that have more details.

Sources of Information

The University of South Carolina Undergraduate Studies Bulletin 2011-2012. Available at http://bulletin.sc.edu, this website contains academic rules and regulations, all of the University’s academic programs, and course descriptions, among other essential information. It is recommended that each student bookmark this site and print out the section on the College of Engineering and Computing.

Carolina Community: University of South Carolina Student Handbook and Policy Guide. Available on the web at http://www.sa.sc.edu/carolinacommunity/. University information not contained in the Undergraduate Bulletin is found here. It is produced by Student Affairs (Russell House) and has information on campus life, housing, parking, student discipline, etc.

The University of South Carolina Master Schedule of Classes. The Master Schedule of Classes on the Registrar’s website at http://registrar.sc.edu/ provides information on courses for each semester, VIP information, when to pay fees, the academic year calendar, and refund calendars. It is recommended that each student bookmark this site and print out the academic and refund calendars each semester.

The College of Engineering and Computing Website. Available at http://www.engr.sc.edu this website has department links and links to the Student Services Office and the Information Technology (IT) office. Curriculum information, advisement information, department news, and information on a student’s computer accounts and college e-mail accounts can be found here.
Important Phone Numbers
College of Engineering and Computing

Dean of the College.......................................................... 777-7356
Student Services Office......................................................... 777-4177
Biomedical Engineering....................................................... 777-1845
Chemical Engineering Department................................. 777-0556
Civil and Environment Department............................ 777-3614
Computer Science and Engineering Department..........., 777-2880
Electrical Engineering Department............................ 777-5174
Mechanical Engineering Department.......................... 777-1578
Information Technology Services............................... 777-7223

University Offices

Registrar ........................................................................... 777-5555
Financial Aid and Scholarships............................................... 777-8134
Student Health Center ..................................................... 777-3175
Orientation and Testing..................................................... 777-2782
Parents Assistance Line...................................................... 800-868-6752

Commission on Higher Education

LIFE Scholarship Coordinator ............................................. 803-737-2262
The Carolina Creed

The community of scholars at The University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian …

I will practice personal and academic integrity;
I will respect the dignity of all persons;
I will respect the rights and property of others;
I will discourage bigotry, while striving to learn from difference in people, ideas, and opinions;
I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideas requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.
Administrative Structure of the College

Dean of the College

The chief administrator of the College of Engineering and Computing is the Dean, Dr. Anthony Ambler. His office is in the Swearingen Engineering Center, Room 3A01. If Dean’s approval or signature is needed, please see Dr. Michael Perkins, Assistant Dean, in the Student Services Office, Room 1A00.

Department Chairs

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>Dr. John Weidner</td>
<td>777-3207</td>
<td>Swearingen/2C13</td>
</tr>
<tr>
<td>Civil/Environmental</td>
<td>Dr. Robert Mullen</td>
<td>777-0524</td>
<td>300 Main/C231</td>
</tr>
<tr>
<td>Computer Science &amp; Engineering</td>
<td>Dr. Michael Huhns</td>
<td>777-5921</td>
<td>Swearingen/3A01K</td>
</tr>
<tr>
<td>Electrical</td>
<td>Dr. Tangali Sudarshan</td>
<td>777-5174</td>
<td>Swearingen/3A79</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Dr. Jamil Khan</td>
<td>777-1578</td>
<td>300 Main/A224</td>
</tr>
<tr>
<td>Biomedical Program Director</td>
<td>Dr. Abdel-Moez Bayoumi</td>
<td>777-1845</td>
<td>300 Main/A223</td>
</tr>
</tbody>
</table>
Student Services Office

Located in Room 1A00 of the Swearingen Engineering Center or on the web at http://www.engr.sc.edu/studsvcs/stud_svcs.html, the Student Services Office is responsible for undergraduate student affairs. Students with questions or problems should come to this office. Some of the specific student affairs responsibilities are:

- Student Records
- Graduation Requirements
- Registration & Advising
- Compliance
- College Suspension
- Transfers
- College Scholarships
- Academic Policies and Procedures
- Upper Division Progression

Student Services Personnel
Dr. Michael Perkins, Assistant Dean
777-4177

Ms. Donna Ford, Student Services Program Coordinator I
777-4177

Ms. Susan Jarvie, Student Services Program Coordinator II
777-2525

Ms. Becky Mayo, Student Services Program Coordinator II
777-1461
Engineering User Account

To receive a student account, the student must be **registered as an Engineering and Computing student or enrolled in an Engineering or Computer Science course** AND **must have paid fees**. Otherwise, approval from a faculty member is required. Forms are available in Room 1D35, Swearingen Engineering Center, for student account requests for times other than the start of the semester and for faculty approval.

As new accounts are created, they are posted on the wall next to the door of Room 1D35, or you may contact the ITS Help Desk in Room 1D35. The student will need to present his/her student ID card for password resets.

First Logon

All users of the College are provided with a Username and a Password. You can obtain this from the Help Desk in Room 1D35. Your Username and Password will allow you to log on to the computers in the Windows computer labs.

To login:

- Press Ctrl-Alt-Delete for the Log On screen.
- Enter your username in the “User name” field, password in the “Password” field, and ensure the “Log on to:” field is set to ENGINEERING.
- If you enter your password incorrectly five (5) times, your account will be temporarily locked. The account is automatically unlocked after 60 minutes of inactivity. Should you need prompt attention, please contact the ITS Help Desk in Room 1D35.

Changing Password:

- After your initial log-on, you will be prompted to change your password. This is to ensure account security. Click “OK” to continue.
- Type your new password in the “New Password” line and in the “Confirm New Password” line. Then, click “OK” to submit your new account password.
- You will get a message that says your password has been changed. If you get any other message at this point, read it carefully and do what it says.

Checking E-mail

Your e-mail address is **username@email.sc.edu**. So if your username is robert, your e-mail address is **robert@email.sc.edu**. Your e-mail account can be accessed anywhere you have internet access.
Academic Information

E-mail Accounts

Accounts can be initialized during the first week of school by going to Room 1D35 in the Swearingen Engineering Center. Official communication from the College will be through the student’s e-mail account. Failure to maintain this e-mail account in active status could delay a student’s ability to progress through the degree program.

Rule of Academic Responsibility

“It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline.”

Change of Name or Address

It is the obligation of every student to notify the Office of the University Registrar of any change in name or address. Failure to do so can cause serious delay in the handling of student records and in notification of emergencies at home. Change of name may be accomplished only by presenting proper legal documentation. Change of address can easily be accomplished through the VIP system.

Registration

To be officially enrolled in the University, students must be academically eligible, complete the registration process with the Office of the University Registrar, and possess a receipt issued by the Office of Financial Services for payment of current academic fees.

Students are expected to complete registration (including the payment of all required fees) by the dates prescribed in the Master Schedule of Classes to avoid cancellation of classes and payment of a late registration fee of $5.00 per day ($350 maximum).

Academic Advisement

Each student in the College of Engineering and Computing will be assigned a faculty advisor. Since advisement practices vary slightly among the departments, the Student Services Office maintains an advisement link on the Student Services website. The Student Services Office website can be found at http://www.engr.sc.edu/studsvcs/stud_svcs.html and contains advisement and student information. It is the student’s responsibility to contact his/her advisor to set up an advisement appointment.
Information, advice, and interpretations of University policies offered by academic advisors do not supersede the official statement of policies and academic regulations described in the University Undergraduate Bulletin. **Exceptions to University regulations cannot be made by academic advisors.** Any exceptions to the policies and regulations set forth in the University Undergraduate Studies Bulletin must be made by the appropriate college Scholastic Standards and Petitions Committee. Please visit the Student Services Office in Room 1A00, Swearingen Engineering Center, for more complete academic information.

**Course Load**

Full-time enrollment is a minimum of 12 semester hours. Most students must complete 15 semester hours each semester to graduate in 4 years or to meet LIFE or Palmetto Scholarship requirements. Full-time fees are calculated on 12 to 16 semester hours. An additional fee per credit hour will apply to any course loads above 16 semester hours. See Bursar’s website after July 4th for updated fees information.

Students will not be permitted to register for a semester load in excess of 18 hours unless they earn an average of B or better on all courses for which they were enrolled (minimum of 12 semester hours) for the preceding semester.

No course may be added after the last date to change course schedule or drop without a grade of “W.”

**Repetition of Course Work**

When a course is repeated, both grades will be entered on the student’s permanent record and included in the grade point average, but course credit toward graduation will be given only once, unless otherwise stipulated in the course description.

The College of Engineering and Computing allows a maximum of five repeated courses from the College. Regardless of other satisfactory work a course may not be repeated a third time (3 strikes and you’re out!). If a student exceeds five repeated courses from the College or does not pass a course after three attempts, the student is ineligible to receive a degree from the College.
Dropping a Course

Courses from which the student withdraws by the last day to change a schedule or drop without a grade of “W” will not be recorded on a student’s record. Thereafter, during the first six weeks of a semester, the grade of “W” will be recorded on a student’s transcript, but the semester hours will not enter into the computation of hours attempted, grade point average, or any other totals.

Removal of a “W” grade is not permitted except in cases of documented administrative error.

Students dropping a course or withdrawing from the University after the Withdrawal period of a semester will normally receive a grade of “WF.”

A “WF” is treated as an “F” in suspension conditions and in computing the student’s grade point average. Students who stop attending classes without officially withdrawing will have the grade of “F” recorded for all courses. This grade is included in all calculations and totals.

Dropping all classes does not constitute formal withdrawal from the University. Withdrawal from courses after the last day of classes is not permitted.

Exceptions to the assignment of a grade of “WF” are possible for verifiable, documented reasons. If a student must either drop a course or withdraw from the University for medical reasons, or because of a verified learning disability, or for another acceptable major cause after the penalty date (last day to receive a “W”), the grade of “W” may still be assigned. An Extenuating Circumstances Form (AS-122A), available from the Student Services Office, must be approved by the Assistant Dean of the College and all course instructors.

Extenuating Circumstances are highly unusual, must have complete documentation, and must be done before the last day of class. Poor academic performance and missing too many classes are not examples of extenuating circumstance.

Class Attendance

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussions may occur. Absence from more than 10% of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty.

The instructor’s attendance policy is found on the course syllabus. If a student anticipates absences in excess of 10% of the scheduled class sessions, prior approval from the instructor must be received before the last day to change schedule as published in the Master Schedule of Classes.
Taking Courses From Another School (Transient Status)

Since the University is accountable for the integrity of its degrees, students entering the University to seek a degree should expect to complete the majority of their academic work at the University of South Carolina. Normally, students who wish to earn more than a semester of credit at another institution should meet all requirements and transfer to that institution. In some programs, and with the permission of the Assistant Dean of the College, students may take up to 18 semester hours of courses in transient status provided:

- the student is in good standing at USC (USC GPA of 2.0 or higher)
- the courses are approved in advance by the Student Services Office and the Assistant Dean of the College
- the student did not attempt registration (grade of “W”) or receive a failing grade (“D” “WF” or “F”) in the same course
- the transient institution is fully accredited
- the course work meets University specification for transfer credit
- the student is not in the last 30 degree hours

Study abroad may be of particular benefit to students and the University cooperates in a variety of national and international exchange programs in which students may pursue up to a year of academic work at another institution. Special permission is granted to students in these programs with the advance approval of the academic advisor and the Assistant Dean of the College.

Credit for summer school, correspondence, and extension work completed at other institutions by a University student will not be accepted for transfer if the student has been enrolled previously in an equivalent course in the University.

Credit for other courses will be accepted only under the conditions that each course has been approved in advance by the Assistant Dean of the University and each course has been passed with a grade adequate for transfer purposes.

Credits earned while a student is on academic suspension from the University cannot be applied toward a degree or used in improving the grade point average.

A maximum of 30 semester hours of credit earned while classified as a non-degree special student in the University may be applied toward meeting the requirements for a baccalaureate degree.

A student planning to pursue work at other institutions or through correspondence courses must complete this work before attaining senior classification (90 semester hours). The last 30 semester hours must be earned in residence at the University, and at least half of the credit hours in the student’s major courses and in the student’s minor courses (if applicable) must be taken at the University.
Grading System

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student’s responsibility to keep informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

“A,” “B,” “C,” and “D” represent passing grades in order from highest to lowest. “B+,” “C+,” and “D+” may also be recorded. “F” represents failing performance.

“S” and “U” indicate satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. No course carried under the Pass-Fail option will affect a student’s grade point average or the evaluation of suspension conditions; however, all courses applied to a degree must be for a grade (“A,” “B,” “C,” etc).

“WF” is assigned for student withdrawal from a course after the penalty deadline prescribed in the Master Schedule of Classes. The grade of “WF” is treated as an “F” in the evaluation of suspension conditions and grade point average computation.

“W” is assigned for student withdrawal from a course after the late registration period but before the penalty date. In exceptional cases, the grade of “W” will also be used after the first six weeks of a semester, primarily in cases of withdrawal from the University or from a course for medical reasons. A grade of “W” is not a part of the grade point average computation but will be recorded on a student’s permanent record.

“I” (Incomplete) is assigned at the discretion of the instructor if, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability.

The grade of “I” is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded.

Re-enrolling in the course will not make up an Incomplete. Do not re-enroll for the course! After 12 months, an “I” which has not been made up is changed permanently to a grade of “F” or to the back-up grade indicated by the instructor on the Assignment of Incomplete Grade form.

“AUD” indicates a course was carried on an audit basis. Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No credit
may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of “W” being recorded, as published in the Master Schedule of Classes.

**Grade Point Average**

The grade point average is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of “S,” “U,” “AUD,” “T,” or “W” was earned are not considered in computing the GPA.

The grade points earned in any course carried with a passing grade (“A,” “B+,” “B,” “C+,” “C,” “D+,” “D”) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade.

For courses in which the grade of “A” was earned, the factor is 4; for “B+,” 3.5; for “B,” 3; for “C+,” 2.5; for “C,” 2; for “D+,” 1.5; for “D,” 1. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit (excepting hours carried on a Pass-Fail or audit basis).

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Semester Hours</th>
<th>Factor</th>
<th>Grade Points (Hours X Factor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>B</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>C+</td>
<td>3</td>
<td>2</td>
<td>7.5</td>
</tr>
<tr>
<td>MATH 141</td>
<td>A</td>
<td>4</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>HIST 101</td>
<td>C+</td>
<td>3</td>
<td>2.5</td>
<td>7.5</td>
</tr>
<tr>
<td>THEA 200</td>
<td>D</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>17</td>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

No grade points are assigned to the symbols “F,” “S,” “U,” “WF,” “W,” “I,” “AUD,” “T,” or “NR.”

Students' grades are reported on the University’s VIP website (vip.sc.edu) or by request at the Office of the University Registrar, third floor, Petigru College.
Grade Forgiveness

It is the policy of the University of South Carolina that every currently enrolled, fully admitted, degree-seeking undergraduate earning a D+, D, F, or WF in a University course may take up to two undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the University permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

An eligible student wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student’s undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must both be taken at the same University of South Carolina campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF. Only a regular letter grade can replace a forgiven grade. Grades of W, I, S, U, or AUDIT may not replace previous grades. Grades carrying an honor code violation sanction of X are not eligible for grade forgiveness.

Established requirements for repeating classes, admission to, or progression in, specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements. Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean’s or president’s honor list), academic standing (scholastic deficiency, probation, suspension), or previous grade point totals will not change retroactively as a result of applying this policy.

Students who have been granted academic forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

An eligible student wishing to apply the grade forgiveness policy may begin the process by reading the criteria which must be met and completing the necessary documentation in order to apply grade forgiveness. The criteria and documentation can be found at http://registrar.sc.edu/html/grade_forgiv.stm.
**Curriculum Sheets**

Each student follows the curriculum of the academic catalog year in which the student first enters the University. If changes are made in the future, the student continues to follow the original curriculum or may elect to follow a newer curriculum. To elect a newer curriculum, the student simply contacts the Student Services Office to make the change.

The curriculum sheet serves as an outline to accomplishing a degree in eight semesters. The curriculum sheets are a general guideline. Each student will make his/her own progress through the program.

Pre-requisite courses are courses that must be accomplished before taking another course in the sequence. For instance, ENGL 101 must be completed before taking ENGL 102. In general, pre-requisite courses must be passed with a C or higher to progress to the next course. See the curriculum sheet or Student Services Office for further information.

**Upper Division Status**

Upper division status is the start of a student’s junior year of studies (60 or more semester hours), typically the time when a student begins taking 300-level courses in the major. In order to be admitted to upper division, a student must have at least a 2.0 GPA on all lower division courses required by the degree program. The GPA will include repeated grades.

A student can repeat no more than *five courses from the College* in order to satisfy degree requirements. A student may not repeat a *course a third time*. (It’s like baseball; three strikes and you’re out!)

The semester before taking upper division courses in the major (courses numbered 300 and above), a student must fill out an Upper Division form and return the completed form to Student Services Office or complete an Upper Division form on the Student Services website at [http://www.engr.sc.edu/studsvcs/stud_svcs.html](http://www.engr.sc.edu/studsvcs/stud_svcs.html).

After completing the form, either bring it to Student Services, Room 1A00, Swearingen Engineering Center, or fax it to Student Services at (803) 777-0027. Students who do not meet upper division status will not be allowed into courses numbered 300 and above.

**Senior Check**

A senior check is a final review to ensure requirements are being met for the major. It is typically done in the student’s junior year and before registering for senior year classes. Senior check requests can be made in the Student Services Office or on the Student Services website. Once accepted to upper division, it is a good idea to request a senior check at the end of each semester to ensure proper progress is made.
College of Engineering and Computing
Department Mission Statements

Department of Chemical Engineering
We will develop high-quality chemical engineers by continuously improving our undergraduate and graduate programs. We will conduct world class research and innovative teaching, providing an environment for professional development, and be an effective resource for industry, government, and academia.

Department of Computer Science and Engineering
The mission of the Department of Computer Science and Engineering is to provide undergraduate and graduate instruction, to undertake research in computing and information technology, and to serve the community and the profession.

Department of Civil and Environmental Engineering
The Department of Electrical Engineering is to:
- Provide quality and essential education to undergraduate and graduate students through formal classes and support life-long learning through continuing education short courses and workshops.
- Encourage and support research that will contribute to the competence and professional development of the faculty and broaden the body of engineering knowledge and methods.
- Provide service to the college and university, local, state and federal governments, and private industry, and supporting professional organizations and society.

Department of Electrical Engineering
The Department of Electrical Engineering’s mission statement is to:
- Provide undergraduate and professional graduate education through programs that prepare students for the workplace, stress the development of the total person, and begin a process of lifelong learning.
- Provide graduate education and training in the skills of advanced research.
- Contribute to the base of technical knowledge by conducting research and scholarship and by disseminating the results of those programs.
- Support the engineering professions by service in the appropriate professional organizations.
- Serve the needs of the state and region by appropriate outreach programs and by support for industrial development.

Department of Mechanical Engineering
The mission of the Department of Mechanical Engineering (DME) at the University of South Carolina is to provide students with a sound mechanical engineering education, advance the understanding and application of mechanical engineering principles, enhance economic development of the State of South Carolina, and improve the quality of life of our citizens through teaching, research, and outreach programs.
Undergraduate
Degree Programs

Offered by

The College of Engineering
And Computing