Undergraduate Student Handbook
for the
College of Engineering and Computing
2013-2014

Office of Student Services
Swearingen Engineering Center
Purpose

The University of South Carolina at Columbia is a large, complex institution with 30,000+ 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 2013-2014
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 Academic 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 is a part of the new registration system (Self Service Carolina). The master schedule provides information on courses for each semester.

USC Office of the University Registrar
The Registrar’s website http://registrar.sc.edu/ has key information on the new registration system (Self Service Carolina), 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.

USC Office of the Bursar
The Bursar’s website, http://www.sc.edu/bursar/ has key information on tuition and fees, payment schedules, how to pay, refunds, and collections. It is recommended that each student bookmark this site.

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

Dean of the College ................................................................. 777-7356
Office of Student Services ......................................................... 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 Help Desk ............................. 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. Jed Lyons, Associate Dean for Academic Affairs, in the Office of Student Services, Room 1A00.

Department Chairs

<table>
<thead>
<tr>
<th>Chemical Engineering</th>
<th>Civil &amp; Environmental Engineering</th>
<th>Electrical Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Weidner</td>
<td>Dr. Robert Mullen</td>
<td>Dr. Roger Dougal</td>
</tr>
<tr>
<td>777-3207</td>
<td>777-0524</td>
<td>777-7890</td>
</tr>
<tr>
<td>Swearingen/2C13</td>
<td>300 Main/C231</td>
<td>Swearingen/3A79</td>
</tr>
<tr>
<td>Computer Science and Engineering</td>
<td>Dr. Michael Huhns</td>
<td></td>
</tr>
<tr>
<td>Dr. Michael Huhns</td>
<td>777-5921</td>
<td></td>
</tr>
<tr>
<td>777-5921</td>
<td>Swearingen/3A01K</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Biomedical Engineering</td>
<td></td>
</tr>
<tr>
<td>Dr. Jamil Khan</td>
<td>Program Director</td>
<td></td>
</tr>
<tr>
<td>777-1578</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 Main/A224</td>
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</tr>
</tbody>
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Office of Student Services

Located in Room 1A00 of the Swearingen Engineering Center or on the web at http://www.engr.sc.edu/studsvcs/stud_svc.html, the Office of Student Services 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

Office of Student Services Personnel

<table>
<thead>
<tr>
<th>Dr. Jed Lyons</th>
<th>Ms. Donna Ford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean for Academic Affairs</td>
<td>Student Services Program Coordinator I</td>
</tr>
<tr>
<td>777-4177</td>
<td>777-4177</td>
</tr>
<tr>
<td>Ms. Susan Jarvie</td>
<td>Ms. Becky Mayo</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>777-2525</td>
<td>777-1461</td>
</tr>
</tbody>
</table>
Engineering Computer Accounts

To receive a computer 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.

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.

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.

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.”

Academic Advisement

Each student in the College of Engineering and Computing will be assigned a faculty advisor. The Office of Student Services maintains an advisement link on the College’s website. This link contains advisement and information important for a student. The Office of Student Services website can be found at http://www.engr.sc.edu/studsvcs/stud_svc.html. 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 Academic 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 Office of Student Services in Room 1A00, Swearingen Engineering Center, for more complete academic information.
Curriculum Sheets

Each student follows the curriculum of the academic bulletin for the year in which the student first enters the University. If future changes are made, 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 Office of Student Services 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 Office of Student Services for further 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, http://www.sc.edu/bursar/, after July 4th for updated information on fees.

First semester freshmen students are not allowed to register for more than 18 hours. After the first semester, students may register for more than 18 hours if they have a USC gpa of 3.0 or better.

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 deadline listed in the registration calendar, http://registrar.sc.edu/html/calendar/default.htm, to avoid cancellation of classes and payment of a late registration fee of $5.00 per day ($350 maximum).

Degree Progression

After the first 30 semester hours, a student must have a minimum USC gpa of 2.2 to continue in the College of Engineering and Computing. Students who fail to meet this standard will be suspended from the College and all its programs. Students who cannot change majors due to gpa issues will be advised by the academic advisors in the Office of Student Services. Students
are encouraged to explore other majors, seek assistance at the University Career Center, and work with the academic advisors to develop new academic goals. Students wishing to re-enter an engineering or computing major must post a USC gpa of 2.5 to be re-admitted.

To graduate from the College of Engineering and Computing, students must have a minimum USC gpa of 2.0; a minimum of 2.0 major gpa (on all courses for the major; EMCH, BMEN, ELCT, ECIV, CSCE); and a minimum of 2.0 College gpa (on all courses from the College of Engineering and Computing).

**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 four repeated courses from the College. Regardless of other satisfactory work a course may not be taken a third time (2 chances to pass!). If a student exceeds four repeated courses from the College or does not pass a course after two attempts, the student is ineligible to receive a degree from the College and must change majors out of the College.

**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 lower division gpa will include repeated grades.

The semester before taking upper division courses in the major, a student must fill out an Upper Division form and return the completed form to the Office of Student Services.

Students who fail to meet upper division progression standards are suspended from the College and all its programs and must change majors out of the College at the earliest possible term.

**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 Office of Student Services 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.
**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. See the registration calendar at [http://registrar.sc.edu/html/calendar/default.htm](http://registrar.sc.edu/html/calendar/default.htm).

**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 a 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 class 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 Office of Student Services must be approved by the Associate Dean of Academic Affairs and all 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 circumstances.**
Grading System

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 registration calendar. The grade of “WF” is treated as an “F” in the evaluation of suspensions 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. 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. 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 registration calendar at http://registrar.sc.edu/html/calendar/default.stm.
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.

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.

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.htm.
University Probation

The record of every undergraduate student will be reviewed at the end of each fall and spring semester. When a student’s cumulative University of South Carolina gpa at the end of any semester is less than a 2.00, he or she is placed on academic probation. Any student who is on probation at the beginning of a fall or spring semester must achieve a certain cumulative University of South Carolina grade point average at the end of that semester in order to avoid suspension. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at USC.

Probation Chart

<table>
<thead>
<tr>
<th>Cumulative Grade Hours Attempted (GH)</th>
<th>Placed on probation</th>
<th>Continue on probation (avoid suspension)</th>
<th>Removed from probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-35</td>
<td>below 2.00 cumulative GPA</td>
<td>1.500 or higher cumulative GPA</td>
<td>2.00 or higher cumulative GPA</td>
</tr>
<tr>
<td>36-71</td>
<td>below 2.00 cumulative GPA</td>
<td>1.800 or higher cumulative GPA</td>
<td>2.00 or higher cumulative GPA</td>
</tr>
<tr>
<td>72+</td>
<td>below 2.00 cumulative GPA</td>
<td>only with semester reprieve (see below) or by college petition</td>
<td>2.00 or higher cumulative GPA</td>
</tr>
</tbody>
</table>

SEASON REPRIEVE: Regardless of the USC GPA, a student may continue on probation and avoid suspension if the semester grade point average is 2.50 or greater.

When a student’s cumulative gpa at the end of any semester is a 2.00 or above, he or she is removed from academic probation.

University Suspension

First Suspension
Students unable to meet the standards shown above are suspended from the University of South Carolina for one fall or spring semester and the contiguous summer (approximately eight months). Students have the right to appeal their suspension to the petitions committee of the college or school in which they were enrolled when suspended.

Returning After First Suspension
After the suspension has been served, a student will be considered for readmission by the college or school to which the student is seeking admission. A student readmitted following suspension continues on probation and is reviewed for suspension at the end of each fall and spring semester. A semester grade point average of 2.50 or higher must be achieved each semester until the cumulative University of South Carolina gpa reaches the level above which suspension would occur (see chart).
During the first six weeks after returning from a first suspension, students must participate in an academic coaching session before being eligible to register for courses for the following semester. These sessions will provide students with the resources they need to meet their academic goals.

**Returning after Subsequent Suspension**
Students returning from a first suspension who fails to meet academic standards will be permanently suspended from the University. The duration of the second suspension is indefinite, and the student can be considered for readmission only after being approved for reinstatement by a successful petition from the college or school to which the student is seeking admission. A favorable decision by college petitions committee is unlikely within two years of the suspension.

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

**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. In some programs, and with the permission of the Associate Dean for Academic Affairs, 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 Office of Student Services
- 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 student is not in the last 30 degree hours
- transient grades must be a C or higher to be applied to degree program

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. 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.

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 Associate Dean for Academic Affairs.
Undergraduate Degree Programs

Note:
The curricula for Fall 2013 (Carolina Core) are subject to modifications as more courses are approved by the Faculty Senate.

The modifications will not impact the freshman year of any curriculum. More information will be available in the Office of Student Services (room 1A00 of Swearingen Engineering Center) during the 2013/2014 academic year.