

CIVIL ENGINEERING

Information for Faculty Advisors

September, 1984; Revised September 4, 1991; February 13, 2003

Major Responsibilities of CE Faculty Advisor:

1. Serve as a representative of the CE Department in establishing a good relationship with the student.
2. Check the major and general education requirements that are satisfied by previous college work.* (During first semester advisee is assigned.) This information may be available on SIS+ screen #681 - degree audit or SIS+ screen #143 - transfer analysis. Students may also access their Degree Audit/Transcript information through their Portal account. Questions should be directed to the student's academic evaluator, Student Records and Registration, x5957.
3. Keep up-to-date academic records on each advisee.* Grade cards distributed to faculty early the following semester or on SIS+ screen #136 -student transcript.
4. When submitted by the student, review and approve courses to be attempted each term.
5. Refer student to appropriate campus resources as needed.
6. Review, check, and sign a correct and complete Clearance in the Major form during the last year prior to graduation. Students should apply for graduation by May 15 for graduation the following spring and by December 15 of the previous year for fall graduation.

* Students are responsible for providing advisors with copies of transcripts and GE course evaluations. Students may obtain copies from the Student Records and Registration Office, MLIB 180. Information is available on-line via the Portal and also on SIS+ screens 143 and 681.

MAJOR REQUIREMENTS

CE Policies on Transfer Course Substitutions

1. Total units in upper division engineering courses must meet or exceed the specified required number. One-unit shortages in specific courses must be made up with excess units in upper division engineering courses transferred to CSU, Chico, or upper division engineering electives (includes CE 199, CE 298) taken at CSU, Chico.
2. Students completing a 3 semester unit electrical engineering course without a laboratory will be required to complete the EE 095L one-unit activity course.
3. Courses taken elsewhere and accepted for Biology 001 or Biology 008 as part of the major must include a laboratory. In cases where universities or community colleges have two beginning level biology courses, the courses articulated with Biology 001 or Biology 008 are acceptable.
4. A minimum of two transfer units of computer applications in engineering that includes learning to write in a scientific programming language is required to meet the CE 020 requirement. Students should be encouraged to take CE 020 at CSU, Chico, so as to become familiar with local computer systems. They should be advised that use of the local computer systems will be required in upper division CE classes.
5. Courses accepted as equivalent to CHEM 0037 or 038 must have a high school chemistry recommended prerequisite.
6. Courses accepted as equivalent to Physics 004A, 004B, or 004C must have a calculus prerequisite.
7. Fifteen or sixteen semester units of mathematics through differential equations are required. Students may elect to take MATH 105A, Introduction to Probability and Statistics, or Math 135, Elementary Linear Algebra, or MATH 7C, Calculus 3.
8. A speech course taken at a community college will be accepted as equivalent to our GE A1 .
9. Mechanical Engineering 192 is accepted in place of the required course ME 135, Dynamics, only for EE or CMPE majors transferring to CE who have previously completed ME 192. These students must complete CE 035, Statics.

Major requirements and/or transfer policies may be substituted only by approval through the petition process. Forms are available in the department office. They are to be prepared by the student in conjunction with an advisor. Students are to be encouraged to petition early in their program so as not to get in a bind during their last year.

The following guidelines were established by the Division of Engineering on October 10, 1976, and revised on January 22, 1985. They apply to the civil engineering program:

1. A commitment as to required courses or graduation requirements will not be made to any student transferring upper division engineering courses until transcripts of all his/her college work have been received, and twelve (12) units of engineering have been satisfactorily completed at California State University, Chico.
2. Any student transferring upper division engineering courses is required to complete at least eighteen (18) units of engineering courses at CSU, Chico, if transferring from an ABET accredited engineering program, or twenty-four (24) units if transferring from a non-accredited program.
3. Course transfer information for articulated Community Colleges, California State University, The University of California, and private colleges and universities in the state of California is available on the web: <http://www.assist.org/>
Advisers and students may also contact academic evaluators in Student Records and Registration, x5957. Students will need to have approval for substitutions of courses not articulated. Evaluators may suggest but may not approve courses for the major.

International Students

Students attempting to transfer work from a foreign institution prove to be a difficult evaluation problem. Debbie Coopridner (X5956) is very helpful in evaluating coursework from a foreign institution. It is best to prepare a memo detailing our required courses for which foreign work has been accepted. Copies go to the student, Debbie, and the advising file.

NON-MAJOR REQUIREMENTS

General Education - The following courses, together with the approved General Education courses required for the Civil Engineering program, fulfill the university General Education Requirement.

1. Select one course each from the breadth areas: A1 (C-or better), A2 (C- or better), C (either C1, C2, or C3), and D (either D1, D2, or D3). Choose courses also approved to complete the Cultural Diversity requirements for “double counting” in areas C and D for students who begin their studies at CSU, Chico.

2. Select two courses from the same Upper Division Theme. Consult with an advisor to determine which two courses in the selected theme meets the Upper Division Theme Requirement for Civil Engineering Majors. See Attached Upper Division Theme Modification. Please note that some UD Themes require that students take all three Theme courses. Upper Division transfers with GE Breadth complete are advised to select Theme C, the only Theme with both Ethnic and Non-Western courses.

Graduation Requirements:

History and Institutions

HIST 050 or its transfer equivalent may be applied to GE Breadth Area C1, C2, or C3.
POLS 050 or its transfer equivalent may be applied to GE Breadth Area D1, D2, or D3.

Ethnic / Non-Western

Students are advised to select an Ethnic or Non-Western course from GE Breadth Area C1, C2, or C3, GE Breadth Area D1, D2, or D3, or by selecting an UD Theme that has Ethnic and/or Non-Western selections. Theme C, "Cross Cultural Exploration," includes both Ethnic and Non-Western courses. See double counting above.

It is not necessary to carefully distinguish between general education, university, and major requirements for most students. Knowing what constitutes major courses, general education, and double counts is difficult and confusing. The simplest approach is to complete all the courses on the appropriate attached Civil Engineering program planning sheet. Then both general education and major requirements will be met. Major Academic Plans for all majors are also available online at <http://www.csuchico.edu/catalog/programs.html>

Writing Proficiency

Students are required to do the following in the order indicated:

1. Take General Education A2 written communication or equivalent transfer course, and earn a "C-" or better.*

4. Complete CE 119 with grade of "C-" or better.

For information regarding certification of writing proficiency when a student has transferred a course equivalent to CE 119, refer to the Department Manual available online at:

<http://www.csuchico.edu/vpaa/manual/WPGradClearProcedures.htm>

*Exemptions to those requirements are listed on page 133-134 of the 2003 – 2005 *University Catalog*

University Residency Requirements are:

- At CSU, Chico: 30 units minimum
 24 units upper division
 12 units in major
 Extension courses do not generate units in residence.
 Special session and summer school courses do.

GRADE POINT AVERAGE CATAGORIES

For a BS in Civil Engineering, a 2.00 average must be attained in four combinations of courses:

1. All college work.
2. All courses taken in residence at CSU, Chico.
3. All courses used to fulfill the civil engineering major requirements.
4. All CE prefix courses taken at CSU, Chico.

The first two are calculated and printed at the bottom of each term’s grade card. Number three represents courses in the major and includes non-CSU, Chico courses. These are listed on the Clearance in the Major form. The fourth GPA requirement seems to be the most difficult one to satisfy.

Calculation of academic status is most simply done by computation of grade point balances. Advisers and students may also access the Grade Point Calculation web site at <http://em.csuchico.edu/aap/Undergrad/probation/gpa.asp> to calculate overall and Chico grade point averages.

Suppose a student has all “C” grades except for the following classes:

- CE 119 C-
- CE 102 B
- CE 153 D

Formula: (a) x (b) = (c) (b - 2)a = Balance

<u>Courses</u>	<u>Units (a)</u>	<u>Grade Pts./Unit (b)</u>	<u>Grade Pts. (c)</u>	<u>Balance</u>
CE 119	4.0	1.7	6.8	-1.2
CE 102	1.0	3.0	3.0	1.0
CE 153	4.0	1.0	4.0	<u>-4.0</u>
		Total Balance		-4.2

If CE 153 is repeated without forgiveness and a grade of “C+” is attained, the following would be included:

CE 153	4.0	2.3	9.2	<u>+1.2</u>
		New Balance		-3.0

Students are subject to disqualification as follows:

<u>Total Units Completed</u>	<u>Grade Point Balance</u>
0 - 59	-15 or worse
60 - 89	-9 or worse
90+	-6 or worse

To be academically disqualified, students must enter the spring semester on academic probation, fail to make progress, and finish with a negative balance as indicated above. Students who fall below a 2.0 grade point average in the first two grade point average categories will be placed on academic probation. A student may be disqualified from the University in June by academic action. It is rare that a student is disqualified at the end of fall semester as it is difficult to process grades and complete the disqualification process prior to the start of spring semester.

Information on grade point calculation, academic probation, and disqualification is available on the web at <http://em.csuchico.edu/aap/Undergrad/probation/>

Disqualified students may appeal to the Academic Status Committee. Details of the process, published deadlines, and petition forms are available in the Office of Advising and Orientation, MLIB 190, x 5712, or on the web at <http://em.csuchico.edu/aap/Undergrad/probation/appeal.asp>

Most students who are reinstated by the committee must meet very specific requirements after their reinstatement. Students with a deficiency are required to earn a 2.01 GPA or better each semester until they reach clear standing. Departments may also require that students take specific classes and earn specific grades as a condition of their reinstatement. When a student does not meet these specified conditions, they are re-disqualified at the end of the spring semester. On rare occasions, a student may be disqualified at the end of a fall semester.

Disqualified students may enroll in summer school, special session courses or Open University through Continuing Education with approval from the course instructor and the department chairperson.

Forgiveness - Repeating

Current policies allow for grades to be forgiven (not counted in calculation of the grade point balance) for up to two repeated courses. A Repeat with Forgiveness Petition may be filed at any time prior to graduation. Students do not need to file the Petition during the semester they repeat the course, although some students should be advised to file the Repeat Petition during the spring semester in order to avoid academic disqualification. Repeat with Forgiveness Petitions are available in the Student Records and Registration lobby (MLIB 180) or are available online at <http://em.csuchico.edu/sro/forms.asp>

Students who repeat courses in which the original grade was “C” or better will not have the repeated course counted in computation of grade point averages and balances.

Editorial Comment

1. Your Department Chair is supposed to coordinate advising.
2. Russ Mills represents CE on the College Academic Status Committee.
3. Mimi von Rotz, Academic Advising, Advising Office (x5712), Academic Status Committee liaison. Debra Coopriider (x4895) is the Academic Evaluations liaison with the College of ECT.
4. Counseling and Wellness Center (x6345) for academic and other problems. Faculty may get personal help here, too! Also check out Career Planning and Placement (x5253). Internship information is available through the Office of Experiential Education, Colusa Hall, x5893.
5. Academic Evaluations (x5957) and the CE Chair can help with questions regarding transfer coursework and graduation.

ADVISEE FILE MANAGEMENT PROCEDURE

1. About six weeks after the start of each semester, the department office receives a master list of majors.
2. This list is checked against our current advisees, and changes and deletions are made in the department office at that time.
3. The corrected advisee lists are distributed to the individual faculty with a master list going to the department chair.
4. Faculty should check their files against the new list and take out those files of students who are not listed. If they have graduated, they should be put in a pile marked “grads”. If they dropped out, they should be put in a pile marked “inactive” and then the files should be given to the CE department secretary for filing.
5. **Grade cards** are received about two to six weeks after the end of each semester. They are distributed to advisors according to our lists, and advisors should promptly insert them in the proper files. If there are any questions, contact the department secretary.
6. At the beginning and during each semester as new students appear and changes in major occur, the department secretary assigns the individual students to advisors (trying to keep the numbers fairly even). If any advising information is available at that time, it is put in a file folder and given to the advisor with a notation that this is a new advisee.
7. The department office keeps a study list for majors, which lists names, addresses, telephone number, and current classes for each student in the major. This list also contains the GPA for each student. This is restricted information but is available to the faculty for use in advising.