BOURNS COLLEGE OF ENGINEERING READMISSION WORKSHEET

Student Review of Policies Relevant to Working Toward Readmission (Inform yourself about each item prior to meeting with an Academic Advisor; check off each item as you gain understanding; refer to the Policy Resources List on the next page.)

☐ I have reviewed the Readmission policy.
☐ I have not been permanently dismissed from UCR due to disciplinary actions.
☐ I am aware that I may not attempt any course required for my major more than two times. A third attempt may be petitioned as the exception.
☐ I am aware of the degree requirements for my desired major.
☐ I understand the following policies and impact on readmission prospects: readmission criteria, academic standing, allowable course repeats, major change, major gpa, maximum units and catalog rights.
☐ I am aware that it will take at least two terms to prepare for readmission.
☐ I am aware that four terms of enroll will be granted to pursue readmission.
☐ I am aware that I need to choose and follow the degree requirements for a specific catalog year.

Please list all policies related to readmission that require further clarification from an Academic Advisor:

What is your intended major upon readmission? 

When do you hope to readmit (Quarter/Year if possible)?

Students interested in Non-College of Engineering Majors: please consult with the appropriate college advising office.

CHASS or CNAS College Advising Office (see resource list):

Expectations for Students Working Toward Readmission

I acknowledge the following:

☐ It is entirely my responsibility to ensure that I am meeting all requirements for readmission. If any conflicts arise between these requirements and academic advisement provided by the College of Engineering, it is my responsibility to seek clarification.
☐ I understand that all regulations, policies and procedures that apply to current students also apply to students working toward readmission.
☐ I understand that eligibility to work towards readmission does not guarantee readmission.
☐ I understand that as an inactive student, College of Engineering is willing to provide academic advisement while I work toward readmission. To facilitate this process, I will do the following:
  ☐ Complete Readmission Worksheet (this document) prior to meeting with an Academic Advisor.
  ☐ Contact the College of Engineering Academic Advisor for Readmission prior to each term of enrollment at UCR Extension or any other institution to ensure that the readmission plan is updated and that I’m still eligible to work towards readmission.
  ☐ I understand that it is my responsibility to provide all information. Unreported academic information, once known, may nullify the opportunity to work toward readmission.
  ☐ Provide copies of unofficial transcripts, from all institutions, and any other relevant information to document progress toward fulfilling readmission criteria. This must be done prior to each term of enrollment while working toward readmission.
  ☐ Complete an Application for Readmission after satisfying the readmission criteria; submit to the Office of Student Academic Affairs, A159C Bourns Hall, approximately 6 weeks prior to the start of the desired term.
  ☐ Submit official transcripts to Undergraduate Admissions upon approval of readmission.

IMPORTANT!!! Failure to comply with these expectations may prevent readmission to the Bourns College of Engineering.

By signing below, I acknowledge that I understand and agree with the details of this Readmission Worksheet.

Student’s Signature __________________________ Date ________________
NOTE: All Bourns College of Engineering (BCoE) Academic Policies can be found at http://student.engr.ucr.edu/policies/

BCoE READMISSION POLICY (STUDENTS WHO LEFT IN ACADEMIC DIFFICULTY)
Readmission is the act of restoring active student status after a period of time away from the university. Any time a student's matriculation is ended, readmission must be pursued to allow the student to resume their student status. A student seeking readmission who left while in academic difficulty must complete at least 20 units (or 5 courses) directly related to the major with a minimum grade point average of 2.5 (2.7 for Computer Science, Computer Engineering, & Business Informatics). All courses taken to fulfill readmission requirements must be completed with a minimum grade of C-.

Students may only use courses directly related to or required by the major to qualify for readmission. Courses should be chosen from fields such as Math, Physics, Chemistry, or Engineering. Appropriate courses do not include breadth (Humanities/Social Science) or English courses and only include Biology for specific majors.

Students are expected to return to good standing within one quarter of readmitting to BCOE or face dismissal. Courses in which a grade of D or lower is earned while working toward readmission must be repeated before the student will be evaluated for meeting readmission requirements. The 20 units (or 5 courses) of coursework will be evaluated to determine eligibility to readmit. Evidence of improved performance since last attendance, or exceptional circumstances, will be sought. Students readmitting to a different BCOE major must also satisfy the major change criteria. For more details on the Readmission Policy visit http://student.engr.ucr.edu/policies/requirements/readmission.html

ACADEMIC STANDING POLICY
Good academic standing is defined as having quarter and cumulative GPAs above 2.0. Any variation below that standard is considered academic difficulty. A quarter GPA below 2.0, or a cumulative GPA under 2.0, places a student into academic difficulty. Students in difficulty may not enroll in more than three courses for the subsequent quarter. For more details on academic difficulty and academic standing visit http://student.engr.ucr.edu/policies/academicsstanding.html

COURSES REPEAT POLICY
Students may repeat up to 16 units of UC coursework in which they received a "D" or an "F" for the purposes of improving their UCR grade point average. Only the first 16 units of coursework repeated will be excluded from the GPA. Effective Fall 2010, the College of Engineering does not permit a single course to be taken any more than two times. If a course required for the declared or desired major is taken more than two times, or if the student is unable to achieve the required grade on the second attempt, the student will be discontinued from their BCOE major and forced to find a major outside Engineering. Many UCR courses require that a student earn a "C-" or better before continuing to a subsequent course (see the General Course Catalog). For more details on the Course Repeat Policy visit http://student.engr.ucr.edu/policies/repeats.html

MAJOR CHANGE POLICY
Students working toward readmission to College of Engineering who aspire to change majors from their last College of Engineering major on record to a new College of Engineering major must satisfy Major Change criteria in addition to Readmission criteria. For more details on the Major Change Policy visit http://student.engr.ucr.edu/policies/requirements/majorchange.html

MAJOR GPA POLICY
To graduate, you must maintain a 2.0 grade point average, not only in your cumulative grade point average, but also in the courses in your major (your major grade point average). The courses included in the calculation for your major grade point average can be found listed on the course plan for your major or in the UCR General Catalog. The UCR General Catalog can be found at http://catalog.ucr.edu/ or it can be purchased at the UCR Bookstore. Just like your cumulative and quarter GPAs, your major GPA is a weighted average of all the letter graded courses included in the calculation. Transfer courses from non-UC schools do not count in the GPA. For more information on the Major GPA Policy visit http://student.engr.ucr.edu/tools/majorgpacalc.html.

MAXIMUM UNIT REQUIREMENT POLICY
Most of the majors in BCOE require more than the nominal university requirement of 180 units for graduation. No more than 6 units of physical education activity may be counted toward this requirement. However, after having credit for 216 units or 120 percent of the units required for the major, a student is not permitted to continue in the major except by approval of the dean. See Catalog, College and Academic Programs, Marian and Rosemary Bourns College of Engineering section.

CATALOG RIGHTS
To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. Regulation R6.12 of the Academic Senate states, En 5 November 87)". The Senate Regulation can be accessed at http://senate.ucr.edu/bylaws/?action=read_bylaws&code=r&section=06

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<th>OTHER RESOURCES</th>
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<td>College of Engineering Academic Advisor Contact information <a href="http://student.engr.ucr.edu/people/staffcontacts.html">http://student.engr.ucr.edu/people/staffcontacts.html</a></td>
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<td>Bourns College of Engineering Office of Student Academic Affairs <a href="http://student.engr.ucr.edu/">http://student.engr.ucr.edu/</a></td>
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<td>CHASS Office of Student Academic Affairs <a href="http://chassstudentaffairs.ucr.edu/">http://chassstudentaffairs.ucr.edu/</a></td>
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<td>CNAS Undergraduate Advising Center <a href="http://www.cnassstudent.ucr.edu/">http://www.cnassstudent.ucr.edu/</a></td>
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