Civil Engineering Student Handbook for Policies and Procedures

2018

Lyles School of Civil Engineering
Delon and Elizabeth Hampton Hall
Purdue University
West Lafayette, IN 47907

Preface

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The Civil Engineering Student Handbook is provided to the undergraduate student body as a concise source for information about major policies and procedures associated with completing the degree program for the Bachelor of Science in Civil Engineering.

This handbook is also intended to be a useful tool for the students in partnering with the CE faculty and the Undergraduate Office staff to complete a plan of study that will meet the program (curriculum) objectives which form the outcomes or behaviors the student will be able to successfully achieve upon completion of the program.

The Civil Engineering Undergraduate Office is responsible for administering the degree program and is involved in all matters pertaining to undergraduate students. In that capacity we, the staff, are committed to assisting students and faculty with Purdue University, College of Engineering, and School of Civil Engineering policies and procedures.

The information contained in this student handbook is subject to change as a result of procedures and policy rulings by the federal/state government, Purdue University Trustees, Purdue University Administration, College of Engineering Administration, or the School of Civil Engineering Faculty/Administration.

Questions or comments about this document should be directed to:

Marty Lah
HAMP 1141
765-496-2379
mlah@purdue.edu

Julie Jesiek
HAMP 1141
765-494-2161
jjesiek@purdue.edu

"Academic Integrity: A Guide for Students"

Written by: Stephen Akers, Ph.D.
Executive Associate Dean of Students
1995, Revised 1999, 2003, 2009, 2013

http://www.purdue.edu/odos/osrr/academic-integrity

-Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education, which is valued because of Purdue's high academic standards.

Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. The information in this brochure is directed to students to define academic dishonesty and how to avoid it.

DEFINITION OF ACADEMIC DISHONESTY

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Section B-2-a, *Code of Student Conduct*] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

More specifically, the following are a few examples of academic dishonesty which have been discovered at Purdue University.

- substituting on an exam for another student
- substituting in a course for another student
- paying someone else to write a paper and submitting it as one's own work
- giving or receiving answers by use of signals, cell phones or any other method during an exam
- copying with or without the other person's knowledge during an exam
- doing class assignments for someone else
- plagiarizing published material, class assignments, or lab reports
- turning in a paper that has been purchased from a commercial research firm or obtained from the internet
- padding items of a bibliography
- obtaining an unauthorized copy of a test in advance of its scheduled administration

- using unauthorized notes during an exam
- collaborating with other students on assignments when it is not allowed
- obtaining a test from the exam site, completing and submitting it later
- altering answers on a scored test and submitting it for a regrade
- accessing and altering grade records
- stealing class assignments from other students and submitting them as one's own
- fabricating data
- destroying or stealing the work of other students
- falsifying an attendance record

Plagiarism is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarist's own product. This is most likely to occur in the following ways:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment
- submitting a document written by someone else but representing it as one's own

BASIC TIPS ON AVOIDING CLAIMS OF DISHONESTY

Careful attention to your own academic duties is the best way to avoid allegations of academic dishonesty. If you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid. Review course syllabi and make sure you understand your instructors' expectations and responses regarding academic dishonesty. The following tips may help you avoid problems:

- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
- When taking an exam, shield your answer sheet. If you feel someone is trying to copy from you, ask the proctor if you may move. This will alert the proctor to a potential problem and help remove suspicion from you as aiding the other student if a claim of cheating arises.
- If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids (cribs).
- Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.
- Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if others alter that program and submit it as their own work.

- Protect your computer log-in identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.

- Since it is impossible to write everything with complete originality, use quotation marks, footnotes, and parenthetical textual notes to acknowledge other people's words or ideas employed in your paper. Check with you instructor for proper techniques for citations and attribution if you have any doubts.

- Do not include sources in a bibliography or reference list if you have not used the sources in the preparation of your paper. To list unused sources is called padding the bibliography.

- Do not acquire previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material. Consult with your instructor on how such materials may be used as general guides.

- Keep rough drafts and copies of papers submitted in courses since other students may get access to your work and attempt to claim it as their own.

- Do not leave copies of assignments in computer labs.

- Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if part or all of your work is lifted by another student. Sometimes friendly assistance may escalate into claims of blatant dishonesty.

- Check with your instructor before turning in a paper or project you submitted in another course.

- Do not give your homework papers, projects, or other assignments to other students to submit for you. They may use parts of your work.

- When completing take-home exams, do not collaborate with other persons unless approved by the instructor.

- Keep your student identification card in your possession or secured. Never loan your identification to anyone.

- Do not make any marks on a graded exam if there is any chance you may submit it for a regrade. Make all notations on a separate paper.

WHAT TO DO IF YOU SUSPECT OR BECOME AWARE OF CHEATING

Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may seem difficult, failure to do so hurts you as well as Purdue. Observations or knowledge of academic dishonesty should be reported immediately to course instructors. Even if your observations are reported anonymously, such information may encourage instructors to do further investigation, detect patterns of cheating or impose effective preventive measures. If you are uncomfortable speaking directly with an instructor, you are urged to consult with staff in the Office of the Dean of Students who will advise and assist you in addressing the problem.

CONSEQUENCES FOR ACADEMIC DISHONESTY

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty, the matter may be resolved with the student through punitive grading.

Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty.

Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in the Student Code of Conduct. If found responsible, possible sanctions include a warning, probation, probated suspension, suspension, or expulsion.

Feel free to make a print of this brochure for yourself. Copies of this brochure are available through the Office of Student Rights and Responsibilities at no cost, (765) 494-1250.

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Schleman Hall of Student Services, Room 207
475 Stadium Mall Drive
West Lafayette, IN 47907-2050
Telephone: (765) 494-1747

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Administrative Staff

Department Head

R.S. Govindaraju	494-2256	1141B HAMP	govind@purdue.edu

Associate Head

Garrett Jeong	494-2252	4131 HAMP	gjeong@purdue.edu

Main Office Staff

Carmen Turner	494-2256	1141A HAMP	turne148@purdue.edu
Deb Burrow	494-2166	1141 HAMP	dburrow@purdue.edu

Undergraduate Office Staff

Marty Lah	496-2379	1141F HAMP	mlah@purdue.edu
Julie Jesiek	494-2161	1147 HAMP	jjesiek@purdue.edu

Co-Op and Industrial Relations

Kathy Heath	494-2157	1141E HAMP	heathk@purdue.edu

Marketing and Communication

Drew Stone	494-7089	1141H HAMP	stone91@purdue.edu

Chapter 1 ~ Advising Policies and Procedures

1.1 Advisement Procedures for First Year Engineering Students Entering CE

First Year Engineering students, who have chosen CE as their professional school and will be advancing to CE in the subsequent semester, are invited to an orientation session. During the session, incoming sophomores learn about the CE program and are advised for the following semester. The registration PIN is also distributed. Sessions are typically held in April for students entering CE in the fall and in November for students entering CE in the spring. A student is not officially in CE until all FYE requirements are met.

Orientation session invitations are sent by email prior to the student's first semester in CE.

1.2 Courses for CE students in the First Year Engineering Program

First Year **First Semester**	**Second Semester**
(4) **MA 16500** (Calculus I)[1]	(4) **MA 16600**(Calculus II)[1]
(4) **CHM 11500**(General Chemistry I)	(3 or 4) **Science Selective** [3]
(2) **ENGR 13100**(Transform Ideas to Innov I)	(4) **PHYS 17200** (Modern Physics)
(3) **General Education Elective**[5]	(3) **COM 11400** (Speech Communication)[4]
(3 or 4) **ENGL 10600 or 10800** (English Composition)[2]	(2) **ENGR 13200** (Transform Ideas to Innov II)
(16 or 17) Total Credits	(16 or 17) Total Credits

Students must fulfill the requirements of the First Year Engineering Program as part of the process of fulfilling BSCE degree requirements. It is expected that students will have completed 33 credits in the First Year Engineering Program. Students who do not have the appropriate number of credits may need to take additional courses.

1) MA 16100 and MA 16200 are common substitutions for MA 16500 and MA 16600.

2) ENGL 10800 can be used to meet the ENGL requirement

3) Options for the Science Selective

   - General Chemistry II options: CHM 11600, CHM 12400 or CHM 13600
   - Computer Programming: CS 15900
   - It is recommended that students intending to study civil engineering select CHM 11600. CS 15900 is accepted as the science selective course but is not preferred. CHM 11600 maybe required as a prerequisite for some elective courses. BIOL 11000 can be used for the Basic Science Elective in the 6th semester.

4) COM 11400 is required for CE students. It is recommended that CE students take the course while they are in the First Year Engineering program.

1.3 Plan of Study Template (*for students entering CE starting Fall 2014 and later*)

The School of Civil Engineering offers a Bachelor of Science in Civil Engineering (BSCE); all students receive the same degree regardless of their chosen area of emphasis in their plan of study. Students can explore the nine areas of study within Civil Engineering along with selecting the courses to design their own plan of study.

Credit Hours Required for Graduation: **132**

Sophomore Year **Third Semester**	**Fourth Semester**
(4) **CE 20300** (Principles and Practices of Geomatics)	(3) **CE 23100** (Engineering Materials I)
(2) **CE 29202** (Contemporary Issues in CE)	(4) **CE 27000** (Introductory Structural Mechanics)
(3) **CE 29700** (Basic Mechanics I: Statics)	(3) **CE 29800** (Basic Mechanics II: Dynamics)
(4) **MA 26100** (Multivariate Calculus)	(3) **MA 26500** (Linear Algebra)
(3) **PHYS 24100** (Electricity and Optics)	(3) General Education elective[1]
(2) **CGT 16400** (Computer Graphics)	
(18) Total Semester Credits	(16) Total Semester Credits
Junior Year **Fifth Semester**	**Sixth Semester**
(3) **CE 33100** (Engineering Materials II)	(3) **STAT 51100** (Statistical Methods)
(3) **CE 34000** (Hydraulics)	(3) **CE 39800** (Introduction to Civil Engineering System Design)
(1) **CE 34300** (Elementary Hydraulics Laboratory)	(3) **Science Selective** (BIOL or EAPS)
(3) **MA 26600** (Ordinary Differential Equations)	(2) CE 39201 (Technical Communication in CE)
(3) General Education elective[1]	(6) Technical Electives[2]
(3) Technical Elective[2]	
(16) Total Semester Credits	(17) Total Semester Credits
Senior Year **Seventh Semester**	**Eighth Semester**
(3) **ME 20000** (Thermodynamics I)	(3) **CE 49800** (Civil Engineering Design Project)
(3) General Education electives[1]	(3) General Education elective[1]
(12) Technical Electives[2]	(9) Technical Electives[2]
(18) Total Semester Credits	(15) Total Semester Credits

1) See Section 2.3 for the General Electives guidelines.
2) Technical electives must be chosen in consultation with an advisor from the School of Civil Engineering. See section 2.4 for the guidelines for choosing technical electives.

1.4 General Education Requirements for CE Students

- CE students must complete COM 114 and receive a grade of C- or better. It is recommended that CE students take this class while they are in the First Year Engineering program to fulfill the FYE general education elective requirement.
- CE students must complete CE 392 and receive a grade of C- or better. It is recommended that CE students take this class in their Junior year.
- CE students must complete a minimum of 15 credit hours of General Education courses in addition to COM 114 and CE392. If a course other than COM 114 is used to fulfill the FYE general education elective requirement, those credit hours may be included in the required 15 credit hour minimum.

The 15 credit hours of additional General Education courses must be chosen subject to the requirements listed below. COM 114 cannot be used to fulfill any of these requirements:

- A minimum of 6 credit hours must be taken in subjects designated as Social Sciences; one course must be taken from the Foundational Behavioral/Social Science approved list http://www.purdue.edu/provost/initiatives/curriculum/course.html
- A minimum of 6 credit hours must be taken in subjects designated as Humanities; one course must be taken from the Foundational Humanities approved list http://www.purdue.edu/provost/initiatives/curriculum/course.html
- A minimum of 6 credit hours must be taken from courses: at the 300-level or above *OR* having a prerequisite (Non-Introductory) in the same subject*
- If a student desires to take classes in a foreign language subject, credit is not allowed for language courses in the student's native tongue(s), but literature, culture, drama, and related courses are allowed.
- All courses must be taken for a grade. However, credit by examination or granted credit, conditioned solely at the discretion of the awarding department, can be used to satisfy any part of these requirements.
- No course may be used more than once even if the offering department allows it to be repeated for credit.

Other Recommendations

- No more than 6 credits of General Education courses should be taken in any one semester.
- It is highly recommended that ECON 251 be taken.

All courses are subject to approval when filing the Plan of Study. Preapproved courses are listed on the Plan of Study Web Tool at http://newton.ecn.purdue.edu/~ce/POS/. This list is reviewed periodically. To ensure a course will count toward requirements, submit a Plan of Study for review to the CE Main Office with all necessary signatures.

Courses used to satisfy the General Education requirements must be drawn from the following list of subjects. Most courses offered in these subjects are allowable, provided that a course is open to CE students and a course is not focused primarily on professional training, natural science or mathematics.

Social Sciences
AGEC, ANTH, ASL, CDFS/HDFS, COM, ECON, POL, PSY, SLHS, SOC
Humanities
AAS, AD, AMST, ARAB, ASAM, CHNS, CLCS, CMPL, DANC, ENGL, FLL/LC, FR, GER, GREK, HEBR, HIST, IDIS, ITAL, JWST, JPNS, LALS, LATN, LING, MARS, MUS, PHIL, PTGS, REL, RUSS, SPAN, THTR, WGSS

Students may use one course to meet more than one of the above requirements.

*EXAMPLE: SPAN 10200 is a humanities elective that is non-introductory (has a prerequisite of SPAN 10100) and also meets the foundational humanities approved list.

1.5 Technical Elective Requirements for CE Students

1. *Total credit requirement*: CE students must complete thirty (30) credits of technical electives. The technical elective plan of study must be consistent with career objectives. For instance, one can elect to emphasize a particular area of civil engineering by taking several courses in that area, or one can choose a general program in civil engineering by taking courses in several emphasis areas.

2. *Minimum CE credit requirement and associated rules*: A minimum of twenty-one (21) credits of technical electives must come from CE-designated courses. The remaining nine (9) credit hours required may come from a combination of courses that are not CE-designated but have been approved for technical elective credit and from additional CE-designated courses. See below for details regarding approved technical electives that are not CE-designated courses. All technical electives must be selected in support of the career objectives of the student and be approved by the advisor.

3. *Breadth requirement*: At least four (4) courses must be completed from the following list, guaranteeing sufficient breadth of study in at least four of the emphasis areas:

ARCH: CE 31100	CON: CE 22200	ENV: CE 35000	GEM: CE 40800
GEO: CE 38300	HYD: CE 44000	STR: CE 37100	TRA: CE 36100

4. *Design content requirement*: At least three (3) courses must be completed from the following list, guaranteeing sufficient design content:

ARCH: CE 41300, 41400
CON: CE 52200, 52300, 52700
ENV: CE 35300, 45600, 45700
GEM: CE 30300, 30600
GEO: CE 48300, 58300, 58400, 58500, 54900
HYD: CE 44000, 54100, 54300, 54600
MAT: CE 53000
STR: CE 47000, 47300, 47900
TRA: CE 36100, 46100, 56200, 56300, 56500, 56700

5. *Sequence requirement*: A sequence is defined as a minimum of two (2) technical elective courses from a given CE emphasis area. Each student must complete at least two (2) such sequences of technical electives. Note that completing four courses from a single CE area of emphasis does not meet this requirement; the emphasis areas must be distinct. Certain non-CE designated courses may be used in satisfying this requirement; see details below in section titled, "Technical Elective Policies for non-Civil Engineering Courses", item 6.

6. All technical elective courses must be taken for a grade.

Technical Elective Policies for non-Civil Engineering Courses

Students in the School of Civil Engineering are encouraged to choose technical electives that are consistent with their career objectives. In many cases, this can involve courses that are offered outside of the School. The purpose of the policies below is to provide general criteria for appropriate technical elective courses offered by other departments.

1. The following categories of courses offered outside of Civil Engineering are generally approved as technical electives, subject to certain restrictions described later:

    - 300-, 400-, or 500-level courses offered by any school, department, or division in the College of Engineering or the College of Science at Purdue University.
    - All Engineering Projects in Community Service (EPCS) courses, including those at the 100- and 200-level, up to a maximum of three (3) credits.
    - All 300- and 400-level Aerospace Studies (AFT), Naval Science (NS), and Military Science and Leadership (MSL) courses, up to a maximum of six (6) credits, applicable only to students who have completed four semesters in a Purdue ROTC program.
    - Management (MGMT) courses at a level equal to or higher than MGMT 20000.
    - Entrepreneurship (ENTR) courses at a level equal to or higher than ENTR 20000.
    - The following 200-level courses*:* CEM 20100*,* ECE 20100, CHM 25500, CHM 25600, CHM 25700, CHM 26100, CHM 26105, CHM 26200, CHM 26205, CHM 26505, CHM 26605.

2. The following courses are considered to be substantially equivalent to courses required for the BSCE degree and thus are not eligible to be considered as technical electives:

    - *Aeronautical & Astronautical Engineering*: AAE 33300 - Fluid Mechanics, AAE 33301 - Fluid Mechanics Laboratory.
    - *Electrical & Computer Engineering*: ECE 30200 - Probabilistic Methods In Electrical And Computer Engineering
    - *Industrial Engineering*: IE 33000 - Probability and Statistics In Engineering II.
    - *Management*: MGMT 30500 - Business Statistics.
    - *Mathematics*: MA 30300 - Differential Equations and Partial Differential Equations for Engineering and the Sciences, MA 35100 - Elementary Linear Algebra
    - *Mechanical Engineering*: ME 30900 - Fluid Mechanics, ME 32300 - Mechanics Of Materials
    - *Nuclear Engineering*: NUCL 32000 - Introduction To Materials For Nuclear Applications
    - *Physics*: PHYS 31000 - Intermediate Mechanics, PHYS 50300 - Fundamental Concepts Of Physics, PHYS 50400 - Principles Of Physics I, PHYS 50500 - Principles Of Physics II.
    - *Statistics*: STAT 30100 - Elementary Statistical Methods, STAT 35000 - Introduction To Statistics, STAT 50100 - Experimental Statistics I, STAT 50200 - Experimental Statistics II, STAT 50300 - Statistical Methods For Biology

3. All courses outside of Civil Engineering having the Coop or Internship course attribute or associated with cooperative education, internships, industrial practice, etc. are not eligible to be considered as technical electives.
4. The following variable title or individual study courses do not have general approval to be considered as technical electives; however, a student may send a written request to the CE Undergraduate Office to initiate the process to have a specific course from this list considered for technical elective credit:

    - *Aeronautical & Astronautical Engineering*: AAE 49000, AAE 59000
    - *Agricultural & Biological Engineering:* ABE 49500, ABE 49800, ABE 49900, ABE 59000, ABE 59100, ABE 59200
    - *Biomedical Engineering:* BME 39500, BME 49500, BME 49800, BME 59500, BME 59600

- *Biological Sciences:* BIOL 39500, BIOL 39800, BIOL 49400, BIOL 49500, BIOL 49600, BIOL 49700, BIOL 49800, BIOL 49900, BIOL 50000, BIOL 54200, BIOL 59500
- *Chemistry:* CHM 49000, CHM 49900, CHM 50200, CHM 59900
- *Chemical Engineering:* CHE 41100, CHE 41200, CHE 49700, CHE 49800, CHE 49900, CHE 59700
- *Computer Science:* CS 39000, CS 49000, CS 49700, CS 59000, CS 59100
- *Construction Engineering & Management:* CEM 49700
- *Earth & Atmospheric Science:* EAS 39100, EAS 49400, EAS 49700, EAS 55000, EAS 59100
- *Electrical & Computer Engineering:* ECE 49500, ECE 49600, ECE 59500
- *Engineering Education:* ENE 49800, ENE 59000, ENE 59500
- *Entrepreneurship:* ENTR 39000, ENTR 49000
- *Environmental & Ecological Engineering:* EEE 49500
- *Global Engineering Program:* GEP 30000, GEP 40000
- *Industrial Engineering:* IE 49000, IE 49900, IE 59000, IE 59500
- *Interdisciplinary Engineering:* IDE 49500
- *Management:* MGMT 29000, MGMT 39000, MGMT 49000, MGMT 59000
- *Materials Engineering:* MSE 49000, MSE 49700, MSE 49900, MSE 59500, MSE 59700
- *Mathematics:* MA 39000, MA 49000, MA 59800
- *Mechanical Engineering:* ME 49700, ME 49800, ME 49900, ME 59500, ME 59700
- *Nuclear Engineering:* NUCL 49700, NUCL 49800, NUCL 59700
- *Physics:* PHYS 47000, PHYS 49000, PHYS 50700, PHYS 57000, PHYS 59000, PHYS 59300, PHYS 59500
- *Science:* SCI 49000
- *Statistics:* STAT 39000, STAT 49000, STAT 51500, STAT 59700, STAT 59800

5. Any course not included in the categories described in item #1 above does not have general approval to be considered as a technical elective; however, a student may send a written request to the CE Undergraduate Office to initiate the process to have a specific course considered for technical elective credit.
6. CEM, LS and EEE courses may be used to satisfy the sequence requirement for technical electives in the areas of Construction Engineering, Geomatics Engineering, and Environmental Engineering, respectively. No other non-CE courses may be used to satisfy the sequence requirement.

1.6 Core Course Grade Policy

The policy can be summarized as follows:

- A student must earn a grade of C- or better in all core courses.
- A student must earn a grade of C- or better in a core course in order to use the course as a prerequisite.
- A student shall be dismissed from the School of Civil Engineering after three attempts to complete a core course where each attempt resulted in a grade of D+, D, D-, E, F, or WF. A grade of W does not count toward the three attempts. Re-entry will be solely at the discretion of the Civil Engineering Undergraduate Committee and will be reviewed on a case-by-case basis. The Undergraduate Committee has the prerogative to set the requirements, if any, for re-entry.

What is a core course?

The current core courses in Civil Engineering are as follows:

CE 20300	CE 23100	CE 27000	CE 29202	CE 39201
CE 29700	CE 29800	CE 33100	CE 34000	
CE 34300	CE 39800	CE 49800	Basic Science elective	
CGT 16400	COM 11400	MA 26100	MA 26500	
MA 26600	ME 20000	PHYS 24100	STAT 51100	

Note that this list of courses may change as curriculum modifications occur.

Does this policy apply to me?

The policy applies to students who began their first semester in the School of Civil Engineering in the fall 2008 term. If you are not sure as to when you entered the program, consider the following:

- If you satisfied all of the requirements of the First Year Engineering program in the spring 2008 semester or later, you are considered to have entered Civil Engineering in the fall 2008.
- If you transferred (including regional campus transfers) or CODOed (change of degree objective) in the fall of 2008 or later, this policy applies to you.
- If you were dropped from Purdue and readmitted, your readmission semester determines whether or not this policy applies to you. Students readmitted for the fall 2008 semester or later are subject to this policy.

What about courses I took before entering Civil Engineering?

Since it is not uncommon for students to take Civil Engineering core courses before entering the BSCE degree program, there are questions as to whether unsuccessful attempts prior to entry will "count" towards the three attempts policy. To clarify this situation, the following guidelines have been established:

- Any unsuccessful attempt of a Civil Engineering core course shall count towards the three attempts policy regardless of when the course was taken.
- Any unsuccessful attempt of a course listed as officially equivalent to a Civil Engineering core course by the Registrar's Office shall count towards the three attempts policy if the attempt occurs after the student has entered the School of Civil Engineering. The list of officially equivalent courses may be found at: http://www.purdue.edu/registrar/Forms/Equiv.pdf

- If a course is usable towards meeting a Civil Engineering core course requirement but is not considered to be officially equivalent to the core course, no unsuccessful attempts of the course shall count towards the three attempts policy.

How about transfer courses?

In order to receive credit for a transfer course, you must have received a grade of C- or better in that course. Therefore, any transfer credit that you receive for a core course automatically counts as a successful attempt of a core course.

Exception: Purdue transfers ALL grades from regional campuses. If you receive a grade lower than a C- in a regional campus course that is officially equivalent to one of our core courses, that attempt will count against you.

What are the impacts of this policy?

The most obvious impact of this policy is that you can be dismissed from the School of Civil Engineering if you are not successful in getting a grade of C- or better in a core course in three attempts. Students who have had two unsuccessful attempts of a core course shall be informed in a timely fashion after grades have been posted for a given semester that they are in danger of being dismissed. Students entering the BSCE degree program shall be informed about any core courses that have not been successfully completed and about the number of attempts they may make to obtain a successful grade in such courses before being subject to the three attempts policy.

On occasion, students may already be in violation of the three attempts policy for a given core course prior to entry into the program; for example, a student requesting readmission may have already failed a core course three times. The CE Undergraduate Office reserves the right to deny entry to such students; such decisions are made at the discretion of the CE Undergraduate Office in consultation with the CE Undergraduate Committee.

This policy will also affect the time to degree completion for those students who do not obtain appropriate grades in core courses. It is the intention of the faculty to have students repeat core courses for which they have not obtained an appropriate grade as soon as possible; this is the basis for the prerequisite policy. Students are discouraged from trying to "push ahead" and take other courses for which the unsuccessfully attempted core course is a prerequisite, as this frequently leads to continued poor performance in the higher-level courses.

Finally, be aware that the prerequisite policy may require a student to change her/his course registration after semester grades come out, as the myPurdue system always assumes appropriate performance in all currently enrolled classes when signing up for next semester's classes.

1.7 Credit by Examination

The School of Civil Engineering does not allow credit by examination for any civil engineering courses.

The establishment of credit by examination is encouraged in order to expedite the education of qualified students. Toward this end, each instructional department shall determine which of its courses are available for credit by examination and shall establish procedures to determine the eligibility of candidates, to administer, and to grade such examinations. The examinations shall be as comprehensive as those given in the course and shall be graded as satisfactory (performance comparable to that expected of students who receive A, B, or C in the course) or unsatisfactory. The Registrar shall establish forms and procedures to assure proper distribution of results, and for satisfactory performance, shall record credit for the course on the student's record. The testing coordinator in the Office of the Dean of Students shall schedule and administer written examinations if requested by the instructional department.

The registrar shall collect from each department a list of courses that are available for credit by examination. The registrar shall also make this information available to current students, prospective students, and academic advisors. In addition, each department shall make available information about courses appropriate for credit by examination and shall identify faculty members responsible for administering these examinations.

A student eligible to request examination for credit in a course shall be a newly admitted student or a currently enrolled student who has not received a grade or directed grade in the course, other than a grade of W.

Requests to take an examination for credit normally shall originate with the eligible student who must obtain the consent of his/her advisor and the approval of the instructional department; however, newly admitted students whose previous records indicate high degrees of competence in particular areas may be invited and authorized to take specific examinations at the discretion of the instructional department and the academic advisor. Any student receiving such invitation or approval must meet the examination schedule of the instructional department. In consenting to requests from currently enrolled students, the advisor and the instructional department shall be guided by their assessment of the student's need and ability as demonstrated by performance in conventional coursework at Purdue.

Part 2 – Academic Regulations and Procedures
(University Senate Document 71-10, January 17, 1972
Section II.F – Academic Program

1.8 Advising

Advising is a collaborative process whereby students and their faculty/staff advisor are partners in meeting their educational goals. A very important aspect of advising is developing a plan of study (POS).

In Civil Engineering the term "plan of study" (POS) references a detailed list of general education electives and technical electives that the student plans to use to meet graduation requirements. This document is kept on file and referenced by the UG Office when completing a student's degree audit for graduation. The POS is typically developed with the assistance of a faculty advisor. Students who elected not to have a faculty advisor may seek assistance from the UG office staff in the process of POS development.

The plan of study must:

- List all general education electives the student plans to use to meet graduation requirements (see section 2.3)
- List all technical electives the student plans to use to meet graduation requirements (see section 2.4)
- Be signed by both the student and the faculty advisor – if one has been chosen
- Be submitted to the UG Office for approval before the end of a student's 5th semester

The student is ultimately responsible for meeting degree requirements.

Expected Outcomes for the Advising Experience:

- Demonstrate an understanding of the CE curriculum including general and technical elective requirements
- Develop a plan of study for achieving goals and select courses each semester to fulfill those goals
- Graduate in a timely manner based on the individual POS
- Utilize University resources and services in achieving academic, personal and career goals

In order to measure and document that you have achieved these learning outcomes, you and the advisor will develop an on-going file of advising resources and records. This file should consist of, but is not limited to, your basic contact information, plan of study, and copies of each semester's form 23A.

Expectations of Students:

- Schedule advising appointments in advance
- Be courteous and cancel or reschedule if necessary
- Prepare for advising appointments by developing a tentative schedule of classes for the next term
- Check to make sure all prerequisites have been completed for the courses planned for the next term
- Enroll in classes agreed upon by the student and the advisor
- Use the recourses provided on the CE website when preparing to preregister for the subsequent semester

Expectations of Advisors:

- Be accessible for meetings during office hours by appointment, telephone, or email
- Maintain confidentiality
- Monitor and accurately document progress toward meeting educational goals
- Understand and effectively communicate curriculum requirements, academic policies, and procedures
- Assist with the registration process
- Provide information on resources and make appropriate referrals
- Assist in working with and developing relationships with faculty and instructors

Semester Advising Timeline:

Before the end of 4th week of the semester a general e-mail is sent by Undergraduate (UG) Office to all undergraduate students to remind them of the deadlines and required steps for registration and plan of study submission.

Failure to schedule a timely advising appointment could result in a student not being able to register during their time ticket. See section 2.9.

Before the end of the 6th week of the semester students who have not yet completed CE 29201 or have not yet chosen a faculty advisor are encouraged to contact the UG office to make an appointment with an UG office staff member for course advising for the subsequent semester.

Students who have successfully completed CE 29201 and are requesting a faculty advisor are assigned to one at the time the Advisor Options Form is submitted. Those students will work with a faculty advisor for course scheduling for the following semester.

Before the end of the 8th week of the semester all students assigned to a faculty advisor are encouraged to contact their advisor to arrange to meet to discuss plan of study development and course scheduling for the subsequent semester.

Failure to schedule a timely advising appointment could result in a student not being able to register during their time ticket. See section 2.9.

Advisor Options:

1) **Undergraduate Staff Advisor**

   All students who enter the School of Civil Engineering will be assigned an Undergraduate Office staff advisor. When a student has been assigned a faculty advisor, the UG staff advisor will remain as a secondary advisor to the student during the student's entire academic career in the School of Civil Engineering. *Students advised by the UG staff will receive their registration PIN during their advising appointment.*

2) **Faculty Advisor**

   An ***Advisor Options Form*** **must be submitted to the CE Undergraduate Office stating your intention to request/deny this option by the end of your fourth (4th) semester.**

   If possible, students will be assigned an advisor in one of their areas of interest. Students' requests for a particular advisor will be considered and accommodated when possible. Once the faculty advisor is assigned, MyPurdue will list the faculty advisor as primary. He/she is listed first. The assigned UG staff advisor serves as a backup when the faculty advisor is not available.

   Individual faculty members who elect to delegate to the UG staff the responsibility to advise students on semester course selection, who already have an **approved** POS, are required to inform both the student and the UG office via e-mail before the end of the 6th week of the semester.

   The faculty advisor will continue to be responsible for overseeing revisions of the plan of study, as well as for providing general career guidance.

   Declining to have an Advisor

   Students may choose to decline either faculty or staff advisement. Those students follow the registration guidelines below:

   - Develop a plan of study that meets graduation requirements.
   - Schedule an appointment with their assigned undergraduate staff advisor to have the plan reviewed.
   - Submit the plan for approval.
   - Complete a Form 23A each semester. Registration PINs will NOT be distributed to students choosing this option without a completed Form 23A.

3) **Mentor**

Students who indicate interest in having a faculty mentor to consult for academic and general career guidance can be assigned to one at the time they turn in the Advisors Option Form. They have the option to contact him/her on an as needed basis.

Chapter 2 ~ Curriculum Enrichment

2.1 Minors

There is a list of CE approved minors can be obtained from the undergraduate advisors.

It is the student's responsibility to communicate with the department of the intended minor about fulfilling those requirements.

A description of course requirements for the minor must be filed with the Undergraduate Office in Civil Engineering before the beginning of the student's last semester

2.2 Honors

The Honors College is designed for those students who enjoy the intellectual challenge of honors courses, the opportunity to interact closely with distinguished faculty, the advantage of participating in cutting-edge research and the distinction of graduating with honors from a university with an international reputation for excellence. An honors component is available in each sub-discipline in the School of Civil Engineering: construction, environmental, geomatics, geotechnical, hydraulics and hydrology, materials, structural and transportation. Up to 19 credit hours can be taken in Civil Engineering to qualify as honors electives, such as:

- Courses titles include the word "Honors";
- Courses taken with an Honors contract;
- Graduate-level courses that are not required for the student's major(s); and
- Research courses (e.g., undergraduate research, SURF, directed study, independent research)

CE Honors Contract Course - Honors contracted courses supply the student with an enriched experience in a CE course within the student's plan of study. These courses require a contract between the professor and the student.

2.3 Professional Practice Education Program

The Professional Practice Education Program (formerly the Co-Op program) is a three or five-year professional development experience designed to combine practical on-the-job experiences with the classroom training of a four-year college curriculum. It helps students integrate theory and practice, confirm career choices, investigate potential job opportunities, and become better graduates. At the same time Co-ops can earn a substantial portion of their college expenses. The Professional Practice Education Program is limited to current students who have completed 2-3 semesters of study and have a GPA of 2.8.

For more information on the program visit: https://engineering.purdue.edu/ProPractice/.

2.4 EPICS and GEP

The following information can be found at the EPICS/GEP link in the Registration Tools section of the CE website.

Community service agencies face a future in which they must take advantage of technology to improve, coordinate, account for, and deliver the services they provide. **They need the help of people with strong technical backgrounds**. Undergraduate students face a future in which they will need more than solid expertise in their discipline to succeed. They will be expected to work with people of many different backgrounds to identify and achieve goals. **They need educational experiences that can help them broaden their skills**.

The challenge is to bring these two groups together in a mutually beneficial way. In response to this challenge, Purdue University created:

- **EPICS: Engineering Projects In Community Service Fall 1995 and**
- **GEP: Global Engineering Program in Spring 2009**.

The end result? Benefits to the students, to the community, and the world!

EPICS is a unique program in which teams of undergraduates are designing, building, and deploying real systems to solve engineering-based problems for local community service and education organizations. **Academic Structure -** Each team of 8 to 18 students includes freshmen, sophomores, juniors, and seniors. Teams are advised by Purdue faculty, staff, and engineers from local industry, along with graduate teaching assistants. Students earn 1 or 2 academic credits each semester and may register for up to four years. Projects may last several years, so tasks of significant size and impact can be tackled.

GEP - Global Engineering Program – has a similar academic structure as EPICS and serves the students, staff and faculty of College of Engineering, offering comprehensive undergraduate and graduate academic programs in education, research and learning with focus on diversity, experience, reputation and effective solutions to the global engineering challenges of the 21st century and beyond.

Civil Engineering allows CE students to use up to six (6) credits of EPICS/GEP credits toward meeting technical elective requirements.

2.5 Undergraduate Research Opportunities

Undergraduates have multiple options to become involved in research.

CE 499 allows a student to enroll in a research course for academic credit under the supervision of a faculty member. See your advisor for more information.

Part-time employment as a research assistant is sometimes available through individual professors.

Students are encouraged to express their interests to faculty members with whom they would like to work. Although a position or project may not be immediately available, something may develop in the future.

2.6 Summer Undergraduate Research Fellowship

The following information can be found at the SURF link in the Registration Tools section of the CE website.

The SURF program provides students across all engineering, science and technology disciplines with an intensive research experience, allowing them to work closely with graduate students and professors in their respective schools.

The interdisciplinary aspect of the projects allows students to learn and work across other disciplines while still applying the concepts and skills from their own programs. This setting provides undergraduate students with an avenue to perform research in an academic environment while exploring future graduate study options.

SURF Program Benefits

- Paid, hands-on research under the guidance of a faculty member and a graduate student
- Weekly seminars on research methodology, graduate school, and professional development
- Student presentations on their research discoveries at the SURF Symposium.
- Social Activities with other SURF students.

SURF Office
Purdue University
Neil Armstrong Hall of Engineering, Room 2001
Email: surf@purdue.edu
Phone: 765-496-2349

Office Hours: 8:30 a.m. - 12 noon; 1 - 4:30 p.m., Monday - Friday

2.7 Study Abroad

The following information can be found at the Study Abroad link in the Registration Tools section of the CE website.

Getting Started

A. Stop by the **GEP (Global Engineering Program) in HAMP room 1259**. They will have information about Civil Engineering Departmental Programs as well as other study abroad options such as Purdue administered programs and exchange programs with partner universities.

B. **Talk with you advisor about the GEP options** and other possibilities they offered.

C. At the **Study Abroad Office in YONG Hall room 105** you can find information about 300+ programs. Before you go, use their "Program Search" option on their web page http://www.studyabroad.purdue.edu/

- **Step 1: Study Abroad Pre-planning Sheet**

The pre-planning sheet is meant to encourage you to reflect on your personal circumstances, assess your priorities, determine your academic and personal objectives, and identify your constraints so you can consider your study abroad options more critically. In addition, a study abroad advisor can more readily suggest suitable programs if you are able to discuss your reasons for and concerns about studying abroad.

- **Step 2: Explore Your Options**

Once you have completed your pre-planning worksheet, do a Program Search to investigate possible options. Be aware of the differences (financial, academic and other) between the types of programs offered– departmental, Purdue administered, or exchange. Alternatively, you may want to schedule a meeting with a study abroad advisor by calling the Study Abroad Office at (765) 494 - 2383. Be ready to discuss your objectives, preferences, and factors that might hamper your plans.

NOTE: Applicants for **Departmental** programs do **not** need to meet with a study abroad advisor. Proceed to the program's web page and continue the application process.

- **Step 3: Investigate your options more carefully.**

At your meeting, the study abroad advisor likely will recommend a few programs. Now, it's up to you to investigate which of the programs will best meet your needs. For each program under consideration, examine the academic system, level of academic and social support, accommodations options, available extracurricular activities, and other factors that will affect your study abroad experience. Make sure you also meet the program's eligibility requirements.

- **Step 4: Select a first choice program and a serious second choice.**

You can only apply to one program and name one alternate.

- **Step 5: Develop a plan of study**

Students receive direct credits for courses taken overseas. These will be recorded on your Purdue academic record and affect your GPA. To ensure you are applying to the program that will allow you to graduate on time, developing a study plan as early as possible is crucial. Many programs also request a list of courses at the time of application so you need to be ready with course choices by the time you complete your host institution's application form.

- **Step 6: Apply**

Before applying to a program, make sure you have thoroughly investigated your options by completing the steps outlined in the Getting Started section.

- To apply, go to the web flyer of the program you have selected. Only one application per student per term will be considered.
- Select the "Click Here to Apply" link on the web flyer to access the online application.

NOTE:

Applying to an exchange, co-sponsored, or direct-enroll program for the summer, semester, or academic year involves a 2-step process. First, you must apply and be approved to study abroad. Only after you receive Purdue Study Abroad approval can you formally apply to your overseas host institution. Applicants for departmental programs should meet with the Program Leader (see program web page) before applying online.

After you submit the online application, the screen will take you to your "My Study Abroad" page which will contain a checklist and instructions for each of the documents you need to submit in support of your application. These include: a transcript, a personal statement, recommendations, a photo, and proof that you have a passport or are applying for one.
When your application is complete, it will go through the Purdue review.

In a week or two after your application is reviewed, you will be notified whether or not you have been accepted to the Purdue Study Abroad Program. Heed the instructions for the next steps you need to take!

Study Abroad Deadlines

September 15:
Spring semester programs

February 1:
Summer internship programs (London & Sydney)
Summer CIC programs
Summer & fall programs at the American University of Cairo (AUC)
Academic year exchange programs in Japan

March 1:
All other summer programs
All other fall and academic year programs

Please note:

Before you apply, make sure you meet the program's eligibility requirements. Some programs are competitive and will adhere to these requirements. Others can accommodate students who have special circumstances. Please contact a study abroad advisor to get additional information.

Most of our programs - with a small number of exceptions - follow the deadlines listed above; be sure to check the web page of your program of choice to see if it has a special deadline.

Complete your application early! Some programs are popular and can reach the enrollment cap before the stated deadline.

Be certain to list a serious second choice program. Some students cannot be accepted to their first choice and having a serious second choice avoids delays in approving applicants to study abroad.

If an application deadline falls on a weekend, the deadline is automatically moved to the next business day.

If the term you want is not listed for the program you have chosen, contact a study abroad advisor for clarification.

Chapter 3 ~ Graduation Policies and Procedures

The *following information can be found at the Office of the Registrar link in the Registration Tools section of the CE website.*

3.1 Candidate Status

In order to be eligible to receive a degree at the end of the current academic session, you should currently have a "CAND" candidate course appearing in your current registration. To determine whether your name is on the candidate list, if you are an undergraduate, check with your academic advisor or the candidate coordinator in your college's/school's academic advising office. Each candidate is expected to attend the commencement ceremony during the session the degree is being awarded. If you fail to qualify for your degree due to a failing or incomplete grade, it may be necessary for you to register for the summer or fall term in order to complete your degree requirements.

3.2 Graduation Requirements

In order to qualify for their baccalaureate degrees, students must satisfy both the University graduation requirements and the requirements of the School of Civil Engineering.

- One of the University's several requirements is a minimum graduation index of 2.00.
- The School further requires a minimum graduation index of 2.00 for all CE designated courses.

In achieving this quality measure, students may retake a course to improve the grade only twice. Students unable to obtain a passing grade after two repetitions of a CE designated course will not be allowed to register in the School subsequently.

3.3 Commencement

Commencement is held three times per year at the close of each semester. All students who expect to graduate at the end of a specific semester should be registered as a "CAND" candidate. The Registrar sends important information via myPurdue regarding tickets, cap and gown, etc. to all students expecting to graduate. A student should verify on myPurdue that he/she is registered as a candidate if graduation is expected that semester.

3.4 Graduate Study

Undergraduate students wishing to undertake graduate study at the conclusion of their undergraduate studies are encouraged to apply early. Early application is of special importance to those that may be competitive for fellowships or graduate assistantships. For Fall Semester matriculation, all application materials should be received by the preceding January; for Spring Semester matriculation, the preceding September is appropriate. Time must be allowed for letters of recommendation, transcripts and GRE scores to be received. Applications will be reviewed only after all application materials are received.

Generally, unconditional admission to graduate study requires an undergraduate graduation index of 3.00/4.00 or better. Those with significantly higher indexes become competitive for graduate appointments. Those with lower indexes may still be admissible, either with academic performance conditions for degree study or for non-degree study with the possibility of becoming a degree-seeking student later.

In assessing whether or in what category a student should be admitted, the complete set of application materials is considered by members of the graduate committee. A statement of purpose that is well written and reflects a clear understanding of one's goals is important. Letters of reference from persons who understand the academic capabilities of the applicant are also important. The details of the academic transcripts will be studied. Consideration will be given to the distribution of grades with regard to time (freshman to senior) and discipline (propose major, other technical, non-technical).

3.5 Graduate Credit Earned while an Undergraduate

The same course credits cannot be used in support of both an undergraduate degree and a graduate degree. However, students can accumulate graduate credits for graduate courses taken during their undergraduate studies. According to the Purdue University Bulletin, The Graduate School: Course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received the baccalaureate degree, but will be accepted only if:

- the student had senior standing when taking the course
- the student received a grade of B or better
- the course was designated as a graduate course

- the course was taken at the graduate level.

Undergraduate students wishing to obtain graduate credit in this fashion should obtain University Form 350 from the Undergraduate Office and fill it out and submit it to the instructor for the course at the beginning of the semester.

IT IS IMPORTANT TO NOTE THAT THE GRADE EARNED IN A COURSE MARKED FOR GRADUATE CREDIT IS INCLUDED IN THE UNDERGRADUATE GPA.

3.6 Admission to Graduate School while an Undergraduate

A student may be admitted to begin graduate study during his/her last semester of undergraduate study. However, since an undergraduate student can earn graduate credits, this early admission is only useful if the student wishes to obtain a graduate appointment during his/her final semester of undergraduate study.

Chapter 4 ~ Additional Information

4.1 Scholarships

The School of Civil Engineering has many scholarships and awards available to students. There are many benefits to being awarded a Civil Engineering named scholarship, such as increased opportunity to network within the civil engineering community. Early each spring semester a single online application is made available for all students who will continue to be enrolled as an undergraduate in the program the next academic term. The application can be found on the Scholarship's link in the Tools for Registration section of the CE website.

Electronic applications must be submitted in April each year.

Recipients are notified of their selection mid-July so that scholarship dollars can be applied to fees for the following fall and spring terms. Because most scholarships list specific requirements, completion of the online application provides further information to assist in evaluating candidates. Therefore, students are urged to make use of this application to enhance consideration for scholarships awarded through the School.

The School also receives information throughout the year on scholarships provided to civil engineering students by outside organizations. A list of these opportunities is maintained under the Scholarships link on the CE website. Various professional civil engineering organizations, companies and affiliations offer these scholarships. A separate application is required for each scholarship. The process and deadline to apply varies by individual scholarship. Applications can be obtained via the sponsoring organization website unless otherwise indicated.

4.2 ECN Account Information

All civil engineering students are provided with and encouraged to use an Engineering Computer Network (ECN) account. The login is the same as your Purdue career account. If you are a civil engineering student, you already have a login set by the civil engineering computer site specialists. **During the first week of classes you MUST login to MyPurdue and change your password.** In Civil Engineering you will have an ECN account on the home server: BRIDGE.ECN.PURDUE.EDU. HAMP 1212 is an ECN computer lab available to CE students only.

For computer questions contact cesite@ecn.purdue.edu

4.3 ITaP (Information Technology at Purdue)

ITaP provides a variety of computing services to meet the instructional and research needs of faculty, staff, and students. ITaP can provide such services by calling on a range of systems which includes personal computers through supercomputers. An ITaP computer lab open to all students in the University is located in HAMP 3144.

4.4 Fundamentals of Engineering (FE) / Fundamentals of Surveying (FS) Exam

The following information can be found at the College of Engineering link in the Registration Tools section of the CE website.

What are the FE/FS examinations?

In order to become a Professional Engineer or Professional (Land) Surveyor one has to pass engineering or surveying exams. Each type of exam consists of two parts**.**
For engineering, the first part is the Fundamentals of Engineering (FE) exam**.***
After a minimum of four years engineering experience beyond the BSxE degree, one may be entitled to participate in the Principles and Practice of Engineering (PE) exam**.**
For land surveying engineers, the two exams are called Fundamentals of Surveying (FS)**,**** and the Principles and Practice of Surveying (PS) exam, respectively.

Passing of both exams is required for registration as a Professional Engineer/Surveyor.
* *The FE exam is also known (mistakenly) as the Engineer-in-Training (EIT) exam.*
** *Formerly known as the Surveyor-in-Training (SIT) exam.*

Why take the FE and/or FS exams?

If you are a senior or a master's degree student, you are probably not an expert in your field now, but you probably will be in 4 to 8 years. If you ever want to do engineering consulting work, you will have to be a professional engineer**.** This means you will have to have taken and passed the FE and/or FS exams**.** Medical doctors, attorneys, registered engineers, and registered surveyors must pass exams administered by the state (Indiana, Illinois, etc.), and obtain a license before they can offer their services to the public. Each state has such laws as part of their effort to protect the public safety, health, welfare, and property. It is like an automobile driver's license. It is unlawful to drive a car on a public road without a license. It is unlawful to tell the public you can perform independent engineering and/or surveying work in the form of consultation, investigation, evaluation, or design of engineering works and systems without a PE and/or PLS license**.**

An engineer *can* work for a company designing and manufacturing products without being registered. This is because product liability laws protect the public. However, if a company offers engineering services in any of the above mentioned categories, the person responsible for the work must be a registered engineer and/or registered land surveyor. If you work for such a company, and you are not registered, the law says you must work under the supervision of a registered engineer or surveyor.

EIT and SIT

The FE and FS exams are sometimes erroneously referred to as the Engineer-in-Training (EIT) and the Surveyor-in-Training (SIT) exams. These are actually the titles you are allowed to carry after you have passed the FE and/or FS exam.

Why take the exams before graduation?

Take the exam before graduation, because you know the fundamental subjects now. If you study 8 hours on your own using the FE or FS Review Manual and do your best during the exam, your chances of passing now are far above 90%**.** The pass rate for those who wait, is about 70% in the first year after graduation, and dropping off fast for each year you wait (about 10% per year)**.**

A score of 70 is passing (70% of questions correct). The worst Purdue student usually has a score of 67% or 66%. That is, the worst Purdue student fails by only 3 or 4 percentage points! For instance, in April 2005**,** 94.8% of Purdue's engineering graduating seniors passed—almost 15% above the national average**!**

Another reason to take the exam while you are a senior is the simple application **process**. Just fill out a small form, mail it to ELSES, register online to take the exam, and pay the fee. If you wait, you will have to fill out a longer application form, get reference letters, a transcript, a photo, notarization, etc.

For further information contact:
College of Engineering
Office of Undergraduate Education
Neal Armstrong Hall of Engineering
Room 3000
701 West Stadium
West Lafayette, IN 47907

4.5 Student Organizations

Enjoy opportunities to expand friendships and corporate relationships in Civil Engineering by joining any of the student organizations listed below.

Air & Waste Management Association (PAWMA)
Founded by Professor Robert B. Jacko, Purdue Air and Waste Management Association is a professional organization working to spread environmental knowledge. Civil Engineering Faculty Advisor: Professor Robert B. Jacko.

American Concrete Institute (ACI)
ACI is dedicated to spread interest and knowledge of concrete to students, and to bridge the gap between academic learning and professional practice of construction industry. Civil Engineering Faculty Advisor: Associate Professor W. Jason Weiss.

American Society of Civil Engineers (ASCE)
The Purdue student chapter of the ASCE provide students studying civil engineering with activities to further their practical knowledge of the field through activities such as field trips, guest speakers, and annual conferences. Through these activities, future CE professionals are given the opportunity to experience the practical application of their studies and meet practicing professional engineers. Civil Engineering Faculty Advisor: Professor Ernest R. Blatchley III.

ACSM and ISPLS
The Student Chapter of the American Congress on Surveying and Mapping and the Indiana Society of Professional Land Surveyors at Purdue University consists of graduate and undergraduate students pursuing various degrees in Land Surveying Engineering in the School of Civil Engineering. Civil Engineering Faculty Advisor: Professor Steven Johnson.

Civil Engineering Graduate Student Advisory Council (CEGSAC)
Civil Engineering Graduate Student Advisory Committee aims to promote interaction between graduate students from different disciplines within Civil Engineering, faculty members and administration. Civil Engineering Faculty Advisor: Professor Michael Kreger.

Civil Engineering Student Advisory Council (CESAC)
The CESAC organization is committed to building relationships among students, faculty, administrators, alumni, and industry. Civil Engineering Faculty Advisor: Head and Professor, G.S. Govindaraju.

Chi Epsilon
The Purdue Chi Epsilon chapter is a honors society for civil engineering students dedicated to the purpose of maintaining and promoting the status of Civil Engineering as an ideal profession. Civil Engineering Faculty Advisor: Professor Mark Bowman.

Institute of Transportation Engineers (ITE)
Purdue student chapter ITE is an international educational and scientific association. ITE members are traffic engineers, transportation planners and other professionals who are responsible for meeting society's needs for safe and efficient surface transportation through planning, design, implementation, operation and maintenance of transportation systems. Civil Engineering Faculty Advisor: Professor Darcy Bullock.

Geo-Institute of the ASCE
The Geo-Institute Graduate Student Organization aims at being a portal for students at Purdue University to gain access to the most up-to-date knowledge of practice and cutting edge research in the field of geo-engineering. It also strives to be a platform for exchange and dissemination of knowledge and to work as a link between the industry, the academia, and the students. Civil Engineering Faculty Advisors: Professor Vincent P. Drnevich and Professor Rodrigo Salgado.

Engineering Student Organizations

Purdue Engineering Student Organization Directory (PESOD)
Dean of Engineering Students Advisory Council (DESAC)
National Society of Black Engineers
Purdue Geotechnical Society
The Purdue Engineering Student Council (PESC)
Purdue Society of Professional Engineers (PSPE)
Society of Hispanic Professional Engineers
Society of Women Engineers
Women in Engineering

4.6 Career Center, Co-op, Internships and Industry Opportunities

The School of Civil Engineering welcomes the opportunity to team with industry to give students internships and career opportunities. Notices of job openings are posted on the web

https://engineering.purdue.edu/CE/Academics/IndustryOpps

This site was created to match students and potential employers with opportunities that allow both to explore these experiences.

- Students can post resumes, view information about active companies with open positions, and sign-up online, for on-campus interviews conducted by these companies.
- Companies can then review student resumes and view active interview schedules and set up on-campus interviews.
- Students can create an account and explore the site. Editing an account can be done at any time through the account management section. If students have any questions about their account, they can email ceindustryopps@ecn.purdue.edu at any time.

CE Cooperative Education Program (Co-op)

Students can gain civil engineering experience while working toward their degree by participating in the Cooperative Education Program. The School of Civil Engineering Co-Op program helps students integrate theory and practice, confirm career choices, investigate potential job opportunities, and become better graduates. For additional information on the Co-Op program, visit CE's Cooperative Education Program.

https://engineering.purdue.edu/CE/Academics/Industry/CEP

Internship Information

Civil students can gain skills with different job opportunities and broaden their Civil experience with an internship. The School of Civil Engineering External Relations Office will actively work to help students obtain meaningful summer and full-time employment. Students can schedule an appointment with the Program Coordinator in the Civil Main Office to discuss opportunities.

Industry Opportunities

Students can post their resume online and search for internships, co-ops and permanent positions. They can also sign up for on-campus interviews. Employers interested in hiring Purdue Civil Engineering and Land Surveying & Geomatics Engineering students can register with this online database. Following registration, companies can access student resumes and request to set up on-campus interviews.

Career Fair

For information on the CE Career Fair, and to register, visit the Civil Engineering Student Advisory Council (CESAC) Career Fair website. Each year CESAC hosts the Civil Engineering Career Fair. It is a chance for students to meet with representatives from the best CE companies from across the US. A list of companies attending the fair is available on the CESAC home page.

https://engineering.purdue.edu/CESAC/

Many other career fairs happen on campus. The Center for Career Opportunities keeps a list of all the upcoming fairs at www.cco.purdue.edu

Center for Career Opportunities (CCO)

For additional career information and resources, visit Purdue's Center for Career Opportunities online at www.cco.purdue.edu/ as well as in person. The Center for Career Opportunities (CCO) serves as a centralized Career Services office for the West Lafayette Campus. They offer multiple services for students, alumni, employers, faculty and staff.

Walk-in assistance is on a first-come, first-served basis from 10:00am to 4:00pm Monday-Friday in Young Hall, Room 132. Students can also call (765)494-3981 to set up an appointment.

CCO Services include:

- One-on-One counseling
- Workshops and Events
- On-campus recruiting and job postings
- Development

Purdue Employment

Although Purdue Employment does not oversee student jobs, they have compiled the following links to assist you in a job search. For more information on campus-based non-faculty positions, visit Purdue's main employment site at

http://www.purdue.edu/purdue/employment/index.html

- **General Programs**
  - Purdue Student Employment Services www.purdue.edu/dfa/stuemp/stuinfo.php
  - Federal Work Study www.purdue.edu/dfa/stuemp/stuinfo.php
  - ITaP Student Employment www.itap.purdue.edu/hr/employment/index.cfm
  - Housing & Food Services Student Employment www.housing.purdue.edu/HTML/StudentEmployment
  - Recreational Sports Student Employment www.purdue.edu/recsports/employment/student_employment/index.php
  - Purdue Research Park Job Fair www.purdueresearchpark.com/career
- **School-Specific Programs**
  - College of Engineering – SURF https://engineering.purdue.edu/Engr/Research/SURF

4.7 CODO Process (Change of Degree)

A CODO is a transfer from one curriculum to another within the University.

In order to CODO into the School of Civil Engineering a student must meet the following requirements:

- Successfully complete all First Year Engineering requirements.
- Meet the minimum 2.5 GPA requirement using only those courses that are applicable to the BSCE degree program.
- Meet with a CE advisor to determine if CODO requirements are met.
- Submit a request for CODO forms through MyPurdue.
- Complete and sign both copies of the CODO form. Advisors from the school the student is leaving and the school the student intends to enter must also sign the form.
- Return one copy of the CODO form to the Office of the Registrar for processing.

4.8 Transfer of Credits between Curricula

When a student transfers from one curriculum to another leading to a different associate or baccalaureate degree, the courses that have been completed and are acceptable in satisfying the degree requirements of the new curriculum shall be determined by an authorized representative of the dean of the school into which the student wishes to transfer.

Part 2 – Academic Regulations and Procedures
(University Senate Document 71-10, January 17, 1972)
Section II.D – Academic Program

4.9 Academic Transcript

How to locate your student Academic Transcript in myPurdue

- Log in with your career account and password on the myPurdue homepage https://mypurdue.purdue.edu
- Select Banner Self-Service.
- Open the Student folder.
- Select Academic Transcript.
- Select the transcript level ("All Levels") and transcript type ("External")
- Your unofficial transcript will be listed. It will show what program/major you are currently in. It will list your academic record beginning when you started at Purdue.

Official transcripts of your academic record are provided free-of-charge by the Office of the Registrar. Each student/alumnus is limited to 10 transcripts per request and 50 transcripts per term.

If you are currently enrolled, you may submit your request directly on myPurdue.

Requests submitted via myPurdue are processed within one to three business days.

Transcripts are also available in person upon request in Room 45, Hovde Hall. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Eastern time, excluding university holidays. Photo identification is required when making the request in person.

Appendix

Advisor Options Form
School of Civil Engineering

NAME_____**PUID:**_____**Area**_____

MUST CHOOSE EITHER OPTION I OR OPTION II

OPTION I – I request a faculty advisor

☐ I CHOOSE to have a faculty advisor assist me with the development of a plan of study and registration

I understand that it is my responsibility to:

- develop a plan of study(with my faculty advisor's assistance) that meets graduation requirements.
- meet with my advisor each semester for POS development/modifications and registration
- complete (including advisor's signature) and submit a form 23A to the UG Office.

Faculty Advisor Request – (not guaranteed)

1st choice_____2nd choice_____No Preference ☐

OPTION II – No faculty advisement **–** ***Students who choose this option may change their decision at a later date.***

☐ I CHOOSE NOT to have a faculty advisor help me with the development of a plan of study and registration.

I understand that it is my responsibility to:

- develop a plan of study that meets all graduation requirements
- complete /submit a Form 23A each semester to the UG Office to receive my registration PIN
- seek assistance from the civil engineering UG Office in developing my POS or registration as needed

By signing this form I agree that in addition to meeting the above requirements, I will:

- understand university and school degree requirements
- submit a plan of study to the civil engineering UG Office by the appropriate deadline
- ensure that the plan of study has been approved, and make required changes

Student Signature: _____***Date:*** _____

NOT REQUIRED

FACULTY MENTOR– ***mentoring does not involve registration***

☐ I request a faculty mentor for consultation on academic and career issues.

1st choice_____2nd choice_____No Preference ☐