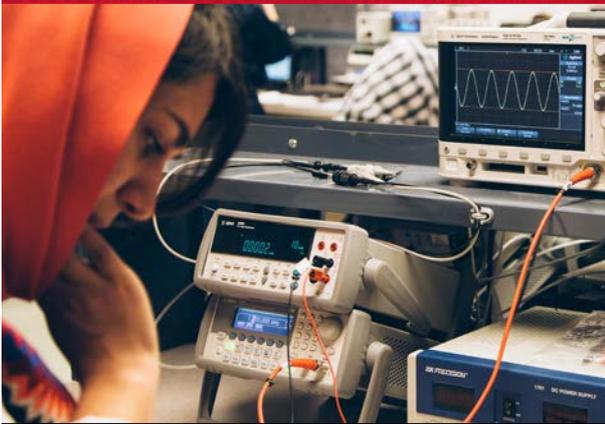




UH ENGINEERING

- UNDERGRADUATE HANDBOOK -



For the most up-to-date handbook, please visit www.egr.uh.edu/current-students and click on Undergraduate Student Resources



Cullen College of Engineering
UNIVERSITY OF HOUSTON



WELCOME

TO THE CULLEN COLLEGE OF ENGINEERING!

We are glad you have chosen to pursue your engineering degree here at the University of Houston. **You are the best of the best and we expect great things from you.**

In order to help you achieve great things, we have faculty and staff diligently working towards your success both inside and outside of the classroom.

Our faculty are dedicated to helping you master your coursework and build a diverse skill set for the workforce. Engineering is challenging, even difficult at times. You have heard this and will continue to hear this until you graduate. We encourage you to get involved and to take advantage of all the resources we have to offer.

Today, you are at the starting line of your academic journey. The undergraduate years go by very fast and seemingly in a blink of time, you will be at the finish line. We, the faculty, advisers, and staff of the Cullen College look forward with excitement and anticipation as you progress from a freshman today to soon a senior and then a newly minted UH Engineering Graduate.

Once again, we are happy to have you at the UH Cullen College of Engineering!

Sincerely,

J. R. Rao, Ph.D.
 Associate Dean of Undergraduate Programs and Distance Learning
 Associate Chair of Mechanical Engineering

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POLICIES



COLLEGE POLICIES

THE C- RULE

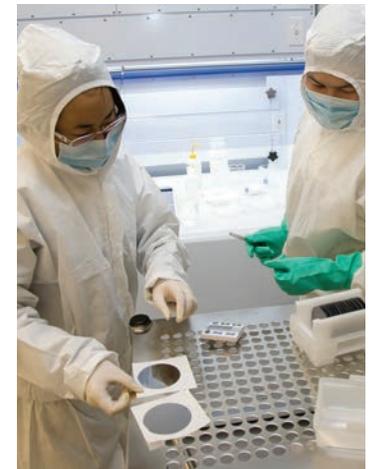


The College of Engineering requires a grade of “C-” or better for credit in any mathematics, science, or engineering course that applies toward the bachelor’s degree. In addition, the “C-” is required for any mathematics, science, or engineering course used as a prerequisite for a subsequent course.

THE “TWO-ATTEMPT” RULE



The College of Engineering policy does not allow a student to attempt engineering courses more than two times and science or mathematics courses more than three times. Counted attempts include all courses that resulted in a grade of “A-F,” “W,” or “I.”



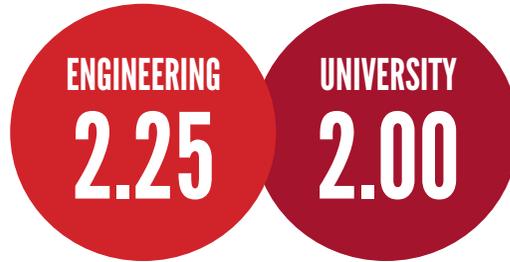
ENGINEERING TRANSFER CREDIT



College of Engineering students seeking credit in engineering courses at a university or college outside of the University of Houston must receive written approval prior to enrollment.

PROBATION-SUSPENSION POLICY

Minimum GPA to stay in good standing:



Students who have attempted at least six hours of engineering courses must maintain major GPAs and engineering course GPAs of 2.25 or better to remain in good standing with the College of Engineering. If the engineering and/or major GPA drops below 2.25, a student will be placed on Engineering Probation and can continue to take engineering courses. If the GPA falls below 2.25 in the student's major and/or engineering courses in the following semester, the student will be placed on Engineering Suspension.

Engineering Suspension means a student is not allowed to take engineering courses until readmitted. No student will be readmitted to engineering following their second suspension. A dean's hold will be placed only to be removed when a change of major from engineering is completed.

Once the student's cumulative major and engineering GPA exceeds 2.25, he/she is removed from Engineering Probation.

READMISSION

Students seeking readmission from Engineering Suspension must follow the readmissions procedure by the deadline date as outlined at:



www.egr.uh.edu/academics/policies/probation-and-suspension

A decision on your readmission will not be made without completion of all necessary documents and steps by the stated deadline. Incomplete requests will not be reviewed.

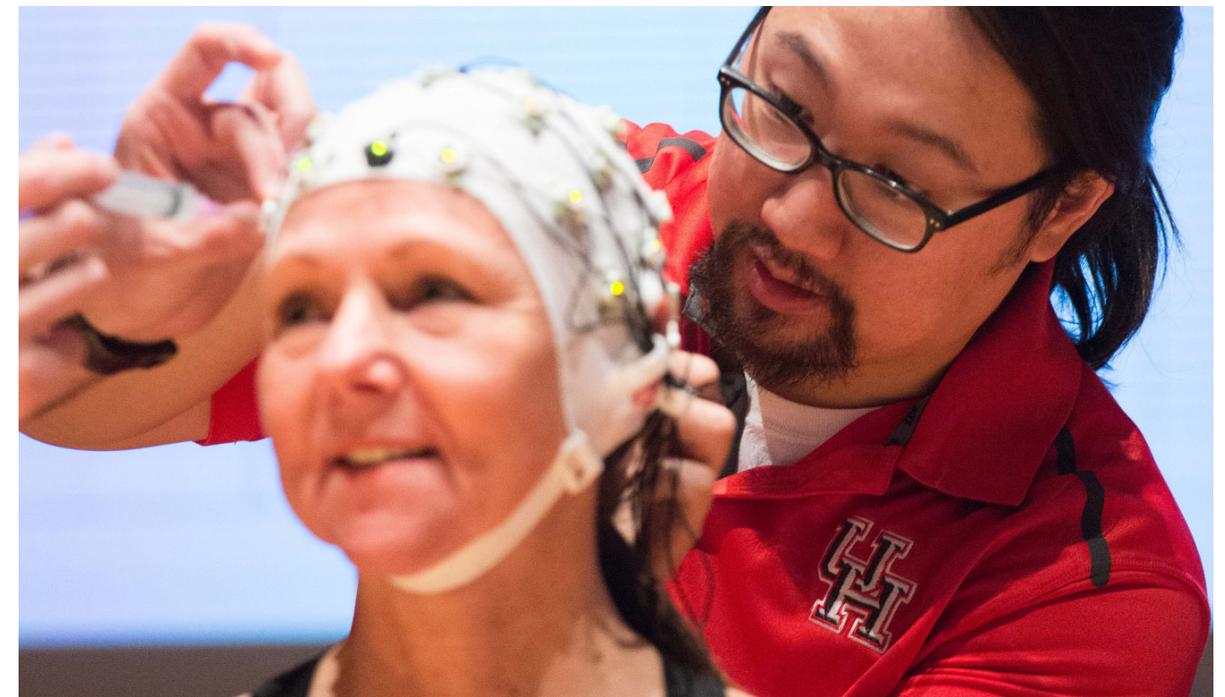
UNIVERSITY POLICIES

GRADE EXCLUSION

First Year Grade Exclusion Policy:

Students who earn a D+ or lower in a course during their first year at The University of Houston (UH) may repeat the course at UH within 12 months and exclude the original grade from their cumulative GPA. Grade exclusion is applicable to a maximum of three courses at the 3000-level or below, and other restrictions may apply (see full policy details at www.uh.edu/provost/policies-resources/student/grade-exclusion/#overview). The policy only applies to students who entered UH in Fall 2018 or later.

Grade exclusion will not retroactively alter academic or financial aid actions, decisions, or sanctions that resulted from the original grade or original semester GPA. Contact your academic advisor or financial aid advisor for specific questions about how this may impact you.





ACADEMIC RULES

DEGREE REQUIREMENTS | GRADUATION

- Students must complete core curriculum requirements.
- Students must complete all course requirements of the major.
- Students must earn a 2.00 minimum grade point average in courses attempted at UH (including repeated courses).
- Students must earn a 2.00 minimum grade point average in courses attempted in their major at UH (including repeated courses).
- A catalog more than seven years old shall not be used at the time of graduation.
- 3000–4000 level courses in the student’s major must be taken within seven years of graduation.
- Students must earn a 2.00 minimum grade point average in courses attempted in their major at UH (including repeated courses).
- Students must complete a minimum of 30 semester hours of engineering courses in residence at UH.
- These 30 hours must be courses that count toward the bachelor’s degree.
- Some departments may have additional rules; please consult with the departmental advisor.




3.90 TO 4.00
Summa Cum Laude
*(with highest honors)**


3.70 TO 3.89
Magna Cum Laude
*(with high honors)**


3.50 TO 3.69
Cum Laude
*(with honors)**

* Students will graduate with academic honors if they achieve the above GPAs earned in the last 54 hours.

ACADEMIC RULES



DROP DATES – 6 “W” RULE



Please refer to the academic calendar for the specific dates
<https://publications.uh.edu/content.php?catoid=48@navoid=18142>

ORD DATE

The last day to drop a course or withdraw without receiving a grade
If you drop by this date, a “W” will not appear on your transcript.

LAST DAY TO DROP

The last day to drop a course or withdraw with a grade of “W.”

A “W” counts as an attempt and there is a 6 “W” limit (more information below). *See also the “Two Attempt” Rule.*



Beginning with the Fall 2007 semester, students are allowed only 6 W’s throughout their undergraduate career at any public institution in Texas; courses dropped prior to the Fall 2007 semester are not counted towards the 6 W’s.

The 6 ‘W’ grades may be used at any time during your undergraduate career at UH to drop a course through the last day to drop deadline.

Once the 6 W’s have been used, you must complete all courses you are enrolled in regardless of academic performance.

The exclusion to this rule is term withdrawals.



GRADE POINTS



A = 4.00 **A- = 3.67** **B+ = 3.33** **B = 3.00** **B- = 2.67** **C+ = 2.33**
C = 2.00 **C- = 1.67** **D+ = 1.33** **D = 1.00** **D- = 0.67** **F = 0.00**



$$\text{GPA} = \frac{\sum (\text{CREDIT HOURS}) (\text{GRADE POINTS})}{\sum (\text{CREDIT HOURS})}$$

GRADE POINT AVERAGE (GPA)



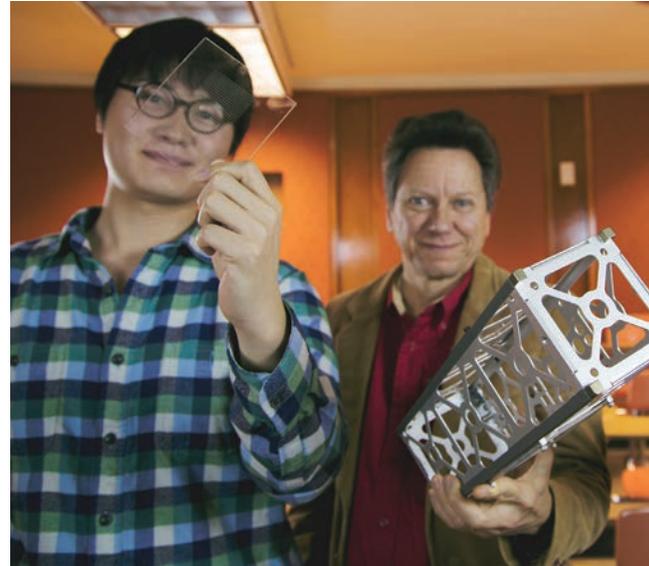
Dean’s List → **3.5 GPA for more than 12 hours**

Improvements in GPA become more difficult as the number of courses you take increases.

ACADEMIC RULES

CORE CURRICULUM

The University's new 42-hour Core Curriculum is informed by a series of basic intellectual competencies (reading, writing, speaking, listening, critical thinking and computer literacy) that are essential to the learning process in any discipline. All bachelor's degrees from the University of Houston require completion of the Texas state-mandated 42-hour core curriculum.



ENROLLMENT CAP FOR TEXAS RESIDENTS

SEMESTER YOU FIRST ENROLLED IN A TEXAS PUBLIC INSTITUTION OF HIGHER EDUCATION

YOUR ENROLLMENT CAP (HOURS ALLOWED IN EXCESS OF YOUR MINIMUM DEGREE HOURS)

Prior to Fall 1999	No cap
Fall 1999 to Summer 2006	45 hours
Fall 2006 and thereafter	30 hours

Reaching your established enrollment cap does not mean you can't enroll in any more courses. It does mean you will be charged a higher tuition rate for those courses you enroll in after you have met the cap.

AP SCORES RELEVANT TO ENGINEERING*

TEST SUBJECT	AP EXAM SCORE	COURSE	CREDIT HOURS
AP Biology	3	BIOL 1306, 1106 BIOL 1307, 1107	8
AP Chemistry	5	CHEM 1311	3
AP English Language and Composition	3	ENGL 1301	3
AP English Language and Composition	4	ENGL 1301, ENGL 1302	6
AP American History	3	HIST 1301 or HIST 1302	3
AP American History	4	HIST 1301 & HIST 1302	6
AP Calculus AB	4	MATH 2413	4
AP Calculus BC	4	MATH 2413 & MATH 2414	8
Physics C (Mechanics)	4	PHYS 2325, 2125	4
Physics C (Electricity and Magnetism)	4	PHYS 2326, 2126	4
AP US Government and Politics	3	GOVT 2305	3
AP US Government and Politics	4 and passing UH test	GOVT 2305 & GOVT 2306	6

*Approved scores at the time of printing. Always confirm with Testing Services.

ACADEMIC RULES

ADDITIONAL RULES AND POLICIES FOR TRANSFER STUDENTS



Additional Rules & Policies for Transfer Students to be Familiar with:

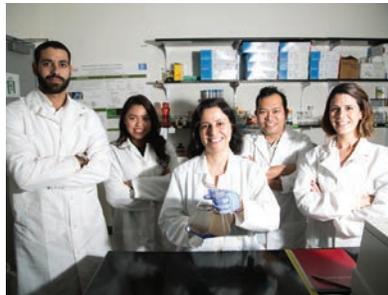
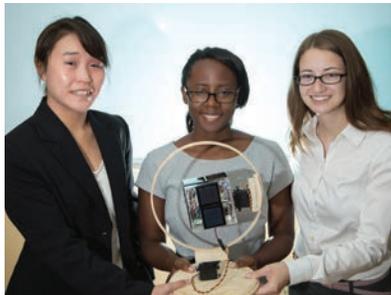
- Core Requirements
- 66 Credit Hours Lower Level Transfer Limit
- Final 30 Hours UH Residency Requirement
- 6 “W” Rule for Transfer Students
- Please see your advisor for additional details

What You Need to Know about Course Transfer Equivalency:

Core Credits at other Texas state public institutions are guaranteed to be counted as Core at the University of Houston.

To petition a course for core or equivalency credit:

1. Login to myUH Self Service
2. Click on the Advising Tile
3. In the left side menu, click the drop-down for Transfer Credit Petition
4. You will need the course’s syllabus and description from the institution where you took the class to attach to the petition.



CHANGING YOUR MAJOR



All students requesting to change their major to engineering or to another discipline within engineering will be reviewed holistically by a faculty committee.

Deadlines for submitting the major change requests are as follows:

SUMMER: MAY 1

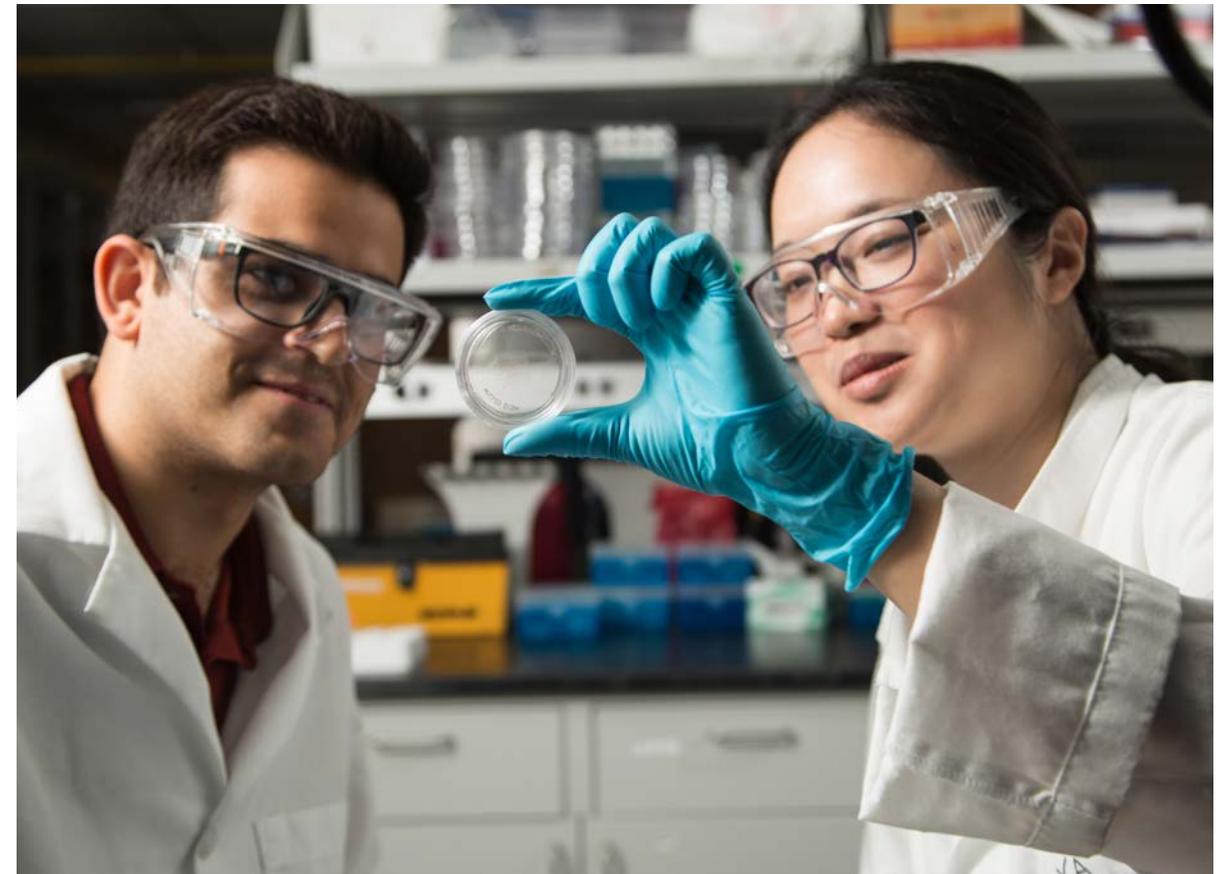
FALL: AUGUST 1

SPRING: DECEMBER 1

All major change requests will be reviewed after official grades post for the current semester. Students will receive notification of their decision before the following semester begins.



<https://www.egr.uh.edu/academics/admissions/requirements/major-change>





ADVISING AND ENROLLMENT

All engineering students need to see their major department for academic advising requirements. Please see the list provided below for your department's advisor:

MAJOR	ADVISOR	EMAIL	PHONE
Biomedical Engineering	Gabriela Lazalde	glazalde@cougarnet.uh.edu	832-842-4564
	Dr. Tina Kazemi	thkazemi@central.uh.edu	832-842-8813
Chemical Engineering	Veronica Ellison	vellison@uh.edu	713-743-4957
Civil Engineering	Dr. Reagan Herman	civil@egr.uh.edu	713-743-7204
Construction Engineering	Dr. Mahdi Safa	msafa@central.uh.edu	713-743-4250
Computer Engineering & Analytics	Dr. Deepa Ramachandran	dramach2@central.uh.edu	713-743-4400
Computer Engineering Electrical Engineering	Please see ECE Advising Website for advising contacts: https://www.ece.uh.edu/undergraduate/advising		
Industrial Engineering	Dr. Yaping Wang	ypwang@uh.edu	713-743-9076
Systems Engineering	Dr. Nate Wiggins	nwiggins@central.uh.edu	713-743-4180
Mechanical Engineering	Cyrena Edwards-Bell	cedwards@uh.edu	713-743-4500
Petroleum Engineering	Anne Sturm	masturm@uh.edu	832-842-4848
	Trina Johnson	tajohnson@uh.edu	832-842-4838

LAUNCH UNDERGRADUATE STUDENT SUCCESS CENTER

 N109 Cougar Village 1 (bldg. 563)
(713) 743-5411



Academic Counseling



Peer Tutors



Success Workshops



Study Groups

Our mission is to connect you to just the services YOU need to be successful. Our mission is to help you achieve liftoff and keep accelerating right through to graduation.

RESOURCES



PROGRAM FOR MASTERY IN ENGINEERING STUDIES



Dr. Jennifer Luna-Singh
Instructional Assistant Professor
E316, Engineering Building 2

The **PRO**gram for **Mastery in Engineering Studies** (PROMES pronounced “promise”) is a diverse and inclusive community within the University of Houston Cullen College of Engineering. PROMES provides undergraduate engineering students with professional & personal development, academic workshops, scholarships, and community. **The PROMES mission is to provide a positive learning environment that supports the needs of undergraduate students.** PROMES scholars learn together, study together, socialize together and encourage each other to be leaders here at UH and in their future careers.



To become a PROMES SCHOLAR
scan the QR code



PROMES BENEFITS

ACADEMIC WORKSHOPS

- One credit hour, peer-led workshops for difficult first-, second-, and third-year engineering courses
- Study Skills
- Mentoring
- Industry Connections

COMMUNITY REBUILDING

- Social events
- Student org. collaborations
- Volunteering
- K-12 Outreach

PERSONAL & PROFESSIONAL DEVELOPMENT

- Lunch & learn seminars
- Corporate tours & site-visits
- Leadership opportunities
- Mental health workshops
- Undergraduate research & graduate school info sessions
- Conference, career fair & interview prep workshops
- Conference & travel sponsorship

SCHOLARSHIPS

- PROMES awards more than \$50k in scholarships to active scholars each year!

WORKSHOPS

- Workshops are peer-lead study sessions sponsored by PROMES.
- Workshops are a one credit-hour course and will appear on your PeopleSoft schedule of classes.
- Grading for workshops will be Satisfactory/Unsatisfactory.
- Seating is very limited.
- They are open to all engineering students at UH.



ENGINEERING CAREER CENTER

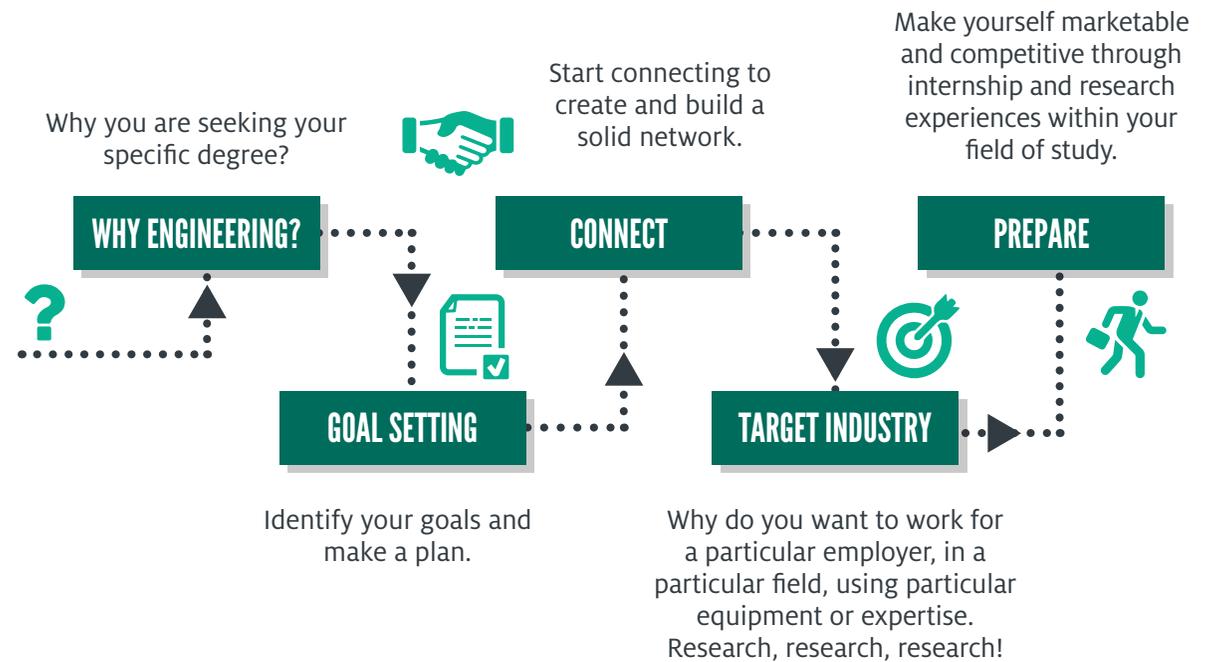
How we help...

- Provide career counseling
- Assist with planning & achieving career goals
- Help identify internships and careers
- Resumé & cover letter reviews
- Interview preparation
- Coordinate career fairs
- On-campus interviews
- Organize networking events
- Manage the UH Cooperative Education Program
- Facilitate career & professional development
- Industry information sessions
- Manage eCONNECTION

The Engineering Career Center offers various workshops and activities throughout each semester for all engineering students. Schedule appointments, RSVP for career events, and participate in workshops offered by the Engineering Career Center on eCONNECTION.



START PLANNING FOR YOUR CAREER



Wherever you are in your academic career, be certain to plan for your professional career by following these steps to ensure your successful transition from academia into industry or research. Your Engineering Career Center team is here to help!

Schedule career counseling at least once per semester to ensure that you are on track to reach your career goals using eCONNECTION

Office Hours and Location:

Monday-Friday 8am-5pm
 Cullen College of Engineering, Bldg. 2, Room E312
 ecareers@central.uh.edu
 (713) 743-4230
 LinkedIn: [linkedin.com/in/UHeConnect](https://www.linkedin.com/in/UHeConnect)
 Twitter: @UHeConnect

 | career.egr.uh.edu

ENGINEERING UNDERGRADUATE PROGRAM OFFICE



SUITE E316, ENGINEERING BUILDING 2

The Engineering Undergraduate Program Office Handles the Following Affairs:

- **Academic Grievance**
- **Academic Suspension/Probation**
for more information, see page 4
- **Changing Degree Plan Year**
- **Course Enrollment**
- **Course Overload**
- **Course Substitution**
- **Graduation Applications**
- **Late addition/ Late dropping**
for regular drop date deadlines see the academic calendar
- **Major Change**
for more information see page 13
- **PROMES**
for more information see page 16-17
- **Readmission**
- **Reinstatement**
- **3rd and 4th Attempts**
- **Transfer Credit**
for more information, see page 12
- **UHin4 (for engineers)**
for more information, see next page



For any questions or concerns regarding the list above, call the Engineering Undergraduate Programs Office at **713-743-4200**.

UHin4: ENGINEERING CRITERIA



UHin4 is a program that helps students like you to graduate in four years. The university offers fixed tuition to eliminate uncertainty about future tuition increases. Below are the requirements beginning and ending your first academic year to be eligible for UHin4.

Day 1 Check:

- Enroll in 15 or more hours (a must)
- Enroll in 2 of 3 of the following courses:
 - ENGI 1100
 - MATH 2413
 - CHEM 1311

FOR MORE INFORMATION ON UHin4 PLEASE GO TO:



STUDENT RESOURCES



- CSD-Center for Students with DisABILITIES
- CASA Math Department Tutoring Center
- LAC-Language Acquisition Center
- UCS-University Career Services
- CAPS-Counseling and Psychological Services
- Writing Center
- Health Center



Close of Year 1 Check:

- Complete or have credit for 32 hours applicable to your degree plan
- Successfully complete 3 of 4 of the following courses:
 - MATH 2414
 - PHYS 2325
 - ENGI 1331
 - Chemistry sequence as appropriate for your major



RESOURCES

Students have trouble getting everything done because they often don't know how to budget their time and/or they are over-committed. Therefore, we recommend following the rules below:

THE 60 HOUR RULE

You have about 60 hours per week for all work, including homework, studying, commuting and a job.

WEEKLY EMPLOYMENT HOURS	RECOMMENDED COURSE HOURS
0	18 hours
1-20	Less than 15
20-30	Less than 14
30-40	Less than 11

If your financial situation dictates that you work to pay for college, consider a co-op or internship position.

THE "RULE OF 4"

Calculate your "Rule of 4:"

RULE OF 4 = 60 - (COURSE CREDIT HOURS *4)

This is the recommended maximum number of hours you should work at a job.
If you ended up with a negative number, consider changing your class or work schedule!

Consult your advisor for additional time management guidance.

ECC LAB

The Engineering Computing Center (ECC) is the general purpose computer lab for the College of Engineering. We have 110 computers in 3 labs all of which have the same software. We also have 3 collaboration/study areas.

We have four duplex printers (3 B&W and 1 color) for student use. All enrolled engineering students receive a \$10 printing credit each semester. The prices to print are 1 cent per B&W page and 20 cents per color page.

We are open 7 days a week with reduced hours during holidays.

FALL AND SPRING:

- 8am - 11pm, Mondays - Thursdays
- 8am - 10pm, Fridays
- 12pm - 7pm on the weekends

SUMMER:

- 8am - 8pm Mondays - Fridays
- 12pm - 7pm on the weekends



ADDITIONAL INFORMATION

STUDENT ORGANIZATIONS

- **AADE** American Association of Drilling Engineers
- **AIAA** American Institute of Aeronautics and Astronautics
- **AICHe** American Institute of Chemical Engineers
- **Alpha Pi Mu** Industrial Engineering Honor Society
- **Arab American Association of Engineers and Architects**
- **ASCE** American Society of Civil Engineers
- **ASME** American Society of Mechanical Engineers
- **BMES** Biomedical Engineering Society
- **Chi Epsilon** Civil Engineering Honor Society
- **eENABLE** Providing children with prosthetics
- **Eta Kappa Nu** Electrical Engineering Honor Society
- **EWB** Engineers Without Borders
- **IISE** Institute of Industrial and Systems Engineers
- **Material Advantage** Student Program for Material Science and Engineering
- **Omega Chi Epsilon** Chemical Engineering



- **Honor Society**
- **Phi Sigma Rho** Engineering and Engineering Technology Sorority
- **Pi Tau Sigma** Mechanical Engineering Honor Society
- **SASE** Society of Asian Scientists and Engineers
- **SES** Subsea Engineering Society
- **SPE** Society of Petroleum Engineers
- **SWE** Society of Women Engineers
- **Tau Beta Pi** The Engineering Honors Society
- **Triangle Fraternity** Social Fraternity for Engineers, Architects and Scientists
- **UH Robotics Team** - IEEE affiliated

ADDITIONAL INFORMATION

WHAT KIND OF LAPTOP SHOULD I GET?



5 THINGS TO LOOK FOR:

1

SSD is the preferred storage for faster load times.

2

Lightweight laptops... you'll be carrying it A LOT!

3

RAM > 4GB will allow your computer to multitask.

4

At least 2 USB ports to connect external devices.

5

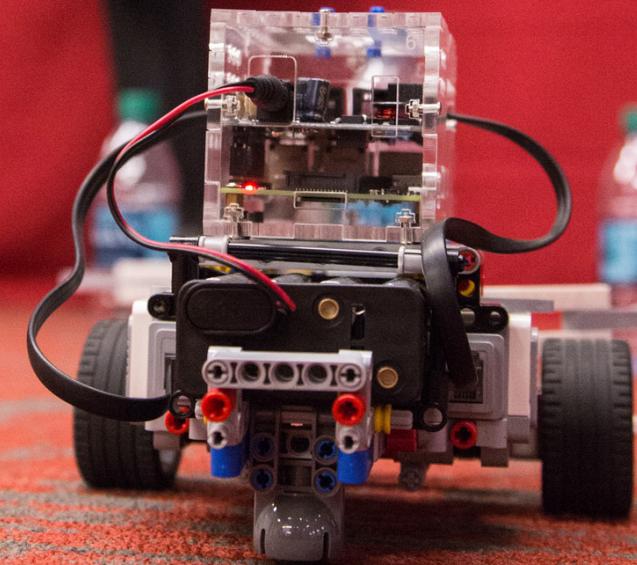
At least a 1.4 GHz processor for heavy programs such as MATLAB.

A FEW EXAMPLES INCLUDE:

COMPUTER*	SURFACE BOOK 2	DELL INSPIRON 14 5481	LENOVO THINKPAD X1 CARBON GEN 7	DELL XPS 15	ASUS ZENBOOK 14
CPU	3.6GHz i5 8th Gen	3.9 GHz i3 8th Gen	3.9 GHz i5 8th Gen	4.5 GHz i7 9th Gen	4.6 GHz i7 8th Gen
RAM	8GB	8GB	8GB	8GB	16 GB
Storage	256 GB	256 GB SSD	256 GB SSD	256 GB SSD	1TB SSD
Weight	3.38 LBS	3.84 LBS	2.4 LBS	4 LBS	2.78 LBS
Ports	2 USB/1 USB-C	2 USB/2 USB-2	2 USB	2 USB	1 USB3.1/ 1 USB 2.0/ USB -C
MSRP	\$1,299	\$629.99	\$1,289.40	\$1,379.99	\$1,399

*The Cullen College of Engineering is not endorsing these laptops. These are examples of computers with specifications preferred by our engineering students

For more information, please go to





follow us

@uhengineering

Cullen College
of Engineering



Cullen College of Engineering
UNIVERSITY OF HOUSTON

Engineering Undergraduate Programs Office

Engineering Building 2
4722 Calhoun Road, Suite E316
Houston, TX 77204-4009