

DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING

INSTRUCTIONS FOR FILING A ELECTRICAL ENGINEERING SENIOR PROGRAM

All undergraduate Electrical Engineering students are required to file a senior program and pass the **Upper Division Writing Proficiency Exam (WPE)** before enrolling in any 400 level Electrical Engineering courses. To file a senior program, all lower division core courses (100 and 200 levels) should be completed. At the time the senior program is to be filed, students should be taking and planning to complete the 300 level required engineering courses as indicated in the ECE Department plan.

If a student has taken all or some of the lower division core courses at some other school and has transferred them to CSUN, he or she still needs to complete the "Recommendation for Course Substitution or Waiver of Major or Minor Requirements for Bachelor's Degree" form (commonly referred to as the substitution form) that can be obtained from the ECE Department office or on the "students forms" section of the CSUN Admissions and Records website. This needs to be done before filing the senior program. Exceptional cases should be reviewed by and discussed with your advisor. If you do not have an advisor, go to the ECE Department Office.

Units/Design Units requirements: All students receiving the Bachelor of Science in Electrical Engineering degree must have a minimum of 39 Upper Division Engineering Units taken in residency, a minimum of 18 Engineering Design units taken in residency, and a minimum of 12 ECE Senior Elective Units taken in residency. Senior Elective courses should be selected with these requirements in mind.

TO FILE A SENIOR PROGRAM:

1. Make an appointment to see the undergraduate advisor by contacting the ECE Department office. At this meeting, the undergraduate advisor will review your DPR with you and make sure you are aware of all remaining course requirements. The undergraduate advisor will recommend a Professor in your field of interest to be your career advisor and complete the senior program with you.
2. Make an appointment to see your advisor by contacting him or her during the their office hours and indicate that you need to plan your senior program. Allow 1-2 days notice for the advisor so that he or she can obtain your file.
3. Before meeting with your advisor, review the attached senior electives packages and make a tentative list of ECE senior courses you would like to take. Do this on a worksheet with total units no less than 18. Note that 4 out of these 18 units are already included on the senior program form (ECE 440/L or ECE 442/L). Hence at least 14 more 400/500 level units from the suggested senior elective packages need to be added. Also note that the "Packages for Senior Program" attached are **only suggested** and you can discuss any selection of courses that interest you with your advisor.

Undergraduate ECE students are required to take both the lecture and the lab for all elective electrical engineering courses that have labs. (*The labs for ECE 470 and ECE 480 are not required but may be taken and included as elective units.*)

Attached you will also find the list of all undergraduate required courses including Senior ECE Electives with their design units. Your TOTAL program must have at least 18 design units.

4. Bring the attached forms with your worksheet to the meeting with your advisor. The advisor will forward the forms to the ECE Department office for the Chair's approval (please allow 1 week to process).
5. After the senior program has been signed by the student, advisor, and ECE Department Chair, the student can request a graduation check. A graduation check is to be requested from the ECE Department office (JD4509) approximately one year before graduation.

NOTE: Should a student want to change his or her graduate program after the graduation check is completed, the student can do so by completing the following forms:

- **“Recommendation for Course Substitution or Waiver of Major or Minor Requirements for Bachelor's Degree”** form (*commonly referred to as the substitution form*)
- **“Request for Course Substitution Questionnaire”**

These two forms can be obtained from the ECE Department office. After completion of these forms, they are to be turned in to ECE Department for the Department Chair's approval.