

B.Eng. Academic Credit Work Sheet: Regular and Co-op Programs

The purpose of this worksheet is to provide Engineering students with a method for keeping track of **academic** course credits that are **specific** to their BENG major only (co-op work terms, minors, extra courses, etc., are not included). The goal is to help students determine whether they are ready to register for ENGG*4000 and ENGG*41X0 (final design) and to identify any missing credits required to graduate from the BENG program. This worksheet is not a replacement to Student Planning but can be used together with Student Planning to track progress for BENG-specific academic course requirements.

Students are encouraged to print this document in hardcopy and fill in the various credit requirements **by hand** as you progress through the program. Academic program requirements published in the [Undergraduate Calendar](#) and the [Engineering Program Guides](#) should be used for reference along with any emails received from the Program Counselling office confirming course substitution or transfer credit approvals.

It is the student's responsibility to understand and fulfill credit requirements for graduation and for registration in final design (ENGG*41X0). If you are unsure about a requirement, please contact your Program Counsellor for guidance.

BENG Program of Record – *(you can find this information in Student Planning under My Progress)*

Enter your BENG major here: Enter one of: BIOE, BME, CENG, ENVE, ESC, MECH, WRE	
Enter your Academic Calendar Year here: <i>Normally, this is the calendar year you started (your cohort year). If you changed your calendar year and you are unsure which academic calendar you should be following, contact your program counsellor</i>	

Summary of Academic Program Credits – *(you can find minimum credit requirements in your Academic Calendar for your calendar year)*

For each row below, enter the minimum number of credits required based on the academic calendar from your cohort year, followed by total credits completed (see tables below) and then calculate your remaining credits	Credits Required	Credits Completed	Credits Remaining
How many credits do I need for Required (Core) Courses? <i>These are the courses listed, by semester, in the undergraduate calendar for your cohort year.</i>			
How many credits do I need for Technical Electives?			
How many credits do I need for Complementary Studies Electives?			
How many credits do I need for Free Electives? <i>Currently, only the BIOE major has free elective options. This should be 0 for all other majors.</i>			
What is the total number of academic credits required to graduate from my BENG Major?			

Required Courses

In this section, list each required course you have completed for your BENG major based on the academic requirements for your Cohort year. If you received a substitution or an exemption, enter details and approval date in the Notes column (examples provided below). **Important: the number of lines below does not necessarily match the number of courses needed to meet credit requirements (table continued on page 2).**

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Elective Courses

Students can take a maximum of 1.50 credits of electives at the 1000 level. This rule applies to all types of elective courses noted below.

If you have exceeded the maximum allowable credits of electives at the 1000 course level, do not include ineligible courses in this section. You must replace the course(s) with course(s) at the 2000 level or higher.

Important: the number of lines below does not necessarily match the number of courses needed to meet credit requirements.

TECHNICAL ELECTIVES: In this section, list each technical elective course you have completed for your BENG major based on your Program Guide and calendar requirements for your Cohort year. Indicate if the course is at the 1000 level and the Technical Elective List satisfied for your major (note: some majors have more than one Technical Elective list). Include any additional relevant information in the Notes column.

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COMPLEMENTARY STUDIES ELECTIVES: In this section, list each complementary studies elective course you have completed for your BENG major based on your Program Guide and calendar requirements for your Cohort year. Indicate if the course is at the 1000 level and the Complementary Studies Elective List satisfied (note: CS lists for 2018 calendar and older, CSE lists for 2019 calendar and newer). Include any additional relevant information in the Notes column.

Course Code	Course Name	Enter "yes" if 1000 level	CS or CSE Elective List	Notes	Credit Value

FREE ELECTIVES: For students in the BENG.BIOE major only. In this section, list each free elective course you have completed based on calendar credit requirements for your Cohort year. Indicate if the course is at the 1000 level. Include any additional relevant information in the Notes column.

Course Code	Course Name	Enter "yes" if 1000 level	Notes	Credit Value