

APPROVED RULES AND RECOMMENDATIONS OF POLICY OF THE COLLEGE OF ENGINEERING AND APPLIED SCIENCE

Approved 7 September 2007; Revised 28 September 2009

ARTICLE I. ORGANIZATION AND GOVERNANCE

1. The College of Engineering and Applied Science. The College of Engineering and Applied Science is established by the Laws of the Regents of the University of Colorado.

2. The Faculty. The members of the faculty shall consist of all Professors, Associate Professors, Assistant Professors, Scholars in Residence, Senior Instructors, Instructors, Research Professors, Research Associate Professors, and Research Assistant Professors in the College of Engineering and Applied Science on the Boulder campus. The Dean may also appoint members to one-year renewable terms from departments outside the College involved in degree granting programs such as Engineering Physics and Applied Mathematics. These additional members may be recommended for membership at the start of each academic year by their respective department chairs. Other additional members from outside the College may be appointed by the Dean for one-year renewable terms.

a. Voting Members. The voting membership of the faculty shall consist of all Professors, Associate Professors, Assistant Professors, Research Professors, Research Associate Professors, Research Assistant Professors, Scholars in Residence, Senior Instructors, and full-time Instructors in the College of Engineering and Applied Science, plus any additional members appointed by the Dean. Faculty with such titles as adjunct, adjunct, visiting, lecturer, research associate, etc., are not voting members of the College but may be voting members of a department (or program) at the option of the department.

b. Powers. The college faculty shall collaborate with the Dean in the governance of the College of Engineering and Applied Science in all matters that concern only the College (in accordance with the Laws of the Regents, Article 4.A.5). In particular, through shared governance with the administration, the faculty shall have principal responsibility for academic and scholastic policy and ethics, and the faculty shall act jointly with the administration in areas of faculty appointment and review, regulation of student conduct and activities, budgeting review and resource recommendations, selection of academic administrators, determination of candidates for degree, and other policies concerning the general academic welfare of the College (in accordance with the Laws of the Regents, Article 5.E.5).

c. Secretary. A Secretary shall be appointed by the Dean, to record any decisions and votes.

d. Faculty Meetings. Faculty meetings shall be held at least once during each of the fall and spring semesters. Special meetings may be called by the Dean or shall be called by the Dean upon the written request of five members of the faculty. Twenty-four hours' notice of a special meeting will be given. The members present at any regular or special meeting shall constitute a quorum.

3. Dean of the College of Engineering and Applied Science. The Dean of the College shall be its administrative head. The Dean shall be responsible for the enforcement of admission requirements and for the general efficiency of the College and its departments and programs, and has overall responsibility for budgetary planning and allocation of funds, space and other resources, faculty assignments and work loads, recommendations on personnel actions, planning, accountability and reporting (in accordance with the Laws of the Regents Article 4.A.2). Upon certification by the Office of Admissions and Records, the Dean (or his/her designee) shall present to the faculty lists of candidates to be recommended to the Regents for degrees. The Dean shall enforce rules and regulations of the College. The Dean shall confer with the Department Chairs about departmental needs. The Dean shall make regular reports to the Provost of the Boulder Campus, and to the faculty of the College.

4. Departmental Organization. (In accordance with the uniform operational policy approved by the Regents on December 1, 1961)

a. The executive officer of each department shall be given the title “Chair” and this person shall be a tenured member of the department. The term of office of a Chair shall normally be four years. Upon occasion, appointments may be made for shorter periods for specific reasons.

b. Prior to the expiration of the term of office of the Chair, the Department shall propose a nominee for the position of Chair. An individual who has already served in this capacity shall be eligible for renomination, subject to the rules of the Department. Upon review and approval of the nominee by the Dean of the College, the Provost and the Chancellor, the nomination shall be submitted to the President and the Board of Regents for action. If the nominee is not approved, the Department shall propose another nominee.

c. An allowance of reduced teaching load and additional salary should be provided for the responsibilities assumed by the Chair.

d. The process for selecting a nominee for Chair, including eligibility to vote, is to be defined in departmental bylaws or rules.

e. Each department shall develop the rules for its own organization, including whether there should be an executive committee and, if so, how it should be constituted; how personnel and budgetary matters should be handled; and how responsibilities for other departmental functions should be determined. The Dean of the College shall be consulted about the proposed departmental structure and provided a written set of the rules. These rules shall include procedures for the selection and nomination of the Chair, organization, budgetary and salary matters, and hiring, reappointment, promotion and tenure recommendations.

5. Procedures for Reappointment, Promotion and Tenure

The college procedures for reappointment, promotion and tenure of faculty are described in the document “Procedures, Policies, and Criteria for Reappointment, Promotion and Tenure,”

approved by the Administrative Council and found on the college website (<http://engineering.colorado.edu/facultystaff/>). Procedures and criteria for each individual department or program should be consistent with this document, but reflect uniqueness of the department or program, and be approved according to the unit's bylaws and by the Dean.

6. Standing Committees. There shall be the following standing committees, appointed by the Dean unless otherwise specified. In addition, special or ad hoc committees are formed on an as-needed basis.

a. Administrative Council

Membership. The Administrative Council of the College shall consist of the Dean, who shall be chair, Associate Deans, the Assistant Dean for Administration, the Chairs of all departments in the College, and ex-officio members designated by the Dean.

Duties. This committee shall serve in an advisory capacity to the Dean in making decisions related to issues of administration, including, but not limited to, personnel, budget, space, strategic planning, diversity, and faculty hiring and evaluation.

b. Undergraduate Education Council

Membership. This committee consists of a faculty representative appointed by the Chair of each degree granting department and program within the College of Engineering and Applied Science (normally this faculty member will be the Chair of that department or program's Undergraduate Committee), a staff representative appointed by the Chair of each degree granting department and program within the College of Engineering and Applied Science (normally this staff member will be the staff Undergraduate Coordinator or Advisor of that department or program), and the directors of programs and services related to student support and learning, such as Directors of Student Services, Student Programs, Outreach and Recruiting, Academic Programs and Assessment, the Multicultural Engineering Program, the Women in Engineering Program, Integrated Teaching and Learning Laboratory, the Colorado Space Grant Consortium, and the Herbst Humanities Program. The Undergraduate Education Council is chaired by the Associate Dean for Education.

Responsibilities. The Undergraduate Education Council is responsible for developing and coordinating undergraduate educational initiatives as described in the College's Strategic Plan, for those responsibilities specifically assigned to the Undergraduate Education Council in these Rules, and such other activities related to undergraduate education within the College as may be brought before the committee.

c. Graduate Education Council

Membership. This committee consists of a faculty representative appointed by the Chair of each degree granting department and program within the College of Engineering and Applied Science (normally this faculty member will be the Chair of that department or program's Graduate Committee), a staff representative appointed by the Chair of each degree granting department and program within the College of Engineering and Applied Science (normally this staff member will be the staff Graduate Coordinator

or Advisor of that department or program), and the Directors of Student Services. The Graduate Education Council is chaired by the Associate Dean for Education.

Responsibilities. The Graduate Education Council is responsible for developing and coordinating graduate educational initiatives as described in the College's Strategic Plan, for those responsibilities specifically assigned to the Graduate Education Council in these Rules, and such other activities related to graduate education within the College as may be brought before the committee.

d. Committee on Engineering Scholarships

Membership. Members of the Committee on Undergraduate Engineering Scholarships will include one faculty member from each degree granting department and program, selected by his or her department chair or program director. Membership will also include the Director of the Multicultural Engineering Program, the Director of the Women in Engineering Program and the Director of Student Services.

Duties. The committee on Undergraduate Engineering Scholarships will meet as required, but at least once per semester, to award scholarships contributed to the College. Most awards will be made during the Spring Semester for the following academic year. Unused funds or new contributions will usually be awarded during the next available semester.

Procedures.

1. All scholarships are awarded on the basis of the applicant's scholastic ability, academic achievement and financial need unless otherwise indicated by the Donor.
2. Applications are submitted to the Committee on Undergraduate Engineering Scholarships early in the Spring Semester for the next academic year. If additional funds become available, new applicants will be sought or prior applications considered for scholarship awards during the current or next semester.
3. To apply for a scholarship awarded by the committee, the applicant must be a full-time student (at least 12 credit hours per semester), maintain a CU-Boulder cumulative grade point average of at least a 3.00 and have completed at least 12 semester credit hours as a student in this College. If a scholarship donor indicates different criteria for a specific scholarship, the committee can consider applicants meeting the donor's criteria for that scholarship.

The Committee also awards scholarships to prospective entering students during the admissions process.

e. First-Level Review Committee

See "Procedures, Policies and Criteria for Appointment, Promotion, and Tenure" (<http://engineering.colorado.edu/facultystaff/>) for a description of the membership, duties and procedures of this committee.

f. Faculty Research Council

Membership. Members of the Faculty Research Council include faculty with outstanding research records and with representation from each department.

Duties. The Faculty Research Council advises the Dean and Associate Dean for Research on matters related to research and scholarly work. The tasks of the Council include, but are not limited to, advice and assessment of research directions, opportunities, national trends, productivity and collaborations; relations with internal and external constituencies in both public and private sectors; multidisciplinary collaborations; interactions with national laboratories, other universities and government agencies; evaluation and selection of pre-proposals or proposals when the college or campus is limited in the number of proposals that can be submitted; advice on appropriate policies related to resources, such as space, matching, shared facilities, etc; and recommendations of faculty for selected awards and honors. The Council meets at least twice each semester, but conducts most of its business by means of e-mail. Regular terms of service are three years. The Council is chaired by the Associate Dean for Research.

g. Engineering Advisory Council

See “Bylaws of the Engineering Advisory Council” (<http://engineering.colorado.edu/engineering/EAC/bylaws.htm>) for a description of the membership, duties and procedures of this council of external advisors.

ARTICLE II. REQUIREMENTS FOR UNDERGRADUATE ADMISSION

1. General Requirements. The document “Standards for Undergraduate Admission to the College of Engineering and Applied Science”, including minimum academic preparation standards, will be reviewed and published annually on the college web site (http://engineering.colorado.edu/prospective/ad_req_fresh.htm) by the Undergraduate Education Council. Any changes must be approved by a majority vote of the faculty representatives on this council. All transfer students are required to meet the same criteria as regularly admitted students.

2. Former Students. Former engineering students at the University of Colorado who are in good academic and judicial standing must be readmitted to the College of Engineering and Applied Science if they choose to reapply.

3. College Credit. College credit may be granted by the appropriate academic department on the basis of examinations offered by the Advanced Placement Program, concurrent registration (high school and college), through the International Baccalaureate program, and by subject examinations administered by the appropriate academic department and approved by the University of Colorado.

ARTICLE III. UNDERGRADUATE DEGREE REQUIREMENTS

To be eligible for one of the Baccalaureate Degrees of the College of Engineering and Applied Science on the Boulder Campus, a student must meet all of the following minimum requirements:

- a. The satisfactory completion of the prescribed and elective work in any curriculum as determined by the appropriate academic department. A student must complete a minimum number of semester hours, not less than 128, of which the last 45 must be earned after admission to the University and this College.
- b. A University of Colorado cumulative grade point average of 2.000 for all courses attempted.
- c. A cumulative grade point average, separately computed, of 2.000 in courses taken from the student's major department is also required. For students in the Applied Mathematics program, the major department shall be the Applied Mathematics Department; for students in the Engineering Physics program, the major department shall be the Physics Department. For students majoring in Environmental Engineering, all engineering courses will be considered in lieu of those from a single department.
- d. The recommendation of the faculty of the academic department (or program) offering the degree. The campus designation on the diploma and transcript shall correspond to the campus designation of the academic department initiating the degree recommendation.
- e. The recommendation of the faculty of the College.
- f. The satisfactory completion of all Minimum Academic Preparation Standards (MAPS) deficiencies.

It is possible to become a candidate for two Baccalaureate Degrees of the College of Engineering and Applied Science by gaining the approval of an approved academic program by both designated departments. A minimum of an additional 30 semester credit hours greater than the maximum required for either degree must be earned for the second Baccalaureate Degree. Meetings for the purpose of approving a certified list of graduates shall be held by representatives of degree-granting departments and programs following the close of the fall and spring semesters and the final summer term.

ARTICLE IV. UNDERGRADUATE PROGRAM

1. Credits. A student may receive credit only for courses in which s/he was registered. Exceptions to this limitation are credits obtained through special examinations, transfer credits from other institutions, and courses taken through the Boulder Campus Division of Continuing Education and Professional Studies. A maximum of sixteen (16) hours taken through Continuing Education and Professional Studies in such programs as ACCESS, CAETE or independent learning may be applied toward an undergraduate degree. Of the sixteen hours, no more than eight (8) can be applied toward Humanities and Social Science requirements.

2. Four-Year Graduation Guarantee. For undergraduate students who do not wish to extend their studies beyond eight semesters, the University of Colorado extends a guarantee that required or essential courses, or acceptable alternative courses, will be available to allow each student to complete all course work required for a single Bachelor of Science degree from this College no later than the end of eight consecutive semesters of full-time enrollment. This guarantee is extended to all undergraduate students who matriculate directly into the College of Engineering and Applied Science as new freshmen at any time beginning with the Fall Semester 1995 and who enter without any high school Minimum Academic Preparation Standards (MAPS) deficiencies.

This guarantee does not extend to a student who elects to take coursework above and beyond minimum major requirements, who begins or completes a second major or a double degree program, a minor or certification program, who participates in any study abroad program, who changes his or her major degree program after the second semester of enrollment, who is not continually enrolled on the Boulder Campus, or who is on academic probation or suspension.

To qualify for this guarantee, an undergraduate student must:

- a. Be enrolled as a degree student at CU Boulder for eight consecutive Fall and Spring Semesters.
- b. Satisfactorily pass with an acceptable grade to enter into any subsequent required courses in accordance with the following schedule: 32 hours by the end of the first year (12 months), 64 hours by the end of the second year (24 months), 96 hours by the end of the third year (36 months) and 128 hours by the end of the fourth year (48 months). It is recommended that the student enroll in and successfully complete at least 16 credit hours each semester.
- c. Follow the appropriate curriculum for the major; any deviations from this curriculum must be approved, in advance, by an appropriate faculty advisor.
- d. Earn a grade point average of at least a 2.000 each semester in all required and elective courses and maintain a cumulative grade point average of at least a 2.000.
- e. Begin a recommended plan of study toward the major in which the student plans on graduating no later than the end of the second semester of enrollment.
- f. Meet with a designated departmental faculty or staff advisor as recommend by the major department, but no less than three times (during the third, sixth and eighth semesters of enrollment).

- g. Register each semester within one week of the day and time assigned by the Office of the Registrar.
- h. Avoid taking courses in time conflict with any course required by the major or in conflict with courses recommended by the major department advisor and the Dean's Office.
- i. Strictly adhere to the undergraduate degree requirements as provided by the College and the major department.
- j. Notify the major department and the College of his or her intent to graduate no later than the beginning of the seventh semester of enrollment.

3. Registration. Registration for any semester shall be held on those days indicated by the University calendar.

4. Course Load. To ensure the prompt completion of degree requirements, an undergraduate student is expected to register for and complete, each semester, a full-time course load as outlined in the University of Colorado Catalog or approved departmental curriculum guideline.

If a student elects to register for less than 12 credit hours in any semester, the student must declare that he or she is a part-time student and secure written approval of that semester's course schedule by a designated faculty advisor in their major department and by the College Dean's Office.

5. Attendance. Successful work in the College of Engineering and Applied Science is dependent upon regular attendance in all classes. A student who is unavoidably absent should make arrangements with the appropriate course instructor(s) to make up the missed work.

A student who, for illness or other justification, misses a final examination must notify the instructor and the Office of the Dean no later than the end of the day on which the final examination is given; failure to notify and take the final examination may result in a failing grade in the course.

6. Flexible/Transferable First Year Curriculum. If a student takes the following prescribed curriculum during their first two semesters of enrollment as a new freshman, the student will be assured of the acceptance of this course work toward any Engineering undergraduate degree and the acceptance of this course work toward the four-year guarantee. This first year curriculum must include: two semesters of calculus (APPM 1350 and APPM 1360), one semester of chemistry (CHEN 1211 and CHEM 1221), PHYS 1110, one computing science course (GEEN 1300 or CSCI 1300), and any one or two of the following courses: GEEN 1400, or any one-semester introductory course in Engineering, or a second-semester discipline specific course in any of the college undergraduate majors. The student must also complete two approved humanities or social science elective courses. The total number of semester credit hours completed during this two-semester period must be at least 30 credit hours.

7. Add, Drop and Withdrawal.

a. Add/Drop. Failure by a student to properly add a course in accordance with university and college rules and policies may result in non-enrollment in the course. Failure by the student to properly drop a course in accordance with university and college rules may result in a final grade of F in the course.

b. Withdrawal from the University. A student may withdraw from the University without academic notation before the census date of the semester. After the census date, the notation of a grade of W is recorded on the student's academic record for each enrolled course. After the deadline for withdrawing without approval of the Dean (or his/her designee), a student will not be allowed to withdraw from the College except for exceptional circumstances clearly beyond the student's control.

c. Withdrawal Procedures. A student withdrawing from the University must secure approval of the Dean (or his/her designee) and the Registrar. Notation of this withdrawal is recorded on the student's permanent record.

A student who interrupts his/her work by officially withdrawing from the University may be required to secure approval by the Dean (or his/her designee) to re-enroll in the College.

8. Final Examinations. Instructors are not permitted to change their course final examination schedule without the recommendation of the department concerned, and approval of both the Dean and the Provost of the Boulder Campus.

9. Changing Majors. A student desiring a change of major within the College must apply for that change by using the College Change of Major form. This change of major must be approved by the appropriate academic advisors and the Dean (or his/her designee).

10. Class Standing. Class standing is determined on the basis of the following semester credit hours: freshman, 0-29, sophomore 30-59, junior 60-89, senior 90-119, fifth year senior 120 and above. All transfer students will be classified on this same basis, according to the hours of credit accepted at this University. Class standing only indicates the number of credit hours attempted or accepted at the University of Colorado, and is not necessarily the number of credit hours successfully completed toward degree requirements.

11. Incomplete (I). An incomplete grade (I) may be given only after the student has requested this grade and the instructor has determined the existence of a good and sufficient reason for doing so. With the giving of an incomplete grade, the instructor shall document clearly both the conditions precedent to the removal of the incomplete and the time limit for the fulfillment of these conditions. The specified time shall not exceed a nominal one-year period. Copies of the "Incomplete Grade Record Form" shall be provided to the student, instructor, and student's major department, with the original filed at the Office of the Dean.

12. Repetition of Courses. A student may not register for credit in a course in which he or she already has received a final grade of C- (1.70) or better. When a student takes a course for

credit more than once, all earned grades are used in determining the grade-point average, subject to campus policy. An F grade in a required course necessitates a subsequent completion of that course.

A student may not enroll more than three times in a course that applies towards degree requirements; furthermore, after the third attempt, a student may not substitute an equivalent course.

A student who interrupts his/her course of study may be required to complete a new curriculum of study and /or repeat any course in which his or her preparation is weak.

13. Change of Grade.

a. A course instructor may request a change in a student's final grade to reflect an error in grading by the instructor. All changes in grade must be approved by the Dean (or his/her designee). Grade changes are only appropriate when errors have been made in evaluation.

b. A student may appeal the final grade in a course by utilizing the College Policy on Grade Appeals.

14. Scholastic Deficiency. To remain in good standing in the College, a student must

- a. maintain a cumulative grade-point average of not less than 2.00;
- b. maintain a grade point average, separately computed, of 2.00 for all courses taken from the student's major department; and
- c. not have any two consecutive semesters at CU with a semester grade point average below 2.00, irrespective of the cumulative grade point average.

A student's cumulative grade-point average shall include all courses attempted at the University of Colorado. The grade-point average in the major department shall include all courses attempted at the University of Colorado that indicate the student's major departmental prefix.

15. Probation and Suspension.

a. Probation. A student who fails to maintain good academic standing will usually first be placed on academic probation. This probation status remains in effect for the following two semesters of enrollment. Students on probation may not elect to enroll in a course Pass/Fail (P/F). Failure to comply with the terms of academic probation will result in an academic Dean's Stop against further registration.

Students who fail to meet the conditions of their academic probation are placed on academic suspension.

b. Suspension. While on academic suspension, the student may not enroll in the College of Engineering and Applied Science on any campus of the University of Colorado

during the regular academic year, but may enroll for correspondence courses or summer sessions. The suspended student is not permitted to enroll for Boulder evening courses through the Division of Continuing Education and Professional Studies.

A student can be suspended for failure to satisfy the conditions of their academic probation or for failing to secure a minimum grade point average of 1.000 (without a period of academic probation or 2.000 following a period of academic probation).

A student on academic suspension may not reapply for admission to this College until after one semester following his or her first academic suspension or after two semesters following a second academic suspension; a third academic suspension is permanent from this College.

Conditions for an undergraduate student returning to this College from academic suspension will be determined and published by the Undergraduate Education Council.

16. Sequence of Work. Each student should complete the work in the department (or program) in which he or she is registered according to the order of courses shown in the *University of Colorado Catalog*.

Any course in which there is a failure or an incomplete grade should be repeated at the first opportunity. This repeat should take precedence over other courses. The student must register so that the departmental requirements will be completed with the least possible delay.

A student who does not earn a grade of C- (1.70) or better in a prerequisite course may not enroll in the succeeding course without approval by petition of the instructor of the succeeding course, the appropriate academic department, and the Dean (or his/her designee).

A student may enroll for as much as 50 percent of his or her courses in work that is not part of the prescribed curricula of the College of Engineering and Applied Science. A student who desires to exceed this limit must gain approval, by petition, of his or her major department and the Dean (or his/her designee).

17. Graduation Honors. The following system designating Honors is effective with all undergraduate students entering this College in the Fall Semester 2005, or later.

In recognition of high scholastic achievement by a student, the designations “Summa Cum Laude”, “Magna Cum Laude” and “Cum Laude” will be awarded at graduation, and will be recorded on the diploma and in the commencement program. The specific qualifications to achieve these designations are reviewed and set by the Undergraduate Education Council, with any changes requiring approval by a majority vote of the faculty representatives on this council. At least 50 semester hours must have been earned on the Boulder Campus for the student to secure these designations. Beginning with August 2008 graduates, grades from all CU coursework is taken into consideration. Grades earned during the semester immediately prior to graduation are not considered for graduates prior to August 2008.

18. Honors Program. Qualified students are encouraged to participate in the College's Honors Program. Students who successfully complete the Honors Program will receive the notation "Graduation with Honors" on their diploma and in the Engineering Recognition Ceremony program.

19. NC Courses. A student in the College may not register for a required course NC (No Credit) nor change registration to NC in any course except by petition to the Dean (or his/her designee). Courses taken NC shall not be used in fulfilling the minimum college course load requirement. A student enrolled in a course with the NC option is expected to attend classes and has the option of undertaking coursework and examinations, but will receive no credit.

20. Pass/Fail Grading. The primary purpose for offering the opportunity for a student to enroll in a course for a grade of Pass (P) or Fail (F) rather than a letter grade is to encourage students to broaden their educational experience by electing challenging courses without serious risk to the cumulative grade point average.

A grade of Pass (P) in a course means that the course hours may be counted toward the credit hours required for graduation, but the course hours will not be used in the computation of the student's grade-point average. A grade of Fail (F) in a course will be recorded and the credit hours of the course will be used in the calculation of the student's grade-point average just as is done with a grade of F in a normal registration, subject to campus policies.

The maximum number of credit hours that a student may elect P/F shall be designated by the student's major department but shall not exceed 16 credit hours. A student who has designated Open Option must obtain petition approval to take a course for a P/F grade.

A transfer student may count toward graduation one P/F credit hour for each 9 credit hours of course work completed in this College under the standard grading system.

A student wishing to register for a course Pass/Fail must register for this course on a P/F basis during the first two weeks of the semester, as noted in the *Registration Handbook and Schedule of Courses*. After two weeks, it will not be possible for students to change their registration to or from P/F, unless approved by the Dean (or his/her designee).

21. Transfer Credit. Transfer credit in which the student has received a lower than the minimum passing grade (corresponding to the grade of C- at the University of Colorado) will not be accepted. All transfer credit is granted with the provision that subsequent courses are successfully completed with at least a grade of a C-. A student who fails a subsequent course may be required to repeat the course for which provisional transfer credit has been given.

22. ROTC Credit. Any student may, with departmental approval, receive up to six semester hours of credit toward an engineering degree from among ROTC courses appearing on an approved list available in the Dean's Office. Humanities and Social Science courses that are

cross-listed with ROTC course may be used to fulfill college humanities and social science requirements, subject to departmental approval.

23. Policy on Humanities and Social Science Requirements for Undergraduate Degree Students in the College of Engineering and Applied Science.

The Humanities and Social Science degree requirements, including writing requirements, for undergraduates in the College of Engineering and Applied Science will be reviewed and published annually by the Undergraduate Engineering Council. Any changes must be approved by a majority vote of the faculty representatives on this council. The following general guidelines shall apply.

- a. An undergraduate degree program in the College of Engineering and Applied Science requires a minimum of eighteen semester credit hours taken as approved courses in the humanities and social sciences (H&SS). Degree-sponsoring units may elect to require more than the minimum.
- b. Courses representing at least six semester credit hours of the minimum eighteen semester credit hours must be taken at the 3000 level or above.
- c. All H&SS courses must be selected from a list approved by the Undergraduate Education Council, published by the College, and made available to students through the Dean's Office, departmental offices, staff and faculty advisors, and other means available (e.g., the college website). This list will be comprehensive and will be updated as necessary to reflect new courses available and courses no longer being offered. Any exceptions must be approved by the Dean of the College of Engineering and Applied Science (or his/her designee).
- d. A college or department advisor will assist all students in developing a coherent plan for the H&SS component of their curriculum. This plan will reflect a rationale for the courses selected and will provide both breadth and depth of study. Additionally, a student's H&SS program must not be limited to a selection of unrelated and/or introductory courses.

ARTICLE V. APPROVED RECOMMENDATIONS OF POLICY OF THE COLLEGE OF ENGINEERING AND APPLIED SCIENCE

Approved Recommendations of Policy share several purposes. Primarily, they serve as a record of action taken by the faculty, without notice of motion and passed by a simple majority vote, on matters that do not carry the force of an amendment to the Rules; or, if it is found to be impractical or undesirable, the recommendation may be dropped. An Approved Recommendation of Policy may become permanent without becoming a rule if the recommendation deals with a matter that would not be appropriate for inclusion in the Rules, or if the recommendation should be applied at the discretion of the individual departments.

Thus, any motion affecting educational policy, acted upon by the faculty, for which no notice of motion has been given, becomes an Approved Recommendation of Policy. Departments are expected to follow the recommendations unless in their judgment it is clearly undesirable to do so.

1. Curriculum and Course Policies

a. Each undergraduate student should take at least one humanities or social science course, representing at least three semester credit hours, related to the nature and meaning of the categories of women, race, ethnicity, and gender, or to study of cultures other than those of Europe and United States.

b. All undergraduate students should participate in at least two courses in which oral and written communication constitute a significant learning objective, at least two courses where team-based, active learning (including open-ended design and hands-on experience) is emphasized, and a meaningful capstone design experience before graduation.

c. To remain in good standing in the College of Engineering and Applied Science, an undergraduate student must maintain satisfactory academic performance, as measured by grade-point-average-based criteria and satisfactory academic progress toward completion of a Bachelor of Science degree in the College. Failure to meet these requirements will result in the student being placed on academic probation and/or academic suspension.

2. Cross-listed Courses

Questions on cross-listed courses will be addressed by the Undergraduate and Graduate Education Councils, as appropriate.

3. Course Meetings Per Units of Credit

Undergraduate courses in the College that offer three or more units of credit should meet at least twice a week.

4. Course Outline Approval Procedures

a. New Courses

1. The appropriate faculty member(s) have the responsibility of preparing a draft course proposal, including a course outline, answering all relevant questions in detail. The template course proposal form maintained on the college website should be used for this purpose to ensure that all required information is provided.

2. The Department Chair (or Program Director) reviews the course proposal draft with the appropriate faculty to assure that the proposed course is compatible with the departmental goals, rules, manpower availability and physical facilities. After chair approval, the course proposal is sent to the Associate Dean of Engineering for Education. The Associate Dean reviews the proposal, and after preliminary review, forwards the proposal to the members of the Administrative Council. Each recipient has 14 days in which to discuss the draft with his/her faculty (in the case of department chairs) and to collect any reactions. Each member of the Administrative Council should return his/her written responses, if any, to the Associate Dean, who will collect all responses and review these responses with the submitting department (or program).

3. If no comments requiring changes are received from members of the Administrative Council within the 14-day period, the course proposal will be approved by the Associate Dean and forwarded for inclusion in the Course Catalog.

4. In the event that a member of the Administrative Council returns comments within the 14-day period that require changes to the course proposal, the Associate Dean will return the course proposal to the submitting department (or program) for comment and response. The Associate Dean will then determine if the course proposal is acceptable or requires further revision.

b. Revised Courses

When revision pertains to form rather than content (e.g., changes of wording in the catalog description, changes of course number, etc.), the responsible department prepares the Registrar's Office Course Revision Form. It is then forwarded to the College for approval by the Assistant Dean for Students.

c. Course Schedule Information

1. A statement that courses with insufficient enrollment will be canceled will appear in the Engineering section of the *University of Colorado Catalog*.

2. Each department and program may list under the heading "Special Topics" those topical areas of its interest in which courses may be given when the demand arises. A student who takes a course for credit under a Special Topics number shall have the topical area shown on his or her transcript. If a course has been taught as a Special Topics course every other year or more often, and covers essentially the same material, then a New Course Proposal must be submitted after the third occurrence.

5. One Time Forgiveness for Late Course Drops

To provide consistency within the College concerning student requests for late drops of courses, the following “one time forgiveness” policy exists. Instructor and Dean approval is required of the following petition actions.

Throughout a semester a student can petition to late drop a course if he or she has not previously attended the course, handed in homework, or taken any examinations. From the third through the tenth week of the semester, the student can petition to late add a course if the student has not previously late added or dropped a course. And, after the sixth week of the semester, a student can late drop a course only with documentation that verifies a circumstance clearly beyond his or her control or with evidence of a University advising or registration error.

6. College Level Examination Program (CLEP) Credit

A student in the College may earn college credit in CLEP Subject Examinations approved for credit at CU Boulder when scored at the 67 percentile and above. Interested students should contact the Office of Admissions to determine approved CLEP Subject Examinations, examination dates and procedures for transferring CLEP credit to this campus.

7. Freshman-Sophomore Mathematics Requirement

It is recommended that:

- a.** Three semesters of calculus be required (APPM 1350, 1360, 2350, or MATH 1300, 2300, and 2400), and
- b.** One additional course in Applied Mathematics or Mathematics be required. The student may fulfill this requirement by taking APPM 2360 or APPM 2380, or any Applied Mathematics or Mathematics course numbered higher than 2400.

8. Faculty Advising

Faculty are expected to be conscientious and effective advisors. They are expected to spend an appropriate amount of time with students outside the classroom based upon the number of credit hours they are teaching and the number of students they are advising.

9. Evaluation of Teaching

Multiple sources of information should be included in the evaluation of a faculty member's teaching, e.g.

a. Student Evaluation

Faculty course Questionnaire (FCQ) ratings provide important information on how students view teaching effectiveness. The FCQ gives a measure of customer satisfaction and provides useful information to the instructor in the form of student comments.

Questionnaires, group interviews and letters from students can provide information about teaching effectiveness both in courses and outside the classroom in contexts such as independent study and graduate research. Letters from graduating seniors or graduates give information from students who have had time to reflect on their educational experience.

b. Peer Evaluation

Peer evaluation may include the evaluation of course content, materials, delivery, syllabi, exams, homework assignments, and grading policy.

Class visits (with prior consent of the individual being evaluated) by one or more faculty members may be used for evaluation purposes. A group discussion between the faculty observer and the class can be effective in assessing the positive and negative aspects or the instructor's teaching performance. Information and observations may be summarized in a written report and may be used as feedback by the instructor to improve his or her teaching. Exchange visitation between paired instructors may be useful to both parties.

c. Self Assessment

The instructor may provide a written description of his or her teaching innovations, course development, and individual student instruction.

An interview with the Department Chair or Executive Committee may facilitate communications between the instructor and the Chair or Committee. The Chair or Committee may provide feedback about teaching activities, and may help the instructor in setting goals.

d. Outcomes

Measurements of student learning such as examination grades, performance in subsequent courses, performance on standardized tests, and subsequent job performance can give a direct measure of teaching effectiveness.

10. Engineering Technology Course Work

Courses on basic subjects such as mathematics, physics, chemistry or the social sciences taken at a prior institution may be acceptable for transfer if they are taught for all students and not specifically for engineering technology programs.

A student who has taken courses with technology designations at another institution may consider the following options:

- a.** The student may petition to waive the similar course at the University of Colorado. The requirement to take a course can be waived if a student demonstrates that, by previous course work, individual study, or work experience, the student has acquired the education normally provided by the course.
- b.** The student may seek credit for the course by examination.

ARTICLE VI. AMENDMENTS

Amendments to these rules require approval of a two-thirds vote of the voting members of the faculty of the College present at any regular or special meeting. Amendments may be initiated and proposed by any voting member of the faculty or by any standing committee of the faculty. Written notice of a proposed amendment shall be given to members of the voting faculty at least 30 days in advance of any meeting in which an amendment is to be considered. The amendment may be made at any regular or special meeting of the faculty held during the academic year.

Amendments to the rules and approved recommendations of policy shall be distributed to all members of the faculty within a period of sixty days following the date of amendment. The entire set of rules and recommendations shall be issued periodically to all members of the faculty. Publication on the college website shall satisfy these requirements.