

Enrollment Management Policy

College of Engineering and Applied Science

Approved by Administrative Council 10/27/2008

Introduction

Departmental enrollments in the College of Engineering and Applied Science tend to exhibit cyclic behavior. Since all departments have resource limitations and constraints, including the availability of instructional faculty, faculty responsibilities other than teaching, capacity of teaching facilities and budgetary limitations, it is possible that from time to time the demand for admission into certain departments of the College will exceed the available capacity. In such circumstances, departments need to be able to respond to enrollment-related pressure in a manner that is consistent, fair and administratively supportable. In addition, departments need the flexibility to respond to enrollment pressure as best meets their particular circumstances. The objective of this policy is to provide departments with a consistent mechanism for responding to enrollment pressure, while ensuring that the policy:

- is easy for advisors to explain, and is easy for students and parents to understand;
- is perceived as fair by all parties; and
- provides for maximum access and educational opportunity consistent with college and department limits.

This document describes a revision to the Enrollment Management Policy, originally approved on 11/14/2005, revised 8/17/2007, and reflects experience gained in the implementation of that policy.

Departmental Procedures

When a department anticipates that demand for admission into one of its majors will exceed available capacity, the department may find it necessary to limit admission into that major. This will be accomplished as follows:

1. A department must propose to be enrollment-limited by June 1 in the year prior to the fall semester when the enrollment limit is to take effect. In turn, the Associate Dean for Education must issue a decision by July 1st in the year prior to the affected fall enrollment. This advance notice will ensure that all students applying to the major are aware of the enrollment limit.
2. Enrollment limits established by departments must reflect actual resource limitations, which shall be justified in writing to, and approved by, the Associate Dean for Education.
3. Those prospective students meeting the Direct Departmental Admissions Criteria will be allowed to enroll in their major of choice at the time of admission. Direct admission is expected to account for about two thirds of the enrollment limit. The Direct Departmental Admissions Criteria are similar to the College's "Guaranteed Admission Requirements for Colorado Freshmen" (applied to all students in this instance), which are reviewed and approved annually by the Undergraduate Education Council. Other highly qualified students whose academic performance is close to these criteria may also be directly admitted to their major of choice, to bring the expected direct admissions yield up to approximately two thirds of the enrollment limit. The College will work with the campus Admissions Office to ensure that the direct admissions process is implemented in accordance with this policy. To ensure that all students who demonstrate academic excellence after entering CU have the

opportunity to earn admission into their majors of choice, the remaining third of the enrollment limit will be filled based upon merit-based admission, as described below.

4. A student applying to an enrollment-limited major, who was not accepted for direct admission, or who applied to open option or another major in the College, will be considered for merit-based admission to the enrollment-limited major after completing at least two, and no more than three, semesters at CU Boulder. Academic performance in required science, mathematics and engineering courses taken at CU Boulder during those two or three semesters will be used to compute a “CU Boulder Technical GPA.”¹ A student must have completed at least four required engineering and science courses at CU Boulder before being considered. Students who achieve a minimum CU Boulder Technical GPA of 3.000 or above after two or three semesters are assured admission into the majors of their choice. Students whose academic performance is below this level may be considered for admission into enrollment-limited majors as space permits.
5. First-year students entering the College with a significant number of math and science AP and/or IB credits may be considered for admission to an enrollment limited major after only one semester at CU-Boulder, as long as they complete at least three required science, mathematics, and/or engineering courses. These situations will be handled on an individual basis, when the student’s inability to declare his/her major would severely impact progress towards degree. In addition, a student who may need to take additional preparatory coursework (such as introductory chemistry, preparatory physics, and/or pre-calculus mathematics) may need more than three semesters of CU-Boulder coursework before an admission decision can be rendered. Both of these situations will be handled on a case-by-case basis.
6. A student who has applied to an enrollment-limited major, but not accepted for direct admission, will be classified as “open option” until accepted into his or her major of choice, or transferred, to another major.
7. A student may remain in open-option status for up to three semesters. A student who is still in open-option status after three semesters must transfer to a non-enrollment-limited major.
8. In general, students will not be allowed to enroll in upper-division courses in an enrollment-limited major until they have been admitted to that major. Each department will publish a list of its upper-division courses not affected by this restriction, which shall include those courses not subject to resource limitations.
9. This policy will apply equally to freshmen, intra-university transfer, and inter-departmental transfer students.
10. A student who is seeking admission into an enrollment-limited major will in general be advised by that department while he or she is in open-option status. Open-option advisors will also be qualified to advise students seeking admission into enrollment-limited majors.
11. Departments with enrollment limitations in effect will re-evaluate annually the continued need for those limitations, and will communicate the results of this evaluation to the Associate Dean for Education by the end of the preceding academic year.

¹ In general, only science, math and engineering courses required for graduation in the major of choice will be considered when computing the CU Boulder Technical GPA. Any exceptions to the manner in which the CU Boulder Technical GPA is computed will be determined by the Undergraduate Engineering Council and published on the College’s web site.