POLICIES & REQUIREMENTS

Admission

Freshman Applicants
When students apply to the College of Engineering and Applied Science from high school, they may indicate to enter the college as "open option" (unsure of engineering major), or they may select a preliminary engineering major. Sometime after completion of the first semester, and by the eighth week of the second semester, all students should finalize and confirm their choice of major (http://www.colorado.edu/engineering-advising/get-your-degree/first-year-freshmen/confirming-your-major) in the College.

Specific admission requirements are detailed in the Admissions (catalog.colorado.edu/undergraduate/admissions) section of this catalog. Contact the campus Admissions Office (http://www.colorado.edu/admissions) for more information.

Transfer Students
Students desiring to transfer (http://www.colorado.edu/engineering/future-students/transferring-cu) from other accredited collegiate institutions are considered for admission on an individual basis. All transfer students are expected to be enrolled as full-time students and must be admitted to the college prior to the last 45 credit hours of their degree program. Admission criteria for students at other CU campuses are the same as for other transfer students.

Intrauniversity Transfer Students - Intrauniversity transfers (IUTs) (http://www.colorado.edu/engineering-advising/transfer-within-cu) on the Boulder campus to the College of Engineering and Applied Science are considered on designated criteria. The applicant's academic record must fulfill the IUT admissions requirements of the College of Engineering and Applied Science.

Former Students
A former student is expected to meet the current requirements outlined in the Admissions (catalog.colorado.edu/undergraduate/admissions) section of this catalog and must reapply to the university. Courses taken at other collegiate institutions may or may not be a determining factor in the student's readmission to CU Boulder, but transcripts on all such work must be submitted.

Interruption of studies may require completion of current degree work in addition to repetition of course work for new degree requirements.

A former student returning to the College after a break in attendance must have course work reevaluated by the student's major department/program if it is older than 10 years from the date of their return.

Minimum Academic Preparation Standards (MAPS)
All students entering the University of Colorado who finished high school in the spring of 1988 or after must meet minimum academic preparation standards (MAPS) specified by each school or college. The College of Engineering and Applied Science has adopted the following standards for students. These standards are defined in high school units; a unit is one full year of high school course work:

- **English:** 4 units
- **Mathematics:** 4 units (includes at least 2 of algebra, 1 of geometry and 1 of college preparatory math such as trigonometry, analytic geometry or elementary functions)
- **Natural Science:** 3 units (2 of physics AND 1 of biology or chemistry; OR 2 of chemistry AND 1 of physics or biology; OR 2 of biology AND 1 of chemistry or physics; OR 1 of physics AND 1 of chemistry or biology AND 1 of another science)
- **Social Science:** 3 units (includes at least 1 unit of U.S. or World History)
- **Foreign Language:** 3 years of the same foreign language or 2 years in each of two different foreign languages

For additional information, see the Admissions (catalog.colorado.edu/undergraduate/admissions) and MAPS (catalog.colorado.edu/undergraduate/admissions/minimum-academic-preparation-standards) sections of this catalog.

Academic Excellence

Dean's List
An undergraduate student in the College of Engineering and Applied Science who completes at least 12 credit hours of course work for a letter grade during the fall or spring semester on the Boulder campus, and who earns a semester grade point average (GPA) of at least 3.600, will be included on the college dean's list for that semester. Notation of "Dean's List" is placed on the student's transcript, and is viewable at the end of the semester in which the designation is earned.

Honors at Graduation
Undergraduate students may be eligible for honors designations at graduation (http://www.colorado.edu/engineering-advising/get-your-degree/graduation/honors-graduation).

Engineering Scholarships
Undergraduate scholarships are provided by public funds and private donations by alumni, corporations and friends of the college. In some cases, endowments have been established; other scholarships are based on annual gifts. Some companies provide matching funds for gifts from their employees who are alumni.

For additional information about engineering college-specific scholarships (http://www.colorado.edu/engineering/future-students/financial-aid-scholarships), contact the College’s Scholarship Coordinator at 303-735-2440.

Anyone interested in providing an undergraduate scholarship or contributing to the scholarship fund may contact:

Engineering Advancement
University of Colorado Boulder
422 UCB
Boulder, CO 80309-0422
303-492-7899

Academic Standards

Academic Policies
Students in the College of Engineering and Applied Science must abide by all College policies and procedures as outlined on the College’s Advising web site (http://www.colorado.edu/engineering-advising), such as Academic Expectations and Policies (http://www.colorado.edu/engineering-advising/get-your-degree/academic-expectations-policies).
Students should refer to these webpages often since policies, procedures, and forms may be updated throughout the academic year.

**Academic Integrity**

Students in the College of Engineering and Applied Science may be required to pass an academic integrity quiz. See also the campuswide Honor Code (http://honorcode.colorado.edu) website.

**Academic Standing**

Visit the College’s Academic Standing (http://www.colorado.edu/engineering-advising/academic-standing-0) webpage for details on good academic standing, academic alert, academic recovery, and academic suspension.

**Attendance**

Successful work in the College of Engineering and Applied Science is dependent upon regular attendance in all classes. Students who are unavoidably absent should make arrangements with instructors to make up the work missed. Non-attendance does not constitute withdrawal from a class. If students stop attending a class in which they are formally enrolled, they are likely to receive a failing grade (F). All students are expected to be enrolled full-time and must petition to be enrolled part time.

**Registration and Enrollment**

To ensure the prompt completion of degree requirements and satisfaction of the four-year guarantee, the undergraduate student is expected to register for, and complete each semester, a full-time course load as outlined in the relevant major department/program curriculum. All students are expected to be enrolled full-time and must petition to be enrolled part-time. Part-time enrollment (less than 12 credit hours) will negatively impact the student’s financial aid and scholarships, and is likely to negatively impact student health insurance, on-campus housing, and the four-year graduation guarantee. Students must also petition to be enrolled in more than 19 credit hours in any given semester.

**Sequence of Courses**

Students are expected to follow the curriculum recommended by their major department/program.

A student who receives a grade of D+ or lower in a course that is prerequisite to another may not enroll in the succeeding course without an approved petition from the student’s major department/program, the instructor of the succeeding course and the dean’s office. (Check with the major department/program for more stringent requirements on prerequisite course grades.)

All courses are not necessarily offered each semester. According to college policy, undergraduate courses having an enrollment of fewer than 20 students may be cancelled. Students can minimize scheduling problems by closely following the curricular sequence recommended by their major department/program. If a course is unavailable, a student may petition to enroll for equivalent study.

**Add and Drop Policies**

See the Office of the Registrar web site (http://www.colorado.edu/registrar) for campuswide add and drop policies, and specific deadline dates for a given semester/term.

Engineering students may not enroll in more than 19 credit hours in a semester (17 credit hours for first-semester students) without an approved college petition.

After the final drop deadline, students must file a detailed college petition to request a late drop, which may be approved under the following conditions:

- After the tenth week of class, a student may be approved to late drop a course if they had not previously attended or participated in the course, handed in homework or taken any examinations. Course instructor approval is required.
- After the tenth week of class, a student may be approved to late drop a course only with documentation to verify circumstances beyond their control or a university error. Course instructor approval is required.

Students are responsible for being aware of the consequences of a late drop(s), including impacts on financial aid/scholarships, health insurance, on-campus housing eligibility, academic progress towards degree requirements, etc.

**Withdrawal from the University**

Withdrawal is the term used when a student wishes to drop all classes in a given semester/term. See the the Office of the Registrar web site (http://www.colorado.edu/registrar) for campuswide withdrawal deadlines and procedures.

If a student withdraws, college permission may be required for re-enrollment. Students who interrupt their course of study may be required to complete all current degree requirements and to repeat courses previously completed.

**Repeating Courses**

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. This means that a student has a maximum of three opportunities to show sufficient mastery of a particular subject area, whether the course is from CU Boulder or through another collegiate institution. Furthermore, the most recent occurrence of the subject is the grade which is applied (e.g., to meet a grade required for a prerequisite course). If a student has earned AP or IB college credit and then subsequently enrolls in that course content, the later grade is applied. All grades will be employed to calculate grade point averages, including any courses which are repeated. Students are not to register for courses in which they already have received a final grade of C- or higher (unless their degree program requires a higher grade in the course).

**Incompletes**

Incomplete grades are given only when students, for documented reasons beyond their control, are unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for such a grade is given. An Incomplete Grade Record Form (http://www.colorado.edu/engineering-advising/content/incomplete-grade-form) must be completed by the instructor and student. In addition to reflecting the course and term taught, it also states what work must be completed to award the final grade and when the work must be finished (not to exceed one year). Incomplete grades are not calculated into the GPA. If a student does not complete a course assigned an Incomplete grade within one year, the Incomplete grade will automatically convert to an F grade. Students cannot repeat an equivalent course at another campus of the university or at another institution and expect the CU-Boulder grade of “I” to be removed, changed, or excluded from conversion to an F. A student is expected to complete any course with an “I” grade and not to re-enroll.
in a course in which a grade of "I" was awarded. Once the work has been completed, the instructor must complete and submit a Change of Record form. However, it is the student’s responsibility to verify that the grade change was processed and is reflected properly on the transcript.

**Credit Policies**

**Advanced Placement (AP)**

College credit may be granted on the basis of scores earned on the College Board’s Advanced Placement (AP) exams. The Admissions Office maintains a chart showing what AP exam scores must be earned to receive college credit (catalog.colorado.edu/undergraduate/admissions/credit-examination/#advancedplacementapcredittext).

**International Baccalaureate (IB)**

College credit may be granted on the basis of International Baccalaureate (IB) program exam scores. The Admissions Office maintains a chart showing what IB exam scores must be earned to receive college credit (catalog.colorado.edu/undergraduate/admissions/credit-examination/#internationalbaccalaureateibcredittext).

**College-Level Examination Program Credit**

College credit may be granted for select College-Level Examination Program (CLEP) examinations. The Admissions Office maintains a list of eligible CLEP exams and the minimum score required to earn college credit (catalog.colorado.edu/undergraduate/admissions/credit-examination/#collegelevalexaminationprogramcleptext).

**Credit for Reserve Officers Training Corps (ROTC)**

Up to 6 credit hours of approved ROTC courses may be counted toward a student's degree requirements in the humanities/social sciences. These approved courses may be found at www.colorado.edu/engineering/academics/policies/hss (http://www.colorado.edu/engineering/academics/policies/hss). With written approval from the student’s major department/program, additional ROTC credit hours may be applied as free electives and/or technical professional electives.

**No Credit Restrictions**

In the College of Engineering and Applied Science, courses required for fulfillment of graduation requirements cannot be taken for no credit (NC). Once a course has been taken for no credit, the course cannot be repeated for credit. Engineering students must petition for approval before enrolling for any course NC.

**Pass/Fail Option**

The primary purpose for offering courses on a pass/fail grading option is to encourage students to broaden their educational experience by selecting elective courses with this grade option without serious risk to their academic record. Individual departments may have rules that should be checked before registering for the pass/fail option. The college pass/fail policy is:

1. The maximum number of credit hours a student may elect with the pass/fail option shall be designated by the student’s major department/program, but no more than 16 hours of pass/fail credit can be applied toward degree requirements. (Study abroad pass/fail credit hours are exempt from this limitation.)
2. Students should obtain advance approval via petition prior to selecting the pass/fail option using the College Petition Form. Course work taken pass/fail without appropriate approval may be reverted to the letter grade earned.
3. All students who wish to register for the pass/fail option in a fall or spring semester must do so by the third Friday after classes begin.

4. Students on academic recovery may not elect the pass/fail grade option.

**Transfer Credit**

After a prospective transfer student has been admitted, the Office of Admissions issues a transfer credit evaluation listing those courses acceptable for transfer by University of Colorado Boulder standards. A copy of this evaluation is made a part of the student’s college record. The student’s major department/program will then indicate which of those courses are acceptable in meeting engineering degree requirements. It is the responsibility of the transfer student to request final validation of the transfer credit hours by the major department/program and confirm that this validation is noted in the student’s record.

If at any time a student wishes to have a course not previously accepted reconsidered for transfer, the student should consult with the faculty transfer credit evaluator in their major department/program to determine if petitioning for credit is in order.

**Nontransferable Credit Hours**

Students desiring to transfer credit hours from engineering technology programs should note that such credit hours are accepted only upon submission of evidence that the work involved was fully equivalent to that offered in this college.

Some technology courses are taught with titles and textbooks identical to those in similar engineering courses. These courses may still not be equivalent to engineering courses because the areas of academic emphasis are divergent.

In order to assist engineering technology students with transfer problems, the following guidelines have been established:

1. Courses on basic subjects such as mathematics, physics, foreign languages, literature or history may be acceptable for transfer credit if they were taught as part of an accredited program for all students and were not specifically designated for technology students.
2. Students who have taken courses with technology designations that may be valid equivalents for engineering courses have these options:
   - They may petition for permission to waive the course requirement. The course requirement can be waived if students demonstrate that, by previous course work, individual study or work experience, they have acquired the background and training normally provided by the course. No credit is given for a waived course, but students may benefit from the waiver by being able to include more advanced work in their curriculum. A student will need to substitute an equivalent number of credit hours (approval by major department/program and college required).
   - Other students may profit by repeating the course at this college and thus establishing a fully sound basis for what follows.

For more information on transfer of credit policies, see Transfer of College-Level Credit (catalog.colorado.edu/undergraduate/admissions/transfer-college-level-credit) in the Admission section of this catalog.
Petition Policy
A student desiring a waiver of college or department/program policies must request and secure approval for this waiver through a petition procedure. Petitions (http://www.colorado.edu/engineering-advising/forms) are first presented to the student's major department/program for review, followed by review at the dean's office. It is the student's responsibility to obtain official notification of the petition decision from the dean's office.

Final Grade Appeal
If a student (rostered in any college/school on campus) wishes to appeal the final grade in a course offered by a College of Engineering and Applied Science academic unit, refer to the College's official grade appeal policy and procedures (http://www.colorado.edu/p17ac5aa8dc5/rules-policies/grade-appeal-policy).

Academic Advising
Students are advised by professional staff advisors (http://www.colorado.edu/engineering-advising) and faculty mentors from their respective major department/program, typically at least once a semester. Students use MyCUHub (http://www.colorado.edu/mycuhub) to communicate with advisors, schedule appointments, explore majors, etc.

Premedical Option
Students interested in meeting requirements for entry into medical or other health professions schools while earning a degree in engineering should consult with a prehealth advisor (http://www.colorado.edu/career/exploring-interests/interest-areas/pre-health). Students should also discuss their plans with their primary academic advisor, since some of the required course work may fulfill electives in their engineering curriculum.

Four-Year Graduation Guarantee
For academically prepared freshmen who do not wish to extend their studies beyond eight semesters, the University of Colorado extends a guarantee (http://www.colorado.edu/engineering-advising/get-your-degree/graduation/four-year-graduation-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 bachelor of science degree from the College of Engineering and Applied Science no later than the end of eight consecutive semesters of full-time enrollment. In the event the University of Colorado is not successful in meeting the terms of this guarantee, the university will reimburse the student all tuition and course fees for those courses remaining to successfully complete the previously designated bachelor of science degree.

Degree and Graduation Requirements
To be eligible for any of the baccalaureate degrees from the College of Engineering and Applied Science, students must meet graduation requirements (http://www.colorado.edu/engineering-advising/get-your-degree/graduation-requirements). Students should run an online degree audit and meet with their academic advisor to discuss progress towards degree requirements, and then when appropriate, apply for graduation on MyCUInfo according to timelines provided by the College, Graduate School, and/or the Registrar’s Office.

Dual Degrees
A student in the College of Engineering and Applied Science may be able to obtain two degrees in engineering, or obtain one degree in engineering and obtain one in another field, such as business, music or one of the arts and sciences disciplines. Full degree requirements must be met for each degree program.