

THE CIVIL ENGINEERING DEPARTMENT BS/MS APPLICATION INSTRUCTIONS

1. Complete the **Application for Admission to the Concurrent Bachelor's/Master's Degree Program** (MUST indicate area of specialization on application);
2. Complete **Application for Graduate Admission - Part II**;
3. Complete all four **Request for Recommendation** forms
 - a. Give a **Request for Recommendation** form to each of your Recommenders;
 - b. *Recommenders should return the **Request for Recommendation** form and their letter of recommendation directly to the CEAE Graduate Program Coordinator;
4. Meet with the CEAE or EVEN Undergraduate Coordinator to obtain a signed copy of your CIVIL, ARCHITECTURAL, or ENVIRONMENTAL ENGINEERING UNDERGRAD GRADUATION CHECK;
5. Obtain a copy of your unofficial transcript (MyCUInfo)

Deadlines to submit BS/MS application: Fall – March 31 Spring - October 30

- There is no application fee required for submitting a BS/MS application
- Read **Guidelines for Concurrent Degree Program** BEFORE submitting a BS/MS application
- Students are expected to submit applications during the sixth or seventh semester of their undergraduate program and have a minimum GPA of 3.25
- As a guideline, applications will be considered from students who have completed at least 75 credit hours but not more than 110 credit hours of the necessary coursework to satisfy the requirements of the BS degree
- A student will be allowed to use up to a maximum of 6 graduate units for both the BS and MS degrees if the student can maintain a 3.5 GPA or above in their immediate next 24 credit hours after entering the joint degree program
- Applications will be evaluated by the individual graduate programs in the department and administered through the graduate committee
- Additional restrictions may be placed on these rules by the individual programs

Return these items to Graduate Program Coordinator by the BS/MS application deadline:

- Application for Admission to the Concurrent Bachelor's/Master's Degree Program**
- Application for Graduate Admission - Part II**
- CIVIL, ARCHITECTURAL, OR ENVIRONMENTAL ENGINEERING UNDERGRAD GRADUATION CHECK LIST
- Unofficial Transcript

*Four letters of recommendation and forms should be delivered/emailed/mailed by the BSMS application deadline to:

**Graduate Program Coordinator
Civil, Environmental, and Architectural
Engineering Office Tower 427
428 UCB
Boulder, CO 80309-0428
Email: Trinh.Hansen@Colorado.edu**

Research and Graduate Education
The Graduate School & CEAE | Policies

The Graduate School | Policies | Guidelines for Concurrent Degree Program

The Concurrent Bachelor's/Master's degree program offers the opportunity of pursuing the Bachelor's and Master's degrees leading towards the awarding of the degrees at the completion of the joint program. The program is normally a 5-6 year program designed for currently enrolled CU Boulder students.

Initial admission to the program typically occurs during the Junior year. Minimum standards for admission require a cumulative G.P.A. of 3.25 and completion of all MAPS deficiencies. Additional admissions criteria are determined by the individual departments in conjunction with the appropriate school or college deans. Any interested student should contact the relevant department.

Students admitted to the concurrent degree program will maintain their undergraduate standing until the mid-program review which will determine the student's eligibility to continue in the concurrent degree program. The review of eligibility should be conducted at the end of the student's senior year. A student will be considered eligible to continue upon meeting the following minimum standards and criteria: completion of 120 hours (128 in engineering), completion of the department and School/College requirements for the undergraduate degree, maintenance of a minimum cumulative g.p.a. of 3.0 or better as required by the individual department, and maintenance of full-time status with the completion of 24 credits per year. Upon determination of eligibility to continue, the student may request that they be recommended for formal admission to the Graduate School. Such a recommendation must be made by the department's program administrator and should be endorsed by the dean's office of the appropriate school or college. Upon approval of the recommendation the office of the Dean of the Graduate School will complete the necessary procedures to admit the candidate as a graduate student for the completion of their program. Any students not recommended for continuation in the concurrent degree program will be eligible to complete their Bachelor's degree. Upon successful completion of the concurrent degree program, both the Bachelor's and Master's degrees will be awarded simultaneously.

The concurrent degree program will be administered jointly by the Graduate School and the respective undergraduate School or College. The major department will assume primary administrative authority and responsibility reflecting the full authority and standards of both the undergraduate and graduate degrees (including any minimum standards which may be unique to concurrent degree students).

Basic Requirements and Minimum Standards

1. Students in the concurrent degree program must be full-time (average 24 credits per year), continuously enrolled students maintaining a minimum cumulative g.p.a. of 3.0 throughout their enrollment (department's may establish higher standards for g.p.a).
2. Only currently enrolled, University of Colorado Boulder students, may be considered for admission to the program. Transfer students must complete at least 24 credit hours as a degree-seeking student before applying to the program.
3. Students who are admitted to the concurrent degree program may not pursue a double degree or double major of any other kind.
4. Any MAPS deficiencies must be completed prior to admission to the concurrent degree program.

Research and Graduate Education
The Graduate School & CEAE | Policies

5. Issues of satisfactory academic progress, petition/appeal, transfer credit and grievance shall be monitored by the individual department's program administrator regarding departmental major requirements and minimum standards of achievement. In addition, the dean's offices shall appoint representatives to the Concurrent Degree Appeals Committee (CDAC) which will consider appeals and review standards regarding school/college or university requirements or issues that cross undergraduate/graduate or school/college lines of authority. All decisions regarding appeals, exceptions, or issues of adequate progress shall be copied to the following: the student, the student's department administrator, and the appropriate undergraduate or graduate dean's offices.
6. Concurrent degree students may not participate in the Time Out program. Exceptions may be granted only after consideration by the CDAC based on a review of extenuating circumstances.
7. Time limits for the concurrent degree programs will generally be 5-6 years as specified in the departmental guidelines. Extensions of time limits will be approved only after consideration by the CDAC based on a review of extenuating circumstances.
8. Minimum cumulative G.P.A. for all students enrolled in the concurrent degree program must be maintained at 3.0 for the duration of the program. Departments may establish G.P.A. requirements that are higher than this minimum standard and will be responsible for monitoring the progress of the students within their program. Each department will be responsible for providing a report of student progress through the program to the appropriate undergraduate and graduate school/college dean's offices. Departments will be responsible for establishing a procedure for probation or dismissal from the concurrent degree program if their departmental standard is higher than the minimum. The Graduate School will be responsible for monitoring the minimum standard and notifying students who are placed on probation. Concurrent degree students may not be admitted to a Ph.D. program prior to completion of both the Bachelor's and the Master's degrees.
9. Students are awarded the undergraduate and master's degrees simultaneously at the completion of the concurrent degree program.
10. Students in the concurrent degree program may be eligible for TA/RA appointments at the discretion of their department. Undergraduate students are eligible, under the normal rules of appointment or eligibility, for RA/TA appointments, scholarships, fellowships or other types of support or recognition which would normally be available to undergraduate students. Likewise, students who have been approved and admitted to graduate student status will be eligible for RA/TA appointments, scholarships, fellowships or other types of support or recognition which would normally be available to graduate students.
11. Appeals of, or requests for exceptions to concurrent degree standards, rules or policies of the departments, schools/colleges will be reviewed by the CDAC.

These guidelines shall be adopted as of October 19, 1999
under the unanimous support of the Council of Deans
and the approval of the Vice Chancellor of Academic Affairs.

Phil DiStefano
Vice Chancellor of Academic Affairs

University of Colorado Boulder

Application for Admission to the Concurrent Bachelor's/Master's Degree Program

Student Instructions: Please complete the top portion of this form and return to your department along with any required department information for evaluation of admissions qualifications.

Full Legal Name: Last First Middle Student ID Number

E-mail Address:

International Students: Type of visa Student (F-1) Exchange visitor (J-1) Immigrant Other, specify

International students holding one of these visas should meet with International Student & Scholar Services to obtain approval or notification of any changes to the conditions of the visa.

Signature of Official from International Student & Scholar Services

For which concurrent program are you applying:

Undergraduate major:

Master's degree major:

I understand that:

- Checkmarks and text describing program requirements, graduation status, and financial aid eligibility.

I have read the departmental policies and requirements for this program.

Student Signature: Date:

Office Use Only

Departmental Instructions: Please review this application for admission and sign this form. Upon acceptance of a student into the bachelor's/master's program you must submit a copy of this form to the Graduate School for addition of subplan to record.

- Admit for Bachelor's/Master's program; student has completed MAPS requirements
Deny admission

Signature of Departmental Officer: Date:

Grad School use: Admit Subplan GPA Hours CU-SIS updated

Approved Subplan codes for Concurrent Degrees, as of 2017

Department		UG/GR major codes	Colleges	Degrees	Concurrent Subplan
Arts & Sciences	Art & Art History	AAAH	AS & GR	BA/MA	C-AAAH
	Classics	CLAS	AS & GR	BA/MA	C-CLAS
	Ecology & Evolutionary Biology	EBIO	AS & GR	BA/MA	C-EBIO
	East Asian Lang/Civilizations	CHIN/ALAC	AS & GR	BA/MA	C-CHINALAC
	Chinese track	JPNS/ALAC	AS & GR	BA/MA	C-JPNSALAC
	Japanese track				
	Ethnic Studies/Education	ETHN/EDCI	AS&GR	BA/MA	C-ETHNEDCI
		ETHN/EFPP			C-ETHNEFPP
	Film Studies/Art History	FILM/ARTH	AS & GR	BA/MA	C-FILMAAAH
	Germanic Studies/German	GRMN/GRMA	AS & GR	BA/MA	C-GRMN
	Psychology	PSYC	AS & GR	BA/MA	C-PSYC
	Linguistics	LING	AS & GR	BA/MA	C-LING
	Mathematics	MATH	AS & GR	BA/MA	C-MATH
	Mathematics/Applied Mathematics	MATH/AMAT	AS & GR	BA/MS	C-MATHAMAT
	Integrative Physiology	IPHY	AS & GR	BA/MS	C-IPHY
French	FREN	AS & GR	BA/MA	C-FREN	
Philosophy	PHIL	AS & GR	BA/MA	C-PHIL	
Physics	PHYS	AS & GR	BA/MS	C-PHYS	
Religious Studies	RLST	AS & GR	BA/MA	C-RLST	
Russian	RUSS	AS&GR	BA/MA	C-RUSS	
Theatre	THTR	AS&GR	BA/MA	C-THTR	
Business	Accounting/Accounting	ACCT	BU & GR	BS BU/MS	C-ACCT
	Finance/Accounting	FNCE/ACCT			C-FNCEACCT
	Systems/Accounting	SYST/ACCT			C-SYSTACCT
	Management/Telecommunications	MGMT/TLEN	BU & GR	BS/MS	C-MGMTTLEN
Engineering	Aerospace Engineering	ASEN	EN & GR	BSAE/MS	C-ASEN
	Aerospace Engineering (prof MS)	ASEN		BSAE/MSAES	C-ASENP
	Applied Mathematics	AMEN		BSAM/MS	C-AMEN
	Applied Mathematics/Telecom	AMEN/TLEN		BSAM/MS	C-AMENTLEN
	Architectural Engineering	AREN		BSARE/MS	C-AREN
	Architectural Engineering (prof MS)	AREN		BSARE/MSAE	C-ARENP
	Civil Eng/Arch Eng	CVEN/AREN		BSCV/MS	C-CVENAREN
	Civil Eng/Arch Eng (prof MS)	CVEN/AREN		BSCV/MSAE	C-CVENAREN
	Chemical Engineering	CHEN		BSCHE/MS	C-CHEN
	Chemical Engineering (prof MS)	CHEN		BSCHE/MSCHE	C-CENP
	Chem/Biol Eng/Chemical Eng	CBEN/CHEN		BSCB/MS	C-CBENCHEN
	Chem/Biol Eng/Chem Eng (prof MS)	CBEN/CHEN		BSCB/MSCHE	C-CBENCHENP
	Civil Engineering	CVEN		BSCV/MS	C-CVEN
	Civil Engineering (prof MS)	CVEN		BSCV/MSCVE	C-CVENP
	Arch Eng/Civil Eng	AREN/CVEN		BSARE/MS	C-AREN
	Arch Eng/Civil Eng (prof MS)	AREN/CVEN		BSARE/MSCVE	C-AREN
	Env Eng/ Civil Eng	EVEN/CVEN		BSEV/MS	C-EVEN
	Env Eng/Civil Eng (prof MS)	EVEN/CVEN		BSEV/MSCVE	C-EVEN
	Computer Science	CSEN		BSCS/MS	C-CSEN
	Computer Science (prof MS)	CSEN		BSCS/MSPCS	C-CSENP
	Computer Science/Telecom	CSEN/TLEN		BSCS/MS	C-CSENTLEN
	Computer Science (BA)/Telecom	CSCI/TLEN		BA/MS	C-CSCITLEN
	Electrical Engineering	EEEN/EEEN		BSEE/MS	C-EEEN
	Electrical Engineering (prof MS)	EEEN/EEEN		BSEE/MSEE	C-EEENP
	Elec/Computer Eng/Elec Eng	ECEN/EEEN		BSEC/MS	C-ECENEEN
	Elec/Comp Eng/Elec Eng (prof MS)	ECEN/EEEN		BSEC/MSEE	C-ECENEENP
	Elec & Computer Eng/Telecomm	ECEN/TLEN		BSEC/MS	C-ECENTLEN
	Mechanical Engineering	MCEN		BSME/MS	C-MCEN
	Mechanical Engineering (prof MS)	MCEN		BSME/MSME	C-MCENP
	Engineering Physics/Physics	EPEN/PHYS		BSEP/MS	C-EPENPHYS

Colorado

University of Colorado at Boulder

Application for Graduate Admission – Part II

Forward this complete form with Part 1 of the application in accordance with the instructions provided on the cover sheet.

Applicant's Legal Name	Last	First	Middle
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Department

1. List the names and addresses of four references you have asked to submit a *Request for Recommendation* on your behalf. *Be sure to select references who are in a position to comment competently on your probability of success in graduate work* (applicants in graduate programs in education are advised to include two references who have supervised the applicant in a teaching position).

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2. List your nonacademic, industrial, or professional experience from the start of undergraduate work to present and include dates.

3. List any honor societies and learned professional societies of which you are a member, and positions held.

4. List any foreign languages you read and indicate degree of proficiency

5. List any scholarships, prizes, honors, or other recognitions and, where applicable, their duration and amount

6. Describe briefly on reverse or on additional sheets, if necessary, your past work in your proposed or allied fields of study, including non-course educational experiences, teaching, or other relevant employment, publications, theses, research in progress, other scholarly activities, *and your plans for graduate study and a professional career.*

I understand that as a student at the University of Colorado at Boulder. I assume the obligation to observe all campus policies and regulations, including the honor code (www.colorado.edu/academics/honorcode).

Applicant's Signature

Date

The University of Colorado is an equal opportunity/nondiscrimination institution

Request for Recommendation

Most programs require four letters of recommendation. Check with your program to confirm the required number of recommendations. You must make additional copies of this form yourself.

I. **To the applicant:** Complete Section I. One form should be given to each recommender.

_____ is applying for admission to a Graduate School of the University of Colorado and has listed you as a reference on his or her application for graduate work in the

Department or School (to be filled in by applicant) _____ Birth Date _____

Under the Family Educational Rights and Privacy Act of 1974, students who are admitted and who matriculate into the program to which they apply are given the right to inspect their records, including their letters of recommendation, unless they have waived their right of review.

You have the option of (1) signing the following waiver or (2) declining to do so.

1. I expressly waive any rights I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974.

Signature _____ Date _____

2. I do not agree to the waiver above.

Signature _____ Date _____

Applicant: Insert the name and campus box number of the department to which you are applying for graduate work and return this form to the department and address listed here:

Department of _____
 Graduate Admissions
 University of Colorado at Boulder
 _____ UCB (campus box number)
 Boulder, CO 80309

II. **To the recommender:** This form is intended solely for your convenience; its use is optional. Before you agree to submit a recommendation, whether on this form or on your own stationery, please review the reference to the federal law entitled the Family Educational Rights and Privacy Act of 1974 as presented above in our instructions "To the applicant."

We solicit your candid evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. **On the back of this form, or on your own stationery, please summarize your opinion of (a) the quality of the applicant's academic or creative achievements, including material not apparent on the official transcripts; (b) the applicant's scholarly or creative potential and promise for advanced and original work; (c) those aspects of the applicant's personality and character significant to graduate study; and (d) the applicant's special skills and experience where demonstrated in an art, vocation, or profession.** We would appreciate knowing the extent of your contact with the applicant and any special opportunities you may have had to observe him or her.

III. Summary Evaluation

Compared with the _____ (number) students you have known in the past _____ years in his or her field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

a. Scholarly or creative achievement



b. Promise or probability of success



Note: The education level of the representative group with whom the applicant is compared is:

- College Seniors
- First-Year Graduate Students
- Intermediate-Year Graduate Students
- Terminal-Year Graduate Students
- Other(specify) _____

Recommender's Signature _____ Date _____

Name Printed or Typed _____ Title _____

Address _____

Request for Recommendation

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III. Summary Evaluation

Compared with the _____ (number) students you have known in the past _____ years in his or her field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

a. Scholarly or creative achievement



b. Promise or probability of success



Note: The education level of the representative group with whom the applicant is compared is:

- College Seniors
- First-Year Graduate Students
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- Other(specify) _____

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Name Printed or Typed _____ Title _____

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III. Summary Evaluation

Compared with the _____ (number) students you have known in the past _____ years in his or her field at approximately the same level of training, this student would rank as indicated on the scales below, when evaluated for:

a. Scholarly or creative achievement



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Note: The education level of the representative group with whom the applicant is compared is:

- College Seniors
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Name Printed or Typed _____ Title _____

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Recommender's Signature _____ Date _____

Name Printed or Typed _____ Title _____

Address _____

