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 adjoint, 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). 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. Theses 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. 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, Assistant Deans, 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 undergraduate 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), the Assistant Dean for Students, and the directors of programs and services related to student support and learning. The Undergraduate Education Council is chaired by the Associate Dean for Education. Voting members include the faculty representatives and 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 graduate 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 Assistant Dean for Students. The
Graduate Education Council is chaired by the Associate Dean for Education. Voting members include the faculty representatives and 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. **Undergraduate Scholarship Committee**
   **Membership.** Members of the Undergraduate Scholarship Committee include one faculty member from each undergraduate degree granting department and program, selected by his or her department chair or program director. Membership also includes the College’s Scholarship Coordinator, a BOLD Center representative, and the Director of Student Programs. The Undergraduate Scholarship Committee is chaired by the Assistant Dean for Students.

   **Duties.** The Undergraduate Scholarship Committee has oversight and responsibility for awarding the College's scholarships in accordance with the wishes of the Dean and scholarship donors, and meets as required but at least once per academic year.

e. **First-Level Review Committee**
   See “Procedures, Policies and Criteria for Appointment, Promotion, and Tenure” on the college web site for a description of the membership, duties and procedures of this committee.

f. **Faculty Research Council**
   **Membership.** Members of the Faculty Research Council include one faculty member 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 email. Regular terms of service are three years. The Council is chaired by the Associate Dean for Research.
g. **Engineering Advisory Council**

See “EAC Bylaws” on the college web site for a description of the membership, duties and procedures of this council of external advisors.

**ARTICLE II. UNDERGRADUATE DEGREE REQUIREMENTS**

To be eligible for the Baccalaureate Degree from 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 Boulder coursework earned after admission to the University and this College.

b. A University of Colorado cumulative grade point average of 2.250 for all courses attempted.

c. A cumulative grade point average, separately computed, of 2.250 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 chemical, civil, environmental, and mechanical engineering courses will be considered in lieu of those from a single department. For students majoring in General Engineering Plus, all courses in the General Engineering Core and the Disciplinary Emphasis will be considered.

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 for an undergraduate student to complete degree requirements for two or more majors within the College of Engineering and Applied Science, with the approval of the relevant major departments. The decision to earn more than one major in the College should be carefully weighed, since qualified students may be able to obtain a master’s degree for a similar number of credit hours. 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 III. UNDERGRADUATE PROGRAM

1. Credits. A student may receive credit only for courses in which he or she was registered and completed. Exceptions to this limitation are credits obtained through special examinations and/or transfer credits from other institutions.

2. Four-Year Graduation Guarantee and Flexible First Year. 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.

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. Follow the appropriate curriculum for the major as described in the major department’s nominal 8-semester sequence.
- c. Students need to declare or confirm their graduation major by no later than the 8th week of the second semester of enrollment in order to be eligible for the four-year guarantee. If a student takes the following prescribed curriculum, referred to as the flexible first year, during his or her first two semesters of enrollment as a new freshman, completing and passing all of the courses at the required level, the student will be assured of the acceptance of this course work toward any undergraduate degree in the College and the acceptance of this course work toward the four-year guarantee: two semesters of calculus (APPM 1350 and APPM 1360), one semester of chemistry with lab (CHEN 1211 and CHEM 1221), one semester of physics (PHYS 1110), one computing science course (GEEN 1300 or CSCI 1300), and either an introductory projects-based course or an introduction to engineering course. Typically, the student additionally completes two approved humanities/social science elective courses in the first year. Courses other than the aforementioned taken during the first two semesters may apply towards some, but not all, major degree programs in the College.
- d. Strictly adhere to the undergraduate degree requirements and academic policies as provided by the College and the major department.
- e. 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.
f. Earn a grade point average of at least a 2.250 each semester and maintain a cumulative grade point average of at least a 2.250.

g. Meet with a designated major department academic advisor as recommend by the major department, but no less than three times (during the third, sixth and eighth semesters of enrollment).

h. Register each semester within one day of the day and time assigned by the Office of the Registrar.

i. Notify the major department and the College of his or her intent to graduate by applying online for graduation by the appropriate deadline.

With advance planning, students who elect to take coursework above and beyond minimum major requirements, begin or complete a second major, double degree program, minor or certificate, and/or who participate in any study abroad program may also be able to graduate in four years and should consult with an academic advisor to develop a plan.

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 his/her major department and by the 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. 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.

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. After the
tenth week of the semester, a student can petition to late drop a course only with documentation that verifies exceptional circumstances clearly beyond the student’s control, or with evidence of a University advising or registration error. Instructor and Dean (or his/her designee) approval is required for all these petitions.

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.

c. Withdrawal Procedures. 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.

7. 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).

8. Class Standing. Class standing is determined on the basis of the following semester credit hours completed: 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.

9. Incomplete (I). An incomplete grade (I) may be given only after the student has requested this grade, and for documented reasons beyond their control, has been unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for such a grade is given. 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.

10. Repetition of Courses. 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. Only the most recent grade earned is valid for determining the student’s proficiency level in a particular subject area.

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.
A student’s major department will determine if any coursework older than 10 years from the time of matriculation into the College may be applied to a student’s degree requirements, or if any such coursework will need to be repeated. A former student returning to the College after a break in attendance must have coursework reevaluated by the major department if it is older than 10 years from the date of his or her return.

11. **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.

12. **Academic Standing.** To remain in good academic standing in the College, a student must:

   a. maintain a CU cumulative grade-point average of not less than 2.250;
   b. maintain a grade-point average, separately computed, of 2.250 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 2.250, 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 (see Article II.c).

13. **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 Boulder Main Campus classes during the regular academic year, but may enroll for summer sessions at any CU campus, or Boulder Continuing Education courses. If the student applies to, and is accepted by, a College of Engineering and Applied Science at another CU campus, he or she is considered a degree-seeking student at that institution (no longer degree-seeking at Boulder) and may enroll according to that college’s policy.
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.

A student on academic suspension may not return to Main Campus classes 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. The CU cumulative GPA must be at least 2.250 in order for the student to return to this College.

14. 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 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 student’s major department, and the Dean (or his/her designee). Some major departments may require higher grades in prerequisite courses.

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).

15. 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 45 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.

16. Engineering Honors Program. Qualified students are encouraged to apply for participation in the College’s Engineering Honors Program. Students who successfully complete the Engineering Honors Program, or otherwise satisfy Engineering Honors criteria, will receive the notation “with Honors” on their diploma.

17. 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.

18. **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. Students must obtain petition approval to take a course for a P/F grade.

   A student wishing to register for a course Pass/Fail must register for this course on a P/F basis by the Registrar’s Office deadline.

19. **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 by the Undergraduate Engineering Council on the college web site. 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 and are published on 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 IV. ACADEMIC PROGRAMS

1. New Degree Programs. Proposed new degree programs are vetted through the Undergraduate Education Council and/or Graduate Education Council, as well as the Administrative Council. Upon College approval, the proposal moves forward for campus, regent, and state approval.

2. Minors and Options. Minors, options, tracks, and areas of emphasis remain the purview of the appropriate academic department.

3. Certificates. Proposed new certificate programs are vetted through the Undergraduate Education Council and/or Graduate Education Council, as well as the Administrative Council. Upon College approval, certificates are reviewed by the Associate Vice Chancellor for Undergraduate Education and/or Associate Vice Chancellor for Graduate Education.

Undergraduate certificates should be comprised of a minimum GPA and a list of course requirements. Typically, the certificate is 15-18 hours of grade “B” or higher coursework in 2 or 3 areas.

ARTICLE V. COURSE OUTLINE APPROVAL PROCEDURES

1. New Courses
   a. The appropriate faculty member(s) has 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.
   b. 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, human resources, and physical facilities. After chair approval, the course proposal is sent to the Associate Dean 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).
c. 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.

d. 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.

2. 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.

3. Course Schedule Information

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

b. 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.

ARTICLE VI. MAJOR DEPARTMENT CURRICULUM CHANGE PROCEDURES FOR BS PROGRAMS

Curriculum changes in the College of Engineering and Applied Science BS degree programs need to be communicated internally and externally so that faculty, advisors, and students are well-informed of degree requirements. The following is the procedure:

a. After major department vetting and endorsement, the Major Department Undergraduate Curriculum Committee (or Committee Chair) submits the “Major Department Curriculum Change Form” to the Associate Dean for Education (ADE) and the Undergraduate Education Council (UEC). The major department presents the rationale for the curriculum change and receives preliminary feedback from the members of the UEC.
b. The Associate Dean reviews the proposed curriculum changes and forwards the proposal to the members of the UEC and the Administrative Council. Each recipient has 14 days in which to discuss the proposal with his/her faculty and to collect any reactions. Written responses, if any, should be returned for review by the Associate Dean and for discussion at UEC.

c. A discussion of the impact of the proposed curriculum change will be held at the UEC meeting following the submission of the proposal (usually the following month but not fewer than 14 days after proposal submission).

d. If issues are raised within the 14 day period or during the UEC discussion, the Associate Dean will compile and convey feedback to the proposing department’s Undergraduate Curriculum Committee to address these issues and will consult with Administrative Council. The Associate Dean will then mediate a mutually-agreeable resolution of the curriculum change with representatives of the proposing and affected departments.

ARTICLE VII. REVISIONS

Revisions 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. Revisions 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 revision shall be given to members of the voting faculty at least 30 days in advance of any meeting in which a revision is to be considered. The revision may be made at any regular or special meeting of the faculty held during the academic year.

Revisions to the rules shall be distributed to all members of the faculty within a period of sixty days following the date of approval. Publication on the college website shall satisfy this requirement.