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, ARCHTIECTURAL, 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 425
428 UCB
Boulder, CO 80309-0428
Email: Ken.Lafon@Colorado.edu

7/12/2012

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.

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

06/02/04

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: _____

Mailing Address: _____
No. and Street or PO Box City State Zip Code

Telephone: _____ Birth Date: _____
Area Code and Number Month/Date/Year

Foreign Students: Type of visa o Student (F-1) o Exchange visitor (J-1) o Immigrant o 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 term are you applying θ Spring θ Summer θ Fall Year: _____

For which degree are you applying: θ BA/MA θ BS/MS θ BA/MS θ Other _____

Intended major departments: Undergraduate school/college, and Major Code:
(Use current major codes NOT Bach./Mas. codes) _____ _____ _____
AS, EN, BU major code specialization

Graduate School & major code: GR - _____ _____
major code specialization

I understand that:

- ✓ if admitted to this program that I must be released from any other double degree or double major program.
- ✓ if admitted to this program, the 4-year guarantee for graduation will not be applicable to my enrollment.
- ✓ I am working toward completion of both undergraduate and graduate programs simultaneously and that I must complete all the degree requirements to receive both degrees at the end of the program. If I withdraw from the program and complete the requirements for the bachelor's degree as described in the policies, I may receive a bachelor's degree. If I wish to pursue a regular master's degree or a doctoral degree after withdrawing from or completing this program, I must apply and be admitted to the Graduate School. All Graduate School minimum standards apply to eligibility for admission to the Graduate School; department-specific requirements may be waived by the department as approved in the department's concurrent degree proposals. In this case, courses may not be overlapped.
- ✓ to comply with Title IV Higher Education regulations, CU-Boulder students pursuing a concurrent bachelors/master's degree will automatically be changed to graduate status after the completion of 130 credit hours (or 145 credit hours for a student in the College of Engineering and Applied Science). Students at graduate status are assessed graduate tuition rates and are no longer eligible for COF. In addition, graduate students receiving financial aid are considered "independent" and are no longer eligible for aid requiring undergraduate status.

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 a change of major code.

θ Deny admission θ Admit for: θBA/MA θBS/MS θBA/MS θ _____
Student has completed MAPS requirements: θ Yes θ No

Signature of Departmental Officer: _____ Date: _____

Grad School use only: Admit date _____ Major _____ GPA _____ ISIS subplan added _____

Approved Major Codes for Concurrent Degrees

Department	UG/GR major codes	Colleges	Degrees	Concurrent Major Code
Arts & Sciences				
Art & Art History	AAAH	AS& GR	BA/MA	C-AAAH
Classics	CLAS	AS & GR	BA/MA	CLA2
Ecology & Evolutionary Biology	EBIO	AS & GR	BA/MA	EBI2
East Asian Languages/Literatures				
Chinese track	CHIN/EALC	AS & GR	BA/MA	CHN2/ELC2
Japanese track	JPNS/EALJ			JPN2/ELJ2
Film Studies/Art History	FILM/ARTH	AS & GR	BA/MA	FLM2/AAH2
Germanic Studies/German	GRMN/GRMA	AS & GR	BA/MA	GRM2/GER2
Psychology	PSYC	AS & GR	BA/MA	PSY2
Economics	ECON	AS & GR	BA/MA	ECN2
Linguistics	LING	AS & GR	BA/MA	LIN2
Mathematics				
Mathematics	MATH	AS & GR	BA/MA	MAT2
Mathematics/Applied Mathematics	MATH/AMAT	AS & GR	BA/MS	MAT2/MAM2
Integrative Physiology	IPHY	AS & GR	BA/MS	IPH2
French	FREN	AS & GR	BA/MA	FRN2
Physics	PHYS	AS & GR	BA/MS	PHY2
Religious Studies	RLST	AS & GR	BA/MA	RLS2
Business				
Accounting/Accounting	ACCT	BU & GR	BS BU/MS	ACT2
Finance/Accounting	FNCE/ACCT			FNA2/ACT2
Systems/Accounting	INFS/ACCT			SYA2/ACT2
Systems/Telecommunications	INFS/TLEN	BU & GR	BS/MS	SYT2/TEL2
Engineering				
Aerospace Engineering	ASEN	EN & GR	BS AS/MS	ASE2
Chemical Engineering	CHEN		BS CH/MS	CHE2
Chem & Biol Eng./Chemical Eng	CBEN/CHEN		BS CB/MS	CBE2/CHE2
Civil Engineering	CVEN		BS CV/MS	CVE2
Arch. Eng./Civil Eng.	AREN/CVEN		BS AR/MS	AEC2/CVE2
Env. Eng./ Civil Eng.	EVEN/CVEN		BS/MS	EVC2/CVE2
Computer Science	CSEN/CMSC		BS CS/MS	CSE2
Electrical Engineering	EEEN/EEEN		BS EE/MS	EEN2
Elec. & Computer Eng./Elec. Eng.	ECEN/EEEN		BS EC/MS	ECE2/EEN2
Mechanical Engineering	MCEN		BS MC/MS	MCE2
Applied Mathematics	AMEN		BS/MS	AME2
Engineering Physics/Physics	EPEN/PHYS		BS/MS	EPE2/PHY2

Includes all programs approved as of September 2011.
Please note that the Graduate School is responsible for changing major codes for students who have been accepted into the concurrent degree program. The new major code allows identification and tracking of these students. Note: certain codes previously used are now obsolete: EPO2, KIN2, ISA2, and IST2 were replaced by EBI2, IPH2, SYA2, and SYT2, respectively.

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 instructions provided on the cover sheet.

Applicant's Legal Name Last First Middle

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 to graduate programs in education are advised to include two references who have supervised the applicant in a teaching position).

2. List your nonacademic, industrial, or professional experience from 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 noncourse 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.

Colorado
University of Colorado at Boulder

The Graduate Schools

Request for Recommendation

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

_____ is applying for
Last (Family) Name First Name Middle Maiden Name (optional)

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) Social Security Number (optional) (for record keeping and identification)

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 _____
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

0 20% 40% 60% 80% 100%
|_____|_____|_____|_____|_____|_____| HIGHEST
Percentile

b. Promise or probability of success

0 20% 40% 60% 80% 100%
|_____|_____|_____|_____|_____|_____| HIGHEST
Percentile

Note: The educational 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

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☐ Other (specify) _____

_____ _____
Recommender's Signature Date

_____ _____
Name Printed or Typed Title

_____
Address

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Boulder, CO 80309

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a. Scholarly or creative achievement

0 20% 40% 60% 80% 100%
|_____|_____|_____|_____|_____|_____| HIGHEST
Percentile

b. Promise or probability of success

0 20% 40% 60% 80% 100%
|_____|_____|_____|_____|_____|_____| HIGHEST
Percentile

Note: The educational 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

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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:

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Note: The educational 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

The University of Colorado is an equal opportunity/nondiscrimination institution.

Concurrent Bachelor's/Master's Degree
Mid-program Review and Recommendation for Advancement to Graduate Status

To comply with Title IV Higher Education regulations, CU-Boulder students pursuing a concurrent bachelors/master's degree will automatically be changed to graduate status after the completion of 130 credit hours (or 145 credit hours for a student in the College of Engineering and Applied Science). Students at graduate status are assessed graduate tuition rates and are no longer eligible for COF. In addition, graduate students receiving financial aid are considered "independent" and are no longer eligible for aid requiring undergraduate status. Students who want to advance to graduate status before completing 130 or 145 hours, but after completing all undergraduate requirements, should submit this form.

Student Name: _____ SID # _____

Department: _____

To become eligible for admission to Graduate School, the concurrent bachelor's/master's degree student must meet the following conditions:

1. Completion of 120 credits (128 for engineering students)
   ◯ yes ◯ no date credits completed _____

2. Completion of all school, college or department requirements for the Bachelor's degree
   ◯ yes ◯ no date of completion _____
   with the exception of:_____ to be completed _____
   (must be before semester of advancement)

3. Attainment of minimum GPA standards for the program and the department
   ◯ yes ◯ no GPA _____

4. Maintenance of full-time status by completing an average of 24 credits per year
   ◯ yes ◯ no

This form shall be circulated to the student, department, undergraduate advising office and the graduate dean's office with one of the following recommendations. Upon the student being recommended for admission to graduate status, this form must be submitted to the Graduate School. The Graduate School will implement all changes to graduate status for the upcoming semester, as changes to a current semester can have serious impacts on a student's bill and financial aid. F**or the status change to be implemented in an upcoming semester, the Graduate School must receive the recommendation no later than January 1 for spring semester status change, May 1 for summer semester status change, and August 1 for fall semester status change**.

o *The department **recommends** admission to the Graduate School for the above named student, beginning during the _____ semester*.
semester/year

This change will affect financial aid opportunities, tuition amounts, and COF eligibility. Students should be aware of these issues and investigate the ramifications of making this change before the form is sent to the Graduate School.

Program director/departmental officer: I understand that my signature below signifies that the above facts are true to the best of my knowledge and that the student has met with this department to discuss the options and implications of admission to graduate status.

_____
Signature of the program director/departmental officer Date

_____
Signature of undergraduate advisor Date