

FREQUENTLY ASKED QUESTIONS ABOUT ADVISING/CURRICULUM

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VERY IMPORTANT – SEE YOUR ADVISOR!

The purpose of this FAQ is to provide students with an easy guide to some common inquiries about the curriculum. However, it IS NOT a substitute for seeing an advisor.

Students should:

- 1) See your advisor every quarter when you are in school – even if you have no problems.
- 2) Contact your advisor if you have any problems like:
 - a. Drop a course
 - b. Fail a course
 - c. Have any GPA (quarter or cumulative) drop below 2
 - d. Get any type of letter from the Academic Standards Committee
 - e. Have a problem with co-op
 - f. Have a schedule conflict or if a course you need is closed, cancelled or not offered.
 - g. Have a problem with a course (NG, I, incorrect grade, etc.)
- 3) Contact your advisor if you need anything irregular (as all of these require petitions):
 - a. Want to take a course on co-op
 - b. Want to take a course from another university
 - c. Want to substitute a course
 - d. Want to take a minor and want some of the courses to count in your curriculum
- 4) See their advisor before taking BoK courses to be sure the course will fulfill BoK requirements.

Students should NOT:

- 1) Wait until senior year to finally see an advisor.
- 2) Try to make up their own schedule.
- 3) Try to substitute courses on their own (course substitutions require an approved petition).
- 4) Decide to move, delay or accelerate courses without seeing an advisor.
- 5) Try to handle problems on their own.
- 6) Just ignore the rules. *Ignorantia legis neminem excusat!*

The College of Engineering takes a very hard line on the rules (because the accreditation board takes a hard line with us!) Don't test us on this. We won't waive the rules. Students who fail to meet all the requirements for a degree don't graduate.

Very Important Definitions:

Course Divisions:

All courses in the curriculum are divided into 5 groups:

Engineering Core Courses: Defined by the College of Engineering as: Calculus I-IV, Differential Equations, Physics I- III, Chemistry I - III + Labs, Engineering Fundamentals. Note that CEE does not take all of the Engineering Core courses.

Other Required Courses: Courses in the curriculum given by SPECIFIC name and number. These are usually CEE courses, but may be math, science or courses from other departments. (Examples – MATH 276 Matrix Methods and CEE 382 Structural Analysis would fall under this category).

Required Course: A required course is any course specifically named on a curriculum check sheet, except for specifically named Breadth of Knowledge (BoK) courses.

Elective Courses: Courses other than Breadth of Knowledge (BoK) courses not named by specific name and number in the curriculum. These are CEE or Technical Electives. There are usually restrictions on what courses count as electives. (Examples: CEE 482 – Reinforced Concrete Design, CEE 543 - Hydrology)

General Education Breadth of Knowledge Course (BoK): Required general education courses. Students are free to select BoK courses, but the courses MUST meet certain requirements. See the College of Engineering web site for current requirements. See www.eng.uc.edu/currentstudents/curriculuminfo/gened/

Non-required Courses: Courses which do not count as satisfying the requirements of the curriculum. Examples: Physical Education, Music Instruction, Choir.

Credit Hours, GPA and QPD

Credit Hour (often “credits” or “hours”) - The basic unit of credit in the University. Generally, 1 credit hour is assigned for each hour of lecture/week. Labs and recitations are generally 1 or 2 credits, regardless of the number of actual hours/week the class meets. However, Departments and Colleges have the final say as to how many credit hours are assigned to a course.

Quality Points: Each letter grade has a number of quality points assigned:

A : 4	C+ : 2.33	D- : 0.67
A- : 3.67	C : 2	F : 0
B+ : 3.33	C- : 1.67	UW: 0 (Unofficial Withdrawal)
B : 3	D+ : 1.33	
B- : 2.67	D : 1	

Grades of AP (Advanced Placement), AS (Advanced Standing), P (Pass), U (Unsatisfactory), N (No Grade), T (Audit), SP (Satisfactory Progress), UP (Unsatisfactory Progress), NP (Not Proficient) and W (Withdrawal) have no quality points and do not count in the GPA. Grades of I (incomplete) have no quality points and do not count in the GPA for 1 quarter, but after one quarter I grades carry 0 quality points and do count in the GPA until converted to a letter grade.

The total quality points for a course are the quality points for the given grade multiplied by the credit hours, e.g. a “B+” in a 3 credit hour course earns $3 \times 3.33 = 10$ quality points.

Grade Point Average (GPA): $GPA = \text{Quality Points} / \text{Credit Hours Carried}$. There are 3 separate GPAs: Overall (or University) GPA is Quality Points/Credit Hours Carried for all courses taken at the University. College GPA is Quality Points/Credit Hours Carried for all courses taken in the College of Engineering (course numbers start with 20). Major GPA is Quality Points/Credit Hours Carried for all courses taken in CEE (course numbers start with 20-CEE).

Credit Hours Carried: The number of credit hours for which the student has received a grade of A through F or UW. Courses which have been assigned grades of IP (in progress), N (no grade), W (official withdrawal), P (pass), U (unsatisfactory), T (audit), SP (Satisfactory Progress), UP (Unsatisfactory Progress), NP (Not Proficient), AS (advanced standing - usually credits transferred from another school) or AP (credit given for passing the Advanced Placement course after high school) do not count in credit hours carried. Grades of I (incomplete) do not count as credit hours carried for 1 quarter, but after one quarter I grades carry 0 quality points and do count as credit hours carried until converted to a letter grade. Note that grades of I become I/F if not cleared within 1 year. Grades of N must be waived or changed to a letter grade prior to graduation.

Credit Hours Earned: The number of credits for all courses taken and passed with a letter grade at the University (grades of A through D-).

Pass Hours: Credit hours where a grade of P is earned.

Advanced Standing Credit Hours: Credit hours awarded for advanced placement or transfer (advanced standing) - grades of AP or AS.

Total Credit Hours: The number of credits for all courses taken and passed at the University (grades of A through D- and P), plus any credit hours awarded as AP or AS. It is the sum of credit hours earned, pass hours and advanced standing. AP and AS credits only appear on the University line, not the college line.

Quality Point Deficiency (QPD): Students need a University, College and Departmental GPA of 2.0 to graduate. The QPD is the number of quality points ABOVE THAT GIVEN FOR A GRADE OF “C” that a student needs to bring his/her GPA to 2.0. Since a C is 2 quality points per credit hour, the student needs to earn a grade (or grades since it may require more than one course) such that the total quality points earned = $2 \times \text{credit hours} + \text{QPD}$.

Example: A student has earned 100 credit hours and has 199 quality points - the GPA is 1.99 and the student has a QPD of 1.

Course Credit Hours	Quality Points Needed to Clear a QPD of 1	Minimum Grade
1	$2*1+1=3$	B (1cr * 3 QP/cr = 3 QP)
2	$2*2+1 = 5$	B- (2cr * 2.67 QP/cr = 5.33 QP)
3	$2*3+1 = 7$	C+ (3cr * 2.33 QP/cr = 7 QP)

Note that the B- in a 2 credit course earns 1.33 quality points above a C. Thus a student with a QPD of 1 who earns a B- in a 2 credit course would end up with a 0.33 quality point surplus in this case. There are 3 separate QPDs - University, College and Departmental.

Also note that it may take more than one class to clear a QPD. For example, say a student has a QPD of 10. Most courses are 3 credits, so a student would need $2*3 + 10 = 16$ quality points. An "A" in a credit course only carries 12 QP, so even with an "A", the student would still have a QPD of 4 which would need to be made up in another course.

To clear a QPD the student MUST take the course at the University of Cincinnati in the proper area (e.g. to clear a College QPD, the student must take a College course). Note that courses taken at other universities CANNOT be used to clear a QPD because a transferred course gets a grade of "AS" and there are no quality points associated with the "AS" grade.

Quality Point Surplus: The opposite of quality point deficiency. This is the number of quality points a student has above a C average. Example: A student has taken 100 credit hours and has 203 quality points. The student has a QPS of 3 and a GPA of 2.03.

College Course: Courses from the College of Engineering - course numbers begin with "20".

Departmental Course: Courses offered by a specific department. For CEE, the course number starts with 20-CEE.

Course Numbers: Each course has a number:

College - Department - Course - Section

Examples:

20-CEE-482-001 is section 1 of Reinforced Concrete. 20 indicates that the course is in the College of Engineering, CEE is the Department and 482 is our course number.

15-MATH-251-014 is section 14 of Calculus I, offered by the Math Department out of the A&S College (15).

Grades of X and WX

Grades of X and WX are “no participation” grades. An X means a student registered for the course but never participated. WX means a student registered for a course, dropped it and never participated. According to the Registrar’s Web Site, the X or WX grades are assigned to students who never attended class and never turned in any assigned work. The purpose of X and WX is to track students who register for courses and then never participate. The Federal Government requires universities to track this as a means of finding people who may be misusing Federal grants and loans. Some dishonest students sign up for classes, get grant or loan money, and then drop everything and keep the money. The X and WX grades track this. Note that this is NOT intended to flag students who may sign up for a course, change his/her mind and then drop the course. It is intended to track students who have an excessive number of “no participation” grades where there may be reason to suspect some dishonest action.

Frequently Asked Questions:

Academic Standards Committee

What is the Academic Standards Committee?

The Academic Standards Committee is a standing committee of the College of Engineering. It is chaired by one of the Assistant Deans for Undergraduate Studies (Dr. Bowers is the current chair) and consists of one faculty member from each degree program, one representative from Professional Practice, one Representative from the E³ program and 3 students from the Engineering Tribunal. This committee deals with College of Engineering students who have not meet the College’s academic standards, e.g. low GPA, failed courses, did not take courses, etc. The Committee also deals with academic dishonesty.

What causes a student’s case to be considered by the Academic Standards Committee?

Student’s cases are brought before the Committee for:

- 1) Failure to maintain a 2.0 GPA (University, College or Department);
- 2) Failing and/or withdrawing from a required course;
- 3) Repeated failures and/or withdrawals from required courses;
- 4) Failing to register for the proper courses;
- 5) Lack of academic progress;
- 6) Academic dishonesty.

What actions can the Academic Standards Committee take?

Academic Standards has the following options:

- 1) A simple warning letter with a requirement to see an advisor.
- 2) Academic probation. Here, the student’s case is carefully monitored and further academic deficiency can result in more severe action.
- 3) Demotion. The student’s graduation is delayed one or more years. In general, this adds 2 co-op quarters/year to the students schedule (see co-op), although the

- Academic Standards Committee may waive one of the additional co-op quarters if it is absolutely necessary to allow the student to catch up with class to which he or she is demoted. Demotion is either voluntary or involuntary.
- 4) Suspension. The student is not allowed to register for courses or co-op for a specified period of time.
 - 5) Dismissal. The student is dismissed from the college.

These actions are not arbitrary, but are triggered by certain deficiencies in a student's record.

I received a letter from Academic Standards Committee and I would like reconsideration as there were extenuating circumstances which caused the deficiencies.

Or

I received a letter from Academic Standards Committee and believe there was an error (e.g. I didn't flunk Calculus, the professor gave me the wrong grade)

The first step here is always to see Dr. Bowers. If there was an error, he can tell you how to correct it (usually this requires you to see the professor and get her/him to fix it). Otherwise you can appeal a decision. Dr. Bowers will explain how to appeal. Note that the only basis for appeal is error or extenuating circumstances; disagreeing with the decision is not a basis for appeal.

If I am dismissed, am I out of the University, too?

Not necessarily. In most cases, we only dismiss you from the College and you can transfer to another college, IF they will take you. You can also wait 3 years and reapply to Engineering. If you follow this option, you will get a fresh start. The exception is academic dishonesty. In this case, you will also be dismissed from the University.

Can I voluntarily demote?

Yes. Contact your advisor and then Dr. Bowers. They can advise you on the wisdom of such a move. If this turns out to be the best course of action, your advisor and Dr. Bowers will explain the benefits and consequences of this action.

I think I will be either suspended or dismissed. What can I do to stay at UC until I find an alternative?

Students may request "special student status". This is a form of VOLUNTARY WITHDRAWAL from the College. Special student status allows you to remain registered as an undecided. However, it is only temporary. In most cases, Special Student Status will make you INELIGIBLE for financial aid. Complete rules on this are found at <http://www.eng.uc.edu/currentstudents/courseregistration/administrativeforms/special.pdf>

Area of Concentration

What are Areas of Concentration?

These refer to an ability to “specialize” in CEE. A student HAS THE OPTION to choose an Area of Concentration (AOC). The current areas are: Environmental, Structural, Transportation, Construction and Geotechnical. The current curriculum has 8 CEE electives which are chosen based on the Proficiency Requirements and the Area of Concentration, but this will change with semester conversion. Because courses offered may change from year to year and things will change with semester conversion, the courses required for the Area of Concentration also change. Each year, incoming Seniors are given a packet with the current information. Please see this packet for the current information.

This is a change. In the past AOC was required. Now it is optional.

Can a student change their Area of Concentration?

Yes, it is optional so you can change. They need to meet with their advisor to be sure the change is possible. If the student wants to change AOC after Fall Quarter of the Senior Year has begun, the student may have missed some required courses for the AOC and change may not be possible.

Areas of Proficiency

The Civil and Environmental Engineering Degree is accredited by the Accreditation Board for Engineering and Technology (ABET). ABET uses a set of rules for Civil and Environmental Engineering set forth by the American Society for Civil Engineers (ASCE). ASCE recognizes 11 different area of Civil Engineering. The rules state that a Civil Engineering Curriculum MUST provide “proficiency” in AT LEAST 4 areas. To meet ABET criteria, the CEE Department REQUIRES all students to be proficient in 4 areas. The required courses are:

(1) Mechanics/Structures/Materials

- CEE382 Structures
- CEE474 Construction Materials
- CEE475 Construction Materials
- One design elective from a list to be provided.

(2) Geotechnical/Soils

- GEOL374 Geology for Engineers
- CEE476 Soil Mechanics
- CEE477 Soil Mechanics Lab
- One design elective from a list to be provided.

(3) Fluids/Hydraulics

- ENFD383 Fluid Mechanics
- CEE493 Hydraulic Systems
- CEE494 Hydraulic Systems Lab

- One design elective from a list to be provided.
- (4) Environmental Engineering
- CEE204 Introduction to Environmental Assessment and Remediation
 - CEE345 Environmental Materials Balances
 - One design elective from a list to be provided.

The design electives vary from year to year. A list is provided each year to the senior class. Also, this will change with semester conversion. Students will be given information on these changes.

AP and AS Grades

What is an AP grade?

AP is advanced placement. A student can take advanced courses in high school and then take a national test. If the student scores 3, 4, or 5 on the national test, she/he is given AP credit. The University assigns the AP credit to a UC course and it then counts like the student took the course, except the grade is assigned as AP. AP grades are NOT counted in GPA, but the credit counts toward the degree.

How does the University assign course credit for advanced placement testing?

When the student takes the national test, a number grade between 0 and 5 is assigned. Grades of 3, 4, or 5 are “passing”. The University has a table which assigns course numbers and credits for a given grade on an AP test.

How does AP credit count toward degree requirements?

It is exactly as though the student took the course at UC, except that there is no letter grade assigned and there is no effect on GPA. Example: A student takes an AP Spanish test and is given 9 AP credits for SPAN 251, 252 and 253; 3 credits for each course. This counts as though the student took them at UC, so in this case they would count for BoK credit.

In this example, SPAN 251, 252 and 253 could count as meeting the HU(manities) requirement or the DC (diversity and culture) requirement (see the Gen Ed coding at www.uc.edu/gened). The student would choose 1 to meet the HU requirement, one to meet the DC requirement and the last fits under “Other” on the BoK check sheet. Note that SPAN 253 is the 3rd course in a language sequence so it meets the Upper Level requirement in Gen Ed (see Gen Ed rules).

Does AP credit affect the GPA?

No. AP credits are similar to Pass/Fail - the credits count but there is no effect on GPA.

I got AP credit for a course, can I audit here at UC?

Yes.

What is an AS grade?

AS is advanced standing. This is the transfer credit grade. It indicates that a student has taken a course at another college or university and the course was accepted for transfer. As with the AP grade, the AS grade is assigned to a similar UC course. The AS grade counts for credits earned, but does not count in the GPA.

AS is used for students transferring to UC from other schools, but is also used if one of our students takes a course somewhere else (usually during a summer or co-op quarter). If one of our students wants to take a course elsewhere, a petition is required BEFORE taking the course. AS is also used for students who receive foreign language credit as a result of a placement test (see placement tests).

How does the University assign a course number for AS credit?

A University official (Dr. Bowers or Dr. Nevin in the case of the College of Engineering) tries to match the course taken to a UC course. In some cases, it is straight forward - Introduction to Micro Economics is just about the same at every school. In other cases, it is more difficult - material covered in Calculus I at UC may be spread through a Calculus sequence at another school. If a reasonably direct match is made, the student gets credit for a course. If not, a student might get "partial credit" (see next question). If no direct match is found, the College might assign a generic course (i.e. HIST 2XX - that is a 200 level generic history course).

How is credit assigned for an AS course?

A University official (Dr. Bowers or Dr. Nevin for the College of Engineering) tries to match course content to a UC course. Credit is assigned based on how closely the course taken matches the UC course and whether the transfer course is a semester or quarter course. Some matches are easy - a one quarter course on macro economics usually matches up with ECON 101 and the student gets 3 cr. of ECON 101. If the course is a semester course and there is a good match, the College awards 4.5 credits. If the match isn't good or the course taken doesn't have the same number of credit hours as the UC course, the student would get "partial credit;" e.g. If a student takes a 3 credit course, but the course content only matches 1/3 of the UC course, the College might award only 1 credit. If no direct match is found, the College might assign a generic course (i.e. HIST 2XX - that is a 200 level generic history course).

How does an AS grade count toward degree requirements?

AS grades count as though the student took the course, for the assigned number of credits, at UC. AS courses can be used to meet all degree requirements. However, AS courses are not counted in the GPA. The AS grade is similar to AP grade. For an example of how an AS grade can meet degree requirements, see the question "*How does AP credit count toward degree requirements?*" The rules for AS grades are the same.

Does an AS grade affect the GPA?

No. The credits count, but there are no quality points assigned. Thus, if a student has a GPA deficiency (a QPD), transfer credits will not help.

Changes in the Curriculum (NOTE – This is how a change to semesters will be handled).

How do we handle curriculum changes?

When a department changes the curriculum, the department **MUST** submit “transition schedules”. These schedules show the courses a student currently in the program will take to graduate. Transition schedules cannot have “do overs” - i.e. the students cannot lose credit for courses already taken. Also, the transition schedule should have the least disruption possible to the student’s schedule. When the curriculum is changed, the transition schedule will be published, sent to students and sent to the advisor.

How do we handle students who are behind when the curriculum changes?

This is done *ad-hoc*. The advisor needs to “create” a transition schedule for the student which will reflect the changes as closely as possible. The problem here is that, in the changed curriculum, courses may be added (in which case the student needs to take them), changed (the student takes the changed course) or eliminated (the student must take a substitute). It is up to the advisor to work with the Assistant/Associate Department Head to create a workable schedule. As with any schedule, the student should not lose credit for courses already taken. For students who are on schedule, the faculty follows a rule that changing the schedule should not disrupt a student’s progress toward graduation. Students who are behind are a bit of a different story. Although every effort is made graduate the student on time, sometimes this is not possible and the student just has to live with it. This is because the student wouldn’t have a problem if they had stayed on schedule. In general, we try to make things as easy on the student as possible while preserving the spirit of the changes.

Co-operative Education

IMPORTANT: Co-op is part of the curriculum. Students register and are considered “students” during the co-op period. Violations of co-op rules and policies are as serious as violations of academic standards. Students can be disciplined, demoted, placed on probation or dismissed for failing to complete co-op assignments or violation of co-op rules or policies. There is a Professional Standards Review Committee (PSRC), similar to the Academic Standards Committee (ASC), which deals with violations of co-op rules. The PSRC and ASC work together since co-op is part of the academic program.

All problems with a co-op job or the co-op experience in general should be referred to the Professional Practice Professor.

Who governs co-op?

It is jointly governed by the College of Engineering and the Division of Professional Practice. Decisions on co-op issues relating to COE students are decided by the Professional Standards Review Committee of the College of Engineering.

When can a student co-op?

A student is certified to co-op IF the student has completed or is currently registered for all of the courses required through the 4th academic quarter. If a student does not meet this requirement because the student is short an English course or a BoK course, the student may still be certified to co-op. In a few cases, a student may be allowed to co-op if they are missing something other than English or a BoK. This is decided on a case-by-case basis and considers the student's progress and academic record.

What happens to students who are not certified to co-op?

They delay co-op until the requirements are met. The missed co-op quarters are not made up, unless the student is eventually demoted or will graduate with fewer than 4 co-op quarters. If a student is in Section II (in school W and SU and co-ops F and SP), the student can use the 5th quarter to make up courses and be certified for spring co-op.

Another student told me the College only requires 4 co-op quarters for graduation. Can I waive my final co-ops and graduate early?

NO! NO! NO! The 4 quarter co-op rumor is an extreme distortion of College rules. The College of Engineering requires all students to co-op through the summer before the senior year, which is usually 6 co-op quarters. If a student is a transfer student or delays the start of co-op due to academic difficulties or being in a special program, the College may allow a student to graduate with as few as 4 co-op quarters. However, once a student starts co-op, the student must co-op two quarters a year through the summer before the senior year.

What if a student is demoted?

A student must co-op 2 quarters every year except for freshman and senior years. A demoted or voluntarily reassigned student must still co-op, so this adds two quarters to the co-op requirement. As a result, some students graduate with 8, 9, 10 or more co-op quarters (the College record is 14 quarters of co-op, the CEE record is 10. This IS NOT a record to try for). The only exception is that the Committee on Academic Standards may waive one of the additional co-op quarters if it is absolutely necessary to allow the student to catch up with class to which he or she is demoted.

Can a student double section study or co-op quarters?

With a compelling reason and permission from both the College of Engineering and the Division of Professional Practice (use a petition). Some programs have officially sanctioned double sections or irregular registrations (International Engineering or ROTC).

Can a student waive a co-op quarter or change sections?

Usually no. Students in extreme academic difficulty may need time off from co-op to catch up, but this requires permission from both the College of Engineering and the Division of Professional Practice (use a petition). This permission should never be assumed. Normally, the student is demoted (which actually adds co-op quarters). Students in extreme academic difficulty should talk to their advisors and Dean Bowers for advice.

A senior who is behind and graduation would be delayed more than one quarter may ask that the final co-op in the summer before senior year be waived so that the student can catch up. This requires permission from both the College of Engineering and the Division of Professional Practice (use a petition). This permission should never be assumed.

Can a student take a course in the evening while on co-op?

Yes, but the student must petition. The petition verifies that the course will not interfere with the job. If the course interferes with job (e.g. the student is working 2nd shift) the rules for day courses - below- apply.

Can a student take day courses while on co-op?

Usually not, but there are exceptions. One exception is if the course is offered outside of the student's normal working hours (e.g. the student's co-op job is on second shift). Another exception is if the employer will allow the student to take the course during working hours AND the employer has a policy allowing this for ALL employees, not just co-ops. A petition is always required to take a course while on co-op. In all cases where the student is taking a course during working hours, the student must have a pressing need to take the course during the day (e.g. the student is behind). Convenience or trying to get ahead is not an allowable reason for taking day courses during co-op.

A student is co-oping out of town. Can the student take a course at another college and transfer credit?

Yes, but the student must meet all the requirements for transferring a course and taking a course on co-op. See section on transfer credit.

Can a student quit a co-op job?

No. Once a student starts working for an employer, the student must complete quarter unless the student is terminated by the employer. If a student has a problem on the job, the student should IMMEDIATELY contact his/her Professional Practice Professor (Tom Newbold for CEE) and his/her academic advisor. If the situation is serious, the Professional Practice Professor can remove the student from the job and find him/her another one.

Can a student take time off from a job?

The student is obligated to work for the employer every regular work day during the co-op period. The length of the co-op period is posted in the University and co-op calendars. Obviously, students can take time off for emergencies (illness, death in the family), providing that the employer is notified. If the absence will be lengthy, the Professional Practice Professor should also be notified. Some employers grant co-ops vacation and/or personal days. There are also some programs (such as international engineering) where some co-op periods are shortened. Other than these exceptions, students should not be taking time off from work during a co-op period. If a student has a pressing reason for starting a co-op period late or ending it early, the student must get permission from both the employer and the Professional Practice Professor.

NOTE: If a student misses more than 3 weeks of work, the co-op quarter may not count! The decision of whether the quarter counts or not is made by the Professional Standards Review Committee. If the quarter is not counted, the student must make it up.

What if a student gets fired?

If a student is terminated, he/she should immediately report this to the Professional Practice Professor. The case will then be referred to Professional Standards Review Committee for action. Generally, if a student is fired the Committee will force the student to make up the co-op quarter. Students can also be disciplined, placed on probation or dismissed by the Committee for serious violations of co-op policies and rules.

What if a student cannot find a job?

This is rare. If Professional Practice Professor certifies that the student has made a good faith effort but cannot find a job, the co-op quarter can be waived, without prejudice, by the Professional Standards Review Committee. If the waiver is granted, the student is free to find a non-co-op job, take classes or take the quarter off. The co-op does not have to be made up. If the Professional Practice Professor or the Professional Standards Review Committee does not feel the student made a good faith effort to get a job, the Committee will take appropriate action ranging from requiring the quarter to be made up to dismissal from the College.

What if a student is terminated, though no fault of their own?

If a student is terminated, he/she should immediately report this to the Professional Practice Professor. The case will then be referred to Professional Standards Review Committee for action. If the termination was due to circumstances beyond the student's control (e.g. company has financial problems), the student will be given assistance to find another position or be granted a waiver.

How long does a student have to work for an employer?

A student is expected to work for an employer for at least 2 consecutive co-op quarters, unless the employer will not hire the student back for the 2nd quarter. Once a student has worked 2 quarters for the same employer, the student is free to switch jobs.

A student reported that an employer asked him/her to do something illegal or unethical.

Or

A student reported that she/he is being physically, emotionally, racially or sexually harassed while on co-op.

Or

A student reports being a victim of discrimination while on co-op.

Or

A student reports unsafe working conditions while on co-op.

Cases of employer misconduct are very, very rare. If such an incident should occur, the student should IMMEDIATELY report it to his/her Professional Practice Professor and academic advisor. The Professional Practice Professor will work with the employer to take appropriate action. Even in these extreme cases, the student should never quit a job without permission from Professional Practice.

A student doesn't think her co-op job is relevant. She doesn't do any engineering work and wants to quit.

Or

A student is unhappy with a co-op experience and doesn't want to return for a second quarter.

Any problems with a job should be referred to the Professional Practice Professor. Cases of truly

irrelevant jobs are rare. However, if the student feels the job is not an appropriate co-op experience, the student should meet jointly with the Professional Practice Professor and the academic advisor to review the job. Perhaps the job is relevant, but the student is not experienced enough to see the connection or maybe this is just a training period. If the job is truly inappropriate, the Professional Practice Professor will take appropriate action to correct the situation. Students should never quit a co-op job.

Credit Hours - Full or Part Time

What constitutes a full time student?

A student must take a MINIMUM of 12 credit hours to be considered full time.

Does a student have to be full time?

Or

A student is registered for a full time load, but is dropping a course (or courses) and will have less than 12 hours. Is this a problem?

The College of Engineering does not recognize a part time program at the Undergraduate level so all Undergraduate students must be full time. However, the College is not strict about the 12 credit hour rule unless a student is constantly below 12 hours. The College realizes that sometimes students need to take quarters with < 12 hours because they are ahead, behind or struggling. An occasional quarter or two with less than 12 hours is acceptable; HOWEVER, if a student is consistently below 12 hours due to academic difficulty, the advisor should carefully assess the student's progress. Voluntary reassignment to a lower class (e.g. from 2013 to 2014) may be needed.

WARNING: The College allows a student to drop below 12 hours, but there may be other things in a student's life where being below 12 hours might be a problem. Many scholarships/ fellowship /work-study programs, etc. require full time status as do visas. A student may need to be full time to remain on a parent's medical or car insurance, get "student discounts" on insurance, etc.

A senior needs less than 12 hours to graduate. Is this a problem?

No. The student only takes the hours needed to graduate. HOWEVER an Undergraduate student who has fulfilled all the UG degree requirements can take up to 9 hours of graduate level work and transfer it to our program - just fill out a petition, get it approved and mark graduate credit on the registration form. Even if the student is not sure about graduate school, encourage them to take the graduate credits. The credits are good for 5 years and the student might change their mind (or have it changed for them by an employer!).

“D” Grades

What if a student gets a D+, D or D - in a course?

In general, nothing as D is a passing grade.

There are 2 important exceptions. The most usual exception is that some courses require “C- or better”. One example is that math will not let a student take a following course with less than a C- in the prerequisite (e.g you must get at least a C- in Calculus I to take Calculus II). Another rare exception is that if a UG student petitions to take a 700 level course (or a course normally designated as grad credit only) for UG credit, they cannot get a “D”. Other than that, a student get credit for any class passed with a D- or better.

REALLY IMPORTANT - A CHANGE WHICH STARTED IN THE 2008-09 ACADEMIC YEAR

Beginning in the 2008-09 school year, the Math Department will NOT count a course as satisfying a prerequisite UNLESS THE STUDENT PASSES WITH C- OR BETTER. As an example, a student who gets D+, D or D- in Calculus I will NOT be allowed to go on to Calculus II. The student will have to retake Calculus I and get at least a C- before moving on the Calculus II. A student getting a D in Calculus II won't be able to move on to Calculus III and so on. This applies to ALL Math Courses!

General Education (GENED)

What is GENED?

The faculty of the University felt that a “college graduate” should have a certain, broad background - thus GENED.

When did GENED start?

Believe it or not, 1989! However, the original rules were so complex that the University never got it 100% implemented. The “new” Gen Ed started with the Class of 2006.

What are the GENED rules?

There is a University GENED handbook at

www.uc.edu/gened

The College Gen Ed rules are below.

Read the handbook, look at the web page and read the rules; these will answer all your questions.

What do students need to do to meet GENED requirements?

The University web site has a large number of GenEd rules, but COE students automatically meet some of these as part of their regular curriculum. As a result, COE students only need to worry about a subset of the GenEd rules. Current College GenEd rules are at www.eng.uc.edu/currentstudents/curriculuminfo/gened/

Basically, students must do 4 things:

- 1) They **MUST** take 24 hours of courses in General Education. Courses listed on the curriculum check sheet and departmental (CEE) electives do not count **UNLESS** the check sheet **SPECIFICALLY** marks them BoK. In CEE there are 4 such courses. Economics I and II and Technical Writing are listed on the curriculum check sheet and they **DO** count toward Gen Ed. Also, CEE requires a public speaking course. **IF** this course has a BoK designation, it counts toward BoK requirements (note that not all public speaking courses have a BoK designation).
- 2) The student must take at least 4 courses in 4 of these five Breadth of Knowledge (BoK) areas: Fine Arts (FA), Historical Perspectives (HP), Humanities (HU), Literature (LT), Social Sciences (SS).
- 3) The students must have a course **OR** “experience” in Diversity/Culture (DC) and Social and Ethical Issues (SE). In most cases, the student will satisfy this with a course. If the student wishes to use an experience, the student must petition the College. The exception is the Ethics Module taken as part of co-op. This counts as an experience in SE but the student does not need a petition. See the section on SE module, below.
- 4) The student must take 6 credit hours of Gen Ed courses at an upper level. Upper Level is defined as 300 or higher or the 3rd course in a language.

How do I know the BoK designation for a class?

Two ways: 1) The registration web site lists the GenEd BoK for each course. It is in the last column. 2) There is a list on the Gen Ed web site. One Stop allows you to search for classes offered in a given quarter with specific BoK designations.

What if a class has more than one BoK designation?

The student may choose to count the class for **EITHER** BoK but **NOT BOTH**. Usually, the College does this for you. We begin by placing the BoK courses with only one designation in their proper places and then fill in with the courses which have multiple designations.

*What if a class has **NO** BoK designation?*

It is not a BoK class.

The GenEd web site has more requirements than are listed for the COE, why?

Other GenEd requirements (e.g. science and capstones) are already in the curriculum.

What if a CEE or COE course on the curriculum check sheet has a BoK coding?

No course named on the checksheet can be used for BoK UNLESS it is SPECIFICALLY marked as a BoK course. For CEE these are Econ I, Econ II, and Technical Writing. The public speaking course may count if the student takes one with a BoK code.

I took Economic I and II, Technical Writing and a public speaking course and 4 other BoK electives, but I have not been able to meet the distributional requirements with only 8 courses.

There are 2 solutions:

- 1) Satisfy Social and Ethical Issues and/or Diversity and Culture with an experience. THIS MUST BE PETITIONED AND APPROVED.
- 2) Take an extra BoK course. Technical Writing, public speaking and Econ I and II are marked as BoK on the curriculum sheet simply to ALLOW students to use these classes for BoK, it does NOT guarantee that a student will be able to count them. Students MUST satisfy all GenEd requirements, even if they need to take additional courses.

Some Gen Ed requirements can be fulfilled by “Experience”. What does this mean??

GenEd has two areas, Diversity and Cultures (DC) and Social and Ethical Issues (SE) which can be fulfilled by “experience”. A student has two choices for DC and SE. The student can take a 3 credit course for either one or have a “Qualifying Experience”. A “Qualifying Experience” must:

- 1) Be pre-approved by the College.
- 2) Be a substantial project or experience in the area.

Experience is judged on a case-by-case basis so no general statements can be made. A student wishing to satisfy DC with an experience should see Dr. Bowers. SE can be satisfied by the “Ethics Module”, described below. Experience satisfies the DC or SE requirement, but carries NO credit hours. Students must still have 24 Gen Ed credit hours.

The Ethics Module for SE Experience:

In between the pre-junior and junior years, student will be required to complete an Ethics Module for co-op. If passed, the student gets “Experience” credit for the SE (Social and Ethical Issues) GenEd requirement. No petition is required. THERE IS NO COURSE CREDIT. The student still must have 24 credit hours of GenEd, but does not need an SE course. Another GenEd course is substituted.

What constitutes an “Upper Level Course”?

Upper level courses are those with a number of 300 or higher OR the third class in a language sequence. Note that the third language course MUST be the third in a sequence. Thus, if a student takes Spanish III, that is an upper level. A student CANNOT take 3 disparate language classes (Spanish I, French I and Italian I) and expect the third to be Upper Level. It MUST be the third language course in SEQUENCE.

I took a 300 level History course. It counts as an upper level, but does it also count as HP?

Yes. This is the ONLY place you can double count. The upper level course satisfy both the distributional requirements (HP, LT, FA, SS, HU, DC and SE) and the upper level requirement.

Grade Replacement Policy

What is the grade replacement policy?

This policy allows a student to “replace” a poor grade in a course. The original grade stays on the transcript and Degree Progress Audit (DPA), but is not counted in GPA. Grade Replacement has these rules:

- 1) The replacement must be exact. The course may be from a different UC College, but the course must be an exact match. The offering college decides if the previous course is an exact match.
- 2) The student can only replace up to 5 courses or 15 credits, whichever comes first.
- 3) The student MUST accept the second grade - even if it is lower. If a student withdraws from a repeated course, the W does not count, but the course is counted against the limits in (2), above.
- 4) Grade replacement forms are due to the offering College’s office no later than the 58th calendar day of the quarter.

For more info:

<http://www.uc.edu/registrar/gradereplace.html>

A student took Calc I and got an F. He/she retook it without filing for grade replacement and got a C. Can she/he use a grade replacement now?

No - grade replacement forms MUST be filed by the deadline. Missing the deadline can never be appealed. After the fact grade replacements are not allowed. In the case cited above, the student has BOTH grades calculated in the GPA and QPD.

A student took a course and got a D. The student retook the course with a grade replacement and got an F. Can the grade replacement be canceled?

No. The student must keep the F. Note that the student also loses the credit. Grade replacement is a risk.

A student retook a course for grade replacement, but the old grade is still on the transcript.

Grade replacement cancels the grade in the GPA and QPD calculations, not on the transcript. The old grade will remain on the permanent record. If the replacement grade does not appear on the transcript (assuming you have allowed enough time for it to appear), contact the registrar.

A student retook a course for grade replacement, but withdrew.

The W does NOT replace the old grade, but the credit hours taken count toward the 15 hours or 5 course limit. If the course is a required course AND the student previously got a grade other than F in the course, the W does not subject the student to academic action by the College of Engineering.

Can a student apply for grade replacement and then take the course Pass/Fail or Audit?

No.

Can a student retake a course with grade replacement after graduation?

Yes, but the only thing affected is the GPA and the transcript. All other items (probation status, Latin Honors, date of graduation, class rank, etc.) are “frozen” and do not change.

Taking Graduate Courses During the Senior Year

A student has room in her/his senior schedule and would like to take some graduate courses to get a head start on graduate school, is this acceptable?

Yes. The student must have a 2.7 GPA overall and a 3.0 GPA since the start of the 3rd year. The rules are not specific, but usually it is implicit that the student be a senior. The student may take the graduate credit any time during the senior year BUT 1) they MUST petition to take graduate courses during the senior year; 2) they must register for the course as graduate credit and 3) they cannot use this course to fulfill any undergraduate requirements. Students should also be aware that graduate courses taken during the senior may or may not transfer to a given graduate program - it depends on the rules of that program or school. Students are encouraged to check transfer rules BEFORE registering. In CEE, a student may transfer no more than 9 hours.

How does a graduate course taken as an undergraduate count in the undergraduate GPA?

It doesn't.

A student registered for a dual level course as graduate credit, but has decided to use the course to fulfill an undergraduate requirement. Can this be done?

The student must drop the course and reregister for the course as undergraduate credit. Remember, a course credit can be counted only once - it either counts as credit hours toward the undergraduate or the graduate degree, but not both (this applies to credit hours, not content).

A student wants to take a course as an undergraduate elective, but it is only offered for graduate credit.

A student can petition to have a “graduate credit” only course count as undergraduate credit. However, the course will not count in the GPA, only the credit hours count.

A senior (who is behind) needs a required course to graduate. Unfortunately, this course is not offered before he/she graduates OR there is a scheduling conflict with another required course. There is a similar, but more difficult, graduate (700) level course. Can the student use this in place of the required undergraduate course?

This is totally at the discretion of the advisor and the Department. If the Department will allow this, the student needs 2 forms. One is the petition to substitute the graduate level course for the undergraduate course. The other is a petition for an undergraduate student to take a graduate level course for undergraduate credit. Note that this student is now bound by the rules of the graduate level course. They cannot get a “D” and must do the graduate level work.

Missing Courses or Course Not Offered

A course a student needs is not listed. What does she do?

Call the offering Department. It may be a publication error, the offering Department may have changed the course name or number, the offering Department may have changed the quarter the course is offered or the offering Department may have temporarily or permanently canceled the course. In any case, notify the CEE Department Head and the Chair of the CEE Curriculum Committee so this information may be passed on to other students and appropriate changes can be made in check lists.

A course a student needs has been canceled. What does she do?

Call the offering Department and see if they have temporarily or permanently canceled the course. Notify the CEE Department Head and the Chair of the CEE Curriculum Committee so this information may be passed on to other students and appropriate changes can be made in check lists.

If the cancellation is temporary, the student should contact his/her advisor to fill the space in the schedule using a course from later in the curriculum or use an H/S course. The student should then take the class next time it is offered. If the cancellation is permanent or if the student is a senior and cannot make up the course later, notify the Chair of the CEE Curriculum Committee.

The Chair will consult the Faculty and find an appropriate substitute course.

Overload Schedules

A student wants/needs to take 19 or more credits, but the University wants to charge them extra. Can this charge be waived?

In general, no. The maximum number of credits for the normal tuition rate is 18

Unfortunately, the only solution is to keep the credits under 18 or pay the extra.

Pass/Fail Courses

The College of Engineering rules on Pass/Fail are:

- 1) Except for freshmen, students may always take non-required courses Pass/Fail (see definitions). Non-required courses do not count in the curriculum, are not subject to limits on the number of courses which may be taken Pass/Fail and do not count toward any limit on the number of courses which may be taken Pass/Fail.
- 2) Freshmen cannot take a course Pass/Fail unless the course is only offered Pass/Fail. Currently, there is no Freshman course in the CEE curriculum which is only offered Pass/Fail.
- 3) 100 level English courses cannot be taken pass fail.
- 4) In general, Gen Ed BoK courses can be taken Pass/Fail.
- 5) No course specifically designated in the curriculum by name and number can be taken Pass/Fail. Exceptions: a) Specifically named BoK courses - this applies to Economics I and II, Technical Writing and the public speaking course in our curriculum. b) If a specifically named course is only offered Pass/Fail. Currently only PD II fits this category.
- 6) In addition to the courses in rule 5, a Department may prohibit a student from taking a course (except H/S or non-required courses) Pass/Fail. This means a Department can prohibit students from taking electives Pass/Fail. In our Department, CEE and Technical Electives CANNOT be taken Pass/Fail.
- 7) No required course, elective course or Gen Ed BoK course can be taken Pass/Fail on a professional practice (co-op) quarter. Non-required courses can be taken Pass/Fail on a co-op quarter.
- 8) Except for non-required courses, a student is limited to one Pass/Fail course per study quarter.

- 9) A student who elects to take a course Pass/Fail will receive a grade of “P” or “F”. A “P” indicates passing; the student receives credit but there is no effect on GPA. An “F” indicates failure. An “F” counts the same as an “F” in a graded course. Students receiving an “F” in a Pass/Fail course are subject to the same disciplinary action as those receiving an “F” in a graded course.
- 10) In the College of Engineering, a student who receives a grade of D- or better in a Pass/Fail course receives a grade of “P”. An “F” is assigned if the student would fail the course under the same criteria established by the instructor for assigning grades on a letter grade basis. However, this policy applies only to COE courses - not courses taught by other colleges. Each college may set its own policy. Therefore, students are advised to check the policy of the college, department and instructor offering the course.
- 11) Students must usually choose the Pass/Fail at registration or early in the quarter. Check with the registrar for the deadline.

Petitions

When does a student need a petition?

A student needs a petition when he or she meets any of the following:

- 1) The student wants to take a course while on co-op. This petition verifies that the course will not interfere with the co-op assignment.
- 2) A student wants to take a course at another college or university and transfer credit.
- 3) A student wants to substitute a course for a required course.
- 4) A student is behind and graduation would be delayed more than one quarter, so the student wants to waive the final, summer co-op quarter before the senior year to catch up. Waiving co-op quarters is a very serious matter and is done only in extreme cases. Consultation with Dean Bowers and the Professional Practice advisor is required!
- 5) The student desires an irregular registration (e.g. double section of co-op or course work).
- 6) Any odd or unusual registration.
- 7) While not required, it is suggest that a student petition an odd or unusual situation. This way, Dean Bowers knows we have approved it.

If you are not sure, call Dean Bowers!!!!!!

Petitions are available from Dean Bowers’ office. All petitions **MUST** be filed before the fact and a student should **NEVER** assume a petition will be approved. It is the student’s

responsibility to fill out the petition, get the signatures, file the petition and verify approval or rejection. Student should keep copies of approved petitions in case a dispute arises later. Faculty should NEVER sign a petition unless all the lines are completed.

A student petitioned a course, but the College now says there is no petition, what happened?

- 1) There is no petition or the petition was turned in after the fact. Students sometimes fill out petitions and then forget to turn them in. Also, students occasionally fib about this - claim they turned in a petition when they know they haven't.
- 2) The petition may have been denied. Sometimes students think that all you have to do is turn in the petition. Not so. The student must return to Dean Bowers and get an approved copy of the petition. Never assume a petition will be approved.
- 3) The petition was lost. Students should always save their copy of the approved petition. Without it, there is no proof.

In all cases, Dean Bowers is the final word. Sometimes he will take a petition after the fact, but sometimes he won't. It depends on the course and the circumstances.

Placement Tests

What is a placement test?

A placement test is given by a department to determine the appropriate course level for a student. This is different from the Advanced Placement which is used to award actual course credit (see section on AP credit). The placement test is simply to determine the student's level.

Does the COE use placement tests?

Yes. On the math placement test, students must score at least 671 to be placed in Calc I and at least 551 to be placed in Calc 0. A score of 500 or better is required to take Chemistry.

Arts and Sciences uses placement tests to place COE students in the appropriate levels of math, sciences and languages.

A student took a test in math and the Math Department is recommending the student take Calculus 0. Does the student have to do this?

Yes. In the past this was optional, but now it is mandatory.

A student did poorly on the Math Placement Test and now cannot take Chemistry or Calculus. What do they do?

- 1) Retake the test and do better! OR
- 2) Take the required remedial courses.

A student did not take the advanced placement test (for course credit) in Chemistry, but took the Chem Placement Test and was placed in Chem II. Does the student have to still take Chem I?

No, but the student **MUST** make up the chemistry credits. Note that the student **CANNOT** use another required course in the curriculum to make up the credits. The student cannot count a chemistry course taken as a CE elective (in environmental) as the make up credit. This must be an extra course over and above the required courses and the required elective courses.

A student did NOT take an advanced placement test (for course credit) in a foreign language. However, the student took a UC placement test and was placed in a more advanced language course. Can the student still get credit for the courses below the advanced course?

Yes, but:

- 1) This **ONLY** applies to foreign language courses A&S. It does not apply to any other subject or to foreign language courses from Raymond Walters, Claremont, or other colleges. It also only applies to Spanish, French and German.
- 2) The student must be placed in the advanced course through a UC placement test (e.g. a student takes the French placement test and is placed in French IV).
- 3) The student **MUST** take the advanced course and get C- or better in the advanced course.
- 4) The student **MUST** petition for credit.

IF the student meets all the criteria, the student may be awarded up to 10 credits of Advanced Standing (AS) for lower level courses (see rules on AS credit). Remember, credit is not automatic, a petition is needed for credit.

Examples:

A student takes a Spanish placement test and is placed in Spanish II. The student gets a “B” in Spanish II. The student may petition for credit for Spanish I as AS credit. In this case, the student could get 3 credits of AS.

A student takes a French placement test and is placed in French IV. The student gets an “A” in French IV. The student may petition for AS credit for French I - III (9 credits).

A student takes the German placement test and is placed in German V. The student gets a “C+” in German V. The student may petition for up to 10 AS credits in German. Obviously, the student **CANNOT** get credit for German I - IV and this is 12 credits. Here, the student should petition for German I - III (9 credits). The last credit is probably useless, anyway.

A student takes a placement test in Italian and is placed in Italian III. The student gets a “D+” in Italian III. The student gets credit for Italian III, but not for anything else, he/she needs a “C-” or better.

Note that, in the examples above, French IV, German V and Italian III are Upper Level courses for GenEd.

Quality Point Deficiency (QPD)

I received a note that I have a QPD. What is this?

Students need a University, College and Departmental GPAs of 2.0 to graduate. The QPD is the number of quality points ABOVE THE GRADE OF “C” a student needs to bring his/her GPA to 2.0. See the definition section at the front of this document for a full explanation.

How do you find the QPD?

$2(\text{Total Credit Hours Carried}) - \text{Quality Points Earned} = \text{QPD}$

If the number is positive, the student has a QPD; if negative the student has a quality point surplus (i.e. GPA over 2)

What does a student need to do to make up a QPD?

Basically, get grades above “C”. Example: Say a student has a QPD of 10. Each A reduces the QPD by 2 points per credit, so 5 credit hours of A will clear the QPD. An A- reduces the QPD by 1.67 points per credit, so a student would need 6 hours of A- to remove the same QPD of 10 (that is, A- in two, 3 credit courses). Continuing, a student needs 10 credit hours of B and 30 credit hours of C+ to remove the QPD of 10. Thus, a student must be realistic. If the student has a huge QPD and had never gotten high grades, the probability that the student will ever remove the QPD is small.

Can a student retake a course to reduce or remove a QPD?

Yes. In fact, with the grade replacement policy the potential for removing or reducing a QPD by repeating a course is greatly increased. Example: Say a student flunks Structural Analysis. This is a QPD of 8 (the F is 2 quality points below a C and Structural Analysis is 4 credit hours). Since the student flunked, he/she must retake the course, but under the old system the student would need an A to remove the QPD. If the student didn't get an A on the retake, she/he would need grades above C somewhere else to remove the QPD. Under the grade replacement policy, the F is removed from the GPA, so the QPD goes to 0 and the student simply needs a C on the retake to maintain a QPD of 0.

A student has a QPD of 1. If they get a C+ in a 3 credit hour course, they only gain 0.99 quality points - is this OK?

Yes. It will be counted as 1.

Scheduling Conflicts

A student has a conflict between two or more required courses.

This happens in 3 cases:

- 1) Students who are ahead or behind or in ACCEND and have irregular schedules. In these cases the student's advisor should try to swap with courses from later in the curriculum, but be careful of prerequisites and/or delaying things too long.
- 2) A required course is offered by another College and they move the course without telling us. In this case, the CEE Department Head and Curriculum Chair should be notified immediately. If this problem occurs for one student, it will occur for all and need to be remedied. The Department head will find a solution and notify the students.
- 3) The course is offered by another College, there are multiple sections and the only one which fits the student's schedule is closed. The student should report this immediately to her/his advisor. The advisor should assess the situation and report to the Department Head how many students are involved. If there are only a few, the Department Head should request the offering Department to add these few students. If a large number of students are involved, the Department Head should work with the offering Department to eliminate the conflict.

NOTE – STUDENTS SHOULD NEVER ATTEMPT TO FIX SCHEDULING PROBLEMS ON THEIR OWN. ALWAYS SEE YOUR ADVISOR!!!!!!

Public Speaking Course

The CEE curriculum requires a course in public speaking. What is this?

Approved courses are:

15-COMM-171	Effective Public Speaking (HU)
15-COMM-176	Intro to Interpersonal Communications (SS)
32-COMM-172	Intro to Speech Communications (HU)

Note: Equivalent courses from Raymond Walters or Claremont may be taken but use a petition so Dr. Bowers can keep track.

Advisors may allow a student to substitute an appropriate course. Use a petition so Dean Bowers knows the course is acceptable.

NOTE: Public Speaking is marked on the curriculum sheet as a BoK course to ALLOW students to count this as a BoK course, not to guarantee that it will be counted. Students MUST still meet the General Education Requirements of the College. Thus, it is possible that a student might take a public speaking course and find that he/she cannot use the course to satisfy any requirement. In this case, the student will need to take additional BoK courses. Some public speaking courses do not have a BoK designation, so those count to satisfy CEE requirements, but not GenEd requirements.

Transfer Credit

Can a student transfer courses from another college or university?

Yes. If the course is taken at another UC college, the transfer is automatic. If the course is taken at another college or university, the student must petition Dean Bowers and provide a syllabus or course description. Dean Bowers will compare this syllabus or course description to UC courses and assign a substitute course and credits as appropriate. Courses transferred from outside UC appear on the DPA with "AS" grades.

A student has a transfer course listed, but the credit hours don't match the listed course!

Most likely causes:

- 1) The college/university where the student took the course assigned it a different number of quarter credit hours.
- 2) The college/university where the student took the course was on semesters. The semester credits are converted to quarter credits.
- 3) Dean Bowers must try to match the transferred course to an existing UC course. If he cannot find a reasonable match, he may award partial credit for an existing course

Revisions: September 2001/February 2002/September 2002/September 2003/September 2004/September 2005/September 2007/June 2008/June 2009.