

# **UNDERGRADUATE ADVISING POLICY**

## **Department of Civil and Architectural Engineering**

### **Effective: Fall 2018**

## **1. GENERAL PROVISIONS**

### **1.1 Policy Review and Amendment**

This document describes undergraduate advising policies for the Department of Civil and Architectural Engineering that are in addition to policies set forth by the Frank H. Dotterweich College of Engineering. The document was last amended by the full-time department faculty members in February, 2018, and will be reviewed periodically as part of continuous improvement processes. Amendments will be adopted based on majority vote by full-time departmental faculty; the department chair and other faculty members holding administrative positions will be eligible to vote on amendments.

An individual faculty member does not have the authority to create and enforce new advising policies on his/her own initiative. New policy proposals should be reviewed by the chair and departmental faculty as part of the amendment process.

Students should be aware of policies described in this document. Failure to review policy does not absolve students from following policy.

### **1.2 Guiding Philosophy**

The Department of Civil and Architectural Engineering believes that advising policies should be applied equally and fairly to all students, while recognizing that some students may have unique needs / situations that require careful interpretation of advising policy. Decisions made in any special (ie, non-standard) advising cases will be reviewed by the chair and other faculty members as appropriate.

## **2. FACULTY RESPONSIBILITIES**

### **2.1 Prerequisite and Co-Requisite Violations**

An important element of maintaining accreditation (and overall quality) of undergraduate programs is ensuring that students complete the prerequisite and co-requisite course sequences described in the departmental degree plans.

To that end, faculty members agree to take the following actions in their role as course instructors:

- 1) All faculty members will ensure the adequate preparation of students in their classes by checking for prerequisite violations before the 12<sup>th</sup> class day of each semester and

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counseling underprepared students to drop the class. Faculty may request assistance from the departmental administrative associate to verify prerequisites.

- 2) In instances where the exact prerequisite is not on a student's transcript (ie, for transfer students who may have a credit or substitution form pending), faculty members will speak to the student about his/her individual situation before determining whether the student can continue in the class.
- 3) Decisions to drop a student for prerequisite violations will be communicated to the chair.

## **2.2 Advising Assignments**

The department chair, with the assistance of the departmental administrative associate when available, will be responsible for maintaining a list of student advisees assigned to faculty members. Faculty members will make every effort to advise their own advisees. In the case of advisees assigned to other faculty members, the following policies will apply:

- 1) Faculty advisors may assist students who are unable to contact their assigned faculty advisor as long as this assistance is understood to be temporary and is communicated to the chair and/or assigned faculty advisor.
- 2) Students who wish to be permanently advised by a different faculty member than the one to whom they were originally assigned as an advisee must complete a formal request to switch advisors. The chair will accept or reject the request.

## **3. STUDENT POLICIES**

### **3.1 Policies Related to Prerequisite Completion and Misconduct**

The following policies apply to all students and focus on completion of prerequisite sequences and behavioral expectations:

- 1) If a student passes a course but fails its co-requisite, the student may not progress in the prerequisite sequence until the failed co-requisite is passed.
- 2) A student who disregards advising to complete preparatory coursework (freshman or sophomore level classes) may be prevented from taking further CEEN or AEEN coursework until preparatory courses are completed. This decision should be communicated to the chair and notice placed in the student's file.
- 3) A student who takes a course at TAMUK for which he/she does not have adequate prerequisites may be required to retake the course in order to satisfy degree requirements. A student may be prevented from taking additional courses in the sequence until prerequisite shortfalls are remedied. This decision should be communicated to the chair and notice placed in the student's file.

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- 4) A student behaving in a manner that is consistent with non-academic misconduct (furnishing false information, harassment, etc.) as outlined in the student handbook should be reported to the Dean of Students for appropriate disciplinary actions.

The decision to pursue any of the above actions against a student should be initiated by the student's faculty advisor or the chair. No other faculty member should initiate action against a student for issues related to advisement. On any form related to advising, students are allowed one level of appeal (as in the university policy on readmission requests and student grievance procedures).

### **3.2 Policies Related to Prerequisite Issues for Transfer Students**

Transfer students who complete a math/science/engineering course with a grade of "D" at another institution will be required to repeat the course for credit, as per College of Engineering policy. However, the grade of "D" may be used to grant a prerequisite waiver in order for the student to complete the next course in a prerequisite sequence. Additionally policies that apply in these circumstances are as follows:

- 1) If a prerequisite waiver is granted, the student must take the prerequisite course in which he or she received a "D" concurrently with the next course in the prerequisite sequence. *Example:* A student with transfer credit of "D" in PHYS 2325/2125 would be permitted to take CEEN 2301 *only* if he/she was retaking PHYS 2325/2125 in the same semester.
- 2) If a prerequisite waiver is granted and the student either does not take the prerequisite concurrently or fails the prerequisite, then the student will not be permitted to register for additional courses in the prerequisite sequence until the deficiency is corrected unless approval is granted by the department chair.
- 3) If a prerequisite waiver is granted and the student refuses to take the prerequisite concurrently, then the student may be prevented from taking further CEEN or AEEN coursework until the deficiency is corrected.

In general, transfer students may not receive credit for transfer courses that do not satisfy the prerequisite sequences at TAMUK. However, exceptions may be allowed on a case by case basis if the following policies are met:

- 1) Transfer students may receive credit for transfer courses that do not satisfy the prerequisite sequences at TAMUK if those courses were taken from a program accredited by the EAC of ABET and the student followed the published prerequisite sequence of the accredited program
- 2) In the case of a transfer student wishing to receive credit for transfer courses as outlined above, the burden of proof will be on the student. The student must provide documentation that his/her former program was accredited and that the transfer courses followed the published prerequisite sequence for that program.

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- 3) If a transfer student receives credit for a transfer course that did not follow the TAMUK prerequisite sequence but performance in any course in the prerequisite link is unacceptable for transfer credit, the student will not be permitted to take additional courses in the prerequisite sequence until the deficiency is remedied.

*Example:* At a student's previous institution, PHYS 2325/2125 could be taken concurrently with CEEN 2301, and the student did so. The student earned a "C" in CEEN 2301 but a "D" in PHYS 2325/2125. The student should retake PHYS 2325/2125 at TAMUK before progressing to CEEN 3311, CEEN 3392, or AEEN 3346.

### **3.3 Policies Related to Transfer of Coursework and Residency**

Students must meet College and University residency requirements. The University requires that 25% of the degree must be earned at TAMUK and that 24 of the last 30 hours must be earned at TAMUK. The College of Engineering requires that students complete 45 credit hours at TAMUK and 36 credit hours in the College of Engineering. In addition to these requirements, the Department of Civil and Architectural Engineering specifies that, once admitted to TAMUK, students are required to complete all remaining junior and senior level engineering courses at TAMUK. Exceptions require prior approval by the department chair.

Evaluation of coursework for transfer credit will be completed on a case by case basis. The following policies apply:

- 1) Students are not permitted to transfer in coursework earned 100% online.
- 2) No transfer coursework shall be accepted to meet degree requirements from an institution that is not accredited by an appropriate regional body (i.e., SACS).
- 3) No mathematics, science, or engineering coursework completed during an intersession or mini-mester will be accepted for transfer credit.
- 4) If a faculty advisor believes a course should not be accepted for transfer credit, notice of the advisor's review (with justification) should be placed in the student's file.
- 5) The chair has the authority to overturn a faculty member's refusal of transfer credit.

## **4. COURSE SPECIFIC SUBSTITUTIONS**

The Department of Civil and Architectural Engineering faculty members have agreed upon the following conditions for substitution of specific courses:

- 1) Calculus III (MATH 3415) and Differential Equations (MATH 3320) are offered as sophomore level mathematics courses at many other institutions. Transfer credit for these mathematics courses will be evaluated based on comparison of content.

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- 2) MEEN 3392 or CHEN 3392 may be taken in lieu of CEEN 3392 (Hydraulics and Fluid Mechanics) in cases where it is graduation critical for a student.
- 3) Civil engineering students may take MEEN 3347 (Thermodynamics) as a Special Elective in lieu of AEEN 3346 (Thermal Analysis). Architectural engineering students must take AEEN 3346.

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