

## **Committee on Academic Progress**

### **Structure**

1. CAP will consist of eight members. The committee will have seven LAS faculty members: two from the Humanities, two from the Natural Sciences, two from the Social Sciences, and one from ROTC. A student representative will be appointed with the aid of the advisor from the Academic Advising Office.
2. Tenure on the committee will be three years. Terms will be staggered so that there will be two new members each academic year. A member can serve a maximum of 2 consecutive terms. Members have a responsibility to attend regularly and participate. After 3 unexcused absences, the chair may request replacement of the committee member.
3. Members are elected by the LAS faculty, except the ROTC member, who will be an Assistant Professor of Military Science selected by the Professor of Military Science from the US Army or an Assistant Professor of Aerospace Studies selected by the Professor of Aerospace Studies represented on campus. The term will last for the duration of the service member's assignment not to exceed general term limits. At the completion of the service member's term, the partner service will become the priority to serve on the committee. Both service components agree to assist the other as necessary in regard to component-specific questions and fact-finding as required by the committee. The Academic Advising Office Advisor will recommend the student representative.
4. The committee members will choose the chair. The term for the chair will be the remainder of their term on the committee. The chair is responsible for attending the faculty meetings and providing a report. Should the chair be unavailable they will nominate someone from the committee as their proxy.
5. Ex-officio members of the committee without vote will include the Associate Dean of LAS, and advisor from the Academic Advising Office, and an individual from the LAS staff.

### **Procedures**

1. The primary function of the committee is to make recommendations to the Dean of LAS concerning undergraduate student petitions for exceptions to and substitutions of LAS academic policies and requirements that pertain to undergraduate students. Undergraduate students who take graduate courses may petition CAP about the policies and requirements that pertain to undergraduate courses only; petitions that pertain to graduate courses must follow the Graduate School's petition process.
2. Students obtain petition forms from the Academic Advising Office and return the petitions to the Academic Advising Office. It is the responsibility of the student to obtain all supporting letters and materials. Academic Advising Office advisors will advise the student about the proper procedures.

3. The Academic Advising Office Liaison will ensure that the petition and faculty letter are routed through the department chair (student's major) for response from the department chair. The letter from the chair, with any supporting documents, will then be forwarded to the Academic Advising Office Liaison.
4. Prior to the monthly meeting of the committee, the Academic Advising Office will supply the office of the Associate Dean with the completed petitions. The office of the Associate Dean then prepares the agenda for the meeting and distributes petition materials to the committee members. If circumstances permit, and in conjunction with the Associate Dean, the chair may choose to conduct the business of the meeting virtually.
5. At the monthly meeting the committee discusses and makes a recommendation for each petition. The Associate Dean may contribute to the discussion. The meetings are open only to the members of the committee.
6. The committee's decisions are in the form of a recommendation to the Dean (or the Associate Dean acting for the Dean). When a recommendation is reversed, the Associate Dean will inform the committee of the reversal along with their reason for doing so at the next meeting.
7. The office of the Associate Dean will notify the student of the decision. In cases that affect a student's transcript, the office of the Associate Dean will notify the office of Admissions and Records. Cases affecting graduation requirements and substitutions will be handled by the Academic Advising Office.
8. From time to time the committee may discuss college policies and requirements, based on its experience with student petitions, and make recommendations to the C&R committee and/or the faculty as a whole.
9. The committee is responsible for choosing a quote for the LAS Academic scholarship in the spring of the academic year and choosing the winner(s).
10. At the first fall meeting of each year these structures and policies shall be reviewed by the committee. Any potential revision will be put forward for consideration at the first meeting of the spring semester.
11. Should a time sensitive issue come up the Dean's office shall make a determination in consultation with the chair without a formal vote occurring. These decisions will be announced at the next meeting.

### **Common Petitions**

#### **Waiver of residency requirement**

This is a request to waive the requirement that the last 30 hours be taken in residence in LAS at UCCS. These cases must be considered on an individual basis. The underlying question is whether the student is earning a UCCS degree.

## **Substitution of courses for fulfilling the area requirement**

With the limited number of courses designed to fulfill area requirements students may request a substitution of another course. A letter of support from the relevant department chair (chair of the department that offers the course the student is proposing to substitute) is essential in this case.

### **Waiver of area requirement**

Given some circumstances of misadvising or inability to sign up for the proper class the committee may waive a portion of the area requirements. Usually a substitution is suggested.

### **Retroactive semester withdrawal**

With retroactive semester withdrawal, a student may have their LAS grades from one entire semester withdrawn, and changed to a W on their transcript, if extenuating circumstances caused the poor performance. The student is eligible to make such an appeal to the Committee on Academic Progress after completing one subsequent semester (12 hours or more) with a GPA of 3.0 or better, or two subsequent semesters with a GPA of 2.5 or better. (12 hours or more over the two semesters.) Exceptions to this policy will be reviewed on an individual basis. The extenuating circumstances must be documented (e.g., a letter from a health care professional). Support from the student's department is recommended but not required.

### **Allowed exceptions to petitions**

The following are allowed to be handled by advising in accordance with the guidelines stipulated and do not need to be submitted to CAP:

1. Automatic residency waivers for Military Science Minors (ROTC cadets) who take the mandatory HIST 4790 online via Barton Community College.
2. Advisor discretion to review/accept NSE/study abroad courses for Cultural Diversity/Global Awareness in consultation with relevant department chairs.

Adopted September 16, 2003

Revised October 11, 2005 (#3 under Procedures) Adopted December 13, 2005

Revised December 9, 2008 (Addition to academic bankruptcy policy)

Revised September 11, 2018 (#2-4 structures, #6, #9, #10 procedures, and renamed academic bankruptcy) adopted 2/12/19

Revised April 9, 2019 (#2 structures updated for attendance, procedures #4 updated for virtual meetings) adopted 5/14/19

Revised November 12, 2019 (Point 6 on procedures dropped wording with conditions for the Dean's office reason for reversing a recommendation, point 11 on procedures added, retroactive semester withdrawal edited to conform with LAS policies, Section on allowed exceptions to petitions was added) adopted 12/10/19

Revised May 12, 2020 (changed language on Substitution of courses for fulfilling the area requirement to relevant chair) adopted 5/14/20

Revised November 10, 2020 (added language regarding undergrad v grad petitions) adopted 11/10/20