

Committee on Academic Progress

The LAS Committee on Academic Progress (CAP) serves as an advisory body to the Dean of the College of Letter, Arts, and Sciences (LAS). 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.

Structure

1. The voting membership of the Committee on Academic Progress will consist of seven LAS faculty members: two from the Humanities, two from the Natural Sciences, two from the Social Sciences, and one from ROTC. Four voting members must be present to conduct CAP business and to vote on student petitions.
2. Ex-officio members of the committee without vote will include: (a) an Associate Dean of LAS; (b) academic advisor(s) from the Academic Advising Office; (c) an individual from the LAS Dean's Office staff, who acts in the position of recording secretary; and (d) a student government member, who is a LAS student or LAS Peak Ambassador representative. The student representative will have FERPA training. The student representative will be designated based upon advice from a member of the LAS Dean's Office and the CAP chair. The role of the student representative is to provide a student perspective on petitions.
3. Term on the voting members 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 three consecutive terms. Faculty may stand for election again after a three-year period. Members have a responsibility to attend regularly and participate. After three unexcused absences, the chair may request replacement of the committee member. The student representative may change annually. Staff members will change as appropriate.
4. 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 (e.g., the position will rotate between the different military units) 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.

5. 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.

Procedures

1. Students who have a currently active status at UCCS obtain petition forms from the Academic Advising Office and return the petitions to the Academic Advising Office. An exception might be a student who returns to UCCS to complete a second bachelor's degree. 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. Petitions will not be considered by students with an inactive status, or who have already graduated from UCCS. Exceptions to this policy for retroactive withdrawal will be reviewed on an individual basis. The extenuating circumstances should be supported by documentation (e.g., personal statements and official letters). Support from the student's department leader is recommended but not required.
2. The Academic Advising Office Liaison will ensure that the petition and faculty letter are routed through the academic leader (e.g., UCCS department faculty, which might include the chair and a non-UCCS academic leader)) 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.
3. 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 completed petitions will be added to the docket by the recording secretary. The committee chair will generate the agenda in collaboration with the recording secretary as needed. The chair will notify the committee members of the petitions, agenda, and supplementary materials as needed. In conjunction with the Associate Dean, the chair may choose to conduct the business of the meeting virtually or in person.
4. At the monthly meeting the committee discusses and makes a recommendation for each petition. The Associate Dean and other ex-officio members including the student representative may contribute to the discussion. The meetings are open only to the members of the committee, and other guest staff members for training purposes, or other invited guests.
5. The committee's decisions are in the form of a non-binding 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.

6. 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.
7. The Chair of CAP and other members of the CAP committee can make recommendations to Curriculum & Requirements (C&R), LAS Policy and Procedures, and/or Chairs and Directors related to CAP. It is the purview of the committee, that the Chair of CAP and/or other members of the committee to include advisors can provide information to Chairs and Directors prior to a LAS Faculty meeting. If the Chair is unavailable, another member of the CAP committee may report out to the various entities as stated above.
8. 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).
9. 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.
10. Should a time sensitive issue come up the Dean's office shall make a determination in consultation with the chair without the occurrence of a formal vote. The 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.

Full revision of original bylaws created on September 16, 2003

(see folder Fall2022_Full_Revisionary_Process of Bylaws, "CAP bylaws approved 11-10-20 FINAL" for reference.)

New bylaws adopted December 13, 2022