

BOISE STATE UNIVERSITY COLLEGE OF ENGINEERING

CIVIL ENGINEERING GRADUATION EVALUATION POLICY

Policy Number: CE003-05

Revised: September 3, 2013

Purpose: To evaluate student progress towards completion of their undergraduate degree in Civil Engineering and to provide the Registrar's Office with all necessary information concerning coursework and the curriculum to meet that goal.

I. Departmental Organization

The Civil Engineering Department has determined that there should be a single point of contact Between the Registrar's Office and the Department to handle graduation evaluations. That point of contact shall be the department chair.

II. Responsibility of the Chair

Upon receipt of the list of students who have applied for graduation in a given semester from the Registrar's Office the Chair shall run each student's Academic Advisement Report. If there are components of that report that show the student has yet to complete a given requirement the Chair shall determine how that requirement is to be filled by use of any or all of the following tools:

- Unofficial Transcript of the student
- Electronic student progress file and hard copy documentation
- Contacting the student's Advisor
- Contacting the student

Once any questions concerning the fulfillment of various requirements have been answered the Chair shall send a formal message to the Graduation Evaluation office informing them of the information.

III. Responsibility of the Advisor

Each student Advisor shall maintain the electronic version of the student progress file for each advisee. Hard copies of any Internship, Academic Adjustments or similar paperwork will be filed in the Departmental Offices.

IV. Responsibility of the Student

Each student will periodically run their Academic Advisement Report and inform their Advisor of any changes that need to be made. Each student shall also keep the University informed of the appropriate catalog they plan to use for graduation.

The Registrar's office rolled out a new feature in BroncoWeb: Academic Advisement Reports (AAR). These took the place of the Degree Progress Reports. The Registrar's Office not only creates them for student self advisement, but also bases their clearance for graduation on these reports. They no longer send Degree Audits to the students and faculty advisors.

How often should I look at my AAR:

Students and advisors should periodically review the Academic Advisement Reports and keep them up to date. Once they are up to date, they actually are great advising tools. Note: there is a list at the end of the report of all the 'excess' credits a student has completed if you need to see what has been taken but not counted towards any elective. If there are errors, I've listed below the procedures for making corrections.

The wrong catalog year is used by BroncoWeb:

Short term: use the "Quick What-if" button available when you run the AAR. Note that after you run this, the top of the report will still list the old catalog year, but after the report header, the report will state that it is a simulation of another catalog year.

Long term: the student should send an email to DegreeProgress@boisestate.edu telling them what catalog they wish to use. Changes should appear in the Academic Advisement Report in 2 business days. Students may graduate under any catalog that is less than 6 years old for which they have been an active student during that catalog year. In CE all our students should be using a catalog Fall 2008 or later.

Foundational Studies Depth/Breadth electives aren't entered properly in the AAR:

These actually will never be entered in the AAR. There is a note saying "Advisor email required". The COEN approved procedure is to send the chair an email stating the student name and ID number and what should be used to satisfy these electives. If the chair concurs that these are correct (satisfy our department approved policies), the chair will forward those changes to DegreeProgress@boisestate.edu and make a copy for the student's records on the M:/CE drive. Changes should appear in the Academic Advisement Report in 2 business days.

CE or technical electives aren't entered properly in the AAR:

We have a list of approved CE and technical electives on file with the Registrar's office. This needs updating, but is mostly correct. If the student takes something not on these lists that should satisfy these electives, the COEN approved procedure is to send the chair an email stating the student name and ID number and what should be used to satisfy these restricted electives. If the chair concurs that these are correct they will forward those changes to DegreeProgress@boisestate.edu and make a copy for the student's records on the M:/CE drive. Changes should appear in the Academic Advisement Report in 2 business days.

A course substitution in the AAR is needed for me to graduate:

This will happen when something larger needs to be substituted. When credit for another course is given in place of, for example, CE 120, or transfer credits didn't work out quite right. The COEN approved procedure is to send the chair an email stating the student name and ID number and what should be substituted. If the chair concurs that these are correct they will forward those changes to the Associate Dean who will check that they don't mess up ABET or something. She will then forward the email to DegreeProgress@boisestate.edu and CC the chair and originating professor. The chair will make a copy for the student's records on the M:/CE drive. Changes should appear in the Academic Advisement Report in 2 business days.

What happens when the student plans to graduate:

Students need to apply for graduation by the end of the first week of classes in the semester in which they intend to graduate. After the 10 day point the Registrar's office will send the chairs and associate chairs in COEN a list of all students planning to graduate that semester (this will include those who applied but didn't complete the past semesters). We will let the faculty advisors know who is planning and you should then check the students' AARs and make sure that if they pass everything, they are cleared to graduate, or let the chair know if they will not graduate. Communicating this with the students is also encouraged.

Where CE student records are being stored:

We will be using the electronic files stored on the M-drive as our storage area. The only files that will be kept in the Departmental office will be for students who have caused paperwork to be generated (such as Academic Adjustments or Internships), all second degree students and graduate students. The files are to be stored on the M:/CE-drive under "CE Advising". If a student comes to you for advising, please go to that directory and create a folder if one doesn't exist. By storing information there about things you discussed with the student ("we will waive the prereq for XX because of YY", "we will allow you to not take CE 120 but take something else in its stead because of your XX years of technician experience"...), it will (1) allow us a 'paper' trail for our next ABET visit, (2) help make sure that if the student changes advisors, or goes advisor fishing, that we know what had been 'promised' before and by whom it was 'promised'.

Once a student graduates his or her file will be removed from the M-drive and burned on a CD.

Academic Advisement Report

We have arrived at several procedural changes in terms of the online degree-audit system. These procedural changes follow, and can be processed at any time.

1. Depth in core

Currently, the automated online degree auditor flags this item for our students and prints a message that they cannot graduate. The issue is that we require "approval from advisor" for core depth courses.

Mandy (Nelson) and Mark (Damm) propose that advisor approval can be given by the Chair or Associate chair simply by sending an email to the degree audit address:
degreeprogress@boisestate.edu

2. Design and Technical Electives

Unless a design or technical elective is explicitly listed by a department, the online degree auditor flags this item and prints a message as in item (1). The issue is that advisor approval is required for these electives.

As in the previous item, Mandy and Mark propose that advisor approval can be given by the Chair or Associate chair simply by sending an email to the degree audit address:
degreeprogress@boisestate.edu

3. Course substitutions

Students often request that required courses be waived or replaced by similar courses they have taken. This is not the same as a transfer equivalency, which requires the approval of the department offering the course. A waiver or substitution would affect only the degree audit process, and the course in question would not be considered as fulfilling the requirements of a pre or co-requisite.

It's been proposed that the advisor compose a short email request to the Chair or Associate Chair, explaining the nature and reason for each substitution. The request would then be sent to the Dean or Associate Dean for approval and subsequent forwarding to the degree-audit address:
degreeprogress@boisestate.edu

A quick clarification regarding #3. The academic adjustment form is not being eliminated. An email may be sent by, the Chair or Associate Chair, to degreeprogress@boisestate.edu to make transfer substitutions, not equivalencies, for courses within your college. The academic adjustment form must still be submitted for transfer equivalencies, waivers and substitutions for courses outside the college. – Mandy Myers (Nelson) 8/22/05

4. Report from Registrar's Office

The Registrar's Office has agreed to send COEN a list after the 10 day point each semester of students who have applied for graduation. This will allow the department to check their online Degree Progress Reports to see what additional paperwork (or email) is needed to clear these students for graduation. At that point you can submit additional paper Departmental Graduation Evaluation forms, send the emails described below, or print out the online DPR for the students' files as a record of how certain courses met various requirements. This will assure us that students planning to graduate whom we feel have met the COEN requirements for graduation are indeed cleared for graduation.