

**BOISE STATE UNIVERSITY  
COLLEGE OF ENGINEERING**

**CIVIL ENGINEERING DEPARTMENT**

Policy Number CE 005

Effective Date: July 1, 2011

Revised: May 28, 2013

May 16, 2014

June 18, 2015

September 8, 2017

Revised Effective Date: August 24, 2018

**ADMISSION TO UPPER DIVISION POLICY**

**PURPOSE:** To limit admission to upper-division courses to those students who have demonstrated their preparedness and ability to succeed through their work in lower-division courses. Only those degree seeking students admitted to upper-division status will be admitted to selected upper-division Civil Engineering courses.

**I. Departmental Authorization**

The Civil Engineering Department is authorized to limit admission to upper-division course work by BSU Policy 3020, Declaration of a Major.

**II. Application Procedures:**

Application for admission to upper-division courses requires that the following criteria and procedures are met:

- The student has completed a minimum of 45 semester college credits
- The student has an overall GPA of at least 2.30
- The student has passed the following courses (with a grade of C- or better in each course and a combined GPA of 2.30 or better):
  - CE 280 - Civil Engineering Case Studies
  - CE 282 – Engineering Practice Math 360 Engineering Statistics or Math 361 – Probability and Statistics
  - CHEM 112 – General Chemistry II
  - CE/ME 350 – Engineering Mechanics of Materials
  - MATH 275 – Multivariable and Vector Calculus
  - MATH 333 – Differential Equations with Matrix Theory
- The student has filed an application letter/essay with the Civil Engineering Department Chair (Chair) who will coordinate and evaluate the application;
  - The application letter/essay will consist of two to three paragraphs expressing why that student wishes to pursue a career as a Civil Engineer.
- The student shall include a copy of their BSU transcript (either unofficial or official) with the application

- Applications for Upper Division Status are due by the first day of classes for the semester. Any applications received after the first day of the semester will go into effect for the next semester.
- Transfer courses must have been processed by the Registrar's office. Any transfer credit that transfers in as a "P" will be considered as a "C" in the GPA calculation.

### III. Application Evaluation

Once the Chair has received an application the Chair or the Chair's designee shall evaluate each student based upon the following criteria:

- The student has completed a minimum of 45 semester college credits
- The student has an overall GPA, including transfer credits, of at least 2.30
- The student has passed the following courses (with a grade of C- or better in each course and a combined GPA of 2.30 or better):
  - CE 280 – Civil Engineering Case Studies
  - CE 282 – Engineering Practice, Math 360 Engineering Statistics or Math 361 – Probability and Statistics
  - CHEM 112 – General Chemistry II
  - CE/ME 350 – Engineering Mechanics of Materials
  - MATH 275 – Multivariable and Vector Calculus
  - MATH 333 – Differential Equations with Matrix Theory

Should the Chair refuse admission to upper-division courses the Chair shall notify the student in writing informing the student both why the student was refused admission and what needs to be done to obtain admission to the selected upper-division courses.

### IV. Appeal

A student has the right to appeal the decision of the Chair if the six-course GPA is greater than 2.20 and no grade in the six courses is less than a C. In order to make an appeal the student must do the following:

- Submit all relevant appeal documents to the Chair formally requesting reconsideration of his/her case.
- If requested by the Chair, make an oral presentation of his/her case for admission to upper-division courses at a formal meeting of the official faculty of the department, where a majority of the official faculty are present.

Once a student has submitted the appeal documents and made a presentation (if requested by the Chair), the official faculty of the Civil Engineering Department will vote on the application, one vote per member, and the Chair or the Chair's designee will notify the student of the results of the appeal outcome in writing.

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Upper division status is only a prerequisite for CE 320, CE 352, CE 360, and CE 370.