

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.
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 regards 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 student petitions for exceptions to and substitutions of LAS academic policies and requirements.
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.
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). Only when the recommendation violates the standards of LAS, will the Dean (or Associate Dean) reverse a recommendation of the committee. When a recommendation is reversed the Associate Dean will inform the committee of the reversal along with their reason for doing so.
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.

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 department chair (student's major) 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 the grades from one entire semester removed from consideration toward graduation hours and GPA, 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.

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