# EECS Advisor Guide

**Revised 03/2011**

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# Introduction

This EECS Advisor's Guide has been developed to assist you as you work with students during the advising process. Excellent academic advising will establish a positive relationship in which you help students select, plan and complete their academic goals without unnecessary delay or expense.

The Guide is not designed as a comprehensive document that replaces or duplicates the EECS Undergraduate Handbook or KU's Undergraduate Catalog. It has been designed to serve as a quick reference for useful information pertinent to your role as an academic advisor in EECS.

Before advising a student, whether during fall and spring enrollment advising or by special appointment made by a student, you should have as much information as possible about the student. A current ARTS (Academic Requirements Tracking System) form is the most helpful single document. If you do not have a current ARTS form for a student, you can request one from Maureen Altman in 2001D Eaton Hall. Students also have access to their ARTS form online at [www.artsform.ku.edu](www.artsform.ku.edu). Complete records about the student are kept in the student's academic folder. Maureen can supply you with the academic folder anytime, and she automatically provides you with the academic folders of all of your advisees prior to the fall and spring advising periods.

If you do not know the answer to an advising question, you can try contacting another professor or Maureen Altman (Undergraduate Student Services staff) or Prof. Dave Petr (EECS Associate Chair for Undergraduate Studies). You should always feel free to call Maureen (864-4485) or Dave (864-8823) with any questions you may have.

# Academic Misconduct/Cheating

Professional ethics are an essential part of an engineering education. Any student caught cheating, forging signatures, plagiarizing or misrepresenting information in any way could be dismissed from the School of Engineering. Please notify the Associate Dean of all instances of academic misconduct. **Please note**: when students turn in their Academic Planning Forms, all signatures are checked for forgery (one form of academic misconduct).

# Academic Planning Form

This form is used at enrollment time for listing the courses a student wants to take the following semester. This is the form students will bring to you to sign once a schedule has been established. Once the form has been signed, the student needs to bring the form to 2001 Eaton Hall. A photocopy will be given to the student and a copy will be retained to be put in the student's academic folder. The student's Engineering Advising Hold will also be released at this time.

The signed planning form is kept as a permanent record of your advising session. It is consulted in the event of a subsequent enrollment problem to verify that the student was advised correctly. See Figure 1.

# Add/Drop/Change of Section/Time Conflict

If a student wishes to change his or her enrollment after the date when changes can be done on-line, a special form is required. See Figure 2. This add/drop/change of section form can be found at http://www.registrar.ku.edu/pdf/change.pdf. The student must fill out the form and have it signed by the instructor for the course, their advisor, and the Dean of the School of Engineering.

This form can also be used for time conflicts. The student must have the form signed by the instructors of both courses involved in the time conflict. Once the form is filled out with all of the necessary signatures it should be taken to 151 Strong Hall.

# Admissions

Students admitted to the EECS Department as freshman should have met the following minimum admissions criteria:

1. Math ACT score of 28. This score makes students eligible for Calculus I (MATH 121)
2. Graduate in the top 50% of their high school class

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Meeting minimum criteria does not guarantee admission, as all admissions are selective. Out-of-state standards may be somewhat higher since out-of-state enrollment is limited to a maximum of 40% of the enrollment for the prior fall semester.

International students need to have a 3.0 GPA and show competency in math.

Transfer students, either from the College of Liberal Arts and Sciences or outside the University, need to meet the following criteria to be considered for admission to the School of Engineering:

1. Cumulative GPA of 2.5
2. Submit ACT scores, or
3. Show proof of competency in math

The admission deadline is April 1 for freshman and June 1 for transfers

Students who have not yet been admitted to Engineering might ask for advice on course selection. Engineering curriculum information can be provided to assist these students; however, they will need to have their Advising Hold released by Freshman/Sophomore Advising in Strong Hall until they are admitted to the School of Engineering.

# Advanced Placement

KU accepts Advanced Placement examinations in 20 areas under the College Entrance Examination Board (CEEB). The results of the exams are sent to KU where the appropriate departments may grant advanced placement credit on the basis of test scores. Any credit received should appear on the ARTS form (or equivalent).

Scores on the AP ENGLISH Literature and Composition Test have the following effects at KU:
Score of 5 – Student receives 6 hrs of English 105 and 205 credit
Score of 4 – Student receives 3 hrs of English 105 credit and should enroll in English 205
Score of 3 – No English credit is awarded, student should enroll in English 105*

Scores on the AP ENGLISH Language and Composition Test have the following effect at KU:
Score of 4 or 5 – Student receives 3 hrs of English 105 credit and should enroll in English 205
Score of 3 – No English credit is awarded, student should enroll in English 105

Students must get special permission cards from the Honors Program for English 105 and 205.

*English 105 takes the place of English 101 & 102. **HOWEVER**, English 105 is only 3 credit hours so another 3 hour course (usually a 200-level English course) must be chosen in consultation with the advisor to satisfy the 6 hour English requirement.*

Scores on the AP MATHEMATICS test have the following effect at KU:
Score of 3, 4 or 5 – Student receives 5 hrs of credit for Math 121. However, many students with AP credit decided to enroll in MATH 121 anyway, which is perfectly acceptable.

Scores on the AP BIOLOGY tests have the following effect at KU:
Score of 4 or 5 – Student receives 5 hours of credit for Biology 101 and 102.

Scores on the AP CHEMISTRY test have the following effect at KU
Score of 5 – Student receives 10 hrs for Chemistry 184 and 188
Score of 3 or 4 – Student receives 5 hrs for Chemistry 184

# Advising Days

EECS assigns two days for advising each semester, usually the week before the first enrollment date. Please try to clear your schedule as much as possible for those 2 days. A sign-up sheet will be given to you in advance to post on your office door where your advisees can sign up for advising appointments in 15-minute increments. Students may sign up for 30-minute appointments if they think they need more time to talk about more than their schedule for the following semester (for example; transfer credit, long term degree planning, career advice, etc.). A few days prior to advising you will receive a packet with all of your advisees' academic folders along with materials to help you with the advising process.  These usually include: a current EECS Undergraduate Handbook, a list of Principal courses in the Humanities and Social Sciences, and curriculum checklists and/or flowcharts. Each student's file will contain an up-to-date ARTS form and an Upper Level Eligibility (ULE) checklist on the inside cover.

Each student should bring an Academic Planning Form which you will need to sign once you have agreed on an appropriate class schedule. The student will then bring the form to 2001 Eaton where a copy will be given to them and their advising hold will be released. Holds will not be released without a signed academic planning form from the advisor. Students complete the enrollment process on-line.

The signed planning form is kept as a permanent record of your advising session.  It is consulted in the event of a subsequent enrollment problem to verify that the student was advised correctly.

# Application for Degree (AFD)

This electronic form should be submitted during the student's enrollment for his or her final semester. This is done online through Enroll & Pay, Learner Services. Submitting an application for degree will generate a degree check by Abby Coffin (Director of Academic Services) in the School of Engineering Dean's office.  If a student would like his/her parents invited to the engineering recognition ceremony, the address must be listed on the application. Students completing a minor also must submit a separate application for degree for the minor.

# ARTS (Academic Requirements Tracking System)

ARTS is a computerized records system to help students and advisor keep track of each student's academic progress. ARTS forms are available from Maureen Altman or the Dean's Office. Students who are currently enrolled and have a KU online ID can retrieve ARTS forms online at

[www.artsform.ku.edu](www.artsform.ku.edu) . Although the ARTS form provides a list of courses taken and grades earned, it is not an official transcript and should not be used as such. Official transcripts are requested at the registrar's office in 123 Strong Hall.

# Change of Major

A student wanting to change from one engineering major to another should fill out a "Change of Engineering Major" form in the Dean's Office (form is also available in 2001 Eaton). See Figure 3.

# Change of School

Students wanting to change to another school at KU should fill out a "Change of School" form at the desired school. For the College of Liberal Arts and Sciences forms should be turned in at 109 Strong Hall.

Students entering the School of Engineering from the College of Liberal Arts and Sciences should provide the Engineering Dean's Office with a copy of transcripts from all institutions attended before coming to KU. This includes students who have college credit from foreign institutions.

# Co-Enrollment (for Graduating Seniors)

Seniors at KU who will complete the requirements for a baccalaureate degree in a given semester, and who have very strong academic records (grade-point average higher than 3.0 on a 4.0 scale), may request the permission of the EECS Department to co-enroll for the final undergraduate semester. Seniors requesting the privilege of co-enrollment must make formal application through the EECS Graduate Studies for admission.

If admission is approved, the student enrolls with undergraduate school and level codes for undergraduate courses and with the graduate school and level cods for graduate courses.  The student's graduate permanent record begins with the first term of graduate enrollment following the awarding of the baccalaureate degree, although the co-enrolled graduate credit applies to the graduate degree.

To meet the criteria of co-enrollment, the student must earn undergraduate credit for at least one class during the co-enrollment semester. Continuing education courses cannot be used to satisfy this requirement. Graduate courses completed beyond the initial semester of co-enrollment revert to undergraduate status if co-enrolled students fail to complete their undergraduate degrees in the specified semester.

# Co-Requisites

See Pre-requisites

# Course Repeat Policy

If a student takes a course at KU, receives a D or F in the course, enrolls in and repeats the course at KU, the new grade may be used in place of the original grade for purpose of GPA calculation, subject to the limitations herein:

- The course must be numbered 000-299 and have been taken in the Fall 2001 semester or thereafter. Classes taken from Fall 2001 through Summer 2007 must have been requested by the student during the semester as qualifying for the repeat policy. Beginning in Fall 2007, this policy automatically applies to classes that meet the criteria outlined in this section.
- The grade of D or F cannot be the result of an academic misconduct determination.
- The grade recalculation will happen by default
- The original grade will remain on the transcript, although it will not be used to calculate the GPA.
- Students may have a grade replaced no more than five times, meaning a student may retake five courses, or a course five times, or any combination thereof. Multiple retakes of a course are discouraged, but not explicitly prohibited. The time and date of registration of the second (repeat) enrollment will be used to determine the limit of five repeat courses for grade replacement.

*Note that even when all of the criteria are met, the original course (and its grade) remain on the students ARTS form and transcript, with a notation that the course was repeated.*

# Credit by Exam for EECS 168

If a student feels that he or she has significant knowledge of programming and meets the requirements outlined below, they may attempt to obtain credit-by-exam for EECS 168. To get this credit they must satisfactorily complete a comprehensive exam covering the materials for EECS 168.0

**Application Process**
1. Must meet the pre-requisites for EECS 168, having received a "C" or better in each pre-req. course
2. Must demonstrate that they have direct programming experience in C++, Java or C (others may be allowed as well) but the test will assume fluency in C++, and the follow-on course (EECS 268) assumes a C++ fluency. The demonstration of experience must be accomplished in a least one of the following ways.
    a. Must have taken one or more programming courses in high school
    b. Must have job experience in programming

      c.   Must be able to show that they have learned programming skills on their own by showing us code that they have written and explaining its operation
3.   Must not have been previously enrolled in EECS 138, EECS 168 or an equivalent course taken at KU or other postsecondary school.
4.   Must not have taken any course for which EECS 168 is a pre-requisite
5.   The student is only allowed to take the test once. If they do not pass they are not allowed to take the test again.

Official credit by exam application forms are available in 2001 Eaton Hall. Endorsement by the department is required. See Figure 4

# Credit/No Credit

This option is available to all undergraduates and is limited to one course per semester. The option is available for courses used to fulfill English, humanities, social science or oral communication requirements only. Credit/No Credit is not allowed for any other course. Students must fill out a card at the Dean's Office during the third and fourth weeks of the semester (or the second week of the summer session). A grade of "Credit" is recorded for grades of "A", "B", or "C"; "No Credit" is recorded for grades of "D" or "F". Courses graded Credit or No Credit do not count in computing the grade point average.

# Dismissal

See Probation, Dismissal, and Reinstatement

# Double Major

Some students want to double major in Engineering and some other discipline.  Such students must be enrolled in **both** schools. When enrolling for classes, students must see advisors from both majors and obtain dean's stamps from both schools.

Students occasionally inquire about double-majoring in EECS (e.g., majoring in Computer Engineering and Computer Science).  In most cases, this should be discouraged as a poor tradeoff between time/effort and professional/career benefit.  Academically talented students should usually be encouraged to pursue a M.S. degree following their B.S. degree instead of a double B.S.

# Early Application MS / PhD Program

Qualified juniors and seniors in EECS may apply for the Early Application MS /PhD Program. Normally the MS Plan of Study requires 30 hours of graduate credit. Students admitted to the Early Application program are to receive a 6 hour credit hour reduction upon admission, so they are required to complete 24 or more hours at the 700 level or above. A similar reduction in hours is granted to students who are admitted directly to the PhD program.

To qualify, juniors and seniors in EE, CoE, and CS must have completed at least 75 hours toward their degrees with both an overall GPA and a GPA in all math, basic science, computer science, and engineering courses of at least 3.50 at the time of applying for the program. If accepted, to remain in the Early Application MS / PhD Program students must have both an overall GPA and a GPA in all math, basic science, computer science, and engineering courses of at least 3.50 for all remaining undergraduate courses in their BS program.

If a student is interested in this opportunity to join the EECS graduate program, he or she should submit an application package to the EECS graduate office (Pam Shadoin) before their final semester.

See also Co-Enrollment (Graduating Seniors).

# English Placement

All undergraduates must enroll in the appropriate English course in their first semester at KU and maintain continuous enrollment in appropriate English courses, whether these are Applied English Center (AEC) courses or regular English courses, until they have completed English 102 (or English 105). As soon as international students are released from AEC, they must enroll in English 101. Credits for English Composition at a foreign institution are not accepted for the required English courses in any engineering curriculum.

Initial enrollment in English should be based on the following criteria:

**For students not in the Honors Program**

| ACT English Score: | Enroll in: |
|---|---|
| 34-36 | English 105 (Freshman Honors English) |
| 31-33 | English 102 (or English 105, if pass the Honors Placement Exam) |
| 30 or less | English 101 |

**For students in the Honors Program**

| English Score: | Enroll in: |
|---|---|
| 31-36 | English 105 (Freshman Honors English) |
| 27-30 | English 102 (students wanting to take English 105 may do so if they pass the Honors Placement Exam |

English 105 takes the place of English 101 and 102. Direct placement into English 102 is also possible (see above). **HOWEVER, ONLY THREE HOURS OF CREDIT IS EARNED IN EITHER CASE, SO STUDENTS MUST ADD ANOTHER COURSE CHOSEN IN CONSULTATION WITH THE ACADEMIC ADVISOR.** For EECS any English course at the 200 level or above is fine

# Enrollment

The main period of enrollment allows students who are currently enrolled during one semester to enroll for the next semester. This occurs in October/November and March/April. The student's first step is go to the KU portal and click on the "Enroll & Pay" link. The Enroll & Pay system will give a student his/her assigned enrollment time.

Students may enroll through the dates and times posted on Enroll & Pay once any enrollment holds have been released. EECS Students must have their Engineering Advising Hold released (See Advising Days).  Class availability may be checked at www.opensections.ku.edu or in the schedule of classes in the Enroll & Pay system.

# Foreign Language

EECS accepts up to 6 hours of Foreign Language credit (other than English or a student's native language) towards Humanities or Social Science requirements. A foreign language that is "similar" to a student's language is also not acceptable. **Foreign language courses for "Reading Knowledge" (100 & 101) are not acceptable. These courses are meant for candidates for advanced degrees in other departments.**

# Full Time Student

A minimum of 12 credits (6 in summer) is required to be considered a "full time" student. Maintaining full-time status can be important for scholarship and insurance purposes. Occasionally a student (usually a transfer student) will only be able to take 10 or 11 hours towards their degree in a given semester.  Such students may enroll in any KU course (including sports skill classes in HSES) to achieve full-time enrollment.

# GPA

A student's GPA includes only course work taken in residence at KU. Independent Study and transfer work are not included

An Engineering GPA includes only course work taken in the School of Engineering. It does not include courses in architecture, math, physics, etc. In order to graduate, a student must have at least a 2.0 cumulative KU GPA, a 2.0 engineering GPA, and a 2.0 GPA in the courses applied to the degree.

If a student retakes a course for a better GPA, the lower grade is omitted only for classes 0-299.

# Graduating with EECS Departmental Honors

A student may graduate with departmental honors in computer science, computer engineering or electrical engineering by satisfying the requirements below:

1. The student must file an application to graduate with honors during the semester preceding the student's final two semesters (a summer semester may count) (see Figure 8). This must be done prior to enrolling in any EECS 498 course. The forms are available in 2001 Eaton Hall. Applicants must have an overall GPA of 3.25 or higher and an engineering GPA of 3.5 or higher. Applicants must identify a research topic and obtain consent of a faculty member to supervise the Honors research.
2. Applicants who receive preliminary approval must remain enrolled full-time and must maintain the above minimum GPAs until graduation.
3. Applicants who receive preliminary approval must enroll in EECS 498:Honors Research for one credit hour for his/her last two semesters under the supervision of the faculty member named in the Honors application. These credits are in addition to those required for the degree.
4. The student must complete an independent research project paper and oral presentation to a panel of three faculty members, including the research supervisor. This panel makes the recommendation concerning graduating with honors.

# Graduation

When a student enrolls for his/her last semester at KU, an "Application for Degree" (AFD) should be submitted through Enroll & Pay. Submission of this form will generate a "degree check" by the Director of Academic Services in the engineering Dean's Office (see Application for Degree).

In addition to completing each of the required courses for an engineering degree a student must:
- Attain a cumulative GPA of at least a 2.0 in the courses applied toward the degree
- Attain a KU cumulative GPA of 2.0 whether or not all courses are being applied to the degree, and
- Attain a cumulative GPA of 2.0 in all courses taken in the School of Engineering, including courses not applied to the degree.

The School of Engineering holds a recognition ceremony twice a year for engineering graduates and the EECS department holds a banquet once a year in May to honor EECS graduates. Students must list a current address on Enroll & Pay if they want to be invited.

Diplomas are ready for pick-up at the Registrar's Office two months after the semester ends. A student may have a diploma mailed by making arrangements with the Registrar's Office.

# Graduation with Distinction

Students who are in the top 10% of the graduating class by cumulative grade point average and who have taken at least 64 hours in residence at KU will graduate with distinction. Highest distinction is the top one-third of those graduating with distinction. The list is compiled once a year and includes August, December, and May graduates.

# Humanities and Social Science Electives

See Principal Courses (Humanities and Social Sciences)

# Incompletes

The grade of "I' indicates that some part of the course work has not been completed while the rest has been completed satisfactorily. An incomplete should only be give when circumstances **beyond the student's control** prevent the student from completing the coursework.  Incompletes should be completed as soon as possible. Students receiving an "I" should not re-enroll in the class. It is the responsibility of the student receiving an "I" to follow up with the instructor regarding completion of the course. Grades of "I" that are not changed by the regulated due date will be changed to "F".

# Junior-Senior Academic Requirements

To enroll in any upper-level EECS course (numbered 300 and above) a student must have fulfilled the Upper Level Eligibility (ULE) requirements and thus acquired ULE. Exceptions: EECS 312, 360, 368 and 388 may be taken in the same semester that a student is completing ULE. Students may petition for a partial waiver of ULE by completing the appropriate petition (see Figure 6) found in the EECS office or at www.eecs.ku.edu

See also Upper Level Eligibility (ULE).

# Math Placement

The Department of Mathematics closely monitors initial enrollment in math courses. If a student enrolls in a course without meeting the criteria, his/her math enrollment will be cancelled.
1. Students with a math ACT score of 28 or above are eligible to take Math 121-Calculus I
2. Students with a math ACT score lower than 28 should enroll in Math 104-Precalculus

Students who want to take a math course at a higher level than they are eligible for should contact the Mathematics Department in Snow Hall to request a math placement test.

Students may qualify for retroactive credit in mathematics by completing the second course in a sequence with a grade of "C" or better. Students passing Math 122 or Math 142 at KU with an A, B or C may receive credit for Math 121 by contacting the Mathematics Department. Students should consult with the Math Department *before* attempting to obtain retroactive credit.

# Maximum Enrollment

Students may not enroll in more than 19 credit hours a semester (nine credit hours during the summer session) except with approval of the Associate Dean for Undergraduate Studies (Robb Sorem).

# Minors

Engineering students may minor in a number of areas in the College of Liberal Arts and Sciences (CLAS) or the School of Business with approval of the offering department:  A current list of approved minors for CLAS can be found at http://www.collegesas.ku.edu/advising/majorsandminors.shtml or for The School of Business at http://www.business.ku.edu/.

Minors typically require at least 18 credit hours, 12 of which must be 300 level courses or above. A student typically must have at least a 2.0 GPA in the minor.  Additional requirements may apply.

A student completes the **Minor Declaration** form in the department offering the minor. A department representative will advise the student regarding the minor requirements. During the semester the student will graduate, he or she will complete a Minor Certification sheet, which must then be approved by a representative of the minor department and a CLAS graduation advisor or a Business School advisor. The student must also notify the Director of Academic Services (Abby Coffin) in the Engineering Deans Office that he or she is completing the minor. When an engineering student submits an application for degree for the engineering major it is also necessary to submit an application for the minor.

It is not possible to obtain a minor in the School of Engineering. More specific information on minors is available in the Dean's office, 1 Eaton Hall.

# Natural Science Electives

See Science Electives.

# Petitions

Our curricula include a number of rules, but sometimes a student will have legitimate reasons to not follow the rules exactly.  We have a petition process to help students with such circumstances.  All petitions MUST be signed by the student's advisor. All forms are available in 2001 Eaton Hall and should be turned in to Maureen Altman.

**Course Substitution Petition:** This petition (see Figure 5) is used anytime the student would like to have a course substitute for a course that has been specifically prescribed in the curriculum.  For example, this petition can be used if a student has transfer credit for a course from another institution, but the course appears on the KU ARTS form as something other than the required course in the curriculum. It is helpful to the student if they have the syllabus from the course they took and the syllabus from the corresponding KU course.  Students may also use this form for courses taken (or planned to be taken) at KU that don't exactly fit the degree requirements.  For example, students sometimes have a legitimate reason to apply a course that is not a Principal Course towards the Humanities or Social Science requirement.  See also Transfer Contract.

**Upper Level Eligibility (ULE) Waiver:** This petition (see Figure 6) can be used if a student wishes to take a course above their eligibility. This may happen because a student has transfer credit and is somewhat off-sequence.  A ULE waiver may also be requested when a student has not passed a lower-level course (with the required C or better), yet would like to stay on the recommended course sequence. **NOTE: EECS 312, 360, 368 and 388 can be taken without a ULE waiver in the same semester that a student is finishing up ULE.**

# Pre-Requisites and Co-Requisites

Pre-requisites are <u>not</u> automatically checked by the enrollment system although this feature may be added in the future. Please be sure a student has satisfied all pre-requisites and/or co-requisites before approving enrollment. Co-requisites may be taken concurrently or previously.

# Principal Courses (Humanities/Social Sciences)

EECS requires that Humanities and Social Science electives be selected from the list of Principal Courses in the Humanities and Social Sciences, published by the College of Liberal Arts and Sciences (CLAS).  This list is available in the KU Undergraduate Catalog and is supplied to advisors prior to each advising period.  Also, you can search for Principal courses being offered in a given semester using http://www.collegesas.ku.edu/pnwc/principal_courses.shtml.

# Probation, Dismissal, and Reinstatement

**Good Academic Standing**: Undergraduates must maintain both semester and cumulative KU and Engineering grade-point averages (GPAs) of 2.0 or higher to remain in good standing. Students' academic standings are reviewed after each semester.

If a student's KU semester or cumulative GPA falls below 2.0 the student will be placed on academic probation by the Associate Dean of the School of Engineering (Prof. Robb Sorem).  A copy of the probation letter is included in the student's academic folder.

The student will return to good academic standing the following semester if 1) the following semester GPA is 2.0 or higher, 2) the cumulative GPA is 2.0 or higher, *and* 3) all other requirements described in the probation letter are met. Students may also be placed on probation for failing to make progress toward an engineering degree or failing to be continuously enrolled in Applied English Center (AEC) or English courses until all AEC and ENGL 101 and 102 requirements have been met.

A student on probation may be dismissed from the school if any of the following occurs:
- Any semester grade-point average is below 2.0 while on probation
- The cumulative grade-point average is below 2.0 after two semesters on probation
- The student has failed to meet the other requirements in the probation letter
- The student on probation has failed to make progress toward an engineering degree or toward fulfilling all AEC and ENGL 101 and 102 requirements

If you have a student(s) in your class that is on probation, you will be asked to fill out an Academic Warning Report about 8 weeks into the course. You will be asked to evaluate the student's performance up to this point and return the form to Maureen Altman. If the student is not meeting the requirements, a letter will be sent to them. You may also request an Academic Warning Report for a student who is not on probation if you notice that the student is not meeting the course requirements.

**Reinstatement:** A student who has been dismissed for poor scholarship may submit a written petition for reinstatement to the Engineering School's Associate Dean (Robb Sorem). The reinstatement form is available in the Dean's Office (1 Eaton Hall). A student does not automatically become eligible to re-enroll after a certain period of time. A student who is reinstated on probation must fulfill stringent academic requirements to be returned to good academic standing.


# Scholarships

Please visit http://www.eecs.ku.edu/current_students/undergraduate/scholarships to find out about scholarships available to students.

# Science Electives

Not all natural science courses will satisfy EECS science electives.  See the EECS Undergraduate Handbook for the list of acceptable natural science electives.  Natural science courses not on this list can, however, satisfy Professional Elective requirements.

# Transfer Credit

Problems arise when students try to get advised before their transfer credits have been evaluated (that is, before they appear on their ARTS form). As an advisor, you should not be put in the situation of trying to guess which credits may eventually appear on the transcript. This is especially true in the case of foreign credits. If a new student indicates that there should be additional transfer credits, send the student to the Dean's Office so someone can check on it. This is especially important if the situation depends on recommending placement in math, physics, chemistry or English. If non-specific EECS courses appear as transfer courses on the ARTS form, a transfer contract needs to be completed by the advisor and student. See Dave Petr if you need assistance with this.

# Transfer Contract

If a student has a number of transfer credits (for example, from another engineering school) that the student would like to use to satisfy EECS degree requirements, it is best to use a Transfer Contract (see Figure 7) rather than a number of Course Substitution Petitions.  You should pay particular attention to comparing the number of transfer credit hours with the number of credit hours of the corresponding KU courses.  Any credit hour deficits should be noted on the Transfer Contract.  Deficits may be balanced by surplus hours, so long as the hours are in the same category.  The categories of primary interest are:  EECS courses and Math/Science (treated as a single category). See Dave Petr if you need assistance with a transfer contract.

# Undergraduate Handbook

The EECS Undergraduate Handbook is the authoritative source for all EECS degree requirements.  The Handbook is updated from time to time.  Students may "adopt" the requirements in any version of the Handbook beginning with the one that was current in the semester that they entered the EECS department (which is the default).  If a student wishes to switch to a different (newer) set of requirements, the student should contact Maureen Altman.

# Upper Level Eligibility (ULE)

EECS undergraduates are required to earn upper level course eligibility (ULE) by attaining grades of C or better in each of the following courses before they are allowed to take 300 or 400 level EECS courses. <u>Exceptions</u>: EECS 312, EECS 360 EECS 368, and EECS 388 may be taken in the semester in which a student is completing ULE. Partial waiver of ULE may be requested via petition (see Petitions). The EECS office checks for ULE violations every semester.

**EE majors** (13 courses)
ENGL 101, 102
PHSX, 211, CHEM 150
MATH 121, 122, 220, 290
EECS 140, 168, 211, 212, 220

**CoE majors** (14 courses)
ENGL 101, 102
PHSX 211
MATH 121, 122, 220 290
EECS 140, 168, 210, 211, 212, 220, 268

**CS majors** (12 courses)
ENGL 101, 102
PHSX 211, 212
MATH 121, 122, 223, 290
EECS 140, 168, 210, 268

If less than a C in any of the above listed courses is earned, the student *must repeat the course at the next available opportunity and they must not take a course for which that course is a prerequisite.*

**SCHOOL OF ENGINEERING**                              **(Figure 1)**
**ACADEMIC PROGRAM PLANNING FORM**

Name:_____ KUID:_____

Semester: Fall _____ Spring _____ Summer _____    Advisor: _____

Major: _____      BS      MS      PhD      DE
                                                            (Circle one)

| Dept. | Catalog Number | Class Number | Course Title | Credit Hours | Notes |
|---|---|---|---|---|---|
| | | | | | |
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Alternate Course Selections

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| | | | | | |

Total Credit hours: _____                                Excess hours approval _____

**In consultation with an advisor, I have chosen these courses based on my program of study. I understand I am responsible for selection of these courses and for knowing degree requirements for my major.**

Student's signature _____      Date _____

Advisors signature _____      Date _____

**If you plan to graduate after completion of the semester in which you are now enrolling,** log on to Enroll & Pay and apply for graduation after your advising hold is released. It is best to apply for graduation the semester before you plan to graduate. For example, if you plan to graduate in May, apply for graduation before January 1.

Advisor's Comments

**(Figure 2)**

# KU

## University of Kansas Lawrence & Edwards Campus
## Schedule Change Form

This form may be used for the following transactions: adding class(es), dropping class(es), time conflicts, change of section, change of hours, and/or excess hours approval.
**DO NOT** use this form for initial enrollment in a semester/term, or for withdrawing from all your classes in a semester/term.

Please Note: Short and irregular classes have different add/drop dates. (See www.adddrop.ku.edu for specific dates)

| Last Name | First | M | Student ID# | School | ☐ Undergraduate ☐ Graduate | ☐ Fall ☐ Spring ☐ Summer | 20 ____ |

**ADDING Class(es)  (Action code: A)**
Instructor's signature is required after the University's published "last day to add without permission." Submit this form to the Student Records Center (151 Strong Hall)  or Edwards Campus (reception desk in the Regents Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes", whichever comes first. An Advisor's signature and/or Dean's stamp may be required, see www.adddrop.ku.edu.

**DROPPING Class(es)  (Action code: D)**
Instructor's signature is required after the University's published "last day to drop without permission." Submit this form to the Student Records Center (151 Strong Hall)  or Edwards Campus (reception desk in the Regents Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to drop classes", whichever comes first. **During the second academic period a grade of "WP" or "WF" must be assigned by the instructor.** An Advisor's signature and/or Dean's stamp may be required, see www.adddrop.ku.edu.

**CHANGE OF SECTION (Action code: CS)**  To be used for changing from one section of a class to another section of the same class. If changing sections after the University's last day to change sections without permission, instructor's signature is required for the section you are adding.  Submit this form to the Student Records Center (151 Strong Hall)  or Edwards Campus (reception desk in the Regents Center building) within 10 calendar  days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to drop classes", whichever comes first.

**CHANGE HOURS (Action code: CH)**   This is to be used for a variable credit class in which you are currently enrolled and want to increase or decrease the credit hours. Submit this form to the Student Records Center (151 Strong Hall)  or Edwards Campus (reception desk in the Regents Center building) within 10 calendar days of the date of the instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes", whichever comes first.

**TIME CONFLICT** A Time Conflict approval is required from **EACH** instructor involved in the time conflict. **EACH** instructor must sign and date the approval before it will be processed. Submit this form to the Student Records Center (151 Strong Hall) or Edwards Campus (reception desk in the Regents Center building) within 10 calendar days of the date of the earliest instructor's signature(s) or by 5:00 pm on the University's published "last day to add classes", whichever comes first.

### Add / Drop / Change of Section / Change of Hours

| Action Code | Class # (5 digit) | Dept (eg ENGL) | Catalog # (3 digit) | Course Title | Credit Hrs. | Instructor or Departmental Representative signature **(Instructor's signature required for drops)** | Date | Grade WP | WF |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |
| | | | | | | | | ☐ | ☐ |

I accept all responsibility for these actions.

_____  _____                           _____
Student's signature                       Advisor's signature                                             Dean's stamp(s)

---

### TIME CONFLICT  APPROVAL

_____ _____ _____ _____ _____   conflicts with   _____ _____ _____ _____ _____
Class #  Dept #1  Catalog #  Course Title  Credit hrs                Class #  Dept #2  Catalog #  Course Title  Credit Hrs

_____        _____
Instructor's signature (Dept #1)                Date

_____        _____
Instructor's signature (Dept #2)                Date

**EXCESS HOURS APPROVAL:** Total semester hours of _____ have been  approved.

_____
Signature of Dean or Dean's Representative

(see page 2 for additional information)                      (Last updated 7/06)

(Figure 3)

# SCHOOL OF ENGINEERING

## CHANGE OF ENGINEERING MAJOR FORM

///////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////

Changing engineering majors within the School of Engineering is not an automatic process. This request will be submitted and treated like an application. Students will be notified of the decision.

INSTRUCTIONS:  1.  Fill out the top portion of the form completely.
2.  Turn in the form to the Dean's Office, 1 Eaton Hall.
3.  Please allow 1 to 2 weeks for processing.

DATE _____

NAME _____ KUID _____

ADDRESS _____

E-MAIL _____ PHONE _____

CURRENT ENGINEERING MAJOR _____

PROPOSED ENGINEERING MAJOR _____

SIGNATURE OF STUDENT _____ DATE _____

///////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////

ACTION                    APROVE _____

                          DENY      _____

                          HOLD      _____

REASON FOR DENIAL/HOLD  _____

_____

DEAN'S SIGNATURE _____ DATE _____

**(Figure 4)**

## EECS 168 Credit by Exam
## Preliminary Application Form

Complete form, attach ARTS form and submit to EECS Office, 2001 Eaton Hall

| | | |
|---|---|---|
| Name: | | Date: |
| KUID: | EECS email: | |
| Major: ☐ Electrical Engineering ☐ Computer Engineering ☐ Computer Science | | |
| Engineering GPA: | Cumulative GPA: | |
| MATH 121 Grade: | MATH 122 Grade: | PHSX 211 Grade: |

Briefly describe your programming experience in C++, Java or C. For each, indicate whether it was part of a job, a classroom experience, or a personal endeavor.

Please provide a web link to an example of code that you have written. The code should be fully documented and include an example of operation:

### EECS UNDERGRADUATE COMMITTEEE

☐ This student meets the requirements to be allowed to take the EECS 168 Exam
☐ This student does NOT meet the requirements to take the EECS 168 Exam.

_____          _____
Committee Signature                                        Date

**To the student**: A $50.00 fee will be charged to your account when the grade is posted to your record.

**Step 1: Complete the following:**

Name_____ Date_____

Student Number_____ School_____

Address_____ Phone #_____

Dept._____ Course #_____ Course Title_____ Hours_____

**Step 2: Go to the department chairperson** to make arrangements for the administration of the examination. At the time you take the examination, give this form to the instructor.

**Step 3: To the Instructor**: Please use this form to report the grade. Grades of A, B, C, D or CR may be assigned. No record is made of an unsatisfactory attempt. After assigning the grade and signing the form, give this form to your department chairperson.

Date of exam_____ Credit Hours _____ Grade_____

Instructor's Signature_____ Date_____

**Step 4: To the Department Chairperson:** After signing this form give this form to the Dean of the student's school for approval.

Department Chairperson's Signature_____ Date_____

**Step 5: To the Dean:** After signing this form please send this form to, Credit By Exam, 123 Strong Hall, so credit may be posted to the student's record.

Dean's Signature_____ Date_____

Return form to: Office of the University Registrar-University of Kansas, Attn: Credit by Exam, 1450 Jayhawk Blvd., 123 Strong Hall, Lawrence, KS 66045-7535

**(Figure 5)**

# COURSE SUBSTITUTION PETITION – SCHOOL OF ENGINEERING

**Name (print)**:_____  **KUID:**_____  **Major**:_____

**Email**:_____  **Cumulative GPA**: _____

**Date of 1ˢᵗ KU semester**: _____  **Est. Date of Graduation**: _____

**Advisor:** _____

I respectfully request the following course substitution:

**Substitute Course(s):**                                 **For:**

**Semester Taken:**_____

**Reasons for substitution:**

_____     _____
Student Petitioner Signature                  Date

ABET/CSAB CRITERIA (to be completed by students faculty advisor)

1. ABET area(s) being affected: (check)     CSAB area(s) being affected (CS only):

| | | | | | |
|---|---|---|---|---|---|
| Math | ___ | Basic Science | ___ | Theoretical Foundations ___ | Computer Architecture ___ |
| General Ed | ___ | Engr. Science | ___ | Algorithms ___ | Math ___ |
| Engr. Design | ___ | None | ___ | Data Structures ___ | Science ___ |
| | | | | Software Design ___ | General ___ |
| | | | | Programming Concepts ___ | Other ___ |

2. Will student's record still meet minimum accreditation requirements in this area?   Yes _____   No _____

ADVISOR
      Approved     ___
      Not Approved   ___   _____   _____
                          Advisor's Signature                  Date

DEPARTMENT UNDERGRADUATE COMMITTEE OR CHAIRMAN
      Approved     ___
      Not Approved   ___   _____   _____
                          Department Signature                  Date

ASSOCIATE DEAN OF ENGINEERING
      Approved     ___
      Not Approved   ___   _____   _____
                          Associate Dean Signature                  Date

USE A SEPARATE SUBSTITUTION FORM FOR EACH UNRELATED REQUEST

*Please Note: Before a decision can be made on a course substitution petition a course catalog description is required and a syllabus is preferred for any course from another university or college.*

Revised 03/17/11

# The University of Kansas (Figure 6)
## Department of Electrical Engineering & Computer Science
Petition for Partial Waiver of Upper-Level Eligibility Requirements

| Name: | | Date: |
|---|---|---|

| KUID: | Email: | Cumulative GPA: |
|---|---|---|

**Major** (Check courses completed under major):

| ☐ ELECTRICAL ENGINEERING | | | ☐ COMPUTER ENGINEERING | | | ☐ COMPUTER SCIENCE | | |
|---|---|---|---|---|---|---|---|---|
| *Course* | *Semester* | *Grade* | *Course* | *Semester* | *Grade* | *Course* | *Semester* | *Grade* |
| ENGL 101 | | | ENLG 101 | | | ENGL 101 | | |
| ENGL 102 | | | ENLG 102 | | | ENGL 102 | | |
| PHSX 211 | | | PHSX 211 | | | PHSX 211 | | |
| CHEM 150 | | | MATH 121 | | | PHSX 212 | | |
| MATH 121 | | | MATH 122 | | | MATH 121 | | |
| MATH 122 | | | MATH 220 | | | MATH 122 | | |
| MATH 220 | | | MATH 290 | | | MATH 223 | | |
| MATH 290 | | | EECS 140 | | | MATH 290 | | |
| EECS 140 | | | EECS 168 | | | EECS 140 | | |
| EECS 168 | | | EECS 210 | | | EECS 168 | | |
| EECS 211 | | | EECS 211 | | | EECS 210 | | |
| EECS 212 | | | EECS 212 | | | EECS 268 | | |
| EECS 220 | | | EECS 220 | | | | | |
| | | | EECS 268 | | | | | |

**I REQUEST TO TAKE THE FOLLOWNG COURSE(S) PRIOR TO COMPLETING ALL ELIGIBILITY REQUIREMENTS (LISTED ABOVE)**

**JUSTIFICATION:**

**SEMESTER WAIVER TO BE ACTIVE:**

☐ FALL 20___     ☐ SPRING 20___     ☐ SUMMER 20___

_____
STUDENT SIGNATURE                    DATE

☐ I SUPPORT THIS PETITION
☐ I DO NOT SUPPORT THIS PETITION

_____
ADVISOR SIGNATURE                    DATE

| COMMITTEE ACTION: | ☐ APPROVED | ☐ CONDITIONALLY APPROVED | ☐ DENIED |
|---|---|---|---|

**JUSTIFICATION:**

_____
UGC CHAIR SIGNATURE                    DATE

**(Figure 7)**

# TRANSFER CONTRACT – B.S.    <u>Dept. of Electrical Engineering & Computer Science</u>

Name:_____ KUID: _____

Email: _____Major: _____

The following engineering/technical courses are listed on the KU transcript and may be transferred to this degree program as follows:

| Course Number/Title | Hrs. | Grade | Sem. Taken | | Course Number/Title | Hrs. |
|---|---|---|---|---|---|---|
| 1. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 4. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 5. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 6. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 7. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 8. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 9. _____ | _____ | _____ | _____ | for | _____ | _____ |
| 10. _____ | _____ | _____ | _____ | for | _____ | _____ |

The following courses, although transferred by the Admissions Office to the KU transcript, cannot be used toward this degree program:

1. _____        5. _____

2. _____        6._____

3. _____        7. _____

4. _____        8. _____

_____        _____
 Student's Signature          Date                    Advisor's Signature          Date

_____        _____
Undergraduate Committee Chair    Date                 Assoc. Dean's Signature      Date

Please Note: Before a decision can be made on a transfer contract a course catalog description is required and a syllabus is preferred for any course from another university or college.

(Figure 8)

# Declaration of Intent
# to Graduate with EECS Departmental Honors

Complete top half of form, obtain supervisor's signature. Attach current ARTS form and submit to EECS Office, 2001 Eaton Hall.

| NAME: | | DATE: |
|---|---|---|
| KUID#: | EECS EMAIL: | |
| ENGINEERING GPA (minimum 3.5): | CUMULATIVE GPA (minimum 3.25): | |

MAJOR:
❑ ELECTRICAL ENGINEERING    ❑ COMPUTER ENGINEERING    ❑ COMPUTER SCIENCE

BRIEFLY DESCRIBE YOUR INDEPENDENT RESEARCH PROJECT:

**FACULTY SUPERVISOR**

❑ I agree to serve as this student's faculty supervisor for EECS 498: Honors Research.
❑ I do NOT agree to serve as this student's faculty supervisor for EECS 498: Honors Research.

FACULTY SUPERVISOR'S SIGNATURE _____ DATE _____

**EECS UNDERGRADUATE COMMITTEE**

❑ The EECS Undergraduate committee APPROVES this student's participation in the EECS Departmental Honoros Program.
❑ The EECS Undergraduate committee DENIES this student's participation in the EECS Departmental Honoros Program.

UGC COMMITTEE CHAIR'S SIGNATURE _____ DATE _____

| EECS 498 ENROLLMENT | | | | Date of Written Report | Date of Oral Presentation |
|---|---|---|---|---|---|
| SEMESTER | GRADE | SEMESTER | GRADE | | |

**FACULTY SUPERVISOR**

❑ This student has FULFILLED the requirements and I recommend him/her for graduation with Departmental Honors.
❑ This student has NOT completed the requirements.

FACULTY ADVISOR'S SIGNATURE _____ DATE _____

**EECS UNDERGRADUATE COMMITTEE**

❑ This student has fulfilled the requirements to graduate with Departmental Honors and may graduate with Departmental Honors.
❑ This student has NOT fulfilled the requirements to graduate with Departmental Honors.

COMMITTEE CHAIR'S SIGNATURE _____ DATE _____