



EECS Advisor Guide

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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 (Advising Days) or by special appointment made by a student, you should have as much information as possible about the student. A current DPR (Degree Progress Report) and Advising Report are the most helpful documents. If you do not have a current DPR and Advising Report for a student, you can request one from Leslee Smithhisler in 2001D Eaton Hall. Students also have access to their DPR and Advising Report online at myKU Portal. Complete records about the student are kept in the student's academic folder. Leslee can supply you with the academic folder anytime, and can provide 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 Leslee Smithhisler (Undergraduate Student Services staff) or Prof. Dave Petr (EECS Associate Chair for Undergraduate Studies). You should always feel free to call Leslee (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 the original 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.

The form is available in the EECS Office or on the EECS website under "Current Students", "Undergraduate Students" http://eecs.ku.edu/current_students/undergraduate

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 online, a special form is required. This Schedule Change Form can be found at <http://www.registrar.ku.edu/schedule-change-form>. The student must fill out the form and have it signed by the instructor for the course (unnecessary if dropping a course) and his/her advisor; the student must also obtain a stamp from the School of Engineering Student Success Suite. Students should be aware that if they drop during the second drop period (after online dropping is allowed) they will receive a W for the course. W does not affect the GPA.

The Schedule Change 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 121 Strong Hall.

If a student is considering dropping a course there are a few things that might be impacted if the drop would result in less than 12 (or possibly even 15) hours

- **Financial Aid/ Scholarships**

This is handled as a case-by-case situation. Students should speak to a financial aid advisor about their specific situation. Independent study may not count toward full-time status. Financial Aid and Scholarships, 785-864-4700. For scholarships, check individual requirements of each.

- **Graduation Plan**
A student's plan may be affected by dropping classes. Additionally, the tuition compact will expire for first-time freshmen after 4 years and the student will be charged the standard rate.
- **Housing**
Residence Halls – A student should contact the complex director to discuss before dropping. Scholarship Hall - Students need a 2.5 and 28 credit hours for the academic year and should talk with hall staff. The Department of Student Housing, 785-864-4560, decides if a student is allowed to stay.
- **International Students**
Most Visas require you carry a minimum of 12 hours. Contact ISS 785-864-3617
- **Athletes**
Athletes below 12 hours can NOT practice or compete. While a student may keep his/her scholarship, eligibility is gone for that semester. The student should meet with his/her athletic counselor.
- **Health/Car Insurance**
Students who are dependents typically need 12 hours to maintain eligibility. The insurance agency should be contacted about coverage requirements.
- **Fraternity/Sorority**
Each organization has their own policy regarding the number of hours members must maintain. A student should notify the organization if he/she drops below 12 hours.
- **Veterans Benefits**
If a student is receiving Veterans Benefits benefits could be affected by dropping a class. The student should speak with Veterans Services by calling 785-864-4422 , stopping by the KU Visitor Center, or 122 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 125)
2. Graduate in the top 50% of their high school class
3. Have at least a 3.0 GPA

Meeting minimum criteria does not guarantee admission, as all admissions are selective.

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

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 DPR and Advising Report (or equivalent).

Scores on the AP ENGLISH Literature and Composition Test have the following effects at KU:

Score of 4+ – Learning Outcome complete

Score of 3 – Exempt from English 101, student should enroll in English 105*

Scores on the AP ENGLISH Language and Composition Test have the following effect at KU:

Score of 4 + – Learning Outcome complete

Score of 3 – Exempt from English 101, student should enroll in English 102 or 105*

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

For students who are not in KU Core (those admitted prior to Fall 2013, or who have opted out of KU Core) 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. This is also true if a student is exempt from ENGL 101 and takes only ENGL 102; it is necessary for them to take another 3 hour course (usually a 200-level English course)*

Scores on the AP MATHEMATICS test have the following effect at KU:

Score of 3+ in Calculus AB subscore or BC exam) – Student receives 4 hrs of credit in MATH 125.

Score of 3, 4, or 5 in Calculus AB – student received 4 hrs of credit for Math 125.

Score of 3, 4 or 5 in Calculus BC – Student receives 4 hrs of credit for Math 126.

However, many students with AP credit decide to enroll in MATH 125 anyway, which is perfectly acceptable.

Scores on the AP BIOLOGY tests have the following effect at KU:

Scores of 5 – Student receives 4 hrs of credit for Biology 150.

Scores of 3-4 – Student receives 3 hrs of credit for Biology 100.

Scores on the AP CHEMISTRY test have the following effect at KU:

Score of 5 – Student receives 10 hrs for Chemistry 130 and 135

Score of 3 or 4 – Student receives 5 hrs for Chemistry 130

More information about Advanced Placement can be found at <http://admissions.ku.edu/apply/transferecredits/usstudents/exams>.

Advising Days

EECS assigns two days for advising each semester, usually during the week after Fall/Spring break. Please try to clear your schedule as much as possible for those two 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 of 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: Curriculum Notes, advising door list, a list of Arts/Humanities/ Social Science/Global Awareness/Human Diversity courses accepted by KU Core, curriculum checklists and/or flowcharts, and schedule worksheets. Each student's file will contain an up-to-date DPR and Advising Report and an Upper Level Eligibility (ULE) checklist on the inside cover. A current EECS Undergraduate Handbook and Academic Program Planning Form will be attached to the email from the office notifying you that your folder is in your mailbox. Petitions the student may need to fill out with you are available on the EECS website at http://eecs.ku.edu/current_students/undergraduate. A schedule of classes is available at classes.ku.edu.

Each student should bring an Academic Program Planning Form which you will need to sign once you have agreed on an appropriate class schedule. (Some advisors are also requiring the student to bring a completed Graduation Plan, available at <http://gradplan.eecs.ku.edu/> to help in advising but this is optional). The student will then bring the Academic Program Planning Form to 2001 Eaton where a copy will be given to him/her and his/her advising hold will be released. Holds will not be released without a signed Academic Program Planning Form from the advisor. Students then 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. (If a student is insistent about enrolling in more courses than the advisor believes is appropriate, the advisor may choose to approve 'with reservations', by recording these reservations on the Academic Program Planning Form.)

Advising Report

See DPR

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. Submitting an application for degree will generate a degree check by Dawn Shew (Director of Academic Services) in the School of Engineering Student Success Suite. 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.

Change of Major

A student wishing to change from one engineering major to another should fill out a "Change of Engineering Major" form online: <http://enr.ku.edu/forms>.

Change of School

Students wishing 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 121 Strong Hall.

Students entering the School of Engineering from the College of Liberal Arts and Sciences should provide the School of Engineering Student Success Suite 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 codes 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 receives a D or F in a course at KU, then 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 DPR, Advising Report, and transcript, with a notation that the course was repeated.

Credit/No Credit

Not recommended. Although the credit/no credit (CR/NC) option is allowed to fulfill KU Core GE2.1 Written Communication, GE2.2 Oral Communication, GE3H Arts & Humanities, GE3S Social Sciences, AE4.1 Human Diversity, AE4.2 Culture & Global Awareness, this option has the potential of lowering (not raising) your grade point average, since CR/NC courses are not included in GPA calculations. Also, some schools, scholarship committees, and honorary societies do not accept this grading system and convert grades of No Credit to F when computing grade-point averages.

The option is available to all undergraduates and is limited to one course per semester. Students must fill out a card at the Student Success 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.

DPR (Degree Progress Report) and Advising Report

The DPR and Advising Report comprise a computerized records system to help students and advisors keep track of each student's academic progress. The DPR and Advising Report are available from Leslee Smithhisler. Students who are currently enrolled and have a KU online ID can retrieve the DPR and Advising Report online at myKU Portal. Although the DPR and Advising Report provide a list of courses taken and grades earned, they are not official transcripts and should not be used as such. Official transcripts are requested at the Registrar's Office in 121 Strong Hall.

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 Requirement

As soon as international students are released from AEC they must enroll in the first GE21 course (usually ENGL 101). KU Core students are required to take two courses to fulfill Goal 2 Learning Outcome 1 (GE21). English 101 and English 102 are typically selected to fulfill the requirement, although any courses approved by KU Core to fulfill Goal 2 Learning Outcome 1 will suffice.

Credits for English Composition at a foreign institution are not accepted for the required English courses in any engineering curriculum.

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 classes.ku.edu or in the schedule of classes in the Enroll & Pay system.

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, housing, 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.

General Education Requirements for an EECS Degree

EECS requires that Arts, Humanities, Social Science, Diversity, and Culture electives be selected from the list of KU Core courses, published by the College of Liberal Arts and Sciences (CLAS), which fulfill the required Goals and Learning Outcomes: GE3H (Arts & Humanities); GE3S (Social Science); AE41 (Diversity); and AE42 (Culture and Global

Awareness). This list is supplied to advisors prior to each advising period and is also available at <http://kucore.ku.edu/courses>

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 replaced in the GPA calculations only for classes 0-299 and only if the student's original grade was a D or F. The lower grade remains on the record but is not calculated in the GPA. (see Course Repeat Policy)

Graduating with EECS Departmental Honors

A student may graduate with departmental honors in computer science, computer engineering, electrical engineering or interdisciplinary computing 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). 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. In the first semester, the student will receive an Incomplete (I), although sometimes a professor prefers to give a letter grade. In the second semester, a paper and oral presentation are graded and this grade will be used for both semesters. (This requires a grade change for the first semester which the instructor can do online.)
4. An applicant 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. For the oral presentation the student needs to book a room and a time that will work with his/her advisor and let Leslee know the time and location.

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 Student Success Suite, Dawn Shew (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 at least 2.0 whether or not all courses are being applied to the degree, and
- Attain a cumulative GPA of at least 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 April or 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 by the School of Engineering and includes August, December, and May graduates.

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 given 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. A student who has an “I” posted for a course must make up the work by the date determined by the instructor, in consultation with the student, which may not exceed one calendar year from the original grade due date for the semester in which the course is taken, or the last day of the term of graduation, whichever comes first. An “I” not removed according to this rule shall automatically convert to a grade of

F or U, or the last grade assigned by the course instructor, and shall be indicated on the student's record

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 Petition for Upper Eligibility Waiver 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.

ACT requirements:

1. Students with the appropriate course background and a Math ACT score of 34 or higher (or 32, if a member of the University Honors Program) are eligible for the honors calculus courses, Math 145, 146, and 147.
2. Students with a math ACT score of 28 or above are eligible to take MATH 125-Calculus I
3. Students with a math ACT score lower than 28 should enroll in MATH 104-Precalculus

SAT requirements:

1. Students with an appropriate course background and a Math SAT score of 780 and 760 or higher are eligible for the honors calculus courses, Math 145, 146, and 147.
2. Students with a math SAT score of 660 or above are eligible to take MATH 125-Calculus I
3. Students with a math SAT score lower than 640 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. The Engineering liaison in the Math Department is Melissa Mikkelsen.

Students may qualify for retroactive credit in mathematics by completing the second course in a sequence with a grade of "C" or better in these specific cases:

- A grade of C or higher in Math 126 at KU will grant credit for Math 125
- A grade of C or higher in Math 127 or 223 at KU will grant credit for Math 126

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. Student seeking approval must submit a Schedule Change form, with the Excess Hours Approval section completed, to the Associate Dean of Undergraduate Studies. The form is available in the School of Engineering and EECS Offices and at <http://www.registrar.ku.edu/schedule-change-form>.

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 minor 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 representatives of the minor department and CLAS/School. 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.

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 and include a graduation plan (available at <https://gradplan.eecs.ku.edu/>). All petition forms are available in 2001 Eaton Hall or on the EECS website http://eecs.ku.edu/current_students/undergraduate, and should be turned in to Leslee Smithhisler. Leslee will distribute the petition through the undergraduate committee.

Course Substitution Petition: This petition 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 Advising Report 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) 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.

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 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.

Upper Level Eligibility (ULE) Waiver: This petition 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 not 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. In some circumstances a student may need to take a course and the pre-requisite concurrently. In this case the student must submit a Pre-requisite Waiver form (available on the School of Engineering website http://eecs.ku.edu/current_students/undergraduate) to the EECS office.

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. 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.

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 who 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 Leslee Smithhisler. If the student is not meeting the requirements, an email will be sent to him/her. 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. The reinstatement form is available in the Engineering Student Success Suite (LEEP2). 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. In most cases readmitted students are under the requirements of the curriculum which is in effect the semester they are readmitted.

Scholarships

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

Science Electives

Courses designated GE3N except Basic Science requirements and any Physics course 210 and below can satisfy the natural science elective for CS students. IC Journalism students can also take PHSX 210 + 216 for a natural science elective. Excess natural science hours can be applied towards professional elective hours.

Transfer Credit

Problems arise when students try to get advised before their transfer credits have been evaluated (that is, before they appear on their DPR and Advising Report). 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 Engineering Student Success Suite 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 Advising Report, a transfer contract needs to be completed by the advisor and student. See Dave Petr if you need assistance with this.

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 Leslee Smithhisler

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. Exceptions: 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 (16 courses)

GE21 (both)

PHSX 210 + 216

MATH 125, 126, 127, 220, 290,

EECS 101, 140, 168, 211, 212, 221

CHEM 130 or 150

CoE majors (17 courses)

GE21 (both)

PHSX 210 + 216

MATH 125, 126, 127, 220, 290

EECS 101, 140, 168, 210, 211, 212, 221, 268

CS majors (15 courses)

GE21 (both)

PHSX 210 +216, 212 + 236

MATH 125, 126, 127, 290

EECS 101, 140, 168, 210, 268

IC (Astronomy) majors (16 courses)

GE21 (both)

PHSX 210 + 216, 212 + 236

MATH 125, 126, 127, 220, 290

EECS 101, 140, 168, 210, 268

IC (Biology) majors (15 courses)

GE21 (both)

MATH 125, 126, 127, 290

EECS 101, 140, 168, 210, 268

CHEM 130, 135

BIOL 150, 152

IC (Chemistry) majors (18 courses)

GE21 (both)

PHSX 210 + 216, 212 + 236

MATH 125, 126, 127, 220, 290

EECS 101, 140, 168, 210, 268

CHEM 130, 135

IC (Geography) majors (13 courses)

GE21 (both)

PHSX 210 + 216

MATH 125, 126, 127, 290

EECS 101, 140, 168, 210, 268

IC (Journalism) majors (11 courses)

GE21 (both)

JOUR 150

MATH 125, 126, 127, 290

EECS 101, 140, 168, 210, 268

IC (Physics) majors (16 courses)

GE21 (both)

PHSX 210 + 216, 212 + 236

MATH 125, 126, 127, 220, 290

EECS 101, 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.*