# Policy on Students taking non-CU Denver Courses
Effective May 14, 2020

### A. INTRODUCTION

Once pre-engineering and engineering students have enrolled in the College of Engineering, Design and Computing (CEDC), they should complete coursework toward their degree requirements with CU Denver courses to the maximum extent possible. The essential principle is that a CU Denver degree is mostly earned by taking CU Denver courses. However, it may be occasionally necessary for a student to take a course from an institution other than CU Denver and apply those credits to CU Denver degree requirements.

The purpose of this policy is to describe when a student may transfer course credit from outside CU Denver toward a CEDC degree requirement and the process to do so.

### B. POLICY STATEMENT

Pre-engineering and engineering students must submit a petition to their academic advisor for department approval to take courses from outside CU Denver to satisfy an engineering course requirement (i.e., to substitute for a course with a BIOE, CSCI, CVEN, ELEC, ENGR, or MECH prefix).

Students may take non-CEDC courses from outside CU Denver without submitting a petition for department approval. For example, students may take non-CU Denver courses to meet core course requirements, math, or science requirements, including Colorado Department of Higher Education gtPathways (Guaranteed Transfer) courses.

Students are responsible for meeting the residency requirements for graduation a degree. At least 30 semester hours of course work applicable to a bachelor of science or bachelor of arts degree in engineering must be taken at CU Denver while a declared student in good standing at the College of Engineering, Design and Computing. Students must be enrolled in the college for at least the final two semesters prior to graduation. The electrical engineering program requires at least 40 hours of course work applicable to a bachelor of science degree in engineering, which must be taken at CU Denver while a declared student in good standing at the College of Engineering, Design and Computing.

### B. PROCESS

The process for requesting academic advisor permission to take a non-CU Denver course to satisfy a CEDC course/degree requirement is:

- Student emails their academic advisor requesting to petition to take a non-CU Denver course. The email should include:
  - The non-CU Denver institution, course name and number, course description, and course pre-requisites.
  - The CEDC course or degree requirement for which the non-CU Denver

course will substitute.
- o A justification for taking the course from outside CU Denver.
- If the academic advisor replies that the department has approved the petition in writing via email, the student may enroll in the non-CU Denver course.
- Upon course completion, the student schedules an appointment with their academic advisor to present a transcript showing the course credit and to work with their advisor to process the transfer credit.

Students may take non-CU Denver courses for non-CEDC course/degree requirements without academic advisor permission. In this case, the process is:

- Student enrolls in a non-CU Denver course.
- Upon course completion, the student submits a transcript to the CU Denver Registrar showing the course credit.
- The Registrar evaluates the transfer credit and, if approved, applies it toward the student's degree requirements.