



## **DLHE OP 10.01: Advancement from Civil Engineering Fundamentals to Civil Engineering Major**

**Date:** May 15, 2017 Approved

**Purpose:** The purpose of this Operating Policy and/or Procedure (OP) is to ensure a standardized approach regarding the advancement of Civil Engineering Fundamentals (CEF) majors to Civil Engineering (CENG) majors.

**Review:** This OP will be reviewed in May every year, or as needed, by the David L. Hirschfeld Department of Engineering faculty and staff with recommended revisions and changes forwarded to the campus curriculum committee for revisions to the course catalogue.

### **POLICY/PROCEDURE**

1. Civil Engineering Fundamentals Advancement Exam
  - a. Consistent with the University Catalog, Civil Engineering Fundamentals (CEF) majors must complete the CEF core classes and meet the stated CEF GPA and cumulative GPA requirements to take the CEF Advancement Exam. The Advancement Exam is designed to serve as an early assessment of student learning in the lower division engineering courses. It is also designed to prepare students for the Fundamentals of Engineering exam that advanced Civil Engineering (CENG) students will take in their graduating semester.
  - b. Except as described in paragraph 1.c), students will not be able to enroll in upper level engineering courses (3000 & 4000 level) until they have met all requirements to become CENG majors.
  - c. The following upper level courses may be taken CEF majors: CENG 3331, 3351, and 3361.
2. Exam Pre-Requisites and Eligibility
  - a. To be eligible to take the CEF Advancement Exam, students must meet the following requirements:
    - i. Successfully complete at least 25 of the 28 units in the Civil Engineering Fundamentals core.
    - ii. Meet the CEF GPA requirement as specified in the University Catalog. If the student has a CEF course remaining, the student's current GPA must be high enough that earning a C in the remaining course will not drop the student below the minimum GPA.
    - iii. Meet the cumulative GPA requirement as specified in the University Catalog.
    - iv. Meet minimum individual CEF course grades as specified in the University Catalog.

- v. Confirm permission with Engineering Advisor and Department Chair.
3. Exam Content
  - a. The exam will be a written exam and include only material from the Civil Engineering Fundamentals Core courses
4. Exam Enrollment and Testing Rules and Regulations
  - a. Students must register for the CEF Advancement Exam in accordance with the Angelo State University Testing Center “Proctored Examinations and Other Specialized Test” regulations and Testing Center Policies. For more information regarding the Testing Center Rules and Regulations, please review [https://www.angelo.edu/services/testing\\_center/](https://www.angelo.edu/services/testing_center/) prior to enrolling for the exam.
5. Exam Offerings
  - a. The exam will be offered at the following times
    - i. Sixth week of each fall semester
    - ii. Finals week of each fall semester
    - iii. Sixth week of each spring semester
    - iv. First week of Summer I session
6. Passing the Exam
  - a. Students who earn a 70% or above will pass the Advancement Exam.
  - b. Students who fail to pass the exam will be required to retake the exam and pass it before progressing to the Civil Engineering Program.
  - c. Students will be permitted to take the CEF Advancement Exam up to three times.
7. Entry into the Civil Engineering program
  - a. The student must meet all the requirements specified in the University Catalog at the time of entry to the CE program. If, for example, the student has one course remaining in the CEF curriculum after passing the exam, the student must satisfactorily complete that course before entering the CE program. Similarly, if the student’s GPA drops below requirements after passing the exam but before entering the CE program, the student must raise her or his GPA to the required level before entering the CE program.
8. Appeals Process
  - a. Exceptions to this policy may only be made through a formal appeal process. Appeals must include a letter of appeal from the student that clearly explains extraordinary events that impacted the student’s performance as assessed by their (1) cumulative GPA, (2) CEF GPA, and/or (3) third failed attempt at the Advancement Exam. All appeals must also include appropriate documentation which supports the student’s appeal. All appeals must be submitted to the Department Chair prior to the exam qualifying period or the semester in which the student plans to enroll in upper level courses (3000 and 4000).
  - b. Cases in which the circumstances are not covered by the above procedures shall be handled at the discretion of the Department Chair.