

CSE Chapter: Under **ACADEMIC POLICIES & PROCEDURES**; Pass/Fail Option; Grade Policy for Semester Exchange (Study Abroad) Students

1. Accept the equivalent UT letter grade earned for the course at the international university
2. Choose to convert the letter grade to a Credit/No Credit grade at UT

McCombs allows no more than four study-abroad courses in the degree program to be taken Credit/No Credit, and all university-level core courses must be taken for a grade per the requirements of the School of Undergraduate Studies. It is also our understanding that many of our peer engineering schools make accommodations for students in assigning grades for semester exchange courses.

To provide context, the current CSE policy is that no course in an undergraduate degree program can be taken Credit/Fail. The purpose of this proposal is to lay out a policy similar to that of the McCombs School of Business for CSE students.

Peer School Comparison on Grades for Exchange Students

Peer School	Engineering Study Abroad Grades Computed in GPA
University of Wisconsin-Madison	No
University of Illinois at Urbana-Champaign	No
Purdue	No, for all ME students
	No w/ adviser permission outside of ME
Georgia Tech	No
Berkeley	Yes
University of Michigan	No

3. THIS PROPOSAL INVOLVES: (Please check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Courses in other colleges | <input type="checkbox"/> Courses in proposer's college that are frequently taken by students in other colleges | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Course in the core curriculum | <input type="checkbox"/> Change in course sequencing for an existing program | <input type="checkbox"/> Courses that have to be added to the inventory |
| <input type="checkbox"/> Change in admission requirements (external or internal) | <input checked="" type="checkbox"/> Requirements not explicit in the catalog language (e.g., lists of acceptable courses maintained by department office) | |

4. SCOPE OF PROPOSED CHANGE:

- a. Does this proposal impact other colleges/schools? Yes No
If yes, then how would you do so?
- b. Do you anticipate a net change in the number of students in your college? Yes No
If yes, how many more (or fewer) students do you expect?
- c. Do you anticipate a net increase (or decrease) in the number of students from outside of your college taking classes in your college? Yes No
If yes, please indicate the number of students and/or class seats involved.
- d. Do you anticipate a net increase (or decrease) in the number of students from your college taking courses in other colleges? Yes No
If yes, please indicate the number of students and/or class seats involved.

If 4 a, b, c, or d was answered with yes, please answer the following questions:

If the proposal has potential budgetary impacts for another college/school, such as requiring new sections or a non-negligible increase in the number of seats offered, at least one contact must be at the college-level.

How many students do you expect to be impacted?

Impacted schools must be contacted and their response(s) included:

Person communicated with:

Date of communication:

Response:

- e. Does this proposal involve changes to the core curriculum or other basic education requirements (42-hour core, signature courses, flags)? If yes, explain: NO

If yes, Undergraduate Studies must be informed of the proposed changes and their response included:

Person communicated with:

Date of communication:

Response:

- f. Will this proposal change the number of hours required for degree completion? If yes, explain: NO

5. COLLEGE/SCHOOL APPROVAL PROCESS

Department approval date:	Dec. 2015	Approved by whom:	Dept. Chairs submitted comments to the associate dean of school
College approval date:	March 29, 2016	Approved by whom:	Degrees & Courses Committee
Dean approval date:	April 6, 2016	Approved by whom:	Sharon L. Wood

PROPOSED NEW CATALOG TEXT:⁴

Under **ACADEMIC POLICIES & PROCEDURES**

Pass/Fail Option

All courses required for all engineering degrees must be taken for a letter grade unless the course is offered only on the pass/fail basis or if it meets the requirements for the Cockrell School of Engineering's semester exchange grading policy for study abroad. A student may elect to take courses that do not count toward the degree or are being taken to remove a deficiency on the pass/fail basis rather than for a letter grade. To elect the pass/fail system of grading:

1. The student must have received at least 30 hours of college credit before registering for any course on the pass/fail basis, unless the course is offered only on the pass/fail basis.
2. The student may take no more than two courses a semester on the pass/fail basis.
3. The student may take up to five one-semester courses, including correspondence courses, on the pass/fail basis.
4. The student must submit an application no later than the deadline given in the academic calendar at https://utdirect.utexas.edu/engine/pass_fail/index.WBX.

For information on how to receive credit by examination, see *General Information*.

Grade Policy for Semester Exchange (Study Abroad) Students

With permission of the undergraduate adviser in their department, engineering students may elect to place up to four exchange courses on their records with a CR, rather than with a UT letter grade. The following restrictions apply:

1. Only courses completed on a semester exchange at a Cockrell School of Engineering partner institution qualify.
2. Students must choose the Pass/Fail option by the usual UT mid-semester deadline given in the academic calendar and must have prior permission of their undergraduate adviser before doing so. If the exchange

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university does not follow the same academic calendar at UT Austin the student must make this request before 60% of the course completion (usually about 9 weeks from the start of class).

3. The corresponding course in the UT degree plan will determine the minimum grade requirement to obtain the CR grade (i.e., if the UT course requires a C- or better, the student must have earned the equivalent of C- or better on the exchange course to receive a CR; in the absence of a specified minimum grade requirement, the standard is an equivalent of D- or better).
4. Courses in the engineering degree program taken on exchange programs with the CR grade option may be counted toward any requirements for the degree except courses being applied toward the 42-hour, UT core curriculum requirements.
5. No matter how many exchange courses a student takes, no more than two exchange courses per semester and no more than four total exchange courses with the CR grade can be applied toward the degree.
6. Once a course is placed on the UT record the grade designation may not be changed.

This policy is effective beginning with students on exchange programs in fall 2016 and later, and is applicable to all catalogs.

¹ See <https://facultycouncil.utexas.edu/degree-program-changes> for detailed explanations.

² Texas Higher Education Coordinating Board forms: <https://facultycouncil.utexas.edu/download-forms>

³ **EXCLUSIVE:** of *exclusive* application and of primary interest only to a single college or school ("no protest" period is *seven calendar days*); **GENERAL:** of *general* interest to more than one college or school (but not for submission to the General Faculty) ("no protest" period is *fourteen calendar days*); *major* legislation must be submitted to the General Faculty for adoption ("no protest" period is *fourteen calendar days*).

⁴ The proposed text should be based on the text of the current catalog available at: <http://catalog.utexas.edu/undergraduate/>

Strike through and replace (with underlines) only the specific language to be changed. Do NOT use track changes. Submit form electronically to the Office of the General Faculty and Faculty Council at fc@austin.utexas.edu. For questions on completing this section, please contact Victoria Cervantes, vc@austin.utexas.edu, 471-5934 or Brenda Schumann, brenda.schumann@austin.utexas.edu, 475-7654.