ACADEMIC POLICIES

Students are well advised to become familiar with the academic policies of the University. Each student owns the responsibility to comply with these policies.

Academic Year
The academic year begins with Fall semester and ends with the Summer session.

Rights Regarding Students' Educational Records
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Pueblo’s practice in regard to student record keeping and access is based on the provisions of FERPA. FERPA applies to the Education Records of Colorado State University-Pueblo students who are currently enrolled, or who were formerly enrolled, regardless of their age or status with regard to parental dependency. A student is considered to be currently enrolled and covered under FERPA when the student enrolls in classes at the University. For specific details, visit or contact the Registrar’s Office (Administration Building, Room 202).

Schools may disclose, without consent, directory information (designated below), collectively or individually. Colorado State University-Pueblo does publish several bulletins, lists, brochures, catalogs, directories, yearbooks, commencement items, annuals, guidebooks, news releases, sports information, honor rolls, etc., containing this directory information which specifically identifies students and information about them.

Directory information includes, but is not limited to,

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Potential graduation date

A student, by the end of the second week of classes, must notify the Registrar’s Office (Administration Building, Room 202) in writing that directory information should not be released without prior written consent by completing the “Request to Withhold/Release Directory Information” form.

If a student later wants this information released when requested, he/she needs to complete a new “Request to Withhold/Release Directory Information” form.

Generally, schools must have written permission from the eligible students in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31) which include but are not limited by:

- School officials with legitimate educational interest;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities within a juvenile justice system, pursuant to specific State law;
- The disclosure is to parents, of a dependent student, pursuant to the IRS code;
- The disclosure of the final results of a disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense;
- The disclosure is to a parent of a student under the age of 21 who is disciplined due to a violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance; and
- The disclosure concerns sex offenders and other individuals required to register pursuant to the Violent Crime Control and Law Enforcement Act of 1994, and the information had been provided to the university.

Subject to the conditions set forth in 99.31-99.35 of the Act.

Academic Dishonesty
Academic dishonesty is any form of cheating that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. In cases of academic dishonesty, the instructor will follow protocol as identified by their department. Academic dishonesty is grounds for disciplinary action by both the instructor and the Director of Student Conduct. Any student found to have engaged in academic dishonesty may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty which the instructor finds appropriate.

To dispute an accusation of academic dishonesty, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state their case to the department chair (or the dean if the department chair is the instructor of the course). A student may appeal a grade through the Academic Appeals Board, if eligible.

Academic dishonesty is a behavioral issue as well as an issue of academic performance. As such, it is considered an act of misconduct and is also subject to the University conduct process as defined in the CSU-Pueblo Student Code of Conduct. Whether or not disciplinary action has been implemented by the faculty, a report of the infraction should be submitted to the Office of Student Conduct who may initiate additional
disciplinary action. The decision by the Office of Student Conduct may be appealed through the process outlined in the Student Code of Conduct.

In the event of a serious incident or repeat offense of academic misconduct in which a student is found responsible by the Office of Student Conduct, the Director, or designee, shall decide with the faculty member of the course (or designee in the event the faculty member may be unable to be present) whether or not the action for which the student was found responsible was so egregious to the effect that it should be noted on a student’s transcript with a notation of AD. The notation of AD will indicate that the student was given the grade of F for the course as a result of a finding of Academic Dishonesty. Grades marked with AD will not be eligible for grade appeal or retroactive withdrawal. A record of the infraction will remain within the Office of Student Conduct as detailed in the Student Code of Conduct.

**What Are Specific Acts of Academic Dishonesty?**

The following acts of misconduct are acts of academic dishonesty:

1. Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
2. Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or of documentation meant to excuse or justify adjustments related to attendance or completion of work (exams, exercises, etc.)
3. Facilitating Academic Dishonesty—intentionally or knowingly helping or attempting to help another commit academic dishonesty.
4. Plagiarism—the deliberate adoption or reproduction of ideas, words, or statements of another person as one’s own without acknowledgment.
5. Unauthorized Collaboration—intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

This is not meant to be an exhaustive list of all acts of academic dishonesty, but a guide to help faculty and students understand what constitutes academic dishonesty.

**Classroom Behavior**

The classroom instructor is responsible for setting standards for all classroom conduct, behavior and discipline. Only enrolled students, administrative personnel and persons authorized by the instructor are permitted in classrooms and other instructional areas during scheduled periods. University policy and Colorado state laws also prohibit all forms of disruptive or obstructive behavior in academic areas during scheduled periods or any action which would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during non-scheduled periods are permitted only in accordance with University practices and/or policy. Anyone in unauthorized attendance or causing a disturbance during scheduled academic activity may be asked to leave by the instructor. If a person refuses such a request, he or she may be removed by a deputy of the Pueblo County Sheriff’s Office located at the University and may be subject to legal prosecution, as well as through the student conduct process.

All communications with instructors, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards for conduct, behavior and discipline as classroom behavior. Standards of conduct outlined elsewhere (Student Code of Conduct, Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation, etc.) also apply. Faculty and staff are responsible for notifying the Office of Student Conduct of disruption at the time of the occurrence so that proper disciplinary action may be taken.

**Class Attendance**

Students are expected to attend all classes for which they are enrolled unless excused by the instructor. No extensions of vacation periods are given to students regardless of the location of their homes. Non-attendance of classes caused by late registration is considered the same as absence. Students are not allowed to attend classes for which they are not properly enrolled.

The University does not have a policy permitting a specific number of cuts or absences from class. Each instructor establishes an attendance policy for his or her classes and must inform students in writing of the policy at the beginning of the term. However, the student’s grades shall not be affected negatively solely due to absence from class because of participation in University-sanctioned events. Such University-sanctioned activities may include, but are not limited to: intercollegiate competition, participation on the forensics team, and field trips. Class absence due to University-sanctioned participation does not in any way excuse students from completing class preparations, assignments, exams or projects.

Although students may drop classes on their own initiative within time lines established by policy, faculty members have the right to withdraw students for non-attendance.

**Catalog Requirements**

Students may graduate under the catalog requirements for the year in which they are first enrolled, provided they complete graduation requirements within a continuous period of no more than 10-years. If a student withdraws or is withdrawn for any reason from the University and is subsequently readmitted after an absence of two or more semesters, re-admittance will be governed by the catalog current at the time of readmission. Any exceptions to the policy must have prior approval from the Provost. Students should obtain and keep a copy of the catalog under which they enter or are readmitted. Students may also elect to follow any subsequent catalog.

**Time Limitation on Credit**

Any college credit earned more than 10 years before the date of admission or readmission is not applicable toward a baccalaureate degree desired unless it is approved by the appropriate department chair. This policy includes transfer credit previously accepted by CSU-Pueblo. This policy does not apply to general education courses. Credits from general education courses are accepted even if earned more than 10 years prior to the date of admission or readmission.

Any course substitutions, waivers, exceptions, or petitions completed prior to readmission must be submitted to the appropriate approving authority.

**Classification of Students**

Classification of students is based on semester credit hours earned as follows:

**Undergraduate**

*Freshman*: 0 - 29 semester hours earned
Credit hour requirements for enrollment verification (i.e., health insurance, auto insurance, loan deferments) are as follows:

## Fall/Spring Semesters

### Undergraduates

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Half-time</td>
<td>6-11 credits</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>Below 6 credits</td>
</tr>
</tbody>
</table>

### Graduate Program

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>9 or more credits</td>
</tr>
<tr>
<td>Half-time</td>
<td>5-8 credits</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>Below 5 credits</td>
</tr>
</tbody>
</table>

### Summer Session

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>6 or more credits</td>
</tr>
<tr>
<td>Half-time</td>
<td>3-5 credits</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>Below 3 credits</td>
</tr>
</tbody>
</table>

You may print an Enrollment Verification Certificate online through PAWS or visit the Registrar's Office for certification of enrollment status and term(s) of attendance. (Please note that the above schedule for enrollment status may differ from the full-time/half-time schedule as recognized by Financial Aid.)

Verification of enrollment or loan deferments can only be processed for the term in which the student enrolled and paid tuition for the course(s). If a student receives an IN grade for a course(s) and continues working to complete the requirements for the course(s), he/she would not qualify for a verification of enrollment or loan deferment for that completion time beyond the initially enrolled term for that course(s).

## Grades and the Grading System

### Awarding of Grades

Grades are earned by students and awarded by faculty.

### The Grading System

The quality of a student's work is appraised according to letter grades and grade point averages. The grading system of Colorado State University-Pueblo includes the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, IN, W, WN, NC, IP. Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus and/or policy statement the grading system used in the course.

### Grade Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(Excellent)</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
</tbody>
</table>
Academic Policies

Grade-Point Average Computation

Earned grade points are computed by multiplying the point value of A, A-, B+, B, B-, C+, C, D+, D, D-, and F grades earned by the number of credit hours of the course(s) in which the student was enrolled. A student’s term GPA is calculated by dividing total grade points by total credit hours attempted. Earned grades of S, U, W, WN, IP, IN and NC are not computed in the grade-point average. For purposes of computing a student’s grade-point average only CSU-Pueblo hours are used.

1. And rounding to one digit past the decimal.

Grade Changes

Two signatures are required to successfully complete a faculty initiated student grade change. Since the faculty member is solely responsible for effecting a grade change, the Faculty signature is required. The second signature will be that of the Department Chair. In the event that the Grade Change Policy/Academic Appeals

Students have the right to appeal any academic decision, including the assignment of final grades. A grade-change request should be extremely rare. It is not appropriate to change a grade because the student submitted additional work.

Before making an appeal, the student must discuss the situation with the instructor(s) involved in the decision. If a grade change is approved by the instructor(s) on the basis of this discussion, the instructor(s) will complete and submit a grade change form.

If a grade change is not approved by the instructor(s), the student may appeal the instructor(s) grading decision based upon one or more of the following four grounds. The burden of proof rests with the student to demonstrate that the grading decision was made on the basis of any of these following conditions:

1. An instructor(s) made an error in calculating the original grade or a similar occurrence.
2. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
3. A grading decision was based on standards unreasonably different from those that were applied to other students.
4. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

The student must submit a written grade appeal to the department chairperson. The written document must set forth the basis for the appeal, identifying at least one of the four categories set forth above. The request must be submitted, or postmarked if mailed, no later than 20

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>(Unsatisfactory)</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>(Unsatisfactory)</td>
</tr>
<tr>
<td>IN</td>
<td></td>
<td>(Incomplete)</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>(Withdrawal)</td>
</tr>
<tr>
<td>WN</td>
<td></td>
<td>(Administrative Withdrawal or Nonpayment)</td>
</tr>
<tr>
<td>NC</td>
<td></td>
<td>(No Credit—Audit)</td>
</tr>
<tr>
<td>IP</td>
<td></td>
<td>(In Progress)</td>
</tr>
</tbody>
</table>

1 Credits not used to compute the grade-point average but counted toward graduation, excluding remedial courses.
2 Credits not used to compute grade-point average and not counted toward graduation.

D: Indicates below average achievement. Although grades of D+, D, and D- are passing, they do not constitute satisfactory grades. Many departments do not permit these grades to count toward fulfillment of their requirements, even though the hours may be counted toward graduation requirements. Such grades from other institutions are not accepted in transfer.

P: Counted as a course attempted; does not constitute a passing grade nor does it satisfy major or institutional requirements.

S: Available only in certain approved courses.

U: Available only in certain approved courses.

W: This grade is given under two conditions:

1. when a student withdraws or is withdrawn from a course prior to the end of the regular withdrawal period;
2. when a student withdraws totally from the University after the initial drop period.

IN: The grade of IN is recorded at the end of the term when a student is granted an extension of time to complete course work which could not be completed for reasons beyond the student’s control. It is given solely at the discretion of the instructor and is not to be used to grant the student additional time to complete assigned course work due to poor time management. The student must be receiving a passing grade at the time an IN agreement is made, which may be no earlier than the end of the withdrawal period. The IN agreement consists of a plan for the completion of the course work and must designate the student’s existing grade in the course and the work to be completed for the IN to be removed. It must be in writing, signed by the instructor and the student, and placed on file in the Department office. An incomplete course must be satisfactorily completed within the time frame stipulated by the instructor but no later than one calendar year from the date the IN was given. An incomplete not removed within one calendar year shall revert to the pre-assigned grade and be included in the computation of the student’s grade point average. Re-enrollment is not allowed while the IN is still outstanding. Adjunct faculty are not allowed to award grades of IN without approval from the Department Chair.

IP: A grade of IP may be given at the close of the term in certain approved courses. Students receiving an IP must register in the same course the next term, pay tuition and must complete the work during that term. Courses for which IP grades are accrued are identified in the Course Description section of this catalog.
working days from the beginning of the next regular semester following the date the grade was recorded. If no appeal is received before the deadline, the grade will be considered final. It is strongly recommended that the student meet with the department chairperson within 10 working days after submission of the appeal to discuss the appeal process. The department chairperson, the dean, or any administrative official is prohibited from making a decision concerning the grade change appeal.

Within 20 working days of receipt of the written request for an appeal, the chairperson must provide a copy of the student’s appeal to the instructor(s) who assigned the grade, the dean, and the Academic Appeals Board unless the appeal has been withdrawn. The instructor(s) must write a response to the Academic Appeals Board within 10 working days of receipt of the appeal. If the written request for an appeal is received prior to or during the summer session, when the instructor(s) who assigned the grade may not be available, the chairperson must provide copies to the faculty member and the Appeals Board no later than 20 working days from the beginning of the following fall semester. All documents submitted will become part of the student’s academic file for their review.

The Academic Appeals Board will review the written appeal and response of the instructor(s). When needing further clarification, the Board may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the Academic Appeals Board will be based upon whether one or more of the conditions for an appeal set forth above have been met. At the conclusion of the deliberations, the Board will render one of the following decisions:

1. The original grading decision is upheld.
2. The Academic Appeals Board will re-evaluate the student’s achievement of the instructional objectives of the course and assign a grade accordingly.

The Academic Appeals Board decision is the final decision of the University. Within 20 working days of reaching the decision, the Academic Appeals Board will provide written summaries of the hearing and decision, together with a rationale for that decision, to the student, the instructor(s) who assigned the grade, and the academic department of the instructor(s). Should the appeal result in a grade change, the Chair of the Academic Appeals Board will submit a grade change form to the Registrar’s Office.

**Last Date of Attendance**

Colorado State University-Pueblo does not require that faculty take attendance; however, the U.S. Department of Education requires (34 CFR 668.22) the Office of Financial Aid to determine if a student who receives financial aid and fails to earn a passing grade in a course has actually attended and/or completed the course, or if they withdrew from a course without providing the university official notification. In addition, for students who officially withdraw we are required to document that they also began attending the course(s) from which they withdrew in order to determine the type and amount of financial aid they may be eligible to retain. Because a student could be a financial aid applicant at any point during the academic year, we must collect this information for all students, so that financial aid eligibility can be accurately determined.

The Department of Veterans Affairs also requires the institution to determine if a student who receives Veterans Educational Benefits stops attending class, the student is not entitled to benefits. (Section 21.4203 of Title 38) Subsection (d), in particular, states that “when a veteran or eligible person interrupts or terminates his or her training for any reason, including unsatisfactory conduct or progress, or when he or she changes the number of hours of credit or attendance,” this fact must be reported to the Department of Veterans Affairs by the school.

**Deans’ List**

All undergraduate students, including those enrolled in extended studies classes and those enrolled in a second baccalaureate degree program, are eligible for the Deans’ List in a given semester provided they:

- Achieve a minimum semester grade-point average of 3.500;
- Are degree-seeking;
- Earn at least 12 credit hours at Colorado State University-Pueblo; and
- Receive no grade of “incomplete” (IN).

The Deans’ List is generated and published fall and spring semesters by the Provost’s Office, excluding summer.

**Good Academic Standing**

The academic standing of all students is reviewed two times each year by the Center for Academic Enrichment, at the end of fall, and spring semester. Students must have a cumulative grade point average of 2.000 or higher to remain in Good Academic Standing.

**Academic Probation**

Students are placed on academic probation at the end of any semester (excluding summer, and excluding first semester freshman year) in which their cumulative grade-point average falls below 2.000.

Academic Probation status is noted on the transcript. In addition, students receive a letter (Notification of Academic Probation Status) from the Center for Academic Enrichment. At this point, **students are strongly encouraged to develop an Academic Improvement Plan (AIP)** in collaboration with staff from the CSU-Pueblo’s Center for Academic Enrichment.

Students on Academic Probation will have two semesters (excluding summer) to raise their cumulative grade-point average to a 2.000.

**Academic Suspension**

Students who fail to clear Academic Probation after two regular semesters (excluding summer) will be placed on Academic Suspension.

Students placed on Academic Suspension cannot re-enroll at the University for a period of two consecutive semesters (excluding summer) unless they successfully appeal their suspension by the appeal deadline (see Appeal Process for Academic Suspension below).

Students placed on Academic Suspension who successfully appeal their suspension can return to the University on a Conditional Reinstatement.

Students on Conditional Reinstatement status will remain under the guidelines of the catalog in effect at the time of their regular admission.

Students on Academic Suspension who stay away from the University two consecutive semesters (excluding summer) following their notice of formal academic suspension must:

a. be readmitted to the University, and
b. adhere to the requirements of the catalog in effect at the time they are readmitted to the University.
Prior Learning Assessment

Prior learning assessment includes a variety of types of learning obtained outside the classroom. Credit earned by prior learning assessment is not counted as hours in residence. Types and methods of earning credit by prior learning assessment are as follows:

Advanced Placement

Colorado State University-Pueblo participates in the Advanced Placement Program of the College Entrance Examination Board. Under the program, outstanding secondary school students may take certain college-level courses in their own high schools. Students who have taken the Advanced Placement Examination and who have received scores of 3, 4, or 5 will generally be granted University credit as well as advanced placement.

CSU-Pueblo credit is awarded and posted on the transcript without a grade, is counted toward graduation, and may be used to fulfill specific requirements. For more information, please contact the Registrar's Office.

Please refer to the Advanced Placement (AP) Equivalency Chart that shows the specific courses and credit to be awarded based on score(s) on the AP examination(s) located at the end of the Academic Policies section.

College Level Examination Program & DANTES

Credit earned by the student on selected CLEP exams will be accepted by CSU-Pueblo and posted on the transcript provided the student submits an official CLEP/DANTES score report and has scored at or above established benchmarks. If a student has already earned college credit in an academic course(s) before taking CLEP/DANTES exam, the latter credit will be considered duplicate and will not be awarded. Please contact the Registrar’s Office for additional information.

Please refer to the CLEP and DANTES Equivalency Charts that shows the specific courses and credit to be awarded based on score(s) on the CLEP and DANTES examination(s) located at the end of the Academic Policies section.

International Baccalaureate Diploma Program

Colorado State University-Pueblo recognizes and encourages high school students to participate in the International Baccalaureate Diploma Program. The University recognizes the IB program as a rigorous pre-university course of study for highly motivated secondary students. Students who successfully complete the IB program and examination(s) are eligible to receive credit and advanced placement standing at CSU-Pueblo.

To receive University credit, a student must take the IB exam(s) and request that the scores be sent to CSU-Pueblo Registrar’s Office. Upon receipt of the scores, an evaluation for credit will be performed and the student will be notified by mail of the evaluation results in approximately two to four weeks.

A score of 4 or better on each exam will receive between 3-10 credits for most examinations. Students successfully completing an IB Diploma Program may be awarded a minimum of 24 semester credits. Students who have earned an IB Diploma with a score of less than 4 on any exam may be awarded less than 24 credits. Please refer to Colorado GB 03-1108 Section 1, sub section (VII) (2) (d) for additional information.
Please refer to the IB Equivalency Chart that shows the specific courses and credit to be awarded based on score(s) on the IB examination(s) located at the end of the Academic Policies section.

**Credit by Examination (In-house general education and subject area exams)**

All courses satisfying general education requirements have a test-out procedure. Students wishing to test out of a course should contact the chair of the department offering the course.

Departmental faculty shall identify any additional undergraduate courses for which students may earn credit by examination.

If a student is successful in challenging a course, the title of the course, credit hours and notation of credit by examination will be recorded on the student’s permanent record/transcript. (Unsuccessful attempts are not recorded on the transcript.) The credit hours earned by examination do NOT count in the student's load for the term or in the calculation of the student's grade point average.

The non-refundable fee for this process is $50 per course. Application forms for credit by examination are available from the Registrar's Office.

A student may earn credit by examination in any of the approved courses subject to the following conditions:

- The student has not previously earned credit in the course at CSU-Pueblo, has not previously failed a challenge exam for the course, or has not previously failed the course itself;
- The student has approval of the appropriate department chair (with appeal rights to the dean) to take the challenge examination;
- The student's performance on the examination is at the level of C- or better;
- The student is currently enrolled at CSU-Pueblo and in good academic standing at the time the examination is administered;
- The student does not use the challenged course to satisfy the residency requirement for graduation; and
- The student satisfies any and all additional criteria as specified by the department.

**Credit for Prior Learning**

Prior learning is non-college or experience-based learning that has been attained outside of accredited postsecondary education systems. Credit for Prior Learning includes learning acquired from work and life experiences. It is awarded for college-level learning involving knowledge, skills, and competencies that students have obtained. CSU-Pueblo students may seek up to six hours of undergraduate academic credit for prior learning by contacting the academic department from which they would like the credits awarded. The department chair will determine the applicability of prior learning within the discipline and describe the requirements and the process for obtaining prior learning credit.

**Military Credit**

Military service credit is evaluated when official copies of transcripts are received. Army, Navy, and Marine personnel should submit a Joint Service Transcript (JST). Courses and occupation experience are evaluated according to the American Council on Education (ACE) Guidelines, through consultation with discipline faculty.

**Final Examinations**

Final examinations are not to be scheduled at times other than those published in the Semester Notes and on-line. In some courses a final examination may not be appropriate to the material; however, classes meet through the period scheduled for the final examination.

**Faculty Records**

All faculty members keep appropriate records (such as grade books or sheets) of each student's progress in every course offered for University credit. Records are retained by the faculty member's department for one year. They are treated in confidence by the faculty member, chair of the department, and staff.

**Repeating Courses for Academic Credit**

With certain restrictions, undergraduate students may repeat a course to raise the grade. Students do not accumulate graduation credits by repeating a course: a course's credits apply toward graduation only once, no matter how many times the course is repeated. (“Repeatable” courses are an exception to this rule; see below.) The first two times a course is repeated, only the highest grade is averaged into students’ cumulative grade-point average. (For example, if a student earns an F, a C and a D in successive attempts with a course, only the C will be included in the student’s cumulative GPA.) For the fourth and any subsequent time students complete the same course, the highest of the first three grades AND all subsequent grades are averaged into the GPA. (For example, if a student earns grades F, C, D and an A in successive attempts with a course, the C and the A are averaged into the student’s cumulative grade-point average.)

Transcripts contain an appropriate entry of RP indicating that the course has been repeated and the grade-point average has been recomputed.

If a student transfers a course to CSU-Pueblo from another institution and then repeats the course at CSU-Pueblo, the credit and grade points from CSU-Pueblo will remain part of the cumulative hours and grade point average. In addition, if a student takes a course at CSU-Pueblo and then transfers the course from another institution, the credit and grade points from CSU-Pueblo will remain part of the cumulative hours and grade point average. Duplicate credit will not be granted.

CSU-Pueblo course grades cannot be recomputed using transfer courses. Students should be aware that some academic departments place limitations on repetition of courses for majors and/or minors. Once a degree has been posted, no repeats will be processed for the period used toward the degree.

**Individual Courses which may be Repeatable for Credit**

Generally courses cannot receive duplicate credit. Some specified courses may be repeated for credit. These courses are designated by the word Repeatable in the Course Description section of this catalog. The number after the word Repeatable indicates the maximum number of credits that may be used toward degree requirements. The catalog in effect during the completion of the course will determine whether or not the course may be repeated for credit.
Class Schedule Changes

Students are encouraged to secure adviser approval for all schedule changes. When students do not secure such approval, they assume full responsibility for their progress toward meeting degree requirements.

Students are responsible for processing schedule changes during the drop or add period for each course. Under no circumstances shall the instructor or adviser assume this responsibility on behalf of the student.

Continuing students are strongly encouraged to take advantage of the pre-registration process in order to obtain the class schedule which best meets their needs.

If you pre-register and subsequently choose not to attend, you are responsible for dropping all courses before the drop period.

Adding Courses/Late Add Policy

A student may add a course without instructor approval during the first week of the regularly scheduled semester. However, after the first week of the scheduled semester, a student can only add a course with the instructor’s approval. Payment of a late fee is required to add courses after the drop/add period of a course has passed. After the 5th week a course may only be added with the approval of the instructor, the chair, and payment of a late fee. The Late Add Form must be completed in its entirety and must be submitted to the Registrar’s Office (ADM 202) within 5 business days of the instructor signature. For short-term or summer courses, the Late Add Period is abbreviated and payment of a late fee is required to add courses after the drop/add period of a course has passed. Additionally, for short-term or summer courses, only the instructor signature is required.

Addition of Independent Study and Extended Studies

A resident student may enroll in independent study and extended studies courses only if the addition of such courses will not cause his or her program to exceed the maximum load allowable.

Dropping Courses

Students may drop courses before 15% of the course duration has passed without a record of the dropped course appearing on the student’s permanent record. Courses may be dropped officially in the Registrar’s Office or processed through the Web Registration System (PAWS). The drop date of each course is printed on the student’s schedule.

Administrative Drop for Non-Attendance

CSU-Pueblo reserves the right to administratively drop all students from the University who fail to attend or participate in an enrolled course session at least once prior to the course drop date, including face-to-face, hybrid, and online courses. The University will attempt to contact the student before an administrative drop is enacted. This is done to ensure that CSU-Pueblo contributes to student success and accurately reports student enrollment.

If you pre-register and subsequently choose not to attend, you are responsible for dropping all courses before the drop period.

Withdrawal from a Course

Immediately following the end of the drop period, students may withdraw from a course according to the policies below.

When a student withdraws from a course before 60 percent of the course duration has passed, a grade of “W” (withdrawal) will be recorded on the academic record. After 60 percent of the course duration has passed, a student may not withdraw. Tuition and fees will not be adjusted for course withdrawals during this withdrawal period. Course withdrawals can be processed in the Registrar’s Office or through the Web Registration System (PAWS). The withdrawal date of each course is printed on the student’s schedule.

Faculty Initiated Student Withdrawal

Under certain specific circumstances, a faculty member or the University may withdraw a student from a course or courses. The circumstances are either A, or B below.

A. Faculty may withdraw a student from a course for non-attendance if the student has never attended class through the end of the drop period. The course will be removed from the student’s transcript and no grade will be issued. Withdrawal forms must be received by the Registrar’s Office by 5:00 pm on the last day of the drop period.

B. Faculty may withdraw a student for a designated number of absences or for any other reason as stated in the course syllabus with the student’s signature acknowledging the withdrawal on the course withdrawal form. The withdrawal of the student is recorded on the student’S transcript.

If a faculty member chooses to incorporate this policy, it must be stated in the course syllabus. The criteria to be met by the student which would trigger a Faculty Initiated Withdrawal of the student from the course must be stated in the policy. The criteria will also include the method by which the student will be informed by the faculty member of the impending withdrawal. As with the Student Initiated Withdrawal Policy, faculty may not initiate a student withdrawal after the official course withdrawal period has ended.

Total Withdrawal from the University

Up until the drop period expires, students may drop full-term courses without charge by using our web registration system (PAWS) or at the Registrar’s Office. Short-term courses will have shorter drop periods. Students must refer to their course schedules for exact date for each course.

After the end of the drop period, students who are planning to withdraw from all courses and leave the University for any reason must begin the withdrawal process with the Center for Academic Enrichment (LARC 151) prior to departure. Total withdrawals will not be processed after the last scheduled class day of the semester. Students residing in the residence hall also must check out at the housing office. Unless the total withdrawal procedure is followed, students are not eligible for an adjustment (if appropriate) of tuition and fees and will receive failing grades in all courses.

Retroactive Withdrawal

A student may request that all grades in previous terms be retroactively removed and replaced by entries of “W” on his/her transcript if he/she had experienced, during that term, health and/or personal problems so severe that he/she could not reasonably have been expected to complete
the term satisfactorily. Application for a retroactive withdrawal may occur any time after the current term and before conferment of a degree. The Retroactive Withdrawal request form must be submitted with supporting documentation to the Registrar’s Office. Documentation must include specific information from a professional who can attest to the students’ claim of illness or legal issues, speak clearly to the difficulty that was encountered by the student and correlate to the specific time frame requested. After a request is received by the Registrar’s Office, it will be addressed by the Retroactive Withdrawal Committee. Once the request is reviewed and a decision is made, the student will be notified of the outcome by mail. If a student chooses not to share such information, the Student Academic Appeals Board will decide the case based on the information available.

If a student chooses to appeal the decision of the Retroactive Withdrawal Committee, the student must submit a formal appeal including thorough documentation as listed above. The appeal must be submitted, or postmarked if mailed, to the student Academic Appeals Board no later than 20 working days after the date of the initial decision of the Retroactive Withdrawal Committee. If no appeal is received before the deadline, the Retroactive Withdrawal Committee’s decision will be considered final.

The Academic Appeals Board decision is the final decision of the University.

Examples of reasonable requests for retroactive withdrawal include:

1. Death of immediate family member
2. Serious personal/family problems
3. Unexpected deployment or relocation
4. Diagnosed physical or mental condition/illness

A retroactive withdrawal is not allowed if a student has already earned a degree from Colorado State University-Pueblo and the term being requested is prior to the degree conferral.

Retroactive withdrawal applies to every class for the requested term(s), not for selective courses during a term.

An approved retroactive withdrawal will have no impact on any financial balance owed to the University. Please contact Student Billing Services for Tuition Appeal Information.

Military Withdrawal

If military obligations interrupt the academic work of a member of the armed forces registered for courses, the student may ask instructors for an early termination of his or her courses. Early terminations may include, but are not limited to:

1. a grade of W;
2. an incomplete (IN) grade, if there is any chance the student will be able to complete the course requirements;
3. an early final examination and course grade; or
4. an opportunity to complete the class by independent study.

It is the student’s responsibility to make such a request in writing to the instructor. After the student and instructor have agreed on the terms of early termination, the agreement must be approved in writing by the department chair and the dean.

Military Leave of Absence

If a student member of the armed forces receives orders to deploy or temporarily transfer stations for an extended period, that student may be afforded a military leave of absence. The student must notify CSU-Pueblo of military service and intention to return to school as follows:

Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give written notice of such service to CSU-Pueblo as far in advance as is reasonable under the circumstances by completing the Military Leave of Absence form. This notice does not have to indicate whether the student intends to return to CSU-Pueblo and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.)

No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice. If this situation occurs, the student should submit an attestation of military service that necessitated the student’s absence from CSU-Pueblo at the time of readmission.

Notification of intent to return to school. The student must also give written notice of intent to return to CSU-Pueblo by completing a Military Leave of Absence Readmission form. The student is required to enroll in courses within three years after the completion of the period of service. Exceptions may be granted to students hospitalized or convalescing due to an illness or injury incurred or aggravated during military service. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission, but is subject to CSU-Pueblo’s established leave of absence policy and general practices.

CSU-Pueblo has designated the Office of Admissions as the point of contact so that a student may provide notification of service and notification of intent to return. CSU-Pueblo will promptly readmit the student to the semester chosen on the Military Leave of Absence Readmission form. If the student’s intended semester is in progress, the student will be admitted to the next available semester. Students who have completed coursework during the Military Leave of Absence will be required to submit official transcripts before the readmission will be processed.

CSU-Pueblo must admit the student with the same academic status, which means:

• to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless he/she chooses a different program
• at the same enrollment status, unless the student has completed additional coursework while on military leave
• with the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable
• with the same academic standing (e.g., with the same satisfactory academic progress status)

If the student is readmitted to the same program, for the first academic year in which the student returns, CSU-Pueblo must assess the tuition and fee charges that would have been assessed for the academic year during which the student left CSU-Pueblo.

Cooperative Education

Cooperative education provides an educational plan in which periods of study and periods of career-related work are combined in one program,
individualized for each student. Students earn a salary and acquire academic credit in their majors while experiencing, on a temporary basis, their chosen career.

The experience gives cooperative education students an opportunity to become well-acquainted with the employer which, in many cases, leads to permanent placement upon graduation. All cooperative programs are administered by the academic departments.

**Experiential Credit Courses**

Through cooperative education, internships, field experiences and laboratory research, students in many degree programs have the opportunity to expand knowledge and apply theory in real-life situations. All experiential credit courses occur under the direction of an academic instructor and are included in the regular University curriculum. In some cases, such courses are required for majors. All such courses require registration, payment of tuition, carry credit, are listed in the catalog and include a planned program of activities outlined in the course syllabus. The grading system is the same as the system used for regular courses.

**Designated Experiential Education Courses**

CSU-Pueblo adopted Experiential Education as the focus of its 2017 Higher Learning Commission Quality Initiative (HLC QI) and engaged in a number of efforts toward promoting the pedagogy of experiential education campus-wide beginning 2013.

As a result of the QI, CSU-Pueblo began recognizing and designating courses with significant experiential education (EE) components. The EE designation may be extended to courses on a permanent or semester-by-semester (or section-by-section) basis. EE designated courses include:

1. At least 10 hours of experiential education course work per credit hour earned
2. Discussion of the definition, principles, and purpose of the Experiential Learning Cycle
3. Course objectives and learning outcomes tied to direct experience
4. Structured reflection
5. Activities aligned with experiential education principles
6. Assessment of student learning and effectiveness of the experience

Students in EE designated courses:

1. Conceptualize course material and engage theory with practice through posing questions, solving problems, and constructing meaning.
2. Are encouraged to engage in experimentation, and
3. Demonstrate evidence of knowledge constructed through experiential learning (i.e., portfolios, presentations, projects, performances, displays, etc.).

The principles of experiential education practice are:

- Experiential learning occurs when carefully chosen experiences are supported by reflection, critical analysis and synthesis.
- Experiences are structured to require the learner to take initiative, make decisions and be accountable for results.
- Throughout the experiential learning process, the learner is actively engaged in posing questions, investigating, experimenting, being curious, solving problems, assuming responsibility, being creative, and constructing meaning.
- Learners are engaged intellectually, emotionally, socially, and/or physically.
- The results of the learning are personal and form the basis for future experience and learning.
- Relationships are developed and nurtured: learner to self, learner to others and learner to the world at large.
- The educator and learner may experience success, failure, adventure, risk-taking and uncertainty, because the outcomes of experience cannot totally be predicted.
- Opportunities are nurtured for learners and educators to explore and examine their own values.
- The educator’s primary roles include setting suitable experiences, posing problems, setting boundaries, supporting learners, insuring physical and emotional safety, and facilitating the learning process.
- The educator recognizes and encourages spontaneous opportunities for learning.
- Educators strive to be aware of their biases, judgments and pre-conceptions, and how these influence the learner.

**Transcripts of Credit**

Official transcripts are issued by the Registrar’s Office at the signed request of the student. There is a non-refundable fee for each official transcript. Check with the Registrar’s Office for current fees. Transcript fees must be prepaid before official transcripts will be released. Acceptable methods of payment are cash, personal check, money order, VISA, MasterCard and Discover. Special fees are charged for special handling (Priority, Express, International mail, and faxing).

All accounts with Colorado State University-Pueblo must be settled before an official transcript can be issued.

Transcripts are processed as rapidly as possible and are usually issued within five working days from the date the signed request is received.
in the Registrar’s Office. Students should allow extra time for issuance near the end of term. Due to the processing of grades, transcripts (official or unofficial) for enrolled students will not be released during the week of finals and the following week. CSU-Pueblo does not accept e-mail or telephone transcript requests.

Faxing of Transcripts
A pre-paid fee is required for an unofficial transcript to be faxed to a destination within the United States; there also is a higher pre-paid fee required for a transcript faxed outside the country. Since faxed transcripts are considered as working (unofficial) documents only, the fax will be followed up by an official (hard copy) version to follow by first class mail within five working days.

How to Order a Transcript
Signed transcript requests should include the following information:

- Student’s full name (including maiden or other name if applicable);
- Student’s current address and phone number;
- Student ID number;
- Date of birth;
- The last term the student was enrolled at CSU-Pueblo;
- Instructions on whether the current term grades or degree conferral are to be included (this is important when a transcript is ordered near the end of a term);
- The complete name and address of the agency, school or individuals to whom transcripts are to be sent;
- The student’s signature (this provides CSU-Pueblo with the necessary authorization to release the transcript to the designee; and
- Payment method.

NOTES:

- Transcripts do not include Upward Bound, GED, ACT, SAT, GRE or college class rank information.
- If someone other than the individual named on the transcript has been authorized to pick up the document in person, they must provide a signed release from the person named on the transcript.

Payment of Transcripts

- If payment is to be made by credit card, please provide type (VISA, MasterCard or Discover), credit card number, expiration date, 3-digit CVV code on back of card, name of card holder, address of card holder and daytime phone number.
- If the order is for a faxed transcript, the following information is also needed:
  a. The fax number and name of the person to whose attention the transcript is to be sent.
  b. The name and address to which the subsequent official, hard copy transcript will be mailed.

Graduation Contracts
Graduation Contracts for fall and spring semester are due no later than the fourth week of the graduating term.

Graduation Contracts for summer session are due no later than the third week of the 12-week summer session.

Students unable to complete degree requirements within the University deadlines will be required to submit a new Graduation Contract to the Registrar’s Office in order to establish a new tentative degree conferral date.

Commencement
Commencement exercises take place once a year, at the end of spring semester. Students eligible to participate include those who completed graduation requirements in the preceding fall semester, as well as those who are scheduled to complete requirements in the spring semester or those who are scheduled to complete requirements in the summer session following commencement. Candidates must appear in official academic regalia at commencement exercises. Petitions for exceptions to this policy must be submitted to the Provost’s Office.

Utilizing data from official deadlines, the information for the commencement program is finalized in early March—changes, modifications, or updates received after that time may not be included.

The commencement program is not an official list of confirmed graduates or honors awarded. A final audit will determine degree conferral and academic accords.

Graduation with University Honors
There are three levels of University (baccalaureate degree only) scholastic honors at graduation: summa cum laude, magna cum laude and cum laude. A minimum of 60 semester credits must be earned at CSU-Pueblo for a student to be considered for these honors. Remedial courses, credit within Academic Renewal, and credit by examination cannot be included in the 60 semester credits.

To graduate summa cum laude, a minimum cumulative grade point average of 3.900 is required; for magna cum laude, a minimum cumulative grade point average of 3.750 is required; and, for cum laude, a minimum cumulative grade point average of 3.500 is required.

While honors will be listed in the commencement program for those who may reasonably anticipate them, the listing in the program is not a guarantee of receiving honors. The listing and reading of cum laude status for degree candidates are based on the grade point averages achieved at the beginning of the student’s final term. The official honor awarded, based on the final grade point average and hours earned in residence, will be noted on the student’s diploma and transcript.

Class Rank
CSU-Pueblo does not maintain or provide class rank information.

Diplomas
Diplomas are dated and awarded to graduating students each semester or session (fall, spring and summer) upon graduation clearance of each student. The spring commencement date and the last day of the summer and fall term are the dates recorded on diplomas and on the transcripts for all students fulfilling degree requirements within a degree granting period. The diploma is imprinted with the name of the degree awarded and the student’s major(s). Minors, emphases, tracks, specializations, and concentrations are not printed on the diploma. Diplomas will be mailed to graduates approximately ten to twelve weeks after the end of the term in which the degree is conferred. All accounts with Colorado State University-Pueblo must be settled before a diploma will be awarded. Replacement diplomas may be issued upon signed request from the original holder. Please check with the Registrar’s Office for current diploma replacement fees.
Posthumous Degree
Colorado State University-Pueblo has a posthumous degree policy to confer a degree for eligible deceased students. Eligible students are those who were scheduled to graduate either in the term of his/her death or the next term, are in good academic standing, and have support of the department and college.

Please contact the Registrar’s Office for specific information on the policy and process.

Registration
Advisement
All students are required to consult an academic adviser before registering for classes each term. The major area assigns academic advisers.

Undeclared academic advising for continuing and new undeclared transfer students will be handled by the Center for Academic Enrichment, located in the Library and Academic Resources Center, LARC, Room 151.

All first-year, first-time students are advised through the Center for Academic Enrichment located in the Library and Academic Resources Center, LARC, Room 151.

Registration
Registration dates are published in Semester Notes in advance of each registration period. Students can register through PAWS, with their adviser, or in the Registrar’s Office.

Military Student Priority Registration
Colorado State University-Pueblo offers priority registration to students using veteran’s education benefits and military members and qualifying dependents who submit appropriate documentation.

Active military (duty), veterans, and qualifying dependents using TA/VA benefits will be given priority registration status.

Continuing* Undergraduates/Graduates – First Monday of Registration

New*/Re-Admit Students – First Friday of Registration

*Continuing versus New: Students are considered Continuing Students if they are Continuing Undergraduate Degree-Seeking or Graduate Students at CSU – Pueblo and have completed one or more semesters at CSU - Pueblo. New students are those students with a new and re-admit status (students who have been absent for two or more major (Fall/Spring) semesters). All Military students will receive priority registration, and will be notified of specific days and/or times for registration.

Change of Address
Students should keep university authorities informed of their current address. Students may change their address on-line through PAWS or complete the Change of Address form and return completed form to the Registrar’s Office.

Immunization Requirement
Colorado law requires all college students born since January 1, 1957, to be immunized against measles, mumps, and rubella.

Proof of immunity consists of:

• Measles—one dose of live measles vaccine administered no sooner than four days before the first birthday and a second dose of live measles vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to measles.

• Mumps—one dose of live mumps vaccine administered no sooner than four days before the first birthday and a second dose of live mumps vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to mumps.

• Rubella—one dose of live rubella vaccine administered no sooner than four days before the first birthday and a second dose of live rubella vaccine administered at least 4 weeks after the 1st dose or a blood test showing immunity to rubella.

Medical, religious, or personal exemptions continue to be in effect. The exemption statement, on the certificate provided by the University, must be signed by a physician, parent, or student 18 years and older. In the event of an outbreak, exempted people may be subject to exclusion from school and quarantine.

Prior to registration please have verified immunization records sent to Student Health Services, Colorado State University-Pueblo, Pueblo, Colorado 81001-4901 or fax records to (719) 549-2646.

MMR (measles, mumps, and rubella) vaccine is available in Student Health Services if immunization records indicate that a booster is necessary. For further information, contact the Student Health Services Office at (719) 549-2830.

Undergraduate Programs
Degree Requirements
Candidates for the baccalaureate degree must satisfy institutional and general education requirements, as well as specific requirements for a major.

Institutional Requirements for all Baccalaureate Degrees
1. Students must successfully complete a minimum of 120 semester hours of credit with an earned grade point average of 2.000 for all CSU-Pueblo hours attempted and included in the GPA computation. Courses numbered below the 100-level cannot be applied toward graduation; (i.e. ENG 099, MATH 091, 098, 099, RDG 099).

2. Students must successfully complete a minimum of 40 credit hours in upper-division courses (numbered 300-499). Upper division credit may be earned only through a four-year institution.

3. A minimum of 60 semester hours must be earned from a four-year institution.

4. A minimum of 30 semester hours of credit (as stated in the program of the major) must be earned in residence (courses taken from Colorado State University-Pueblo) with a minimum grade point average of 2.000 for all resident hours attempted. (Both on-campus and extended studies for-credit courses are considered resident credit.)

5. For degree purposes, CSU-Pueblo accepts a maximum of 60 semester hours from community or junior colleges.

6. For degree purposes, CSU-Pueblo accepts a maximum of 90 semester hours from other four-year institutions.

7. Of the last 60 semester hours earned immediately preceding graduation, no more than 30 may be completed at other colleges or universities.

8. For degree purposes, CSU-Pueblo accepts no more than 90 credits in total through transfer or other assessment of prior learning.
9. Students must successfully complete the requirements for an approved major program. Some major programs may require completion of a minor or specific related courses outside the major field.

10. Students must achieve a minimum grade point average of 2.000 in their major field of study. (Some majors and programs require higher GPAs. Refer to specific program sections of this catalog for details.)

11. Students must achieve a minimum grade point average of 2.000 in their minor field of study.

12. Students must complete the Skills Component (English Composition I and II, and Mathematics) with a minimum overall GPA of 2.000.

13. Students must satisfactorily complete all general education requirements as defined and explained in the General Education Requirements section of the Academic Policies chapter of this catalog.

14. Candidates for the Bachelor of Arts degree must satisfy the world language requirement.

15. Degree candidates must file a completed Graduation Contract with the Registrar’s Office no later than the 4th week of fall and spring semester and no later than the 3rd week of the 12 week summer session of graduating term (check Semester Notes on-line or with the Registrar’s Office for specific deadlines).

16. Degrees are issued only at the close of each semester and summer session.

17. Degrees will be granted at the end of the term during which the student completes all degree requirements.

18. Additional majors, emphasis areas, or minors will not be awarded or posted to a transcript after a baccalaureate degree has been granted.

19. Once a baccalaureate degree has been awarded, the student cannot repeat courses in order to improve the undergraduate grade point average.

20. All accounts with Colorado State University-Pueblo must be settled before a diploma will be awarded or official transcripts will be issued.

**Major Requirements**

A baccalaureate candidate must select a major and successfully complete all requirements prior to receiving a degree. The minimum number of required semester hours varies by major but must include a departmentally approved program of at least 30 semester hours of course work in the program of study.

**Emphasis Area/Track/Specialization/Concentration**

Certain programs of study may specify emphasis areas, tracks, specializations or concentrations within majors. Only the official emphasis areas will be recorded on the transcript. Neither emphasis areas nor tracks nor specializations nor concentrations are printed on the diploma.

**Minor Requirements**

Minors consist of a sequence of courses in a specific academic discipline which is established by the department offering the minor. A minor cannot be completed independently and must be completed simultaneously with a major degree program. Additionally, minors must be declared before degree conferral. General education courses can apply towards the minor and major(s) unless otherwise stated. Upon graduation, completed majors and minors are recorded on the transcript. Minors are not printed on the diploma.

**Double (Second) Major**

Students may choose to complete concurrently the requirements for two majors. Students seeking a double major must satisfy the requirements of both majors as stated by both departments involved under a single degree program. The single degree awarded is that degree appropriate for the first major. A single diploma is issued which displays both majors and both majors are recorded on the student’s academic transcript.

**Double (Concurrent) Degrees**

Students may choose to complete concurrently the requirements for two CSU-Pueblo degrees. The second degree must be granted in a major area other than that in which the first baccalaureate degree is granted, and both degrees must be granted from CSU-Pueblo. The additional credits required for the second degree may be completed concurrently with the credits applying to the first degree and the two degrees may be granted simultaneously, providing all requirements are completed for both degrees. The total hour requirement is 150 earned hours. Simultaneous degrees require two separately completed degree planning sheets. Successful completion of concurrent degrees will result in two diplomas and both degrees are recorded on the student’s academic transcript. For students wishing to complete more than two degrees simultaneously, a minimum of 30 additional credits is required for each additional degree.

**Joint (3+2) Undergraduate and Graduate Degrees (Integrated and Non-Integrated)**

CSU-Pueblo offers several programs in which well-prepared undergraduate students may complete a bachelor’s degree and master’s degree simultaneously. Students may apply to a 3+2 graduate program upon successful completion of at least 60 credits. If accepted into the 3+2 graduate program, students will have the opportunity to fulfill integrated requirements toward both undergraduate and graduate degrees. A maximum of 12 required graduate credits may be applied simultaneously to both the declared undergraduate and graduate degree programs. All graduate degree course requirements must be completed. Completion of a 3+2 degree program requires a minimum of 138 total credits. However individual degree programs may require more than 138 credits to satisfy the unique discipline requirements. Once admitted to the 3+2 degree program:

- The student must maintain good academic standing for both undergraduate and graduate programs. To remain in good standing, a student’s cumulative and graduate GPA must remain at a 3.00 or better. The graduate GPA will be determined from all approved coursework attempted at the 500 level or above.

- Courses at the 500-level or above completed six or more years before the date of graduation, either at CSU-Pueblo or another institution, will not be accepted as satisfying graduation requirements without written approval of the student’s graduate program director/coordinator.

- Courses at the undergraduate level (100-499) may be eligible to be repeated for academic credit. Please see the Repeating Courses for Academic Credit section of the catalog for more details.

- Courses at the 500-level or above may be repeated for a maximum of six semester hours of graduate credit. When a graduate level course is repeated, both the subsequent grade and the original grade are included in the grade point average.

- 3+2 students are required to be continuously registered in the fall and spring semester throughout their degree program. Students may fulfill this requirement by being registered for a credit-bearing course. As an alternative, students may opt for a Continuous Registration (CR) status. Please see the Continuous Registration section of the catalog for more details.

- Students not maintaining graduate academic standards, or who choose to opt out of the 3+2 program may complete the
declared undergraduate degree. Consult with program director and undergraduate advisor for assistance.

- 3+2 students are eligible for graduation with undergraduate university scholastic honors.

**INSTITUTIONAL REQUIREMENTS FOR ALL CERTIFICATE PROGRAMS**

Each certificate program at the University has specific completion requirements, which must be met prior to the certificate's being awarded. In addition, students must fulfill the following requirements for completion.

1. Students must have a cumulative certificate GPA of 2.00 or better at the time the certificate is awarded, unless stated otherwise within the specific certificate program.
2. Students must complete the certificate program's minimum number of hours of approved coursework.
3. If students are completing a graduate certificate, they must provide proof of an undergraduate degree.
4. Non-degree seeking (guest) students may apply for admission to an undergraduate/graduate degree program; however, successful completion of the course(s) within an undergraduate or graduate certificate or the award of a certificate does not guarantee admission to a degree program.
5. If a student is degree seeking, a certificate may be conferred independently of their degree program.
6. Students must submit a Certificate Contract signed by the student’s advisor during the semester term in which completion is to occur. The deadline for submission is published in the University Catalog, Semester Notes, and Academic Calendar.

**Note:** Credits earned within a certificate can be used toward a degree unless otherwise stated within the degree program.

**Note:** Certificate programs are not currently eligible for financial aid unless courses are completed in conjunction with an undergraduate or graduate degree program.

**Degree-Plus (Second Baccalaureate Degree)**

A second baccalaureate degree may be granted in a major area other than that in which the first baccalaureate degree was granted provided the student has met all requirements for the second baccalaureate degree, including not fewer than 30 semester hours of Colorado State University-Pueblo (resident) credit beyond the first degree. Students must complete those 30 semester hours with a minimum grade point average of 2.000 while in Degree Plus status. The additional 30 hours of credit must have the approval of the department from which the second degree is to be earned. Students seeking a second degree are eligible for the Deans’ List.

Degree-plus students seeking a second baccalaureate degree are eligible for scholastic honors. To qualify for graduation with honors, a minimum of 60 semester credits must be completed with CSU-Pueblo after the first degree(s) are conferred. In determining the grade point average of a student, only grades earned after the first degree(s) are considered.

The general education and institutional requirements are considered complete if the student has earned a baccalaureate degree from a regionally accredited college or university, and is accepted to the University as a degree-plus student. Prior credit earned will not be posted to the CSU-Pueblo transcript; however, each department may internally consider approving prior credit earned toward certain requirements.

**Bachelor of Arts Degree: World Language Requirement**

Students seeking the degree of Bachelor of Arts must complete one of the three options listed below:

1. Second level of a world language (course number 102).
   - Students may test out of the course.
   - Completion of a world language course above 102 with a grade of C or better will satisfy the requirement.
2. Second level of ASL (course number 102).
   - Students may test out of the course.
   - Completion of an ASL course above 102 with a grade of C or better will satisfy the requirement.
3. WL 100 Intro to Comparative Linguistics (3 c.h.),s, and ANTH 106 Language, Thought and Culture (3 c.h.)/ENG 106 Language, Thought and Culture (3 c.h.).

International students for whom English is a second language may substitute two terms of English courses (excluding ENG 101 Composition I (3 c.h.) and ENG 102 Composition II (3 c.h.)) for the world language requirement.

Because of the unique use of world languages in musical contexts (vocal repertoire in particular), students earning the Bachelor of Arts degree in Music may, in consultation with their advisor, complete the BA degree World Language Requirement with two 101-level World Language courses, chosen from Italian, German, French and Spanish.

**General Education Requirement**

Graduates of Colorado State University-Pueblo are lifelong learners who have developed the intellectual and ethical foundations necessary for an understanding of and respect for humanity as well as the knowledge and skills necessary to adapt to the demands of a rapidly changing society.

To help students achieve these goals, the skills component of the CSU-Pueblo general education program is designed to give students the written communication and quantitative reasoning skills necessary for success in their undergraduate studies and future careers. The knowledge component is designed to give students direct experience in the methods of thought and inquiry in three central areas of academic endeavor: the arts and humanities; the social sciences; and the natural and physical sciences.

Upon completion of general education courses, students will:

- Use the English language to communicate with clarity, coherence and persuasiveness, demonstrating critical analysis, logic, precision and rhetorical awareness. (Communication)
- Identify, analyze and evaluate arguments and sources of information to make informed and logical judgments, to arrive at reasoned and meaningful arguments and positions, and to formulate and apply ideas to new contexts. (Critical Thinking)
- Articulate the nature of a multicultural society and recognize the role of aesthetic awareness, world language skills, cultural and social perspectives or human and institutional systems of the past and present. (Diversity and Social Responsibility)
- Clarify and evaluate their own values and ethical conduct and analyze the values and ethical conduct of others. (Personal Values and Ethics)
• Apply numeric, symbolic and geometric skills to formulate and solve quantitative problems. (Quantitative Reasoning)

• Apply the scientific method, laboratory techniques, mathematical principles and/or experimental design. (Scientific Reasoning)

• Identify and evaluate wellness principles, including mental, emotional and physical health, needed to make informed choices. (Wellness and Well-Being)

The Colorado guaranteed transfer program (gtPathways) is a set of general education courses that the state guarantees to transfer. Certain courses taken at Colorado public colleges and universities are guaranteed to transfer among all two- and four-year public institutions in the state. Up to 31 credit hours of successfully completed (C- or better) courses in general education will count toward general education or graduation requirements. These courses are not based on equivalencies but meet specific content and competency criteria. Additional information about gtPathways is available at http://highered.colorado.gov/Academics/Transfers/gtPathways/. The gtPathways courses offered at CSU-Pueblo are identified in the skills and knowledge components below. They are listed according to their appropriate gtPathways code, which is common among all gtPathways courses in Colorado.

The general education requirement for graduation includes a total of 35 semester credits in two categories:

Skills Component: 9 credits
Knowledge Component: 26 credits
TOTAL: 35 credits

I. Skills Component
Candiates for the baccalaureate degree must satisfy institutional and general education requirements, as well as specific requirements for a major. (Students must successfully complete all remedial coursework within their first thirty [30] credits and the Skills Component of general education within their first sixty [60] credits. Transfer students must complete the Skills Component of general education by the end of their second semester at CSU-Pueblo.)

To complete the Skills component, students must successfully complete courses in the following content areas with a minimum overall GPA of 2.000 in courses taken at CSU-Pueblo. Transfer courses are not counted within this GPA:

Written Communication (2 courses): 6 credits
Quantitative Reasoning (1 course): 3 credits
TOTAL: 9 credits

A. Written Communication
Take each of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-CO1</td>
<td>(Introductory Writing Course)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Composition I</td>
<td></td>
</tr>
<tr>
<td>GT-CO2</td>
<td>(Intermediate Writing Course)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Composition II</td>
<td></td>
</tr>
</tbody>
</table>

1 Or one of the following non-GT-Pathways courses if approved by major advisor; ENG 115 Introduction to Technical Writing (3 c.h.), ENG 116 Introduction to Business Writing (3 c.h.), ENG 117 Intro. Scientific/Medical Writing (3 c.h.)

B. Quantitative Reasoning
Take one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-MA1</td>
<td>(Mathematics)</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Introductory College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>Mathematical Explorations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 121</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 124</td>
<td>Pre-calculus Math</td>
<td>5</td>
</tr>
<tr>
<td>MATH 126</td>
<td>Calculus and Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 156</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 221</td>
<td>Applied Calc: An Intuitive Approach</td>
<td>4</td>
</tr>
</tbody>
</table>

1 Or any MATH course that includes one of these as a prerequisite

II. Knowledge Component
To complete the Knowledge component, students must successfully complete courses in the following content areas:

Humanities: (3 courses): 9 credits
History: (1 course): 3 credits
Social Sciences: (2 courses): 6 credits
Natural and Physical Sciences: (2 courses with labs): 8 credits
TOTAL: 26 credits

Students must take one course that is designated as cross-cultural. Courses taken to meet the Knowledge content area requirements may also be used to meet the cross-cultural requirement if they have a (CC) next to their listing.

Your major may recommend certain courses from this list. Refer to your major's catalog description for more information.

A. Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-AH1</td>
<td>(Arts and Expression)</td>
<td></td>
</tr>
<tr>
<td>ART 100</td>
<td>Visual Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ART 211</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>ART 212</td>
<td>History of Art II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 114</td>
<td>Introduction to Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 118</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>SPN 130</td>
<td>Intro to Spanish-Speaking Cultures</td>
<td>3</td>
</tr>
</tbody>
</table>

B. Literature and Humanities

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-AH2</td>
<td>(Literature and Humanities)</td>
<td></td>
</tr>
<tr>
<td>ENG 130</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG/CS 220</td>
<td>Survey of Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 221</td>
<td>Masterpieces of Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 222</td>
<td>Masterpieces of Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Survey of Ethnic Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Ways of Thinking

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 102</td>
<td>Philosophical Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 120</td>
<td>Islam and Non-Western Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 201</td>
<td>Classics in Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>
PHIL 204 Critical Reasoning 3
PHIL 205 Deductive Logic 3

GT-AH4 (World Languages) 1
FRN 201 Intermediate French I 3
FRN 202 Intermediate French II 3
GER 201 Intermediate German I 3
GER 202 Intermediate German II 3
ITL 201 Intermediate Italian I 3
ITL 202 Intermediate Italian II 3
SPN 201 Intermediate Spanish I 3
SPN 202 Intermediate Spanish II 3

1 Must be Intermediate/200 Level.

Humanities Courses not Designated as gPathways
(Courses that will count for Humanities at CSU-Pueblo, but are not
guaranteed to transfer among all two-and four-year public institutions in
the State.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WL 100</td>
<td>Intro to Comparative Linguistics</td>
<td>3</td>
</tr>
<tr>
<td>COMR 103</td>
<td>Speaking and Listening</td>
<td>3</td>
</tr>
<tr>
<td>ASL 101</td>
<td>Beginning American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 102</td>
<td>Beginning American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>ASL 201</td>
<td>Intermediate American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>ASL 202</td>
<td>Intermediate American Sign Language II</td>
<td>3</td>
</tr>
<tr>
<td>FRN 101</td>
<td>Beginning French I</td>
<td>3</td>
</tr>
<tr>
<td>FRN 102</td>
<td>Beginning French II</td>
<td>3</td>
</tr>
<tr>
<td>GER 101</td>
<td>Beginning German I</td>
<td>3</td>
</tr>
<tr>
<td>GER 102</td>
<td>Beginning German II</td>
<td>3</td>
</tr>
<tr>
<td>ITL 101</td>
<td>Beginning Italian I</td>
<td>3</td>
</tr>
<tr>
<td>ITL 102</td>
<td>Beginning Italian II</td>
<td>3</td>
</tr>
<tr>
<td>SPN 101</td>
<td>Beginning Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPN 102</td>
<td>Beginning Spanish II</td>
<td>3</td>
</tr>
</tbody>
</table>

B. History

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 101</td>
<td>Introduction to Chicano Studies</td>
<td>3</td>
</tr>
<tr>
<td>HIST 110</td>
<td>World History to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111</td>
<td>World History since 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST/CS 136</td>
<td>The Southwest United States</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Social Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 101</td>
<td>American National Politics</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 201</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SW 205</td>
<td>Social Welfare in the United States</td>
<td>3</td>
</tr>
</tbody>
</table>

GT-SS2 (Geography)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-SS3</td>
<td>(Human Behavior, Culture, or Social Frameworks)</td>
<td></td>
</tr>
<tr>
<td>ANTHR 100</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>CS/SW 230</td>
<td>Chicano: Social and Psychological Study</td>
<td>3</td>
</tr>
<tr>
<td>MCCNM 101</td>
<td>Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 151</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 222</td>
<td>Understanding Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science Courses not Designated as gPathways
(Courses that will count for Social Science at CSU-Pueblo; but are not
guaranteed to transfer among all two-and four-year public institutions in
the State.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR/ENG 106</td>
<td>Language, Thought and Culture</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 202</td>
<td>Comparative Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH/SOC/WS 231</td>
<td>Marriage and Family Relationships</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 251</td>
<td>Childhood and Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>SOCSC 209</td>
<td>African American Studies</td>
<td>3</td>
</tr>
<tr>
<td>WS 100</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

D. Natural and Physical Sciences

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT-SC2 Lecture and GT-SC1 Required Laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 100 &amp; 100L</td>
<td>Principles of Biology and Principles of Biology Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 121 &amp; 121L</td>
<td>Environmental Conservation and Environmental Conservation Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 181 &amp; 181L</td>
<td>College Biology I/Organismal Bio and College Biology I/Organismal Bio Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 182 &amp; 182L</td>
<td>College Biology II/Cellular Biology and College Biology II/Cellular Bio Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 201 &amp; 201L</td>
<td>Botany and Botany Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 223 &amp; 223L</td>
<td>Human Physiology and Anatomy I and Human Physiology and Anatomy I Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 244 &amp; 244L</td>
<td>Human Physiology and Anatomy II and Human Physiology and Anatomy II Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 101 &amp; 101L</td>
<td>Chemistry and Society and Chemistry and Society Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 111 &amp; 111L</td>
<td>Principles of Chemistry and Principles of Chemistry Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 121 &amp; 121L</td>
<td>General Chemistry I and General Chemistry Lab I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 122 &amp; 122L</td>
<td>General Chemistry II and General Chemistry Lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 125 &amp; 125L</td>
<td>Environmental Science and Environmental Science Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 160 &amp; 160L</td>
<td>Introduction to Forensic Science and Intro to Forensic Science Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 101 &amp; 101L</td>
<td>Earth Science and Earth Science Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 114 &amp; 114L</td>
<td>Oceanography and Oceanography Lab</td>
<td>4</td>
</tr>
</tbody>
</table>
Assessment of Student Learning

Colorado State University-Pueblo is committed to providing quality education and to assuring students gain the knowledge and skills necessary to be successful after they graduate. Assessment of student learning in general education, undergraduate majors and minors, certificates, and graduate programs is central to our on-going improvement efforts.

Students will periodically participate in assessment by submitting examples of their course work, participating in focus groups, completing questionnaires, and sitting for standardized exams. Faculty and staff use assessment results to determine the extent to which students demonstrate competency in their field of study, and to improve courses and curricula, teaching practices, and other activities.

The assessment process for all academic programs contains the following common elements:

1. Student learning outcomes for undergraduate major and standalone minor programs, certificates, and graduate programs are set by faculty and communicated widely;
2. Student learning outcomes are evaluated by faculty using generally accepted best practices in assessment;
3. Faculty and others use assessment information to improve programs as appropriate; and
4. Information about assessment is reported to stakeholders, including the Board of Governors of the Colorado State University System, the Colorado Commission on Higher Education, professional accreditors, and the Higher Learning Commission.

In recognition of the evolutionary nature of accountability and assessment processes, the University acknowledges that they may change at any time. The University will make reasonable efforts to inform students and other stakeholders of modifications.

The University and its departments also conduct satisfaction and other types of surveys before and after students graduate. Students and alumni are strongly encouraged to respond to these surveys so that the information may be used to improve our campus.

Course Substitutions

Substitutions, waivers, or exceptions for courses fulfilling degree requirements must be approved by the appropriate approving authority and submitted to the Registrar's Office.

CSU-Pueblo courses not designated as general education may not be substituted to fulfill general education requirements, except as specifically covered under the student affairs general education requirement substitution policy.

Student Bill of Rights—Four Year Graduation Agreement

C.R.S. 23-1-125. Commission directive — student bill of rights

The General Assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

a. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

b. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

c. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

d. Students have a right to know which courses are transferable among the state public institutions of higher education;

e. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

f. Students have a right to know if courses from one or more public higher education institutions satisfy the student's degree requirements;

g. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferrable.
Freedom of Expression and Inquiry

Colorado State University-Pueblo considers freedom of discussion, inquiry, and expression to be consonant with the history and traditions of our country and a cornerstone of education in a free society. CSU-Pueblo is committed not just to valuing and respecting diversity, but also to respecting diverse viewpoints. CSU-Pueblo encourages members of the University community to engage in discussion, to exchange ideas and opinions, and to speak, write, and publish freely in accordance with the guarantees and limitations of our state and national constitutions.

Faculty and students have not only a right, but also a responsibility, to examine critically the insights, understandings, values, issues, and concerns which have evolved in the various areas of human activity. Accordingly, University-registered student organizations may extend invitations for guest lecturers, exhibitors, performers, and exhibitions of works of art with no restrictions of form or content other than those imposed by law and University policy. It is understood that inviting a speaker, performer, or exhibit does not imply concurrence of the University or of the sponsoring organization with the opinions, beliefs, or values expressed. In exercising their rights, members of the University community should understand that the public may judge the institution by their actions. Hence, they should at all times strive to be honest and accurate, exercise appropriate restraint, and show appropriate respect for the opinions of others.

Any members of the campus community (students, faculty, or staff) who feel that they have been treated unfairly because of their views or indelible traits should contact the Director of the Office of Institutional Equity, the Office of Student Conduct, or the Director of Diversity and Inclusion.

Advanced Placement (AP) – Equivalency Chart 2019-2020

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Score</th>
<th>Course Number</th>
<th>Class Equivalent</th>
<th>Credits Received</th>
<th>Gen Ed Group/GT Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus AB</td>
<td>3, 4 or 5</td>
<td>MATH 126</td>
<td>Calculus and Analytic Geometry I</td>
<td>5 credits</td>
<td>M, GT-MA1</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 126</td>
<td>Calculus and Analytic Geometry I</td>
<td>5 credits</td>
<td>M, GT-MA1</td>
</tr>
<tr>
<td></td>
<td>4 or 5</td>
<td>MATH 126; MATH 224</td>
<td>Calculus and Analytic Geometry I; Calculus and Analytic Geometry II</td>
<td>5 credits; 5 credits</td>
<td>M, GT-MA1; M, GT-MA1</td>
</tr>
<tr>
<td>Capstone</td>
<td>3, 4 or 5</td>
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<td>No Transfer</td>
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<td>Chemistry</td>
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<td>CHEM 111 &amp; CHEM 111L</td>
<td>Principles of Chemistry &amp; Lab</td>
<td>4 credits</td>
<td>ST, GT-SC1 &amp; GT-SC2</td>
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<td></td>
<td>4</td>
<td>CHEM 121 &amp; CHEM 121L &amp; Lab</td>
<td>General Chemistry I &amp; Lab</td>
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<td>ST, GT-SC1 &amp; GT-SC2</td>
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<td>5 credits; 5 credits</td>
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<td>Chinese</td>
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<td>WL 101</td>
<td>Intro to a Critical World Language I</td>
<td>3 credits</td>
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<td>4</td>
<td>WL 101 &amp; WL 102</td>
<td>Intro to a Critical World Language I &amp; II</td>
<td>6 credits</td>
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<td>5</td>
<td>WL 101, WL 102 &amp; Elective</td>
<td>Intro to a Critical World Language I &amp; II &amp; Elective</td>
<td>6 credits &amp; 3 credits</td>
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<td>Biology</td>
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<td>ST, GT-SC1 &amp; GT-SC2</td>
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<td>4 or 5</td>
<td>BIOL 181 &amp; BIOL 181L; BIOL 182 &amp; BIOL 182L</td>
<td>Biology I/ Organismal Biology &amp; Lab; Coll Biology II/ Cellular Biology &amp; Lab</td>
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<td>4 or 5</td>
<td>CIS</td>
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<td>3</td>
<td>ECON 201</td>
<td>Principles of Macroecon</td>
<td>3 credits</td>
<td>SS, GT-SS1</td>
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**Note:** The Advanced Placement (AP) – Equivalency Chart outlines the equivalency of AP exam scores to corresponding courses and credit equivalencies at Colorado State University-Pueblo. Each entry specifies the AP exam, score range, course number, class equivalent, credits received, and Gen Ed Group/GT Pathways. The chart is designed to help students understand how their AP exam scores can be translated into course credits at the university level.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>General Education Code(s)</th>
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<tr>
<td>Economics 3, 4 or 5 (Microeconomics)</td>
<td>ECON 202</td>
<td>Principles of Microeconomics</td>
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<td>English Language and Composition 3 or 4</td>
<td>ENG 101</td>
<td>Composition I</td>
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<td>English Literature and Composition 3 or 4</td>
<td>ENG 130</td>
<td>Intro to Literature</td>
<td>3</td>
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<tr>
<td>Environmen 3, 4 or 5 Science</td>
<td>CHEM 125 &amp; CHEM 125L</td>
<td>Environmental Science &amp; Lab</td>
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<td>ST, GT-SC1 &amp; GT-SC2</td>
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<td>European History</td>
<td>HISTORY</td>
<td>General Education History Elective</td>
<td>3</td>
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<td>French Language and Culture</td>
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<td>Intermediate French I</td>
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<td>German Language and Culture</td>
<td>GER 201</td>
<td>Intermediate German I</td>
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<td>H, GT-AH4</td>
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<tr>
<td>Government 3, 4 or 5 &amp; Politics: Comparative</td>
<td>POL 202/SC 202</td>
<td>Comparative Politics</td>
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<tr>
<td>Government 3, 4 or 5 &amp; Politics: United States</td>
<td>POL 101</td>
<td>American National Politics</td>
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<tr>
<td>Human Geography</td>
<td>GEOGRAPH</td>
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<td>Italian Language and Culture</td>
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<td>Music</td>
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<tr>
<td>Physics I</td>
<td>PHYS 201 &amp; PHYS 201L</td>
<td>Principles of Physics I &amp; Lab</td>
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<td>Physics II</td>
<td>PHYS 202 &amp; PHYS 202L</td>
<td>Principles of Physics II &amp; Lab</td>
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<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>PHYSICS</td>
<td>General Education Elective &amp; Lab</td>
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<td>ST, GT-SC1 &amp; GT-SC2</td>
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</table>
Physics C: Mechanics  3. 4 or 5
Academic Policies

Psychology 3, 4 or 5
Psychology 3 credits
IntermediateB credits

Spanish 3
Spanish & Culture
3 credits
Beginning Spanish I

Statistics 3, 4 or 5
Introduction3 credits
to Statistics

United States History 3
U.S. History I
3 credits

World History 3
World History to 1500
6 credits

Human Growth & Development

Carnival Equivalency Chart 2019-2020

Name of Exam  ACE Score 7/2001- Current  Course Number  Class Equivalent  Credits  Gen Ed Group/ GT Pathways

American Government  50  POLSC 101  Amer National Politics  3  SS, GT-SS1

American Literature  50  ENG electives  Amer Literature I & II  3, 3  GT-AH2

Analyzing & Interpret Literature

Biology  50  BIOL  Elective (no 3, 3 Lab credit)  ST, GT-SC2

Calculus  50  MATH 126  Calc & Analytic Geom I  5  M, GT-MA1

Chemistry  50  CHEM electives  Prin of Chemistry  3, 3  ST, GT-SC2

College Algebra  50  MATH 121  College Algebra  4  M, GT-MA1

College Composition Modular  50  ENG 101  Composition 3 I  E, GT-CO1

College Composition  50  ENG 101  Composition B I  E, GT-CO1

College Mathematics  50  MATH 109  Math Explorations  3  M, GT-MA1

English Literature  50  ENG electives  Elective  3, 3  GT-AH2

Financial Accounting  50  ACCTG 201  Prin of Financial Acctg  3

French Language, Level I

French Language, Level II

German Language, Level I

German Language, Level II

History of US I: to 1877

History of US II: 1865-Present

Human Growth & Development

Humanities  50  ART Electives  3, 3  H, GT-AH1

Info Sys & Computer Apps

Intro to Educational Psychology

Introduction 50 to Psychology

*Please see Gen. Ed. Group & GT Pathways key
<table>
<thead>
<tr>
<th>Name of Exam</th>
<th>Acceptable Score</th>
<th>Course Number</th>
<th>Course Equivalent</th>
<th>Credits</th>
<th>Gen Ed Group/GT Pathways</th>
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<tbody>
<tr>
<td>Art of the Western World</td>
<td>400</td>
<td>ART</td>
<td>Elective (Lower Division)</td>
<td>3</td>
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<tr>
<td>Astronomy</td>
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<td>PHYS 110</td>
<td>Astronomy (without lab)</td>
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<td>ST, GT-SC2</td>
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<tr>
<td>Business Ethics and Society</td>
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<td>BUSAD 302</td>
<td>Ethics in Business</td>
<td>3</td>
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<tr>
<td>Business Mathematics</td>
<td>400</td>
<td>MATH 124</td>
<td>Pre-Calculus Math</td>
<td>5</td>
<td>M, GT-MA1</td>
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<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECON 201</td>
<td>Prin of Macroecon</td>
<td>3</td>
<td>SS, GT-SS1</td>
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<tr>
<td>Principles of Microeconomics</td>
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<td>ECON 202</td>
<td>Prin of Microeconomics</td>
<td>3</td>
<td>SS, GT-SS1</td>
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<tr>
<td>Principles of Manager</td>
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<td>MGMT 201</td>
<td>Prin of Manager</td>
<td>3</td>
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<tr>
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<td>SOC; HIST</td>
<td>Sociology Elective; History Elective</td>
<td>3; 3</td>
<td>SS, GT-HI1; HS, GT-SS1</td>
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<td>Spanish Language, Level I</td>
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<td>SPN 101 &amp; SPN 102</td>
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<td>Western Civilization I</td>
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<td>Western Civilization II</td>
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<td>HIST</td>
<td>HIST 111</td>
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<td>HS, GT-HI1</td>
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**If a student has already earned college credit in an academic course(s) before taking CLEP/DANTES exams, the latter credit will be considered duplicate and will not be awarded.**

*Please see Gen. Ed. Group & GT Pathways key*
<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Code</th>
<th>Course Title</th>
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<td>MGMT 201</td>
<td>Principles of Management</td>
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<td>Business Manager – SL</td>
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<td>Principles of Management</td>
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<td>ST, GT-SC1 &amp; GT-SC2</td>
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<td>Chemistry – HL</td>
<td>CHEM 121 &amp;</td>
<td>Principles of Chemistry I &amp; Lab</td>
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<td>Chemistry – SL</td>
<td>CHEM 111 &amp;</td>
<td>Principles of Chemistry II &amp; Lab</td>
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<td>Dance – SL</td>
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<td>Economics – HL</td>
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<td>Principles of Micro Economics</td>
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<td>SS, GT-SS1; SS, GT-SS1</td>
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<td>English A Language &amp;</td>
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<td>Literature – SL (Native</td>
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*Please see Gen. Ed. Group & GT Pathways key below
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<tr>
<td>History of Europe and the Islamic</td>
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**KEY:**
- **Gen Ed Group** = General Education Category
- **E** = English
- **H** = Humanities
- **HS** = History
- **M** = Math
- **SS** = Social Science
- **ST** = Science & Technology

**GT Pathways** = Colorado Guaranteed Transfer Pathways
- **GT-AH** = Arts & Humanities
- **GT-CO** = Composition
- **GT-HI** = History
- **GT-MA** = Mathematics
- **GT-SC** = Science
- **GT-SS** = Social Sciences