

UNDERGRADUATE DEGREE REQUIREMENTS

Catalog Requirements

Students graduate under the catalog year in which they were first enrolled or readmitted.

- Students may choose to move their catalog year forward.
- In order to be approved for a prior catalog year, students must be granted approval from the Provost Office.

Students must complete graduation requirements from selected catalog within 10 years (<https://catalog.csupueblo.edu/academic-policies/time-limit-of-credit/>).

If a student is absent for two or more semesters (excluding Summer) and is readmitted (<https://catalog.csupueblo.edu/academic-policies/registration/>), the student will graduate under the catalog year in which they were readmitted.

Students should obtain and keep a copy of the catalog under which they are accepted or readmitted.

Institutional Requirements for Baccalaureate Degrees

1. Student must be admitted to the University and be continuing or newly readmitted (<https://catalog.csupueblo.edu/academic-policies/registration/>) to be awarded a degree.
2. 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).
3. 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.
4. A minimum of 56 semester hours must be earned from a four-year institution.
 - Programs utilizing Escrow Credit may substitute credits from a two-year institution to count towards this requirement. See individual programs and Escrow Credit (<https://catalog.csupueblo.edu/academic-policies/prior-learning/>) policy for addition information.
5. A minimum of 30 semester hours of credit (as stated in the program of the major) must be earned in residence.
 - In residence courses are courses taken at Colorado State University Pueblo
 - In residence courses must have a minimum grade point average of 2.000 for all hours attempted.
 - Both on-campus and Extended Studies for-credit courses are considered resident credit.
6. For degree purposes, CSU Pueblo accepts a maximum of 64 semester hours from community or junior colleges.
7. For degree purposes, CSU Pueblo accepts a maximum of 90 semester hours from other four-year institutions.
8. Of the last 60 semester hours earned immediately preceding graduation, no more than 30 may be completed at other colleges or universities.
 - Some professional programs may be exempt from this policy. See specific program requirements for transfer exceptions.
9. For degree purposes, CSU Pueblo accepts no more than 90 credits in total through transfer (<https://catalog.csupueblo.edu/academic-policies/transfer-policies/>) or prior learning (<https://catalog.csupueblo.edu/academic-policies/prior-learning/>) assessments.
10. Students must satisfactorily complete all General Education (<https://catalog.csupueblo.edu/academic-policies/general-education/>) requirements.
11. Candidates for the Bachelor of Arts degree must satisfy the World Language (p. 2) requirement.
12. Students must complete the Skills Component (<https://catalog.csupueblo.edu/academic-policies/general-education/#skillstext>) with a minimum overall GPA of 2.000.
13. Students must successfully complete the requirements for the major program.
 - Some major programs may require completion of a minor or specific related courses outside the major field.
14. Students must achieve a minimum grade point average of 2.000 in the major field of study.
 - Some major programs require higher GPAs. See specific program requirements for additional details.
15. Students must achieve a minimum grade point average of 2.000 in their minor field of study.
 - Some minor programs require higher GPAs. See specific program requirements for additional details.
16. Degree candidates must file a Graduation Contract (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/>).
 - Contracts must be submitted to the Registrar's Office the semester of the intended graduating term.
 - Contracts are due no later than the 4th week of the Fall or Spring semester, and no later than the 3rd week of the Summer semester.
 - Specific semester contract deadlines are posted in the Academic Calendar (<https://www.csupueblo.edu/registrar/academic-calendar/>).
17. Degrees are issued within the 60 days following the end of each semester.
18. Degrees will be granted at the end of the term during which the student completes all degree requirements.
 - Degrees cannot be granted if the student has outstanding grades (<https://catalog.csupueblo.edu/academic-policies/grades-and-grading-system/>) (NG) or incomplete grades (I).
19. Once a baccalaureate degree has been awarded,
 - The student cannot repeat courses in order to improve the undergraduate grade point average,

- Additional majors, concentration areas, or minors will not be awarded.

20. All accounts with Colorado State University Pueblo should be settled prior to graduation.

Graduation with Honors (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#honorstext>)

- Only baccalaureate degrees are eligible for honors.
- A minimum of 60 semester credits must be earned at CSU Pueblo for a student to be considered for honors.
 - Remedial courses, credit designated as Fresh Start, credit by examination, and any credit awarded for prior learning including escrow credit cannot be included in the 60 semester credits.

Single Degree Requirements

Students pursuing baccalaureate degree(s) must satisfy General Education (<https://catalog.csupueblo.edu/academic-policies/general-education/>) and Institutional (p. 1) requirements, as well as specific requirements for their intended major.

Bachelor of Arts Degree: World Language Requirement^{1,2}

Students pursuing a Bachelor of Arts degree must complete one of the following:

1. Second-level of a World Language (<https://catalog.csupueblo.edu/course-description-information/wl/>) **OR** American Sign Language (<https://catalog.csupueblo.edu/course-description-information/asl/>) course
 - Course number must be 102
 - Completion of a course above 102, with a grade of C or better, will satisfy the requirement.
 - Students may test out of the course
2. WL 100 Intro to Comparative Linguistics (3 c.h.) **AND** ANTH 106 Language, Thought & Culture (3 c.h.)

¹ International students for whom English is a second language:

- May substitute two semesters of English courses
 - Courses cannot be ENG 101 Rhetoric & Writing I (GT-CO1) (3 c.h.) or ENG 102 Rhetoric & Writing II (GT-CO2) (3 c.h.)

² Due to the unique use of world languages in musical contexts, students a major in Music may:

- Complete the requirement with two 101-level World Language courses
 - Course prefix must be: ITL (<https://catalog.csupueblo.edu/course-description-information/itl/>), GER (<https://catalog.csupueblo.edu/course-description-information/ger/>), FRN (<https://catalog.csupueblo.edu/course-description-information/frn/>), or SPN (<https://catalog.csupueblo.edu/course-description-information/spn/>)

Dual Degree Requirements

- Students can earn two degrees at the same time from CSU Pueblo.
 - A minimum of 150 total credits is required for degree conferral.
 - For students completing more than two degrees, 30 additional credits are required for each subsequent degree.
- The major program for each degree must be different.

- Example: A student cannot be a Bachelor of Arts in Spanish with a specific concentration, **AND** a Bachelor of Arts in Spanish with a different concentration.

- Each degree requires the submission of a separate graduation contract (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/>).
- Students will receive two diplomas (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#diplomastext>), and both degrees will appear on their transcript (<https://catalog.csupueblo.edu/academic-policies/transcripts-of-credit/>).

Dual Degrees with Double or Multiple Majors

Please refer to the Undergraduate Students with Double or Multiple Majors (p. 3) policy.

Graduation with Honors (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#honorstext>)

- Only baccalaureate degrees are eligible for honors.
- A minimum of 60 semester credits must be earned at CSU Pueblo for a student to be considered for honors.
 - Remedial courses, credit designated as Fresh Start, credit by examination, and any credit awarded for prior learning including escrow credit cannot be included in the 60 semester credits.

Second Bachelor Degree Requirements

1. Student must be admitted to the University and be continuing or newly readmitted (<https://catalog.csupueblo.edu/academic-policies/registration/>) to be awarded a degree.
2. The second bachelor's degree must be in a different major than the first.
 - Example: A student cannot be a Bachelor of Arts in Spanish with a specific concentration, **AND** a Bachelor of Arts in Spanish with a different concentration.
3. If the first degree was from a regionally accredited college/university, General Education requirements are considered complete.
 - Prior credits from another college/university will not be listed on the CSU Pueblo transcript, but departments may internally review and approve them for meeting major requirements.
4. Students must successfully complete a minimum of 30 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.
 - Credits used to confer the previous degree cannot be used to fulfill *any* requirements for the second bachelor's degree.
 - Credits must be completed in-residence (p. 1) at CSU Pueblo.
 - Courses must be approved by the department granting the second degree.
5. Students must achieve a minimum grade point average of 2.000 in the major field of study.
 - Some major programs require higher GPAs. See specific program requirements for additional details.
6. Students must achieve a minimum grade point average of 2.000 in their minor field of study, if applicable.
 - Some minor programs require higher GPAs. See specific program requirements for additional details.
7. Degree candidates must file a Graduation Contract (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/>).

- Contracts must be submitted to the Registrar's Office the semester of the intended graduating term.
 - Contracts are due no later than the 4th week of the Fall or Spring semester, and no later than the 3rd week of the Summer semester.
 - Specific semester contract deadlines are posted in the Academic Calendar (<https://www.csupueblo.edu/registrar/academic-calendar/>).
8. Degrees are issued within the 60 days following the end of each semester.
 9. Degrees will be granted at the end of the term during which the student completes all degree requirements.
 - Degrees cannot be granted if the student has outstanding grades (<https://catalog.csupueblo.edu/academic-policies/grades-and-grading-system/>) (NG) or incomplete grades (I).
 10. Once a baccalaureate degree has been awarded,:
 - The student cannot repeat courses in order to improve the undergraduate grade point average,
 - Additional majors, concentration areas, or minors will not be awarded.
 11. All accounts with Colorado State University Pueblo should be settled prior to graduation.

Graduation with Honors (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#honorstext>)

- To graduate with honors, Second Bachelor students must complete at least 60 credits at CSU Pueblo after earning their first degree.
- Only grades earned after the first degree count toward the honors GPA.

3+2 Bachelor's to Master's Degree Program Requirements

CSU Pueblo offers several 3+2 programs allowing qualified undergraduates to complete both a bachelor's and a master's degree in an accelerated format. The below are requirements for completing a 3+2 program:

1. Student must be admitted to the University and be continuing or newly readmitted (<https://catalog.csupueblo.edu/academic-policies/registration/>) to be awarded a degree.
2. Students may apply for the master's portion after completing at least 60 undergraduate credits.
 - After acceptance to the Master's portion, Continuous Registration (<https://catalog.csupueblo.edu/graduate-school/registration/>) is required each fall and spring semester.
 - This may be fulfilled by enrolling in a credit-bearing course or by choosing Continuous Registration (CR) status.
3. A minimum of 138 total credits is required to earn both degrees.
 - Some programs may require more based on discipline-specific requirements.
 - Up to 12 credits will be applied to both Undergraduate and Graduate Degrees, unless otherwise specified.
 - See specific program requirements for additional details.
4. Students must maintain a minimum overall 3.0 GPA in both undergraduate and graduate coursework.

- Undergraduate courses (100-499 level) may be repeated.
 - Graduate courses (500-level or higher) may be repeated one time, for up to 6 semester hours.
 - Both grades are included in the graduate and overall GPA calculations.
 - No more than six semester hours of work with a grade of C/ C+ will be applied toward graduation requirements.
 - Only grades A through C, and S, fulfill graduation requirements for graduate programs.
 - Graduate GPA is calculated from all approved 500-level or higher courses.
5. For degree purposes, courses at the 500-level or above that are over six years old at the time of graduation will not count unless approved in writing by the program director/coordinator.
 6. Degree candidates must file a Graduation Contract (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/>).
 - Contracts must be submitted to the Registrar's Office the semester of the intended graduating term.
 - Contracts are due no later than the 4th week of the Fall or Spring semester, and no later than the 3rd week of the Summer semester.
 - Specific semester contract deadlines are posted in the Academic Calendar (<https://www.csupueblo.edu/registrar/academic-calendar/>).
 7. Degrees are issued within the 60 days following the end of each semester.
 8. Degrees will be granted at the end of the term during which the student completes all degree requirements of both the undergraduate and graduate program.
 - Students who do not maintain graduate academic standards or choose to exit the 3+2 program may still complete their undergraduate degree.
 - Graduate credits used to confer the undergraduate degree cannot be used to fulfill *any* requirements if a student returns to complete another degree; including but not limited to the original intended Masters degree.
 - Both undergraduate and graduate degrees will be awarded at the same time
 - Degrees cannot be granted if the student has outstanding grades (<https://catalog.csupueblo.edu/academic-policies/grades-and-grading-system/>) (NG) or incomplete grades (I).
 - Students will receive two diplomas (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#diplomastext>), and both degrees will appear on their transcript (<https://catalog.csupueblo.edu/academic-policies/transcripts-of-credit/>).

Graduation with Honors (<https://catalog.csupueblo.edu/academic-policies/awarding-of-degrees/#honorstext>)

- Only the undergraduate degree is eligible for honors.
- 3+2 students must complete at least 60 credits at CSU Pueblo to be eligible for honors.

Single 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.**

Concentration/Specialization/Track

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.

Undergraduate Students with Double or Multiple Majors

Double Major with Same Degree Type

If both completed majors are of the same degree type (e.g., both B.A., or both B.S.) and the student has fewer than 150 credits, the student will be awarded a single degree which displays all majors earned on one diploma.

Double Major with Different Degree Types

If the completed majors are of a different degree type (e.g. B.A and B.S) and the student has fewer than 150 credits, the student must clearly mark their degree type on the graduation contract at the time of submission:

- One diploma listing only the primary major's degree type (e.g., B.A. in... plus additional major without other degree type reference) and listing all majors conferred.

Degree Conferral Before Completing Second Major Requirements

Students must complete degree requirements for the first (primary) major before they can graduate. If a student does not intend to complete the second major's requirements of 30 or more credits, that major must be dropped before the degree can be conferred for the primary major.

Students may not use the same credits from the second (dropped) major that were used to complete requirements for the first (primary) major degree conferral.

For example, a student pursues a double major in Computer Information Systems (primary) and Spanish (secondary). Then, but chooses to drop the Spanish major and only have Computer Information Systems conferred. If any of the Spanish courses are needed to meet any of the requirements for the conferral of Computer Information Systems, these credits are locked in with the degree conferral and cannot be used again.

If the student chooses to readmit as a Second Bachelors (Degree Plus) and wishes to return as to complete the Spanish (dropped) major, the student may have to pursue Spanish with a concentration as some of the original Spanish credits were previously used to complete requirements for the first (primary) major degree conferral.

Bachelor of Applied Science & Second Majors

A student pursuing a B.A.S cannot not have multiple majors.

Minors

Minors consist of a sequence of courses in a specific academic discipline which is established by the department offering the minor. Upon graduation, completed majors and minors are recorded on the transcript. Minors are not printed on the diploma.

How to Declare a Minor

- Must be admitted to the university with an undergraduate degree.
- Students can add, remove, or change a minor at anytime.
 - Some programs require a specific minor to be attached to the major program.
- A minor cannot be completed independently and must be completed simultaneously with a major degree program.

Minor Requirements

- Minor programs consist of 18 or more credits.
- At least half of the courses required for a minor program must be completed at CSU Pueblo.
- 2.0 GPA is required for all minor programs unless otherwise stated.

Certificate Requirements

A certificate program is a focused program of study requiring a minimum of 9 credits. Completed certificate programs will appear on official transcripts and students will receive a printed certificate. Each certificate program at the University has specific completion requirements, which must be met prior to the certificate being awarded. In addition, students must fulfill the following requirements for completion.

1. Students must be admitted to the University to be awarded a certificate.
2. Students must have a CSU Pueblo cumulative certificate program GPA of 2.00 or better at the time the certificate is awarded, unless stated otherwise within the specific certificate program.
3. Students must complete the certificate program's minimum number of hours of approved coursework.
4. A minimum of 50% of the credits in a certificate program must be earned in residence at CSU Pueblo, unless otherwise specified by the program. 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.
5. If students are completing a graduate certificate program, they must provide proof of an undergraduate degree.
6. Successful completion of the course(s) within an undergraduate or graduate certificate program or the award of a certificate does not guarantee admission to an associated degree program.
7. Credits earned within a certificate program can be used toward a degree unless otherwise stated within the degree program.
8. If a student is pursuing a bachelor's or master's degree, a certificate may be conferred independently of their degree program.
9. Certificate candidates must complete and submit the Certificate Conferral Contract to the Registrar's Office within the term they would like their certificate conferred. All certificate conferrals will be processed at the end of the semester in conjunction with degree conferrals. For contract due dates, please reference the contract form.