

TRANSFER

Transfer of Credit

Transfer students should be aware of the 10-year time limit on credit earned toward a bachelor's degree, which applies to both transfer and resident credit.

Credit is accepted by CSU Pueblo from institutions accredited by the Higher Learning Commission or similar regional accrediting bodies of post-secondary institutions. For credit toward degree requirements, CSU Pueblo accepts a maximum of 64 semester hours from community or junior colleges and/or a maximum of 90 semester hours from four-year institutions toward degree requirements. For degree purposes, CSU Pueblo accepts no more than 90 credits in total through transfer or other assessment of prior learning.

Transfer grades and credits are not computed within the cumulative grade point average earned at Colorado State University Pueblo. Courses completed with a grade of C- or better are accepted in transfer.

Colorado State University Pueblo only accepts Associate of Arts (AA) or Associate of Science (AS) degrees from regionally accredited out of state institutions as fulfilling the University's general education requirements if CSU Pueblo's entire general education core is completed with acceptable transfer credit. However, some CSU Pueblo majors may have specific general education requirements that must be completed. Associate of Applied Science (AAS) and the Associate of General Studies (AGS) degrees are not transferrable to CSU Pueblo, but will be evaluated on a course by course basis.

Credit by Exam and Credit for Prior Learning earned and transcribed by Colorado Institutions will be accepted and follow the institutional transfer process.

AA and AS degrees earned at an accredited Colorado community/junior college satisfy the University's general education requirements, except for those courses which are major specific. Students generally transfer in 60 semester hours and achieve junior status.

Credit from an institution without regional accreditation may be accepted by petition for transfer after the student has completed at least one term of full-time coursework at CSU Pueblo with a C (2.000) average or better.

The University accepts up to eight semester hours of cooperative education courses in transfer. Cooperative education course work, to be acceptable, must include a clearly defined academic element, such as a study plan or reading assignments.

Military service credit is evaluated when official copies of transcripts for military schools are received and may be counted toward a baccalaureate degree. Army, Navy, and Marine personnel should submit a Joint Service Transcript (JST). Air Force personnel should submit a Community College of the Air Force (CCAF) Transcript. Courses are evaluated according to the American Council on Education (ACE) Guidelines. The Military and Veteran's Success Center notifies and directs each student to an academic advisor who will assist them with choosing a program of study and clarify the applicability of JST transfer credits to program(s) of study. Students and advisors may refer to DARSweb "what if?" audits to explore JST transcript credit application within potential major(s).

Acceptance of credit does not necessarily mean that a specific department will accept the same credit toward its major requirements.

Each department evaluates transfer courses to determine applicability to major and minor requirements.

All application materials for applicants who decide not to enroll for the term for which they applied will be kept on file in the Office of Admissions for one year. Official transcripts received from other institutions cannot be relinquished.

International Transfer Students & Domestic Students with International Transcripts

All international documentation must be translated, certified, and authenticated through an approved credentialing agency. For further information regarding this process, refer to the International Students Admission Requirements (<https://catalog.csupueblo.edu/admission-requirements/international-students/>) section of the catalog.

Appeals Process Disputing Transfer for Credits

Once an admitted student receives an official transfer evaluation, they may contact the Registrar's Office to discuss any issues related to their evaluation. If a student wishes to use credits that were not deemed a direct equivalent to a course at CSU Pueblo, a student may contact their advisor for submissions. To appeal coursework not originally accepted in transfer, students may use the Appeals for Approval of Transfer Credits form on the Registrar's Office web page and submit with a syllabus to the appropriate department for review. If approved, the coursework will be forwarded to the Registrar's Office to post to the student's record. If denied, the student will be notified via University email or US mail.

Appeal for Approval of Regionally Accredited Transfer Credits

If a student disputes the University's evaluation of transfer credits for a regionally accredited institution, the student must submit an Appeal for Approval of Transfer Credits form in the same semester that they are admitted to CSU Pueblo. Continuing students must submit an official transcript no later than the end of the semester immediately following the one in which the credits were earned. The student must submit the form(s) to the appropriate Department Chair for approval along with the required syllabus for the course. The Academic Department will have 30 calendar days to review the appeal and, if approved, forward the appeal to the Office of the Registrar. The Academic department will notify the student via University email or U.S. mail within 30 days if the appeal was denied. Approved appeals will be processed by the Registrar's office and posted to the student's transcript. Note: If the student fails to file the form within the first semester of transfer, it will not be considered. If the department fails to notify the student within 30 days, the student's appeal will be processed.

If an appeal is denied by the Department Chair, a student may appeal to the appropriate Dean overseeing the department where the Department Chair resides. The appeal must be filed within fifteen (15) calendar days of the postmark or email notification to the student of the departmental decision. If the student fails to file an appeal within this time period, the Chair's decision shall be binding.

The Dean will have (15) calendar days to respond to the student. Should the Dean deny an appeal, the student may appeal to the Provost within fifteen (15) calendar days of the postmark date or email notification. If the student fails to file an appeal within this time period, the Dean's

decision shall be binding. The Provost shall review and reach a decision on the appeal within fifteen (15) calendar days after the appeal is filed. The student will be notified in writing via University email or U.S. mail of the decision regarding the transfer appeal and rationale for the decision. The Provost's decision will be final.

Appeal for Approval of Non-Regionally Accredited Institution Transfer Credits

Appeals of transfer credits from non-regionally accredited institutions must be submitted by the student on an Approval of Transfer Credits form after they completed one full-time semester at CSU Pueblo or 12 credit hours with a 2.0 GPA or better. Students must submit the form and course syllabus to the appropriate department(s).

The Department Chair will have thirty (30) days to review the form and the student will be notified in writing via University email or U.S. mail if the coursework was denied. Approved coursework is forwarded to the Registrar's office to add to the student's academic record. Note: Once a Department Chair denies the appeal, no further action can be taken since it is University policy to deny non-regional accredited institution credits.

Appeal for Approval of Non-General Education Coursework Over 10 Years

Non general education courses over 10 years old will not be accepted according to University policy. If a student wishes to appeal this policy, an Appeal of Transfer Credits form must be sent to the appropriate department for review within the same semester the student is admitted. Once the Department Chair reviews the coursework, the student will be notified in writing by the department via University email or U.S. mail if the coursework was denied. Approved coursework will be forwarded to the Registrar's office to add to the student's academic record. Once a department denies the appeal, no further action can be taken since it is a University policy to deny courses over 10 years old. Note: If the student fails to file the form within the first semester of transfer, the appeal will not be considered.

Appeal for Approval of General Education Status of a Transfer Course

In-state general education courses should be marked as GT pathways by the State of Colorado. If CSU Pueblo has not indicated that you are receiving general education credit for these courses, contact the Registrar's Office.

Courses that have not been earmarked as receiving general education status from an out-of-state institution may be appealed to the appropriate Department Chair for review within the same semester a student is admitted. Students must attach a course syllabus to the Appeal for Approval of Transfer Credits form and should attach documentation indicating the originating institution considered this course part of its general education core. Approved coursework is forwarded to the Registrar's office to add to the student's academic record. If a department denies the appeal, no further action can be taken. The academic department will notify the student in writing via University email or U.S. mail of the final decision. Note: If the student fails to file the form within the first semester of transfer, it will not be considered.

Colorado State University Pueblo has created the processes listed above for students to dispute the transfer of credit, if necessary. Students may also file a complaint through the Colorado Department of Higher Education.

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.