

2017-18



Extended Studies

Independent Study

EXTERNAL DEGREE COMPLETION PROGRAM



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COLORADO STATE UNIVERSITY–PUEBLO INDEPENDENT STUDY PROGRAM!

Are you interested in educational programs that are convenient, flexible, and affordable?

Our unique and professional extended studies programs are dedicated to our increasingly diverse student population. We offer exceptional Independent Study courses as well as traditional classroom learning environments in Colorado Springs at the Tower and Fort Carson.

You can study with us anytime and anywhere with our undergraduate print-based correspondence.

Whether you are a professional seeking to enhance your credentials, a college student seeking to earn credit, or want to earn a Bachelor of Science degree through our External Degree Completion Program, the CSU-Pueblo Independent Study Program can help you achieve your goals.

Our Independent Study Program enables you to achieve your educational goals without having to give up other aspects of your life by allowing you to participate in a quality educational process with the freedom to choose where and when you study.

What can you do with the credit earned through Independent Study courses?

Apply credit toward a degree at CSU-Pueblo.

Transfer credit to another university.

Use credits to meet requirements for teacher certification or other professional certification.

Prepare for a new position or profession.

Study for personal growth and self-fulfillment.

If you have questions about enrollment, please contact us at:

Extended Studies Division
Colorado State University-Pueblo
2200 Bonforte Boulevard
Pueblo, Colorado 81001

E-mail: extendedstudies@csupueblo.edu

Phone: 719 549-2316 or 800 388-6154

To read an electronic version of this bulletin and find out more about our Independent Study Program, visit www.csupueblo.edu/extendedstudies

We look forward to hearing from you!

■ WELCOME ■

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INDEPENDENT STUDY

What is Independent Study?

Colorado State University-Pueblo is committed to providing high quality and fully accredited print-based correspondence courses for students whose learning needs are not readily met by traditional on-campus offerings.

We take education out of the classroom and deliver it to your door. Our Independent Study courses consist of a challenging curriculum that will enable you to learn at your own pace.

Our courses are taught by CSU-Pueblo faculty members and qualified subject-matter experts within our community who possess both a post-graduate degree and college or university teaching experience in their field. All of our instructors and curriculum are reviewed and approved by the chair and dean of the respective departments.

Independent Study provides you with **flexibility** and **convenience**. You can enroll at almost anytime during the year and study where and when it is convenient.

How can I register for an Independent Study course?

To register for an Independent Study course you will need to complete the course registration form, which can be found in the back of this catalog and on our website. Print out the registration form, fill in the necessary information and submit by either fax (719-549-2438), mail or e-mail extendedstudies@csupueblo.edu the registration form to our office.

You can register over the phone by calling our office toll-free at 800-388-6154. Staff will help you complete the registration process over the phone, and charge your tuition to your credit card.

What do classes look like?

Learn by Term courses combine the advantages of self-paced correspondence courses with web-based tools to complete your course work in 12- 16 weeks. Courses follow the traditional semester schedule and are financial aid eligible for those who qualify.

Extended Learning courses allow for more flexibility. Self-pay students have six months from date of registration to complete a course through web or print based assignments.

Are Degrees Offered?

We currently offer two degree programs:

- Bachelor of Science in Social Science
- Bachelor of Science in Sociology
 - with a general track or
 - with a Criminology emphasis.

How much do courses cost?

Our academic courses are \$185.00 per credit hour. Some courses may require online videos. You also will need to purchase your textbooks. Be aware that tuition costs may change without notice.

When is payment due?

Students who register during the early registration period will not be required to pay until the course begins. Student PAWS accounts will be billed.

Students using financial aid or 3rd party payments can also register at this time and students will be liable for any unpaid balances.

During the standard registration period payment or proof of payment or confirmation of pending aid from the Financial Aid Department is due at registration.

Each semester a due date for payment will be published. Students with outstanding balances after the payment date will be subject to a DROP for non-payment from the courses for which payment was not received. Notices of outstanding balances and pending drops for non-payment are sent by US mail to the address on record with the University. Students who have been dropped for non-payment can usually be reinstated in the course if full payment is received within 14 days of the drop. It is the responsibility of the student to work with any third-party payer or the financial aid office to ensure that funds have been credited to their account prior to the drop for non-payment deadline.

Payment may be made in the form of a check, money order, or credit card (VISA, MasterCard, or Discover). All checks must be payable to CSU-Pueblo. There will be a charge of \$25.00 for returned checks.

Does it cost more to take a course if I live outside the United States?

There are no extra fees if you elect to have your syllabus emailed to you. However, if you live outside the United States (excluding APO-FPO addresses) and indicate that you want your syllabus mailed to you, you will need to pay an additional fee of \$45 for airmail postage at the time of registration. The Extended Studies Division sends all United States mail, including mail to APO and FPO addresses, by air.

What happens after I register for a course?

When you enroll in an Independent Study course, you will receive a packet of materials, including a syllabus (study guide) that explains the material to be covered by the course. You also will receive a textbook order form and an Independent Study Policy Manual.

Your syllabus will have a series of lessons that will direct you through your course with a combination of reading and written assignments, academic journals, term papers and/or proctored exams.

Your syllabus contains contact information for your instructor. Students have the option of submitting their coursework via Blackboard, mail or e-mail.

Your instructor will evaluate your work, make corrections and comments and assign a grade. The feedback your instructor provides should be used to improve your work on subsequent assignments.

Your instructor will return your graded assignment to you the same way you submitted it to them. (Blackboard, e-mail or mail).

If you mail your work to your instructor, you should include a self-addressed stamped envelope with your assignment.

It is important that you retain a copy of everything you send to your instructor.

Your instructor will submit your grade to the University as soon as your coursework is completed. Please allow your instructor a two-week turn around to grade your coursework. Students who are scheduled to graduate in the same semester in which they complete their continuing education coursework should be sure to submit their work

early to ensure that grades are posted in time to meet graduation deadlines.

You can find out more information about our courses from our Fast Facts Course Guide by clicking on the Schedule of Courses link under the Independent Study option at <http://extendedstudies.csupueblo.edu>.

CSU-Pueblo Email Policy

CSU-Pueblo uses its campus email system as its official mode of communication. Consequently, all students, staff and faculty are required to utilize their assigned campus e-mail account. Students are expected to read and respond to messages in a timely, consistent fashion. Students are asked to communicate with their instructors from their CSU-Pueblo e-mail whenever possible. If you need assistance accessing your e-mail, contact the CSU-Pueblo IT Help Desk at 719-549-2002.

Who can take CSU-Pueblo Independent Study courses?

You do not need to be a degree-seeking student to enroll in one of our more than 100 academic courses. Please note that enrolling in an academic correspondence course at CSU-Pueblo does not constitute admission to the University.

How do CSU-Pueblo students register for an independent study course?

If you are a CSU-Pueblo resident student and you wish to enroll in an Independent Study course, you will need to see your advisor. Registration forms can be obtained in the Extended Studies office or online by visiting our website at: <http://extendedstudies.csupueblo.edu>.

Call for course availability

Not every course is available every semester for student registration. Please call ahead for course availability.

What other materials are required?

You will need to buy your own textbook(s) and other supplies. We recommend that you purchase your textbooks through the CSU-Pueblo Bookstore.

You can order your books by:

- Telephone: (719) 549-2146
- Online: <http://www.csupueblobookstore.com>.

- Mail: A book order form is included in each syllabus.

**Be sure to use the correct edition of the textbook, as specified in your syllabus.*

Can I use the university's library?

We encourage our Independent Study students to use CSU-Pueblo's library. You will have access to many services including catalogs and databases, inter-library loans, and reference services.

For more information about the resources available through CSU-Pueblo's library, call our library at (719) 549-2333, or go to the library distance learner website located at:
<http://library.csupueblo.edu>

How do I get technical support for Blackboard, PAWS or E-mail?

You can contact the CSU-Pueblo IT help desk at 719-549-2002 or e-mail for support at Helpdesk@csupueblo.edu. Tech support contact information is also available on the web at <http://www.csupueblo.edu/ITS/HelpDesk>

Can I use the University's Online Writing Center?

The Online Writing Center is available to independent study students to provide tutoring in all types of writing: essay, scientific, business, or creative. (Although the Writing Center offers a 24-hour turnaround time, it is not a proof reading service.) Take advantage of this free service at <http://www.csupueblo.edu/owl>.

Do any of your courses require placement exams and/or prerequisites?

Some courses have prerequisites that must be met before enrollment. A prerequisite is a course, courses, or test score that must be successfully completed before you register for a specific course.

Proof of competition of prerequisites may be required at the time of enrollment based on the CSU-Pueblo Academic Catalog.

You may need to take a placement exam prior to registering for English 101 and Math 109.

English 101 requires the successful completion of English 099, or a satisfactory ACT/SAT Verbal score

from within the last *five years*, or a passing score on the CSU-Pueblo Accuplacer exam.

Math 109 requires the successful completion of Math 099, or a satisfactory ACT/SAT Math score from within the last *five years*, or a passing score on the CSU-Pueblo Accuplacer exam.

Please contact Extended Studies for additional information; contact information is located at the bottom of each page of this catalog.

How long do I have to complete a course?

These courses have distinct enrollment and completion periods. **Learn by Term courses MUST be completed by the LAST day of FINALS week for the campus each term.** The *minimum time* recommended to complete a course *is twelve weeks in the fall and spring terms and eight weeks in the summer term.* Courses may **not** be completed in less than one week (7 days) per credit hour. (ie. A minimum of 3 weeks or 21 days, for a 3 credit hour course.)

You have six months to complete an Extended Learning Independent Study course. **The minimum time recommended to complete a course is 12 weeks in the fall and summer terms and 8 weeks in the summer term.** Courses may not be completed in less than one week (7 days) per credit hour. (ie. A minimum of 3 weeks or 21 days, for a 3 credit hour course.) You may begin an Independent Study course at any time of the year.

Learn By Term Courses have fixed term end dates. Grades are entered by the instructor based on the work completed at the end term. Extended Learning courses may bridge across terms.

Students who have financial aid or a third-party payment, including military sponsorship, need to check with their sponsor regarding applicable policies and deadlines.

How many courses can be taken at one time?

Enrollment in more than 18 credit hours in a given semester is defined as an overload.

Students who have earned 15 or more semester credit hours and have a grade point average of 3.000 or greater are eligible to enroll for an overload.

Overloads must be authorized by the student's faculty advisor and department chair (or dean if the advisor is the department chair). Both signatures are required. Appeals may be made to the dean of the college of the student's major.

Under no circumstances may a student enroll for more than 25 semester credit hours in a single semester.

When will my grade appear on my transcript?

Grades are entered on the transcript after your instructor has graded all of your coursework. If you have not reached your completion date for an extended learning class by the end of the term in which you registered, a grade of incomplete (IN) will appear on your transcript until the instructor has submitted a final grade or you reach your completion date.

An incomplete course must be satisfactorily completed within the time frame stipulated by both Extended Studies and 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.

Can I work with someone else to complete my course?

No. Any use of unauthorized assistance in preparing materials that students submit as original work, is considered cheating and constitutes grounds for dismissal.

Can I drop or withdraw from a course?

You may drop a course for a full refund within 21 days of your registration. You may withdraw from a course after the drop period within 60 percent (16 weeks) of your registration period. Please refer to the CSU-Pueblo Catalog for more information.

What if I am not able to meet the completion deadline?

Courses have distinct enrollment and completion periods.

If you will not be able to complete your **Learn by Term** course by the last day of the campus term, you must file a Request for Incomplete form with your instructor and the Extended Studies office.

Requests for Incompletes will only be granted in cases in which the student can demonstrate the following:

- Student has completed at least 60% of the course work with a passing grade.
- Unforeseen circumstances which substantially interfered with the students ability to complete the course in a timely manner
- A detailed plan for completing the remaining work within 60 days of the end of the term.

If because of family responsibilities, employment commitments, or unforeseen circumstances, you are not able to meet your completion deadline for an **Extended Learning** course, you have the opportunity to apply for a one-time six month extension. An extension request form must be complete at least 14 days **prior** to the original completion deadline. This form is located in the back of syllabus, and should be mailed to our office with the \$20.00 extension fee per credit hour.

VA Students:

If you cannot complete your coursework during the originally allotted timeframe and you elect to take a six-month extension, the Department of Veteran Affairs will not continue to pay VA benefits during this period. If you have questions regarding VA policies, please contact the CSU-Pueblo Veterans office at (719) 549-2910.

Can I receive verification of enrollment?

You may request verification of enrollment through the CSU-Pueblo Records Office. Please note that NO VERIFICATION of enrollment or loan deferments can be processed for the semester following initial enrollment, even though the student may have six months to complete the course.

Is CSU-Pueblo an accredited institution?



Colorado State University-Pueblo is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL, 60602-2501, Phone 800-621-7440.

Is CSU-Pueblo authorized to operate in my state?

Some states require out-of-state institutions to be separately authorized to serve students in their state. Colorado State University-Pueblo is authorized to serve students in most states and US territories. However, if you wish to enroll in one of our course offerings and are located in a state other than Colorado, please inquire before enrolling to determine if we have acquired permission to offer courses in your state. You may e-mail your inquiry to extendedstudies@csupueblo.edu or call our office at 800-388-6154.

How are Independent Study courses different from on-campus courses?

Independent Study courses have the same number and title as their on-campus counterparts. The courses are designed so that the learning experience is similar to that of an on-campus course. They are taught by CSU-Pueblo faculty members or other approved adjunct instructors.

Overall, the amount of work required to complete an independent study course, including readings and written assignments, is comparable to an on-campus course.

Credit hours are calculated on the Carnegie unit system which requires 15 hours of coursework plus 15-30 hours of additional study time for each credit hour. For example, a three-credit hour course would require at least 45 hours of course work plus 45-90 hours of additional study time for a total of 135 hours of work for a three credit hours course.

Does CSU-Pueblo require proctored exams?

Many courses require one or more proctored exams. Proctors serve an important role in maintaining the academic integrity of our program. Proctors are responsible for confirming the identity of a student and supervising the student while taking a test to ensure that all testing rules are followed. After completing the test, the proctor returns the test, usually by US Mail, to the instructor for grading.

Students are responsible for identifying an acceptable proctor within the first two weeks of a course. Proctors must be approved by the Extended Studies office before exams will be sent, so it is a good idea to submit your proctor information early to ensure testing is not delayed.

PLEASE NOTE that in response to new federal guidelines, our proctoring process has changed and some proctors may no longer be eligible to administer exams.

Acceptable proctors are a testing center, military education officer or designee, Extended Studies administrator, public librarian or approved web-based proctoring service. Proctors cannot be: a co-worker, peer or friend, subordinate or direct supervisor of the student, relative, Extended Studies student or student employee. Questions regarding the appropriateness of a proctor should be directed to the Extended Studies office.

Students living in the Pueblo or Colorado Springs area are encouraged to utilize proctoring services available at no charge through the CSU-Pueblo Extended Studies offices. Proctoring on the CSU-Pueblo campus outside of the Extended Studies office may only be conducted by the instructor of the course or under special permission from the Extended Studies office.

Students should be aware when selecting a proctor that **many proctoring services charge a fee for each test administered**. Fees commonly range from \$20-\$50 and are set by the individual provider. **Students are responsible for paying any fees related to proctoring exams in addition to the cost of tuition for the course.**

Some states require that proctoring for distance education courses be conducted electronically. Students taking courses which require proctoring in Oregon, Ohio, Oklahoma, West Virginia, and Rhode Island are required to utilize the online proctoring service ProctorU to administer exams. ProctorU is a fee based service which proctors exams over the internet via a webcam. Additional information about this proctoring service is available from the Extended Studies office or in the syllabus packet provided at registration.

Students who have difficulty identifying an acceptable proctor in their local area should contact the Extended Studies office for assistance.

How do I find out if a course includes a proctored exam?

Courses which require proctored exams are marked in the catalog with a 🖱️ symbol. Additional

information is provided in the **FastFacts** Course Guide available on the Schedule of Courses page at <http://extendedstudies.csupueblo.edu>.

Who do I contact if I have a problem in the course?

Students should always contact their instructor first to attempt to resolve any issues related to the course. If the student is unable to resolve an issue with the instructor they should contact the Extended Studies office at 719-549-2316. Additional information regarding formal appeal processes and information on how to register a complaint with our accrediting agency, the State of Colorado or your home state is available at <http://extendedstudies.csupueblo.edu/IndependentStudy/Pages/Disclaimers.aspx>

Where can I find more information about course policies?

For more information regarding Independent Study course policies, please see the Division of Extended Studies website for Independent Study Course Policies <http://extendedstudies.csupueblo.edu>. For more information regarding CSU-Pueblo policies please see the CSU-Pueblo Catalog.

Notes

■ Course Descriptions ■

Prices Effective August 1, 2017

Course Symbols

Extended Learning

Learn By Term

Proctor Required for Testing

Offered as Print-Based

Offered Web Based

Internet Connected Computer Required

General Education courses

Cross cultural

H-Humanities HS– History SS-Social Science

NS-Natural Science M-Math E-English

■ Accounting ■

ACCTG 201

Principles of Financial Accounting

Introduction to accounting as the language of business. Emphasis is on reasoning and logic of an external reporting model. May include computer-based applications.

Prerequisite: MATH 109 or 121 or 156 or BUSAD 265

3 Semester Hour Credits

Tuition: \$555

ACCTG 202

Principles of Managerial Accounting

Managerial uses of accounting information, including cost-based, decision making, differential accounting, and responsibility accounting. May include computer-based applications. Prerequisite: ACCTG 201

3 Semester Hour Credits

Tuition: \$555

ACCTG 301

Intermediate Accounting I

Conceptual framework, accounting cycle, financial statements, time value of money, revenue recognition, and accounting for cash, receivables, inventory, and long-term assets.

Prerequisite: ACCTG 202

3 Semester Hour Credits

Tuition: \$555

ACCTG 302

Intermediate Accounting II

Investments, liabilities, bonds, leases, income taxes, pensions, employee benefit plans, shareholder equity, earnings per share, accounting changes and errors, and the statement of cash flows. Prerequisite: ACCTG 301.

3 Semester Hour Credits

Tuition: \$555

■ Anthropology ■

ANTHR 100

Cultural Anthropology



Introduction to the concepts by which anthropology understands particular lifestyles, and to the constructs by which it accounts for similarities and differences among lifestyles.

3 Semester Hour Credits

Tuition: \$555

■ Art ■

ART 100

Visual Dynamics



Appreciation and understanding of visual experiences and techniques reflecting the cultural dynamics of creativity.

3 Semester Hour Credits Tuition: \$555

ART 211

History of Art I

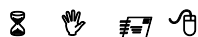


A survey of world art from prehistory to ca. 1300 CE. Introduces issues related to visual design, historical context, and interpretation of works of art.

3 Semester Hour Credits Tuition: \$555

ART 212

History of Art II



A survey of world art from ca. 1300 CE to contemporary times. Introduces issues related to visual design, historical context and interpretation of works of art.

3 Semester Hour Credits Tuition: \$555

■ Biology ■

BIOL 112

Nutrition



Analysis of personal dietary habits and behavior in relation to basic human nutritional needs and food composition.

3 Semester Hour Credits Tuition: \$555

BIOL 121

Environmental Conservation



Historical review of humankind's interrelationship with and impact on the natural environment. Basic principles of ecology and current issues relating to the use of natural resources and environmental problems. Co-Requisite: BIOL 121L

3 Semester Hour Credits Tuition: \$555

BIOL 121L

Environmental Conservation Lab



Field studies to accompany BIOL 121. Co-requisite: BIOL 121.

1 Semester Hour Credits Tuition: \$185

■ Business Administration ■

BUSAD 265

Inferential Statistics and Problem Solving



Statistical methods in business, sampling, parameter estimation, hypothesis testing, correlation, multiple regression, and chi square tests. Use of problem solving methods. Prerequisite: MATH 121

3 Semester Hour Credits Tuition: \$555

BUSAD 302

Ethics in Business



Examination of issues addressing ethical, legal, social, and environmental responsibilities of businesses toward government, customers, employees, and the general public. Pre-requisite: BUSAD 270

3 Semester Hour Credits Tuition: \$555

■ Chemistry ■

CHEM 101

(NS)

Chemistry and Society



Chemistry related to the everyday world. Drugs, food, pollution, pesticides, consumer products, energy, and home health. Principally for non-science majors. Videos Required.

3 Semester Hour Credits

Tuition: \$555

CHEM 101 L

(NS)

Chemistry and Society Lab



Laboratory for CHEM 101 is optional.

Experiments to exemplify the logical steps of problem solving and explore the physical and chemical world.

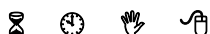
Pre or Co-requisite: CHEM 101

1 Semester Hour Credits

Tuition: \$185

CHEM 160

Introduction to Forensic Science



Overview of Forensic Science. Crime scene investigation. Evidence collection. Microscopy techniques. Arson analysis. Fingerprints. Serology and DNA use.

3 Semester Hour Credits

Tuition: \$555

CHEM 211

Introduction to Organic Chemistry



Survey of organic chemistry chemical structure, reactivity, and functional groups are presented in context of relevance to society.

Prerequisite: CHEM 111. Videos Required.

3 Semester Hour Credits

Tuition: \$555

■ CIS ■

CIS 171

Introduction to JAVA Programming



An introduction to computer programming, design and testing using the Java object-oriented programming language. Topics include language constructs, functions, file handling, inheritance and UML.

4 Semester Hour Credits

Tuition: \$740

CIS 365

Management Information Systems



Introduction to application and management of IT in functional business areas (marketing, finance, accounting, etc.) Includes IT strategy, business intelligence, e-commerce, and enterprise information systems.

Prerequisite: CIS 103, 104, MGMT 201

3 Semester Hour Credits

Tuition: \$555

■ Economics ■

ECON 201

Principles of Macroeconomics

(SS)



Applications oriented approach to understanding the economy including monetary policy, deficits and surpluses, international issues; fundamental differences between liberal and conservative economic policies.

3 Semester Hour Credits

Tuition: \$555

ECON 202

Principles of Microeconomics

(SS)



Illustrates how firms make price, wage, and profit maximizing decisions. Other topics include market performance, market failure, environmental issues, and government intervention.

3 Semester Hour Credits

Tuition: \$555

■ English ■

ENG 101



Composition I



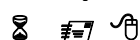
Emphasis on critical thinking, reading, and writing clear and coherent essays that reflect an understanding of the writing process, rhetorical analysis, argumentation, and academic discourse. Prerequisite: English 099, or ACT verbal score of at least 18, or , or SAT verbal score of at least 430, or an Accuplacer test score of at least 95.

3 Semester Hour Credits Tuition: \$555

ENG 102



Composition II



Sequential course providing continued engagement with critical thinking, reading, argumentation, and using rhetorical techniques in academic writing. Emphasis on research strategies. Prerequisite: ENG 101.

3 Semester Hour Credits Tuition: \$555

ENG 130



Introduction to Literature



Introduction to the three major literary genres: fiction, poetry, and drama. The main emphasis is on close reading and textual analysis.

3 Semester Hour Credits Tuition: \$555

ENG 232

Literature of England II



Literature and literary history of England in the Romantic, Victorian, and Modern Periods. Prerequisite: ENG 102.

3 Semester Hour Credits Tuition: \$555

ENG 241

Women in Literature



Intensive study of literature written by women in historical, cultural, and critical contexts. Prerequisite ENG 102

3 Semester Hour Credits Tuition: \$555

ENG 354

Women Writers of Science Fiction



Classic and contemporary science fiction written by women.

3 Semester Hour Credits Tuition: \$555

ENG 370

Rediscovering the Fairy Tale



The Fairy Tale: Its history, psychological basis, relationship to mythology, and transformations in poetry, film, music, and visual art.

3 Semester Hour Credits Tuition: \$555

■ Finance ■

FIN 330

Principles of Finance



Principles of finance involved in problems confronting business organizations. Prerequisite: ACCTG 201, ECON 201, ECON 202, BUSAD 265 or MATH 156.

3 Semester Hour Credits Tuition: \$555

■ Geography ■

GEOG 101

Physical Geography



Three Earth spheres: the hydrosphere (oceanography, hydrologic cycle); the atmosphere (meteorology and climatology); and the lithosphere (geology, internal/external processes) are emphasized and examined.

3 Semester Hour Credits Tuition: \$555

GEOG 102

Cultural Geography



Emphasis on cultural regions, cultural diffusion, and cultural landscape. Major themes are culture, population, agriculture, language and religion, ethnicity, urbanization, industry, and political geography.

3 Semester Hour Credits Tuition: \$555

GEOG 103

World Regional Geography



The interconnectivity and interrelationship of the world regions by stressing physical, economic development, agricultural, cultural and population characteristics. Strengthening of one's mental world map. Videos required.

3 Semester Hour Credits Tuition: \$555

■ Geology ■

GEOL 101

Earth Science



Four earth spheres: the hydrosphere (oceanography, hydrologic cycle); the atmosphere (meteorology and climatology); the lithosphere (geology; internal and external processes); and space are emphasized. Co-requisite: GEOL 101L

3 Semester Hour Credits Tuition: \$555

GEOL 101 L

Earth Science Lab



Lab to accompany GEOL 101.

Co-requisite: GEOL 101.

1 Semester Hour Credits

Tuition: \$185

■ History ■

HIST 201

U.S. History I



United States history from founding of North American colonies to 1877 Reconstruction era.

3 Semester Hour Credits

Tuition: \$555

HIST 202

U.S. History II



United States from 1877 Reconstruction era to contemporary era.

3 Semester Hour Credits

Tuition: \$555

HIST 311

History of United States Foreign Policy



United States foreign policy from the founding of the republic to the present.

3 Semester Hour Credits

Tuition: \$555

HIST 414

The American Civil War



Social, cultural, and political developments that caused the sectional crisis, secession, and war. War coverage includes military strategy, politics, diplomacy, and emancipation.

3 Semester Hour Credits

Tuition: \$555

HIST 468

Blood, Tears & Glory, War & History



Introduction to military history from 1700 to the present. Covers changes in policy, structural organization, planning, strategies, technology, and social impact.

3 Semester Hour Credits

Tuition: \$555

■ Math ■

MATH 109

Mathematical Explorations



Emphasis on quantitative reasoning and problem solving. Topics chosen from logic, sets, algebra, linear programming, probability, statistics, number theory, geometry, voting theory, and graph theory. Scientific calculator required.

Prerequisite: Satisfactory placement exam score or MAT 099

3 Semester Hour Credits

Tuition: \$555

MATH 121

College Algebra



Solutions of algebraic equations, graphs of rational functions, exponential and logarithmic functions, and systems of equations. Graphing calculator required. Prerequisite: satisfactory placement exam score or MATH 099 or equivalent.

4 Semester Hour Credits

Tuition: \$740

■ Management ■

MGMT 201

Principles of Management



Managerial process of planning, organizing, leading, decision-making, and controlling. Modern management techniques will be emphasized.

3 Semester Hour Credits

Tuition: \$555

MGMT 301

Organizational Behavior



Team-work, individual and group behavior, motivation, work design, communication, decision-making, leadership, and organizational culture.

Prerequisite: MGMT 201.

3 Semester Hour Credits

Tuition: \$555

MGMT 311

Operations and Quality Management



Managerial perspective of the operations and quality functions, use of analytical tools to solve operations and quality problems. Calculator recommended.

Prerequisite: BUSAD 265 or MATH 156

3 Semester Hour Credits

Tuition: \$555

MGMT 318

Human Resource Management



An examination of the human resource functions of planning, selection and recruitment, compensation, training and development, employee and labor relations, and safety and health.

Prerequisite: MGMT 201

3 Semester Hour Credits

Tuition: \$555

MGMT 362

Purchasing and Materials Management



Strategies and tactical methods, opportunities and problems associated with the flow of materials in an organization will be covered. Prerequisite: MGMT 311.

3 Semester Hour Credits

Tuition: \$555

MGMT 410

Labor Management Relations



Federal and state legislation and executive orders governing the employer-employee relationship; legal rights of organizations and collective bargaining.

Pre-requisite: MGMT 318

3 Semester Hour Credits

Tuition: \$555

MGMT 414

Entrepreneurship



In-depth analysis of the various environments, management, accounting, finance, and legal considerations required for business plan development by an entrepreneur or small business owner.

Prerequisite: MKTG 340

3 Semester Hour Credits

Tuition: \$555

MGMT 460

Operations Strategy



Examination of recent developments in the strategy of operations in the manufacturing and service sectors involving technological policy, new process development, and new product introduction.

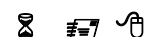
Prerequisite: MGMT 311.

3 Semester Hour Credits

Tuition: \$555

MGMT 468

Quality Management



Concepts and techniques of quality improvement processes. Defining quality in customer satisfaction terms and improving quality of products and service through modern techniques. Standard calculator required.

Prerequisite: MGMT 311.

3 Semester Hour Credits

Tuition: \$555

MGMT 485

Strategic Management



Integration of the business core disciplines to explore ways that strategy is formed in contemporary business organizations. Case method used extensively.

Prerequisite: FIN 330, BUSAD 360, MGMT 301, MGMT 311, MKTG 340

3 Semester Hour Credits

Tuition: \$555

■ Marketing ■

MKTG 340

Principles of Marketing



Analytical survey of problems encountered in distributing goods and services from a marketing-management approach with emphasis on the role of the consumer and the social responsibility of the marketer.

3 Semester Hour Credits

Tuition: \$555

MKTG 341

Sales Force Management



Managing a sales force including recruiting, selection, training, compensation, supervision, stimulation and sales planning. Computer simulation used to do forecasting, budgeting, territory allocation, sales analysis and control.

Prerequisite: MKTG 340.

3 Semester Hour Credits

Tuition: \$555

MKTG 441

Marketing Strategies



Detailed consideration of process of formulating and implementing strategies in marketing. Major emphasis on markets, channels of distribution, and product analysis. Prerequisite: MKTG 340, and BUSAD 360. Scientific calculator required.

3 Semester Hour Credits Tuition: \$555

MKTG 475

International Marketing



Effects of culture, political and legal structures on marketing. Planning for international products, services, promotion, pricing, distribution, and impact of trade groups. Scientific calculator required. Prerequisite: MKTG 340.

3 Semester Hour Credits Tuition: \$555

■ Music ■

MUS 118

Music Appreciation



Significant musical compositions, composers and historical eras; analysis and description of music forms and terms; includes women composers and multi-cultural issues.

3 Semester Hour Credits Tuition: \$555

MUS 491 Special Topics

Music Appreciation



This course will focus on various world music traditions and their integration into western and non-western contemporary styles. The course will include significant musical compositions, composers/musicians, and historical eras; analysis and description of music forms, styles, and terms; and multi-cultural issues.

3 Semester Hour Credits Tuition: \$555

■ Nursing ■

NSG 305

Ethical Issues in Health Care



Introduces evidence-based theories which influence ethical issues in health care.

3 Semester Hour Credits Tuition: \$555

NSG 431

Gerontological Nursing



Synthesize evidence-based practice theories and integrates concepts of healthy aging to promote patient-centered care of older adults by allied health professionals.

3 Semester Hour Credits Tuition: \$555

■ Political Science ■

POLSC 101

American National Politics



Basic processes in American politics. Principles and structure of national governments.

3 Semester Hour Credits Tuition: \$555

POLSC 105

Understanding Human Diversity



Americans live in a complex and diverse society. This course examines the nature, impact and strategies for dealing with diversity in personal and social contexts.

3 Semester Hour Credits Tuition: \$555

POLSC 201

International Relations



Introduction to international relations and world politics. Focuses on global political issues, including conflict, war, political economy, environmental politics and globalization.

3 Semester Hour Credits Tuition: \$555

POLSC 202

Comparative Politics



Introduction to comparative political analysis through study of selected political systems. Emphasis on basic political functions and processes in developed countries.

3 Semester Hour Credits

Tuition: \$555

POLSC 270

Introduction to Homeland Security



An overview of homeland security, key threats, challenges and potential responses.

3 Semester Hour Credits

Tuition: \$555

POLSC 271

Terrorism



An examination of extremist groups and private violence in the context of monitoring, prevention, and responses.

3 Semester Hour Credits

Tuition: \$555

POLSC 272

Critical Incident Management



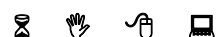
The policies and practices of local first responders, interagency relationships, political violence and unconventional weapons.

3 Semester Hour Credits

Tuition: \$555

POLSC 305

Causes of War



Study of theories related to the cause of war. Emphasis on international warfare, competing domestic and international pressures, and case study analysis.

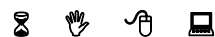
Pre-requisite: POLSC 201 or permission from Instructor

3 Semester Hour Credits

Tuition: \$555

POLSC 306

Peace Studies



Study of violent conflict prevention, mitigation, and resolution. Emphasis on international law, peace keeping, peace building, ethics, non-violent organization, and independent research.

Prerequisite: POLSC 201 or permission from Instructor

3 Semester Hour Credits

Tuition: \$555

■ Psychology ■

PSYCH 100

General Psychology



Overview of the field of psychology including learning, perception, motivation, emotion, heredity, personality, development, abnormal and psychotherapy.

3 Semester Hour Credits

Tuition: \$555

PSYCH 103

Introductory Psychology for Majors



Explore psychology as a career in addition to an introduction to the basic skills required for conducting psychological research including APA writing style, journal article analysis, and basic statistics.

3 Semester Hour Credits

Tuition: \$555

PSYCH 105 (POLSC, SOC, WS 105)

Understanding Human Diversity



(Course also available as SOC 105) Americans live in a complex and diverse society. This course examines the nature, impact and strategies for dealing with diversity in personal and social contexts.

3 Semester Hour Credits

Tuition: \$555

PSYCH 151 (POLSC, SOC, WS 151)



Human Development



Survey of human development through life span. A multidisciplinary approach to the study of both change and stability in physical, cognitive, social, and personality development. Review of relevant developmental theory and research.

3 Semester Hour Credits

Tuition: \$555

PSYCH 205

Sport Psychology



An introduction to psychological theories and constructs affecting performance, coaching & development in sports and athletics.

3 Semester Hour Credits

Tuition: \$555

PSYCH 251

Childhood and Adolescence



Physical, social, cognitive, and emotional growth of the individual from childhood through adolescence. Topics include intelligence, social development, self development, moral development, family relations. Prerequisite: PSYCH 100.

3 Semester Hour Credits

Tuition: \$555

PSYCH 311

Theories of Personality



Major theories of personality and the methods of personality investigation. Prerequisite: PSYCH 100.

3 Semester Hour Credits

Tuition: \$555

PSYCH 337

Memory and Cognition



Theory and research on current topics in cognition, including attention, concept formation, imagery, memory, decision making, language acquisition, problem solving and text comprehension. Prerequisite: PSYCH 100

3 Semester Hour Credits

Tuition: \$555

PSYCH 342

Educational Psychology



The contribution of psychology theory, research and methods to our understanding of teaching and learning. Prerequisite: PSYCH 100 or 151.

3 Semester Hour Credits

Tuition: \$555

PSYCH 351

Psychology of the Exceptional Individual



Survey of characteristics of those individuals considered significantly above or below the norm of the population. Emphasis on behavioral identification and modification of the home, school, and social environment. Prerequisite: PSYCH 100.

3 Semester Hour Credits

Tuition: \$555

PSYCH 362

Abnormal Psychology



Etiology, diagnosis, and therapy of maladaptive or abnormal behaviors and mental functioning. Prerequisite: PSYCH 100.

3 Semester Hour Credits

Tuition: \$555

PSYCH 401

History and Systems of Psychology



The historical development of modern psychology from its roots in classical philosophy and the social, cultural, and political context within which psychological theory emerged. Prerequisite: PSYCH 100, 209, 209L

3 Semester Hour Credits Tuition: \$555

■ Sociology ■

SOC 101

Introduction to Sociology



The scientific study of patterns and processes of human social relations.

3 Semester Hour Credits Tuition: \$555

SOC 203

The Criminal Justice System



This course examines origin, nature, and utilization of criminal law; policing, court adjudication and sentencing; jails and prisons; community based corrections; criminal justice policy.

3 Semester Hour Credits Tuition: \$555

SOC 231 (PSYCH, WS 231)

Marriage and Family Relationships



Marriage and family from an institutional and relationship perspective; cross-cultural diversity, mate selection, marital dynamics, parenting, divorce, remarriage, emerging patterns.

3 Semester Hour Credits Tuition: \$555

SOC 301

Sociological Methods



The methods of research and investigation in sociology and the social sciences.

Prerequisite: SOC 101.

3 Semester Hour Credits Tuition: \$555

SOC 303

Crime and Deviance



The nature and causes of crime as well as of behavior defined as socially deviant, including violent, corporate, political crimes; sexual, cultural, political deviance.

Prerequisite: SOC 101 or 203.

3 Semester Hour Credits Tuition: \$555

SOC 305

Crime and Women



Exploration of social, cultural and political variables that create both women victims and women criminals.

3 Semester Hour Credits Tuition: \$555

SOC 306

Delinquency and Juvenile Justice



Theory and history of delinquency; relationship to family, peer groups, schools, gangs, drugs, young offenders legislation, juvenile courts and police response, youth corrections.

3 Semester Hour Credits Tuition: \$555

SOC 308

Popular Culture



Advertising, television, music, novels, and the news are among the topics to be investigated for their social significance.

3 Semester Hour Credits Tuition: \$555

SOC 310

Social and Cultural Theory



(Course also available as ANTHR 310) Examine from classical to contemporary theory in sociology and anthropology. Prerequisite: SOC 101 or ANTHRO 100.

3 Semester Hour Credits Tuition: \$555

SOC 352 (PSYCH 352)

Social Psychology



General and applied psychological principles of the individual's interaction with a group. Prerequisite: PSYCH 100 or SOC 101

3 Semester Hour Credits Tuition: \$555

SOC 353

Penology



The history and role of corrections; correctional practice, relationship to law, prison society, working in prisons, special needs of prisoners, capital punishment, administration, privatization. Prerequisite: SOC 101 or 203

3 Semester Hour Credits Tuition: \$555

SOC 355

Political Sociology



Analysis of the major sociological variables associated with political decision-making and other political processes.

3 Semester Hour Credits Tuition: \$555

SOC 356

Social Stratification



Inquire into inequalities of wealth, power, and the consequence for individuals and society. Prerequisite: SOC 101 or 201

3 Semester Hour Credits Tuition: \$555

SOC 358

Film and Society



An in-depth look at the images of social life and social life and social relationships contained in popular movies. Movies Required.

3 Semester Hour Credits Tuition: \$555

SOC 404

Poverty



Poverty in the United States, its measurement and extent, perpetuating conditions, lifestyle, and anti-poverty programs.

3 Semester Hour Credits Tuition: \$555

SOC 405

Law and Society



The origins and functions of law; the social organization of legal institutions and decisions; the relationship of law to morality, justice and social change.

3 Semester Hour Credits Tuition: \$555

SOC 407

Family Violence



The extent, seriousness, and impact of the major forms of domestic violence. Prerequisite: SOC 101 or 203.

3 Semester Hour Credits Tuition: \$555

■ SOCIOLOGY

SOC 409

Victimology



Study of the victims' role in criminal transactions. Examination of individuals and groups as victims of officially defined crime, as well as other social injuries, not officially defined as crime. Prerequisite: SOC 101 or 203.

3 Semester Hour Credits Tuition: \$555

SOC 410

Structural and Elite Crime



Examination of crimes and social injuries perpetrated by organizational structures that do physical or economic harm to the environment, their employees, and their customers.

3 Semester Hour Credits Tuition: \$555

SOC 411

Police and Society



The history and role of police; including patrol officers, detectives, specialty units, police discretion, women in policing, community policing, private policing, corruption, brutality, accountability. Prerequisite: SOC 101 or 203

3 Semester Hour Credits Tuition: \$555

SOC 414

Serial Murder



Examines serial murder in historical and contemporary contexts and assesses current control strategies including forensic science and profiling. Prerequisite: SOC 101 and SOC 203.

3 Semester Hour Credits Tuition: \$555

SOC 415

Forensic Criminology



Course introduces students to variable aspects of Medicolegal Death Investigation. Students will learn about investigating deaths caused by homicide, suicide, accidents, and natural causes.

3 Semester Hour Credits Tuition: \$555

SOC 420

Explaining Crime



Examination of major sociological explanations of crime and their policy implications. Prerequisite: SOC 101, or 303 or 310 or ANTHR 310

3 Semester Hour Credits Tuition: \$555

SOC 422

Terrorism and Mass Murder



Examines mass murder, genocide, and terrorism around the world and assesses current control initiatives. Prerequisite: SOC 101.

3 Semester Hour Credits Tuition: \$555

SOC 425

Gangs in Contemporary America



Trends, organizational characteristics, processes, and causative factors associated with gangs in contemporary American society.

3 Semester Hour Credits Tuition: \$555

SOC 440

Correctional Administration



Major issues in correctional administration including the history and theories of corrections in the U.S. are analyzed. Prerequisite: SOC 203.

3 Semester Hour Credits Tuition: \$555

SOC 492

Research



Qualitative and quantitative methods and designs in sociological research. Prerequisite: junior or senior standing and permission of the instructor.

3 Semester Hour Credits Tuition: \$555

■ Social Work ■

SOCSC 201

Introduction to the Social Sciences



An analysis of the different disciplines that make up the social sciences with particular emphasis on their interrelationships. Shows the relevancy of the social sciences to understanding and solving contemporary problems at the national and global levels.

3 Semester Hour Credits Tuition: \$555

SOCSC 301

Social Science Methods



An introduction to the major research methods used in the social sciences, their links to theory and practice, and their use in research studies.

3 Semester Hour Credits Tuition: \$555

Notes

External Degree Completion Program

Our program is designed for the nontraditional, working adult who has completed some of their coursework from one or more academic institutions.

We are an established degree completion program from a major public university system helping students finish their degrees without leaving their homes, jobs or families. In addition, we are one of the most affordable programs in the country, with one low tuition price for all students regardless of residency.

We evaluate your credits to date, and let you know what courses you will need to take to complete your program.

Our two baccalaureate degree completion programs in Sociology and Social Science can be obtained any time and any place according to your individual learning needs. Our Sociology students are able to choose between a general track or criminology emphasis

Preliminary Evaluation of Credits

Prior to applying for admissions to the External Degree Program, you can request a preliminary, unofficial evaluation of your previous college work from accredited institutions.

Just mail or fax our academic advisor copies of your unofficial transcripts and a note requesting an unofficial evaluation and indicating your program of interest and your contact information.

Attn: External Degree Academic Advisor
2200 Bonforte Blvd
Pueblo, CO 81001
extendedstudies@csupueblo.edu
719 549-2849 Direct Line
800 388-6154 Toll-Free
719 549-2438 Fax

Program Requirements

To be considered for the External Degree Completion Program, you must meet the following requirements:

- You need to have earned a minimum of 13 credits of transferable, accredited courses.
- Your transferable credits must have at a minimum cumulative GPA of 2.3.

- You must be in good standing at the institution you last attended.

Students who have less than 13 credits or a GPA lower than 2.3 may register for independent study courses until they are able to meet the minimum admissions requirements to apply for the degree program.

APPLICATION PROCEDURES

1. Complete the External Degree Admissions Application form in the back of this catalog.
2. Mail your completed application and a \$25 admissions fee to the Extended Studies. Students who are experiencing financial hardship should contact their advisor and request a waiver for their application fee.
3. Submit official transcripts of all previously completed coursework to the Extended Studies.

Colorado State University-Pueblo
Extended Studies
2200 Bonforte Blvd. ADM310
Pueblo, CO 81001

Applicants must enroll in at least one course during the semester in which they are admitted or they will need to resubmit an application form the following semester.

To be considered for a specific term, all documents required for admission must be received in the Office of Admissions by the deadline for that term.

Application forms and credentials must be filed by the following deadlines:

Fall Semester	August 1
Spring Semester	January 2

Remember to allow sufficient time to have transcripts sent from all institutions previously attended.

SOCIOLOGY / SOCIAL SCIENCE DEGREE PROGRAMS

Disclaimer about Employment for Sociology Majors Including Those with a Criminology Emphasis.

Many criminal justice and related agencies require certain standards of prospective employees.

Job applications uniformly ask applicants if they have ever been arrested for any offense, either misdemeanor or felony. An affirmative response or finding on the part of the employer may be grounds to deny employment.

A second requirement may be psychological tests, lie detector tests, drug tests, and other medical tests in order to determine if applicants are suited for a particular position.

With respect to the above, the Extended Studies advises that entrance into any sociology course of study or subsequent graduation is no guarantee, explicit or implied, that a student is employable.

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, foreign 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://higher.ed.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	<u>26 credits</u>
TOTAL	35 credits

I. SKILLS COMPONENT

Candidates 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:

Written Communication (2 courses)	6 credits
Quantitative Reasoning (1 course)	<u>3 credits</u>
TOTAL	9 credits

A. Written Communication

Take **each** of the following courses:

GT-CO1 (Introductory Writing Course)

ENG 101 Composition I 3 credits

GT-CO2 (Intermediate Writing Course)

ENG 102 Composition II 3 credits

B. Quantitative Reasoning

Take **one** of the following courses:

GT-MA1 (Mathematics)

	Credit
MATH 109 Mathematical Explorations	3
MATH 121 College Algebra	4
MATH 124 Pre-Calculus Math	5
MATH 126 Calculus and Analytic Geometry I	5
MATH 156 Introduction to Statistics	3
MATH 221 Applied Calculus: An Intuitive Approach	4

or any MATH course that includes one of these as a prerequisite. (If a MATH course is taken that is not one of the above listed GT-MA1 courses but does contain one of the above courses as a prerequisite, the MATH course taken will count toward the Quantitative Reasoning requirement at CSU-Pueblo but will not be guaranteed to transfer among all two- and four-year public institutions in the state.)

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)	<u>8 credits</u>
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.

Note: Courses listed below that are marked with an asterisk (*) are **not** in the statewide common core, meaning that they are **not** guaranteed in transfer to any other college or university in Colorado.

A. Humanities

GT-AH1 (Arts and Expression)

ART 100	Visual Dynamics (CC)
ART 211	History of Art I (CC)
ART 212	History of Art II (CC)
MUS 118	Music Appreciation (CC)
SPN 130	Cultures of the Spanish-Speaking World (CC)

GT-AH2 (Literature and Humanities)

ENG 114	Introduction to Creative Writing (CC)
ENG 130	Introduction to Literature
ENG/CS 220	Survey of Chicano Literature (CC)
ENG 221	Masterpieces of Literature I
ENG 222	Masterpieces of Literature II
ENG 240	Survey of Ethnic Literature (CC)

GT-AH3 (Ways of Thinking)

PHIL 102	Philosophical Literature
PHIL 120	Islam and Non-Western Religions (CC)
PHIL 201	Classics in Ethics
PHIL 204	Critical Reasoning
PHIL 205	Deductive Logic

GT-AH4 (Foreign Languages)

(must be Intermediate/200 Level)

FRN 201	Intermediate French I (CC)
FRN 202	Intermediate French II (CC)
GER 201	Intermediate German I (CC)
GER 202	Intermediate German II (CC)
ITL 201	Intermediate Italian I (CC)
ITL 202	Intermediate Italian II (CC)
SPN 201	Intermediate Spanish I (CC)
SPN 202	Intermediate Spanish II (CC)

Humanities courses not designated as gtPathways
(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.)

ASL	101	Beginning American Sign Language I (CC)
ASL	102	Beginning American Sign Language II (CC)
FL	100	Introduction to Comparative Linguistics (CC)
SPCOM	103	Speaking and Listening Foreign Language
FRN	101	Beginning French I (CC)
FRN	102	Beginning French II (CC)
GER	101	Beginning German I (CC)
GER	102	Beginning German II (CC)
ITL	101	Beginning Italian I (CC)
ITL	102	Beginning Italian II (CC)
RUS	101	Introduction to Russian I (CC)
RUS	102	Beginning Spoken Russian II (CC)
RUS	201	Intermediate Russian I (CC)
RUS	202	Intermediate Russian II (CC)
SPN	101	Beginning Spanish I (CC)
SPN	102	Beginning Spanish II (CC)

B. History

GT-HI1 (History)

CS	101	Introduction to Chicano Studies (CC)
HIST	101	World Civilization to 1100 (CC)
HIST	102	World Civilization from 1100 to 1800 (CC)
HIST	103	World Civilization since 1800 (CC)
HIST/CS	136	Southwest United States (CC)
HIST	201	US History I
HIST	202	US History II

C. Social Sciences

GT-SS1 (Economic or Political Systems)

ECON	201	Principles of Macroeconomics
ECON	202	Principles of Microeconomics
POLSC	101	American National Politics
POLSC	201	International Relations (CC)
SOC	201	Social Problems
SW	205	Social Welfare in the United States

GT-SS2 (Geography)

GEOG	103	World Regional Geography (CC)
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GT-SS3 (Human Behavior, Culture, or Social Frameworks)

ANTHR	100	Cultural Anthropology (CC)
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CS/SW	230	Chicanos: Social and Psychological Study (CC)
MCCNM	101	Media and Society
PSYCH	100	General Psychology
PSYCH	151	Human Development
PSYCH	222	Understanding Animal Behavior
SOC	101	Introduction to Sociology

Social Science courses not designated as gtPathways
(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.)

ANTHR/ ENG 106

		Language, Thought and Culture (CC)
POLSC	202	Comparative Politics (CC)
PSYCH/SOC/WS	231	Marriage, Family and Relationships
PSYCH	251	Childhood and Adolescence
SOCSC	209	African American Studies (CC)
WS	100	Introduction to Women's Studies (CC)

D. Natural and Physical Sciences

GT-SC1 (Course with Required Laboratory)

BIOL	100/L	Principles of Biology with Lab
BIOL	121/L	Environmental Conservation with Lab
BIOL	181/L	College Biology I/Organismal Bio with Lab
BIOL	182/L	College Biology II/Cellular Bio with Lab
BIOL	201/L	Botany with Lab
BIOL	223/L	Human Physiology & Anatomy I with Lab
BIOL	224/L	Human Physiology & Anatomy II with Lab
CHEM	101/L	Chemistry and Society with Lab
CHEM	111/L	Principles of Chemistry with Lab
CHEM	121/L	General Chemistry I with Lab
CHEM	122/L	General Chemistry II with Lab
CHEM	125/L	Environmental Science with Lab
CHEM	160/L	Introduction to Forensic Science with Lab
GEOL	101/L	Earth Science with Lab
GEOL	114/L	Oceanography with Lab
PHYS	110/L	Astronomy with Lab
PHYS	140/L	Light, Energy and the Atom with Lab
PHYS	201/L	Principles of Physics I with Lab
PHYS	202/L	Principles of Physics II with Lab
PHYS	221/L	General Physics I with Lab
PHYS	222/L	General Physics II with Lab

Natural and Physical Sciences courses not designated as gtPathways

(Courses that will count for Natural and Physical Sciences at CSU-Pueblo; but are not guaranteed to transfer among all two-and four-year public institutions in the State.)

BIOL 202/L Zoology with Lab
EXHP 162/L Personal Health with Lab

II. COURSE SUBSTITUTIONS/WAIVERS

Substitutions and/or waivers for courses fulfilling general education requirements may be approved by the appropriate department chair and reviewed by the Registrar.

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:

- Student learning outcomes for undergraduate major and stand-alone minor programs, certificates, and graduate programs are set by faculty and communicated widely;
- Student learning outcomes are evaluated by faculty using generally accepted best practices in assessment;
- Faculty and others use assessment information to improve programs as appropriate; and

- 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.

GRADUATION RATE

Under the Students Right to Know and Campus Security Act of 1990, colleges and universities are required to publish the graduation rate of first-time undergraduate students. This graduation rate is defined as the percentage of first-time undergraduate students who complete their bachelor's degree, at CSU-Pueblo, within six years of their initial enrollment. First-time undergraduate students are defined as full-time, degree seeking undergraduate students who enroll at Colorado State University-Pueblo with no previous college experience.

The University's average graduation rate for the most recent 3-year average of entering cohorts is 33%, a rate comparable with graduation rates of other regional public institutions in Colorado.

SOCIAL SCIENCE DEGREE

The interdisciplinary major in social science (offered only through Extended Studies) leads to the degrees of Bachelor of Arts (BA) and Bachelor of Science (BS).

Social scientists study people and social institutions, especially the relationships and impacts they have with and on each other. Research in the social sciences provides insights that help in understanding the ways in which individuals and groups make decisions, exercise power or respond

to change. Social scientists gather and analyze data, interpret it and make it meaningful and useful for application in dealing with human problems.

Employment has traditionally been in the academic area; however, as the economy continually changes from an industrial to a service-oriented system, a greater need for “people-oriented” specialists is developing. Job opportunities in applied fields include areas such as program management and administration, residential counseling, service supervision, human services and sales and related work -- in both the public and private sectors. Related careers are: teaching, corrections/ criminology, social and educational administration, law and mass communications.

Program Mission

A major in social science provides the framework for supporting an innovative, multidisciplinary study of people and social institutions, from both historical and contemporary perspectives, focusing on the relationships and impacts they have with and on each other.

The program’s core curriculum embodies the multidisciplinary nature of a social science degree. The Social Science Program is designed around the idea that the boundaries between disciplines form ground for creative and innovative research and knowledge. The program’s structure allows self-directed students to design an individualized program of study that rests on a core foundation and complements their academic, professional and personal goals. Students are challenged to engage in intellectual exploration and responsible educational innovation. The curriculum draws on established bodies of thought in the social sciences to address questions and issues relevant in a rapidly changing environment. The multidisciplinary core of the social science program provides the conceptual framework within which students gain an appreciation of multiple perspectives while developing skills in the processing, integration, and utilization of knowledge. The social science program prepares its students to function as knowledgeable, responsible and engaged citizens with a comprehensive understanding of modern social, political, and economic institutions. Through the study of social science, students learn about human adaptation, institutional conflict, and social change, preparing them for careers in a rapidly changing, global economy. The social science

programs’ curricula are designed to provide students with a fundamental understanding of the major disciplinary approaches to the study of social life, including anthropology, economics, geography, history, political science, and sociology. Students are expected to be able to demonstrate the ability to recognize the interconnections between the different disciplines within the major as well as develop an understanding of the unique perspective each offers.

These skills enhance the student’s ability to assess new and unfamiliar situations, to select and apply qualitative or quantitative techniques in solving practical problems in creative ways, and to communicate effectively. The program promotes critical inquiry, cultural and self-awareness, and the examination of ethical issues in order to prepare students to be productive professionals. The multidisciplinary curriculum engages students with an educational framework that enriches their personal lives and provides a foundation for socially responsible citizenship.

Program Goals and Objectives

To prepare graduates with a major in the discipline to be able to:

- Demonstrate the ability to recognize the interconnection between the different disciplines within the major.
- Demonstrate the ability to integrate and apply the theoretical perspectives and research methods from cultural anthropology, history, political science, economics, geography, and sociology.
- Demonstrate the ability to continue to develop an understanding of cultural diversity and self-awareness.

Student Learning Outcomes

Upon completion of the social science degree will:

Think critically, such that the student will be able to:

- Define theory and describe its role in building social science knowledge.
- Compare and contrast foundational theories and essential perspectives and their underlying assumptions in the core social science disciplines.

- Explain how theories and perspectives reflect the historical context of times and cultures in which they were developed.
- Select one or more basic theoretical orientations or perspectives and apply them to a current or historical event or series of events.
- Differentiate key cultural, economic, political, and social phenomena that influence individuals and social structures and illustrate their impacts, both historically and currently.

Demonstrate an understanding of the role of evidence and qualitative and quantitative methods in the social sciences, such that the student will be able to:

- Distinguish between qualitative and quantitative methods, critically assess research publications, and explain how studies can be modified or improved.
- Identify basic methodological approaches and describe the ways in which various methods contribute to cumulative social science knowledge.
- Compare the strengths and weaknesses of each discipline's methodology in analyzing cultural, economic, social, and political problems and developing solutions.

Communicate effectively, such that the student will be able to:

- Express oneself in a clear and coherent manner in writing.
- Express oneself in a clear and coherent manner in oral presentation.

Demonstrate self awareness, cultural competence and social action, as well as an appreciation of multiple perspectives, such that the student will be able to:

- Show how patterns of thought and knowledge, including one's own, are directly influenced by culture, history, geography, and economic, political and social structures.
- Compare and contrast micro and macro perspectives and illustrate how each explains the status and experiences, past and present, of minority or marginalized groups.
- Interpret how historical and social contexts create diverse groups and identities and shape the role of the individual within society and human relations across cultures.

Relation to Program Mission: Promoting self awareness, cultural competence, and social action enriches students' personal lives and provides a foundation for socially responsible citizenship. Through the study of micro and macro perspectives students comprehend the significance and implications of socially situated identities and foster in others an appreciation of diverse human experiences.

Outcomes Assessment Activities

Assessment of the Social Science program is the responsibility of Social Science program faculty. The Social Science program is offered only through the Extended Studies Independent Study program.

A central file of course syllabi with representative assignments is maintained in the Extended Studies Office for inspection by faculty. A faculty advisor monitors each student's progress toward completing major requirements listed in the catalog.

The faculty of the Social Science program use a variety of methods for evaluating the student learning outcomes. These include the following direct measures of student learning: major papers written for courses in the discipline and proctored exams. An indirect method of assessment for the Social Science program consists of a student

satisfaction survey distributed to graduating seniors each year.

General Requirements

No grade below C is acceptable in the major or minor.

Specific requirements for the Social Science major

General track credits

Social Science Core

Courses		Titles	Credits
ANTHR	100	Cultural Anthropology	3
ECON	201	Principles of Macroeconomics	3
GEOG	103	World Regional Geography	3
HIST	103	World Civilization since 1800	3
HIST	202	US History II	3
POLSC	101	American National Politics	3
SOC	101	Introduction to Sociology	3
			SUB-TOTAL 21

Social Science Electives (Upper Division) + 15
TOTAL 36

Specific Requirements for the Social Science Minor

Completion of 21 semester hours of credit in Social Science courses: Anthropology Economics, Geography, History, Political Science, Psychology, Sociology. Six hours must be upper division.

SOCIOLOGY DEGREE

Sociology is the study of human social behavior and is concerned with conditions such as crime and delinquency, family interaction and conflict, social inequality, social change, and organizations in contemporary post-industrial society. Sociologists are interested not only in understanding social issues and institutions, but also in resolving social problems and improving social conditions for human populations. The insights gained from a sociological perspective include the ability to perceive the structures and patterns upon which everyday life rests, to understand the interaction between individual agency and social forces, to interpret events from diverse perspectives, and to examine existing social arrangements critically.

The sociology major prepares students to work in a wide variety of occupations, including education,

government, business, industry and private human service agencies. Sociology graduates are employed in such areas as social research, health care, youth services, drug rehabilitation, law enforcement, corrections, probation, counseling, community advocacy, program development, policy analysis, and victim services. Students may earn a general sociology major, or they may specialize within the criminology emphasis area.

The major in sociology leads to the Bachelor of Arts (BA) or the Bachelor of Science (BS) degrees. Both degrees prepare students for graduate studies and applied careers.

CRIMINOLOGY EMPHASIS

The criminology emphasis is designed to prepare students for careers or graduate programs in various criminal justice-related fields including law enforcement, investigations, victim advocacy, restorative justice, community corrections, institutional corrections, research, policy analysis, and court management and administration. Sociology/criminology majors are expected to gain the ability to understand and apply both sociological and criminological theories to an analysis of crime and deviance, juvenile delinquency, crime measurement, policy and the official response to crime in contemporary society. Courses offered in the emphasis area maintain a continual focus on ensuring respect for diversity and a commitment to social responsibility.

Since sociology and sociology/criminology graduates enter into a wide range of professional, administrative, policy-oriented, research, educational, human service, and other occupational areas, the sociology program seeks to create a learning environment that engages students in their own learning and within which students may liberate themselves from ideological and social conditions that limit human potential. Through the study of sociology, students gain skills that enhance their ability to assess new and unfamiliar situations, to select and apply a range of analytic techniques in solving problems in creative ways, and to communicate effectively.

Student Learning Outcomes

The student learning outcomes apply for both the BS and BA degrees in Sociology.

Upon completion of a BA or BS degree in Sociology (General Emphasis):

- Students will be able to comprehend and criticize the major theoretical perspectives that inform modern sociological thought. Specifically, students will be able to (a) show what these perspectives have in common and how they differ and (b) critique these different perspectives in terms of their explanatory strengths and weaknesses for purposes of understanding what each reveals and obscures about the subjects of sociological inquiry.
- Students will learn to apply a range of research methods in conjunction with sociological theory in order to explain and analyze complex social relations and organization. Specifically, students will be able to demonstrate that they can: (a) identify, define, and give examples of various methods used in sociological research on contemporary societies, and (b) recognize and interpret research methodologies used in sociological literature.
- Students will learn to apply social analysis to substantive social issues and problems, including such areas as race, gender, power, inequality, and globalization. Specifically, they will be able to apply sociological theories and methods in these substantive areas in order to understand social problems and inform social policy.
- Students will be able to engage in critical thinking about various aspects of social life and organization.

Upon completion of a BS or BA degree in Sociology (Criminology Emphasis):

- Students will be able to comprehend and criticize the major theoretical perspectives that inform modern sociological and criminological thought. Specifically, students will be able to: (a) show what these perspectives have in common and how they differ and (b) critique these different approaches in terms of their explanatory strengths and weaknesses for purposes of understanding what each reveals and what each obscures.

- Students will learn to apply a range of research methods in conjunction with sociological and criminological theory in order to explain and analyze complex social relations and organizations. Specifically, students will be able to demonstrate that they can: (a) identify, define, and give examples of various methods used in sociological and criminological research on contemporary societies, and (b) recognize and interpret research methodologies used in sociological and crime and deviance literature.
- Students will learn to apply social analysis to substantive social issues and problems, emphasizing crime and deviance, but also including race, gender, inequality, power, and globalization. Specifically, they will be able to apply sociological and criminological theories and methods to these substantive areas in order to understand social problems, in particular crime and deviance, and inform crime-related social policy.
- Students will be able to engage in critical thinking about various aspects of social life and organization, including crime and criminal justice institutions.

Outcomes Assessment Activities

The primary method of assessment for the Sociology program is the Major Field Test (MFT). Developed by the Educational Testing Services, this standardized testing instrument assesses student capacities in a number of critical areas of sociology: general theory, methodology and statistics, deviance and social problems, demography and urban/rural community, multiculturalism, social institutions, social psychology, gender, and globalization. It also assesses two additional learning capacities: core sociology and critical thinking.

MFTs are completed annually by a sample of graduating seniors. Test outcomes are compared to those of other students at other American universities in order to identify the sociology program's strengths and weaknesses. The results of these assessment processes are used to improve the program and further enhance student learning.

A secondary method of assessment for the Sociology program comprises a customer satisfaction survey distributed to all graduating seniors. Respondents report their qualitative

perceptions of the adequacy of customer services (teaching, advising, learning supports, internships, etc.), the degree of learning, skill acquisition, discipline mastery, and the sufficiency of vocational training. Survey results are used to bolster customer service initiatives and to strengthen curricular delivery systems.

A sociology major leads to either a Bachelor of Arts (BA) or a Bachelor of Science (BS) degree.

Requirements for a Bachelor of Science Degree in Sociology or Sociology/Criminology

Students must complete all the major degree requirements. The Bachelor of Science degree is designed for those pursuing an applied, career-oriented program and for those interested in pursuing graduate studies in criminal justice or applied sociology programs.

Requirements for a Bachelor of Arts Degree in Sociology or Sociology/Criminology

Students must complete all the major degree requirements. In addition, students must complete the foreign language requirement as specified in the Academic Policies section of the University Catalog. This requirement specifies that the student complete one of the following three options: (a) the second level of a foreign language, (b) completion of FL 100 and ANTHR/ENG 106, or (c) completion of the first and second level of American Sign Language. The BA degree in Sociology or Sociology/Criminology is appropriate for students interested in pursuing graduate studies in sociology or criminology programs or who plan to attend law school.

Major Requirements

- Successful completion of the sociology core;
- Successful completion of the general or the criminology emphasis areas;
- No grade below a C in sociology courses is acceptable for the major or the minor; and
- Completion of at least 36 credit hours in approved sociology courses.

Specific Requirements for the Sociology Major

CORE

Courses		Titles	Credits
SOC	101	Introduction to Sociology	3
SOC	301	Sociological Methods	3
SOC	310	Social & Cultural Theory	3
			TOTAL 9

General Emphasis

Students will complete the above core (9 hours) and then will select at least 27 additional credit hours of sociology courses, which may include six hours from Anthropology. Courses must be approved by the advisor. At least 12 hours must be upper-division courses (300- 400 level).

Criminology Emphasis

Students will complete the three (above) core sociology courses plus three (below) criminology core courses. Further, they will complete 18 hours (six courses) of criminology electives. Criminology electives are indicated by * in the list of all sociology courses below:

Criminology Core Courses: (9 hours)

Courses		Titles	Credits
SOC	203	Criminal Justice System	3
SOC	303	Crime and Deviance	3
SOC	306	Delinquency & Juvenile Justice	3

Sociology Courses (*indicates Criminology elective)

SOC Courses Titles

SOC/POLSC/PSYCH/WS

	105	Understanding Human Diversity
SOC	155	Minority and Ethnic Relations*
SOC	201	Social Problems*
SOC	203	Criminal Justice System
SOC	206	Gender & Society
SOC/ANTHR	212	The Forensics of Bones*
SOC/PSYCH/WS		
	231	Marriage & Family Relationships
SOC	248	Environmental Sociology
SOC	302	Collective Behavioral and Social Movements*
SOC	303	Crime and Deviance
SOC/WS	305	Crime and Women*
SOC	306	Delinquency & Juvenile Justice
SOC	308	Popular Culture*
SOC	304	Race and Crime*
SOC/ANTHR	314	Religion, Culture & Society
SOC/ANTHR	315	Health, Culture & Society
SOC/ANTHR	316	Age, Culture, & Society
SOC/PSYCH	352	Social Psychology
SOC	353	Penology*
SOC	354	Urban Sociology*
SOC	355	Political Sociology*
SOC	356	Social Stratification*
SOC	358	Film & Society*
SOC	359	Community Corrections*
SOC	374	Crime in Film*

SOC/WS	403	Human Sexuality and Social Behavior
SOC	404	Poverty*
SOC	405	Law and Society*
SOC/WS	407	Family Violence*
SOC	408	Science, Technology, & the Future*
SOC	409	Victimology*
SOC	410	Structural & Elite Crime*
SOC	411	Police and Society*
SOC	413	Patterns of Homicide*
SOC	414	Serial Murder *
SOC	415	Forensic Criminology*
SOC	417	Forensics & Homicide Investigations*
SOC	418	Crime, Drugs and Social Policy*
SOC	419	Vice Crime*
SOC	420	Explaining Crime*
SOC	421	Homicide, Courts & Corrections*
SOC	422	Terrorism and Mass Murder*
SOC	424	Organized Crime
SOC	425	Gangs in Contemporary America*
SOC	426	Violence and Rioting
SOC/HIST/WS	428	Women and Work
SOC	431	Work in Modern America*
SOC	432	Organization Theory*
SOC	440	Correctional Administration*
SOC	448	Emotions in American Culture
SOC/ANTHR	450	Soc of Mental Health and Suicide*
SOC/ANTHR	452	Self and Society
SOC/WS	455	Hate Crimes*
SOC	491	Special Topics* (see advisor)
SOC/ANTHR	492	Research Methods*
SOC	494	Field Experience* (see advisor)
SOC	495	Independent Study

Specific Requirements for the Sociology Minor

Minors in sociology require a minimum of 20 semester hours, of which six hours must be upper division. SOC 101 is required. No grades below C are accepted toward the minor.

INSTITUTIONAL REQUIREMENTS FOR ALL BACCALAUREATE DEGREES

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

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).

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.

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

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.)

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

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

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

A student may earn a maximum of 30 hours of credit by examination.

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.

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.)

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

Students must complete the Skills Component (English Composition I and II, and Mathematics)

with a minimum overall GPA of 2.000.

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.

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

Degree candidates must file a completed *Graduation Planning Sheet* with the Registrar's Office no later than the third week of the semester prior to the graduating term (check *Semester Notes* on-line or with the Registrar's Office for specific deadlines).

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

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

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

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

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

Certain programs of study may specify emphasis areas or tracks within majors. Only the official emphasis areas will be recorded on the transcript. Neither emphasis areas nor tracks 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. 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 degrees. The second degree must be granted in a major area other than that in which the first baccalaureate degree is granted. 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.

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 with a minimum grade point average of 2.000. 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.

Courses Not Offered Through CSU-Pueblo

To meet program requirements for courses not offered by the CSU-Pueblo External Degree Program, you are advised to submit a course description to your advisor prior to enrolling in a course. This may be done for a number of courses at a time for future reference.

After completing a course (or courses) at another school, you are advised to have an official transcript of completed work sent to the Admissions Office at the end of every semester to have your records updated. Regular correspondence with your advisor is recommended.

STUDENT BILL OF RIGHTS—FOUR YEAR GRADUATION AGREEMENT

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.

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. (Additional information appears in the *Academic Policies* section of this catalog.)

Credit is accepted by CSU-Pueblo from institutions accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools or similar regional accrediting bodies. For credit toward degree requirements, CSU-Pueblo accepts a maximum of 60 semester hours from community or junior colleges and/or a maximum of 90 semester hours from four-year institutions toward degree requirements.

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 or Associate of Science 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 degrees are not transferrable to CSU-Pueblo, but will be evaluated on a course by course basis.

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. 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. A maximum of 20 semester hours of credit is counted toward a baccalaureate degree.

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 and Records for one year. Official transcripts received from other institutions cannot be relinquished.

FINANCIAL AID POLICIES

You must be accepted and enrolled in a degree-seeking program and must declare a major at the University in order to receive financial aid.

If you indicated that you would be a full-time undergraduate student, you must be enrolled for a minimum of twelve (12) credit hours for fall and spring semester, or six (6) credit hours for summer term. You must be enrolled for a minimum of six (6) credit hours in order to receive any loan funds proceeds.

You must be enrolled in the semester for which you have received financial aid or you will lose the aid.

Students receiving financial aid must check with a financial aid counselor to determine how taking a correspondence course will affect their award.

Students are responsible for meeting ALL of the University's financial aid conditions and course completion requirements during each semester they receive aid or risk being put on financial aid suspension. Questions regarding this policy may be directed to the Financial Services office at 719-549-2753.

Additionally, company sponsored tuition and military assistance programs may be used for CSU-Pueblo courses. We also encourage students to seek scholarship aid from local civic groups that may sponsor such study.

VETERANS

The External Degree Completion Program is approved for VA benefits. Therefore, whether you are on active duty, in the reserve or guard, a veteran, or in some cases a dependent of an Army service member, you may be eligible to receive veteran's educational benefits.

If you are on active duty, you should check with your educational officer to determine eligibility for tuition assistance through your base. For all other VA educational benefits, the first step is to apply for them with the Veterans Administration. You may apply online at <http://www.gibill.va.gov/> or you may request an application by phone at 1-888-GIBILL-1.

If you are eligible for benefits, you will receive a Certificate of Eligibility from the VA. Take that and your registration to the Veteran's Office in the Administration Building, Room 103 or fax them to the Veteran's Office at 719-549-2910. Upon receipt, the Veteran's Office staff will certify your enrollment and you will begin receiving your educational benefits from the VA.

You must submit your registration to the VEBO every semester and every time it changes during a semester in order to receive your benefits uninterrupted. For more information, contact the CSU-Pueblo Veterans Educational Benefits office at 719-549-2910.

ACADEMIC POLICIES

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

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; and
- State and local authorities within a juvenile justice system, pursuant to specific State law.

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 inform the chair of the department prior to implementation of punitive action. Academic dishonesty is grounds for disciplinary action by both the instructor and the Dean of Students. 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.

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 disciplinary process as defined in the CSU-Pueblo Code of Student Conduct. Whether or not punitive 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 Code of Student 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 to violate a provision of the institutional code of academic integrity.
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 it is a guide to help faculty and students understand what constitutes academic dishonesty.

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:

Freshman	0 - 29-semester hours earned
Sophomore	30 - 59 semester hours earned
Junior	60 - 89 semester hours earned
Senior	90 + semester hours earned

Auditor

An auditor is defined as a student who has been permitted to enroll in a course for which he or she will receive no credit. Auditors determine their own attendance, take no examinations, receive no grades, do not participate in classroom discussion except as permitted by the instructor and earn no credit. They pay the same tuition and fees as persons enrolled for credit. An auditor may not be reclassified to receive credit in the course after the drop period of the course has passed. In place of a grade, students receive the symbol NC (no credit) on their transcripts. Students wishing to register as auditors must declare their intention at registration and may not seek credit in the course after the drop period for the course has expired. Likewise, a student may not change his or her regular enrollment to auditor (no credit) status after the end of the drop period. Auditor (or no credit) forms are available in the Records Office.

FULL-TIME / HALF-TIME ENROLLMENT STATUS

Enrollment status (full-time, half-time) is determined by the number of credit hours which the student has completed or is pursuing for the term in which the certification is requested.

Credit hour requirements for enrollment verification (i.e., health insurance, auto insurance, loan deferments) are as follows:

Fall/Spring Semesters

Undergraduates	
Full-time	12 or more credits
Half-time	6-11 credits
Less than half-time	Below 6 credits

Graduate Program

Full-time	9 or more credits
Half-time	6-8 credits
Less than half-time	Below 6 credits

Summer Session

Undergraduates

Full-time	6 or more credits
Half-time	3-5 credits
Less than half-time	Below 3 credits

Graduate Program

Full-time	6 or more credits
Half-time	3-5 credits
Less than half-time	Below 3 credits

You may print an Enrollment Verification Certificate online through PAWS or visit the Records 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, 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-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. A student's cumulative GPA is calculated by dividing total grade

points earned 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.

*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 affecting a grade change, the Faculty signature is required. The second signature will be that of the Department Chair. In the event that the Department Chair is the instructor of the course, the second signature will be that of the Dean.

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 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 Records Office.

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.

COURSE LOADS AND OVERLOADS

Enrollment in more than 18 credit hours in a given term is defined as an overload. Both resident and extended studies (continuing education) courses are counted in the credit-hour total.

Students who have earned 15 or more semester credit hours and have a grade-point average of 3.000 or greater are eligible to enroll for an overload.

Overloads must be authorized by student's faculty advisor and department chair (or dean if the advisor is the department chair). Both signatures are required. Appeals may be made to the dean of the college of the student's major. **Under no circumstances may a student enroll for more than a total of 25 semester credit hours in a single term.**

CREDIT BY EXAMINATION

A student may earn a maximum of 30 hours of credit by examination towards the minimum semester hours required for graduation regardless of the source type, (i.e., CLEP/DANTES, International Baccalaureate, advanced placement, and/or in-house departmental exams). Credit by Exam is not counted as hours in residence. Types and methods of earning credit by examination are as follows:

1. 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.

2. College Level Examination Program

Credit earned by the student on these 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 in the CSU-Pueblo Academic Catalog 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 of the CSU-Pueblo Catalog.

3. **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.

4. **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 those undergraduate courses, if any, 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 credit earned by examination 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 B 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.

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 posted no repeats will be processed for the period used towards 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.

CLASS SCHEDULE CHANGES

External Degree Program students are encouraged to contact their advisor prior to registering each term and to secure advisor approval for all changes to their program plan. 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 advisor assume this responsibility on behalf of the student.

DROPPING A COURSE

Requests for refunds may be made, in writing, to the Extended Studies office within TWENTY-ONE (21) DAYS of the registration date. Unless the Extended Studies office has been informed, in writing, within 21 days of the registration date that either, 1) the student wishes to drop a course, or 2) the course materials have not been received, *a refund cannot be authorized.*

The student responsible for initiating the formal drop using the Drop Form included in the syllabus, or in writing. All requests to drop must be mailed directly to Extended Studies. The request to drop may also be initiated using the Drop Form on the Extended Studies website at <http://extendedstudies.csupueblo.edu>

Students utilizing the online form will receive an automatic confirmation from the website that Extended Studies has received a request to drop. Please keep this confirmation for your records. Final processing of your drop request may take 7-10 days.

PLEASE NOTE: If you are using Financial Aid, please contact Student Financial Services directly at 719-549-2753 to determine how dropping a course affects your eligibility.

WITHDRAWING FROM A COURSE

You may withdraw from a course with no refund any time during the first 60 percent of the course. After the deadline, you may not withdrawal from the course. You are responsible for initiating the formal withdrawal using the Withdrawal Form included in the syllabus, or in writing.

All requests to withdraw must be mailed directly to the Continuing Education office. Requests to withdraw also may be initiated using the Withdrawal Form on the Extended Studies website at <http://extendedstudies.csupueblo.edu>.

Students utilizing the online form will receive an automatic confirmation from the website that Continuing Education has received a request to withdraw. Please keep this confirmation for your records. Final processing of your withdraw request may take 7-10 days.

IMPORTANT: Non-submittal of coursework does NOT constitute a withdrawal. Students who do not formally withdraw from the course or complete the coursework for a grade by their deadline will receive a grade of “F” on their transcript.

PLEASE NOTE: Please contact Student Financial Services directly at 719-549-2753 to determine how withdrawing from a course affects your eligibility.

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 conferral of a degree. The Retroactive Withdrawal request form must be submitted with supporting documentation to the Records 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 Records 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.

Examples of reasonable requests for retroactive withdrawal include:

- Death of immediate family member
- Serious personal/family problems
- Unexpected deployment or relocation
- 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 Financial 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; 4) partial course credit; or 5) 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 temporally transfer stations for an extended period, that student may be accorded a military leave of absence. In those cases, the student will retain their catalog rights and return to the University at the end of their deployment or temporary transfer without break or need to reapply for admission.

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.

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 describe the requirements and the process for obtaining prior learning credit.

TRANSCRIPTS OF CREDIT

Official transcripts are issued by the Records Office at the **signed** request of the student. There is a non-refundable fee for each official transcript. Check with the Records 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 Records 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. In the event that the student is not eligible to receive an official transcript, i.e., out standing accounts receivable balance, etc., only the (unofficial) faxed copy can be provided for the above fee.

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:

- The fax number and name of the person to whose attention the transcript is to be sent.
- 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 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.

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 or emphases 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 Records Office for current diploma replacement fees.

Change of Address

Students should keep university authorities informed of their current address. A change in address should be reported immediately to the Records Office or changed on-line through PAWS.

Completion of Coursework

The University holds students responsible for completing all courses for which they have enrolled unless they obtain approval for a change in registration or file an official withdrawal. **Students not following proper course or university withdrawal procedures will receive failing grades.**

Military Students

Independent Study Courses are designed to provide time and logistical flexibility to students and can be completed via e-mail for postal mail regardless of where you may be stationed.

For assistance with VA benefits, you will need to contact CSU – Pueblo's Veterans Education Benefits office at:

Colorado State University – Pueblo
Administration Building
2200 Bonforte Blvd., Rm. 103A
Pueblo, CO. 81001
By phone at 719-545-2910
By e-mail at veb@csupueblo.edu

Incarcerated Students

Courses can be taken via print-based correspondence while a student is incarcerated. For print-based course completion course work and materials are sent through the U.S. Postal system.

Students will need to be aware of their institution's policy about sending and receiving documents and course materials, including textbooks. Textbooks and materials are not included in the cost of the course and will need to be purchased separately through the CSU-Pueblo Bookstore or third party vendor.

It is advised that incarcerated students find an advocate to speak on their behalf. An advocate can assist communicating educational needs and in processing registration or other correspondence. Students using an advocate will be required to complete a FERPA privacy release to allow University personnel to communicate with the advocate regarding the student's educational record.

Most courses require proctored exams. Students who are incarcerated should be aware of their institution's policies and procedures regarding the proctoring of educational exams within their institution. Print-based exams are available for all courses when required.

Any financial inquiries should be directed to our Financial Aid office. It is important to know that federal funding for students who are incarcerated is very limited. It is advised that the students identify a source of third party payment for funding. CSU – Pueblo does not assist in finding third party funders.

Our financial aid department can be contacted by the following address:

Financial Aid Department
Administration Building, Rm 212
2200 Bonforte Blvd.
Pueblo, CO. 81001
By phone at 719-549-2088
By e-mail at sfs@colostate-pueblo.edu

ADDITIONAL PROGRAMS

NON-ACADEMIC COURSES

CSU-Pueblo now offers numerous professional development certificate programs and online interactive courses. These courses provide an inexpensive opportunity for individuals to develop new career paths and for personal enrichment and growth. They are not part of an academic credit program and do not produce credit on a CSU-Pueblo transcript.

For additional information and to register, please contact the Extended Studies at 719-549-2316 or toll free at 1-800-388-6154.

COLORADO SPRINGS PROGRAMS

Extended Studies offers classes in several majors to meet the needs of working adults and military personnel in Colorado Springs.

The entire curriculum of upper division courses for degrees in Social Science, Sociology (with a general or criminology emphasis), Social Work, Liberal Studies (with an Elementary Education minor) and a Business Administration Minor are presently available, as well as some lower division general education courses.

Classes are currently held at two convenient locations in the city: our Tower Location and Fort Carson.

Since working adults have hectic schedules with many personal and professional commitments, our classes are scheduled to accommodate our students' needs. They are available in accelerated eight and sixteen week formats and are usually held one or two times per week in the evenings. Other classes are scheduled on weekends to provide for maximum flexibility.

Each of the University's sites is staffed with full time professionals who can assist with registration, financial aid, and other issues related to your course work.

Academic advisors also are available also to help in course selection, transfer, and degree planning.

Application deadlines are August 1 for Fall Semester and January 2 for Spring Semester.

For more information contact our main office at the Tower location (719-442-2264), or at Fort Carson (719-526-2509), or visit the CSU-Pueblo website at <http://extendedstudies.csupueblo.edu/>

HIGH SCHOOL PROGRAMS

Extended Studies also administers programs in partnership with high schools through the High School University Bridge (HUB) programs. These programs include Senior to Sophomore and Concurrent Enrollment. The Senior to Sophomore (STS) program enrolls eligible high school students in

dual-credit courses which are delivered by highly qualified teachers on the high school campus. The Concurrent Enrollment program enrolls eligible Colorado high school students in college credit courses in accordance with Colorado Concurrent Enrollment policy. These courses may be offered on or off campus. Student enrolled in the High School University Bridge (HUB) programs are not eligible for Financial Aid, however, some students may receive financial assistance from their home high school.

TEACHER PROFESSIONAL DEVELOPMENT WORKSHOPS

A broad array of ED 500 and 501 workshops, in a variety of different instructional formats, are offered for working professionals in the field of education, including K-12 teachers, coaches, counselors, teacher aids, administrators, and school personnel that may work with children and adolescents. The workshops award satisfactory/unsatisfactory credit and may be used by licensed educators seeking re-certification credits.

The graduate-level workshops are designed for activity-oriented experiences to be conducted in short sessions. Each workshop has a subtitle and no subtitle may be repeated for credit. Contact the Extended Studies office at 719-549-2316, toll free at 800-388-6154, or go to <http://extendedstudies.csupueblo.edu/TEI/>

IN-SERVICE FOR EDUCATORS AND PROFESSIONAL DEVELOPMENT TRAINING

The Extended Studies partners with school districts to provide graduate credit or non-credit continuing education units (CEU's) for their in-service professional development programs.

District in-service coordinators should contact the division at 719-549-2316 for more information. Because of the large variety of in-service training programs provided by various school districts, the university does not have a list of pre-approved in-service courses.

Each course is evaluated individually. The division also partners with private educational professionals to provide in-service training for educators during the summer months. Please contact the above number at Extended Studies for the schedule and location of summer classes.

In addition, the division regularly sponsors specialized professional development training workshops for government agencies, health care organizations, businesses, and industry. This specialized training is designed to meet the needs of local employers for updating the knowledge and skills of their employees.

Workshop topics vary according to local needs. Training coordinators should contact the Extended Studies at 719-549-2316 for more information.

CSU- Pueblo is an accredited four-year institution and has provided a quality and affordable education to the citizens of Colorado for 75 years. We look forward to strengthening these relationships while continuing to grow.

ABOUT THE UNIVERSITY

ACCREDITATION

CSU-Pueblo is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St. Suite 2400, Chicago, Illinois 60602-2501, Phone: 800 -621-7440 or 321-263-0456.

HISTORY

Colorado State University-Pueblo has had many names and identities since it was established in 1933:

1933-37	Southern Colorado Junior College
1937-63	Pueblo Junior College
1963-75	Southern Colorado State College
1975-2003	University of Southern Colorado
2003–Present	Colorado State University-Pueblo

During its over 75 year history, it has remained focused on serving the educational and economic development needs of Southern Colorado. As it has grown to become a regional, comprehensive university, CSU-Pueblo offers more programs and serves more students, but its primary mission is the same.

UNIVERSITY MISSION

Colorado State University was established by state law:

There is hereby established a University at Pueblo, to be known as Colorado State University-Pueblo, which shall be a regional, comprehensive university with moderately selective admissions standards. The University shall offer a broad array of baccalaureate programs with a strong professional focus and a firm grounding in the liberal arts and sciences. The University shall also offer a limited number of graduate programs. (Colorado Statutes 23-31.5-101)

In April, 2005 the Board of Governors of the Colorado State University System adopted a complementary, focused mission statement for the University that stresses its distinctiveness and central commitments.

Colorado State University-Pueblo is committed to excellence, setting the standard for regional comprehensive universities in teaching, research and service by providing leadership and access for its region while maintaining its commitment to diversity.

EXTENDED STUDIES MISSION STATEMENT

The mission of the Extended Studies at CSU-Pueblo is to provide credit and non-credit courses and degree completion programs to geographic areas and students having needs that are not presently met by traditional, on-campus program offerings.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COMMITMENT

Colorado State University-Pueblo is a higher education provider and employer that offer equal access and opportunity in employment, admissions and educational programs and activities. The University does not discriminate on the basis of race, color, religion, national origin, citizenship, gender/sex (including pregnancy, childbirth, and related medical conditions), age (40 and older), disability (physical/mental), genetic information, veteran status, sexual orientation (including perceived sexual orientation), transgender status, or marital status in its employment practices or in the admissions and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender/sex and violates this policy statement, the University will not tolerate such

conduct. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for minorities, women, individuals with disabilities, and veterans.

The University complies with Title VI and Title VII of the Civil Rights Act of 1964, as amended; related Executive Orders 11246 and 11375; the Civil Rights Act of 1991; Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; American with Disabilities Act Amendment Act of 2008; Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; The Pregnancy Discrimination Act of 1978; the Equal Pay Act of 1963; the Age Discrimination Act of 1972; the Genetic Information Act of 2008; and all federal, state, and local laws pertaining to access and equity. Colorado State University-Pueblo avows its belief in equal access and opportunity for all students, employees and guests of the institution. The Director of Equal Opportunity/Affirmative Action and Title IX Coordinator has been designated by the President as the person with overall responsibility for the implementation and maintenance of such programs. For any concerns regarding unlawful discrimination/harassment or further information, please contact the Office of Equal Opportunity/ Affirmative Action at (719) 549-2210/2223, Administration Building/ Room 304. For disability resources/accommodation matters or other related concerns, please contact Justin Hiniker, Disability Resource Office at (719) 549-2648 (for students) Email: justin.hiniker@csupueblo.edu, Library and Resource Center (LARC) Room 169. For employment-related disability matters, please contact Ralph Jacobs, Human Resources Office at (719) 549-2246 (for employees), Email: ralph.jacobs@csupueblo.edu, Administration Building/Room 306.

Please visit www.csupueblo.edu/AffirmativeAction and <http://www.csupueblo.edu/Disability/Pages/default.aspx> for more information.

TERMS OF THIS CATALOG ISSUE

Students graduate under the catalog requirements noted in the *Academic Policies* section of the CSU-Pueblo catalog.

All statements made in this catalog and similar publications distributed generally to prospective or

admitted students or interested parties shall be for informational purposes only and should not be interpreted as being contractual. Colorado State University-Pueblo reserves the right to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, Colorado State University-Pueblo will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog.

COMPLAINT PROCESS

Colorado State University-Pueblo desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Distance education students who desire to resolve a grievance should contact the appropriate office (Continuing Education, Bursar's Office, Financial Aid Office, Student Affairs, etc.).

If an issue cannot be resolved internally, you may file a complaint with the state in which you reside. The Student Grievance contact information for individual states is available on our website at <http://coned.colostate-pueblo.edu/Pages/default.aspx>.

Colorado State University-Pueblo is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle St., Suite 2400, Chicago, IL, 606022501, Phone 800.621.7440

All lists are subject to change. If a student is not able to contact the appropriate agency in a given state, please contact General Counsel, Colorado State University System, 410 17th Street, Suite 2440, Denver, CO 80202. Phone 303.534.6290, and assistance will be provided.

COLORADO STUDENTS

34 CFR §668.43(b) requires Colorado State University-Pueblo to provide students and prospective students with contact information for filing complaints with the state's approval or licensing entity. In Colorado, this entity is the Colorado Commission on Higher Education (CCHE), a regulatory body operated by the Colorado Department of Education. The instructions for filing

complaints with CCHE can be found on their website: <http://highered.colorado.gov/>

[Academics/Complaints/default.html](http://highered.colorado.gov/Academics/Complaints/default.html).

Phone (303) 866-2723 (303) 866-4266
(303) 534-6290.

Note: The first requirement under CCHE guidelines is that the complainant exhausts all opportunities for resolution at the institution in question before filing a complaint with CCHE. For Colorado State University, the first step would be to contact General Counsel, Colorado State University System, 410 17th Street, Suite 2440, Denver, CO 80202.

STATE-SPECIFIC DISCLOSURES

Students residing in the states listed below should be aware that the electronic code of federal regulations requires a school offering distance education programs to residents of other states allow these states to review university policies and programs prior to establishing a presence.

As part of the process, some states may require information be listed in the school's catalog.

Students should review the statements below related to their state and contact their state directly or email coned@colostate-pueblo.edu with any questions.

Oregon

All degree programs offered in Oregon by institutions that are not part of the in-state public higher education systems are required by statute to obtain approval from ODA before offering a degree program to students in Oregon. *After classes begin for a term, a student who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated on a weekly basis since CSU-Pueblo Continuing Education courses utilize nontraditional academic calendars. Refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law. OAR 583-030-0035 (18)*

Minnesota

"Colorado State University-Pueblo is registered as a Private Institution with the Minnesota Office of

■ REGISTER FOR COURSES ■

Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

Maryland

Colorado State University-Pueblo is registered with the Maryland Higher Education Commissions and approved to offer fully online programs in the State of Maryland. As a registered institution, Colorado State University-Pueblo is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

REGISTERING FOR AN INDEPENDENT STUDY COURSE

By mail:

Complete the CSU-Pueblo Independent Study registration form at the back of the catalog or on our website, attach a check payable to CSU-Pueblo or list your credit card number on the bottom of the form and mail to:

Colorado State University-Pueblo
Extended Studies
2200 Bonforte Blvd.
Pueblo, Colorado 81001-4901

You may call toll free 1-800-388-6154 to have a registration form mailed or faxed to you. You also may obtain a printable form on our website at extendedstudies.csupueblo.edu.

By fax:

Include your credit card number on your course registration form and fax to 719-549-2438.

The official registration form for enrolling in Independent Study courses is located at the back of this catalog.

By telephone:

Call toll-free 1-800-388-6154 and the staff will complete the registration form while you are on the telephone and charge your tuition to your credit card.

We are unable to process your registration until we receive your full payment or proof of payment (i.e. copy of Tuition Assistance or Financial Aid confirmation).

In person:

CSU-Pueblo Campus Office

Extended Studies
Administration Building
Suite 310
719-549-2319

CSU-Pueblo Tower (Colorado Springs)

2864 South Circle Drive
Suite 200
Colorado Springs, CO 80906
719-442-2264



Independent Study Course Registration Form

Email: extendedstudies@csupueblo.edu
Phone: 1-800-388-6154, or 719-549-2316
Fax: 719-549-2438

Mail: Colorado State University-Pueblo
Extended Studies
2200 Bonforte Blvd.
Pueblo, CO 81001-4901

Please check here if using Financial Aid ☐

Please check here if using Military Tuition Assistance ☐

If checked a copy of the Financial Aid Signature Form must accompany this registration for processing

Term you are registering for: ☐ Fall ☐ Spring ☐ Summer Year: 20__

☐ Early Registration (To be billed to PAWS acct) ☐ Standard Registration (Payment due at registration)

PID/Social Security Number: _____ Birthday: _____ Gender: _____
Month/ Day/Year

Full Legal Name: _____
Last First Middle Suffix Maiden

Street: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: (Please PRINT clearly)* _____

Note: Your registration confirmation will be sent to this email address, please ensure the address is clearly legible to avoid delays

Educational History (Required)

Do you currently or have you previously attended Colorado State University-Pueblo? ☐ No ☐ Yes, When _____

Are you currently enrolled in high school? ☐ Yes ☐ No

List the *current or last* high school attended: _____ City _____ State _____
From (mo/yr) To (mo/yr) Highest grade completed

Dates of attendance: ____/____/____ Graduation (mo/yr) _____

Have you earned a GED or equivalent ☐ No ☐ Yes Year: _____ City: _____ State _____

Have you previously earned a Bachelor's degree or its equivalent? ☐ No ☐ Yes

If yes: Type of Degree _____ Institution: _____ Year: _____

What is your primary purpose for enrolling in these courses?

- ☐ To complete degree requirements for the External Degree Program ☐ To complete degree requirements for another College or University
☐ For personal educational enrichment not related to the degree completion ☐ To complete degree requirements for an on-campus CSU-Pueblo degree

Ethnicity (Select one):

☐ Hispanic/Latino, Chicano, Cuban, Puerto Rican, Mexican American

Prefer not to answer ☐

☐ Non-Hispanic/Latino

Race (Regardless of your answer above, select all that apply):

- ☐ American Indian or Alaska Native (Original Peoples) ☐ Black or African American (including Africa and Caribbean)
☐ Asian, Japanese, Chinese, Vietnamese, Korean, Filipino (including Indian subcontinent) ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)
☐ White, Anglo, Caucasian (including Middle East, Persia)

For fastest service please submit your completed registration form

By email to: extendedstudies@csupueblo.edu

or by Fax to: 719-549-2438

Check out our full list of course offerings at www.extendedstudies.csupueblo.edu

For more information in individual courses including books and course requirements check out our

Fast Facts Guide at: <http://extendedstudies.csupueblo.edu/IndependentStudy/ScheduleOfCourses>

Over →

Courses

Course Format (One Must be Selected)		Dept. Course No.	Title	Credits	Cost	Office use only Call No.
Learn by Term**	Extended Learning					

****Students using Financial Aid must enroll in the Learn by Term option when available to conform to Financial Aid completion timelines**

For Extended Learning Classes only: If you prefer your course information to be mailed to you rather than e-mailed check this box. ☐

I certify that to the best of my knowledge, the information provided is true and complete. I understand that if found otherwise, my registration is subject to rejection. I certify that I am aware of policies concerning Financial Aid, refunds, grading, drop/add procedures, and payment of fees. I acknowledge that courses which overlap with the term in which I plan to graduate must be completed by the last day of the term in which I am attempting to graduate. If I choose to extend a course so that a grade is not posted by the end of the potential graduate term, a new graduation contract will need to be completed. **If I am using Financial Aid, I understand I must comply with Financial Aid policies and deadlines, including Pell Grant regulations and enrollment status. I will need to call 719-549-2753 for this information.**

Student's Signature _____ Date _____

If applicant is under 18 years of age, a parent or guardian's signature also is required.

Parent or Guardian Signature _____ Date _____

To be Completed by Extended Studies Staff

Date material mailed/emailed to student: _____

EXTENDED STUDIES DEADLINES ONLY

(*Additional Deadlines apply to FA/TA students)

Term Enrolled : _____ Format Enrolled (LBT) (EL)

____ Early Registration _____ Standard Registration

CSU-Pueblo Extended Studies Representative Date

Registration Date: _____

*Completion Deadline: _____

Drop Deadline: _____

*Withdrawal Deadline: _____

Total Tuition And Fees	Amount Paid By Student at Registration	Method of Payment	Balance Owed By Student
\$	\$		

Total Amount Owed by Sponsor	Sponsor Number

If paying by Credit Card please complete this section:

Student Name: _____ Student PID# _____

____ Visa ____ MC ____ Disc Credit Card Number: _____ CCV Code: ____ Expiration Date: _____

Name (as it appears on card): _____

Authorized Signature: _____

For office use only:

Date of Transaction: _____ By: _____ Result: _____ Amount Charged: _____



Academic Year 2017-2018

Financial Aid Policies Statement

Email: extendedstudies@csupueblo.edu
Phone: 1-800-388-6154, or 719-549-2316
Fax: 719-549-2438

Mail: Colorado State University–Pueblo
Extended Studies
2200 Bonforte Blvd.
Pueblo, CO 81001-4901

All students intending to use financial aid to pay for their Extended Studies Independent Study courses must READ and SIGN this statement in addition to the registration form.

No registration will be processed with financial aid as payment after the deadline date in accordance with Campus Dates.

Financial Aid Extended Studies Term Dates: Circle semester registering for below

	Fall 2017	Spring 2018	Summer 2018
Financial Aid Registration	August 21 – September 4, 2017	January 15 – January 29, 2018	May 14 – June 7, 2018
Course Dates	August 21 – December 8, 2017	January 15– May 4, 2018	May 14– August 2, 2018

If registration is submitted after the Financial Aid Registration deadline, students must self-pay for Extended Studies course(s)!

When available, students using financial aid to pay for courses are required to enroll in the Learn by Term option for the course which provides additional support for students to complete their courses on time and complies with Financial Aid timelines for completion of the course within the traditional semester.

When Learn by Term options are not available, students using financial aid to pay for courses may enroll in Extended Learning courses. Students enrolling in Extended Learning courses through financial aid are required to complete their coursework by the last day of the campus term in which they are enrolled in order to avoid financial aid penalties.

Please note:

- Coursework paid for with financial aid must be successfully completed by the last date of the campus term in which the student is enrolled in order to avoid funds being revoked or charged back to student's account. This means that all coursework must be submitted to the course instructor by the following dates:

Fall 2017

December 8, 2017

Spring 2018

May 4, 2018

Summer 2018

August 2, 2018

- If a student has been awarded Pell Grant funds, the student must complete 50% of all coursework for all courses enrolled by the middle of the semester before the Pell Grant funds will be disbursed.
 - Student must also complete 100% of their coursework by the end of the current semester or Pell Grant funds will be revoked or charged back to student's account.

Total awards of Financial Aid are based upon number of credits a student is enrolled in including correspondence and classroom/traditional courses.

Regular Work(classroom)	Correspondence Work	Adjusted Total Course Work	Enrollment Status
3	3	6	Half-Time
3	6	6	Half-Time
3	9	6	Half-Time
6	3	9	Three-quarter Time
6	6	12	Full-Time
0	12	12	Half-Time

By signing below, I understand ALL of the information provided on this form and agree to the financial aid policies. I understand that if financial aid is not available to cover the cost of the courses I am registering for, that I will be billed for those courses and may be dropped for non-payment if the bill is not paid in full by the established due dates. If I have any questions regarding my financial aid and how it applies to Extended Studies courses, I should contact Student Financial Services at 719-549-2753 or email kynna.boughton@csupueblo.edu

Printed Name

PID

Signature

Date



Extended Studies

126-1002

2200 Bonforte Blvd.

Pueblo, Colorado 81001

extendedstudies.csupueblo.edu



Fort Carson Site



Tower Location
in Colorado Springs since 1969



CSU-Pueblo