



Colorado State University Pueblo Independent Study Program

CSU Pueblo offers a unique and professional Independent Study Program dedicated to serving our increasingly diverse student population that is convenient, flexible, and affordable. We offer exceptional digital and print-based correspondence courses allowing students to study with us anytime and anywhere. Whether a professional seeking to enhance their educational credentials, a college student seeking to earn credit or wanting to earn a Bachelor of Science degree through our External Degree Completion Program, the CSU Pueblo Independent Study Program can provide the avenue to achieve these goals. Independent Study allows students to participate in a quality educational process with the freedom to choose when and where study occurs.

Independent Study credits can be used to:

- Apply credit toward a degree at Colorado State University Pueblo.
- Transfer credit to another university.
- Meet the requirements for professional certifications.
- Prepare for a new position or profession.
- Provide personal growth and self-fulfillment.
- Begin work toward a degree program for completion at a later date.

Any questions not answered in this catalog should be referred to:

Division of Extended Studies

Colorado State University Pueblo

2200 Bonforte Boulevard

Pueblo, CO 81001

Phone: 719-549-2316 or 800-388-6154

E-mail: independentstudy@csupueblo.edu

Web: www.csupueblo.edu/extendedstudies/independent-study

We look forward to hearing from you!

Terms of this Catalog

Statements made in this catalog are pulled from the current CSU Pueblo Academic Catalog, the full version of which is available at www.catalog.csupueblo.edu. This catalog is for informational purposes only and should not be interpreted as being contractual. CSU Pueblo and the Division of Extended Studies reserves the right to change, modify or cancel any course, procedure, policy, financial requirement or disciplinary arrangement set forth in this catalog whenever it is determined that such action is appropriate.

Frequently Asked Questions

What are Independent Study courses?

CSU Pueblo is committed to providing high quality and fully accredited digital and 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 in the format that best meets the needs of our students. Our Independent Study courses consist of a challenging curriculum that enables students to learn at their own pace. Our courses are taught by CSU Pueblo faculty members and qualified subject matter experts who possess both a postgraduate degree and college or university teaching experience in their field. All of our instructors and curriculum are reviewed and approved by both the Department Chair of the respective department and the Dean of Extended Studies. The Independent Study Program provides students with flexibility and convenience. Students can enroll at almost any time during the year and study where and when it is most convenient for them.

Who can take Independent Study courses?

Anyone can take Independent Study courses. Individuals do not need to be degree-seeking to enroll in one of our 100+ academic courses. Please note that enrolling in an academic correspondence course at CSU Pueblo does not constitute admission to the University. Students who intend to pursue a degree or certificate must apply for admission.

Can incarcerated students enroll in Independent Study courses?

Courses can be taken via print-based correspondence while a student is incarcerated. The U.S. Postal Service is utilized for print-based coursework and materials.

Students will need to be aware of their institution's policies and procedures about sending and receiving documents and course materials, including textbooks. Students should also be aware of their institution's policies and procedures regarding the proctoring of educational exams within their institution, as most courses require proctored exams. Print-based exams are available for all courses when required.

It is advised that incarcerated students identify a third-party advocate to work with Independent Study staff on their behalf to ensure success in the program. An advocate can assist in communicating educational needs, processing registration forms and payments, or facilitating other necessary correspondence. Advocates may not submit course registration or coursework on a student's behalf nor should they directly contact their student's instructors. Additional advocate guidelines are provided at the back of this catalog. Students using an advocate will be required to submit a notarized FERPA privacy release (Consent for Release) provided in this catalog to allow Independent Study staff to communicate with the advocate regarding the student's educational record. Advocates who possess a Power of Attorney must submit the document for review by CSU Pueblo General Counsel to assess authority granted in the POA and may result in a delay of the registration process.

It is also advised that students identify a source of third-party payment for funding. CSU Pueblo does not assist in finding third-party funders. Legislation signed into law on December 27, 2020 included a repeal to the ban on Pell Grant eligibility for incarcerated students. This change should go into effect by July 2023, at the latest. CSU Pueblo is aware of the eligibility change, however we are currently waiting for the U.S. Department of Education to release more details. We appreciate your patience and will provide more information as it becomes available.

Students who move to another facility or are pending release should make arrangements with their instructor(s) and advisor to ensure a smooth transition of coursework.

What courses are available through Independent Study?

Courses available through Independent Study fulfill all requirements for our four Bachelor of Science degree programs. We also offer general education courses that satisfy many universities' general education

requirements for degree completion, as well as multiple course options that satisfy requirements in humanities, social science, English, math, university cross-cultural components, and science lectures with their lab counterparts. Courses annotated with a "GT" in this catalog are approved courses for the Colorado guaranteed transfer program (gtPathways) that guarantees the transfer of coursework among all Colorado two- and four-year public institutions.

The most recent list of course offerings is available on our website at <https://www.csupueblo.edu/extended-studies/independent-study/course-offerings> and can be mailed upon request.

Is CSU Pueblo an accredited institution?

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, IL, 60602-2501, Phone 800-621-7440. All Independent Study courses approved by their academic department fall under specialized accreditation agencies as follows:

- American Chemical Society
- National Association of Schools of Music
- Council of Social Work Education; and
- Association to Advance Collegiate Schools of Business

Do Independent Study courses require prerequisites and/or placement exams?

Some Independent Study courses have prerequisites that must be met prior to course enrollment. A prerequisite is a course, series of courses, or test score that must be successfully completed before a student can be registered for a specific course. Proof of prerequisite completion may be required at the time of enrollment based on the CSU Pueblo Academic Catalog.

Students must take a math placement exam to determine their level of math ability if registering for math courses. Digital students are required to take the Accuplacer exam, administered by the Campus Testing Center. Print-based students will be provided with an alternative math placement exam. Information on how to take either the Accuplacer or alternative placement exam will be provided prior to registration when necessary.

How long are Independent Study courses?

Course length is dependent on the method in which

tuition is paid. Financial Aid students must abide by 16-week course term dates. Self-pay students have one year from the date of registration to complete a course through digital or print-based formats. Courses may not be completed in less than two weeks (14 days) per credit hour (i.e. a minimum of 6 weeks or 42 days, for a 3 credit hour course).

How many courses can be taken at one time?

Course registration is capped at 18 credit hours per term. Students requesting more than 18 credit hours per term must request an Overload Request Form.

Can Independent Study courses be audited?

Independent Study courses cannot be audited.

What degrees can be obtained through Independent Study?

We currently offer the following degree programs:

- BSBA in Business Management
- Bachelor of Science or Arts in Criminology
- Bachelor of Science in Interdisciplinary Studies
- Bachelor of Science or Arts in Sociology

Dual majoring is not permitted with an Interdisciplinary Studies degree or with a Criminology/Sociology degree combination.

Additionally, students can obtain a Minor in:

- Business Administration
- Marketing
- Psychology
- Sociology
- Supervisor Management

What certificate programs are offered through Extended Studies?

The certificate in Business Foundations is available to students who do not have a background in business but would like to add foundational business concepts to enhance their learning portfolio.

What is the application process for a degree program?

Students must submit the Application for External Degree Completion Program Admission found at the back of this catalog to be considered for admission to a degree program or submit application online. Failure to complete or fully provide required information on the application will result in delays in admission and registration. There is no application fee for the External Degree Completion Program.

Students seeking admission must submit a crime statement, if applicable, as indicated at the bottom of the application. Disclosure does not prevent admission to our program, but failing to fully disclose circumstances regarding a criminal history will result in a delay of admission.

Students who are seeking admission to the University must have at least a 2.0 to be considered for admission. It is strongly recommended that students have at least a 14 on all subsections of the ACT or at least a 380 on all subsections of the SAT, though students with lower scores may still qualify for admission.

Is college credit awarded for prior learning?

CSU Pueblo recognizes the importance of a student's prior learning. Prior learning is experienced-based learning that has been attained outside of accredited post-secondary education systems, including learning acquired from life and work experiences. Undergraduate academic credit is awarded for college-level learning involving knowledge, skills, and competencies that students have obtained which is equivalent to CSU Pueblo course learning outcomes.

Students seeking Prior Learning Assessment should request the course syllabus for the course they wish to be awarded credit. They will be led through the portfolio process to chronicle and provide evidence of their experience. Supporting documents of evidence include but are not limited to work product, letters of verification, certificates, and certifications.

Students may submit one portfolio for each subject area for which they petition. Each portfolio will incur a \$75.00 non-refundable fee before it is assessed.

How much do Independent Study courses cost?

Independent Study courses are \$215.00 per credit hour. There is an additional \$10.00 fee for a one credit hour print-based course or a \$25.00 fee assessed for a three credit hour print-based course to provide for printed materials and postage. Print fees are non-refundable if a student drops or withdraws from a course. Students no longer need to provide self-addressed stamped envelopes to receive instructor feedback. Textbooks are not included in the cost of tuition and need to be purchased separately through the CSU Pueblo Bookstore or a third-party vendor. Some digital courses may require online videos or the purchase of additional software. Be aware that tuition costs may change without notice.

Independent Study courses are ineligible for Colorado Opportunity Fund (COF), the portion of tuition provided for Colorado residents.

Does it cost more to take an Independent Study outside the United States?

Students residing outside of the United States (excluding APO-FPO addresses) will be assessed an additional fee of \$45.00 for airmail postage at the time of registration. The Division of Extended Studies sends all United States mail, including mail to APO and FPO addresses, by air.

Can Financial Aid be used to pay for Independent Study tuition?

Yes. Students who use Financial Aid to pay for courses are required to enroll in the 16-week Learn by Term section, which is offered during regular term (Fall, Spring, Summer) dates. Courses paid for with Financial Aid must be successfully completed by the last date of the on-campus term in which the student is enrolled to avoid adjustments or delays to the student's Financial Aid for the next term. Financial Aid awards may vary and may not be funded at the full amount for Independent Study courses because they are designated as correspondence courses, therefore may be considered by the federal government as part-time enrollment unless taken in equal parts with on-campus credits.

Students who are awarded Pell Grant funds may receive funds at mid-semester if at least 50% of their coursework for the term is completed. If the student does not complete 100% of their coursework with a passing grade by the end of term in which the student is enrolled then the student is no longer eligible to receive the Pell Grant, remaining Pell Grant funds will not disburse and disbursed Pell Grant funds will be charged back to the student's account.

See additional Financial Aid information at the back of this catalog or contact the Financial Aid Office for specific information.

Can military benefits be used for Independent Study tuition?

Yes. Students using Veterans Benefits to pay for their course(s) are required to follow semester term dates. Independent Study Courses are designed to provide time and flexibility to students and can be completed via e-mail or USPS regardless of where a student is stationed. **Active Duty Military (TA) and students using Veterans Benefits (VA)** have different regulations depending on

their branch of service. Important dates will be included on the registration confirmation sent to finalize registration.

Can students self-pay for Independent Study tuition?

Yes. Students who pay by cash, credit card, or check, who do not utilize any form of government Financial Aid assistance, have one year from date of registration to complete a course through digital or print-based formats.

What is the process to register for courses?

A completed course registration form, provided at the back of this catalog and on our website at <https://www.csupueblo.edu/extended-studies/independent-study/forms.html> is all that is required to register for courses.

CSU Pueblo students wishing to enroll in Independent Study courses should first consult their assigned academic advisor to select the appropriate course(s) needed for their degree program.

Course registration is not the same as admission to a degree program. Students wishing to apply for a degree program must also fill out the Application for External Degree Completion Program Admission found at the back of this catalog.

Can old college credit be applied toward a CSU Pueblo degree?

Any college credit more than 10 years old, excluding CSU Pueblo general education courses, is not applicable toward a degree unless approved by petition to the appropriate Department Chair. The Academic Advisor can assist in facilitating the process for a petition.

What is the process to transfer credits in from another institution?

Students may request an unofficial transfer credit review from the Academic Advisor prior to submission of an External Degree Program Application. Submission of official transcripts from all previous colleges and universities are required at the time of application. It is the responsibility of each student to obtain their own official transcripts from previous institutions.

What is the process for the print-based Independent Study option?

Students enrolling in print-based Independent Study courses will receive a packet of materials upon

registration, including a registration confirmation sheet detailing the start date, and drop, withdrawal, and completion deadlines, and a textbook ordering information. The provided syllabus includes instructor contact information and offers guidance through the course with a combination of reading and written assignments, academic journals, term papers and/or proctored exams. The course instructor will evaluate coursework, provide feedback, and assign grades. Students should regularly submit coursework throughout their enrolled course date(s) and plan for exams, especially proctored exams, in advance of the end of the semester. Any feedback provided by the instructor should be used to improve coursework on subsequent assignments. Graded assignments will be returned to the student in the same way in which it was submitted to our office. Please expect a two-week feedback turnaround time from the date on which work was received in our office. It is recommended that all coursework be completed and submitted two weeks prior to the course completion date to meet the semester grade entry deadline. Students who submit coursework in bulk at the end of their course risk missing semester grade deadlines, which can negatively impact funding and the ability to register for the next semester.

What is the process for the digital (Blackboard) Independent Study format?

Students enrolling in digital Independent Study courses will receive a confirmation email sent to the preferred email address provided on their registration form. The confirmation email will detail start, drop, withdrawal, and completion deadlines and also provide a step-by-step guide on how to access the course on the learning management system, Blackboard. All course materials are available in Blackboard within 24-48 hours of student account activation or course registration, for returning students. The course syllabus in Blackboard includes instructor contact information and provides guidance through the course with a combination of reading and written assignments, academic journals, term papers and/or proctored exams. The course instructor will evaluate coursework, provide feedback, and assign grades. Students should regularly submit coursework throughout their enrolled course date(s) and plan for exams, especially proctored exams, in advance of the end of the semester. Any feedback provided by the instructor should be used to improve coursework on subsequent assignments. Graded assignments will be posted under the Blackboard Gradebook tab. Please expect a two-week feedback turnaround time from the

date on which work was submitted. It is recommended that all coursework be completed and submitted two weeks prior to the course completion date to meet the semester grade entry deadline. Students who submit coursework in bulk at the end of their course risk missing semester grade deadlines, which can negatively impact funding and the ability to register for the next semester.

How are textbooks purchased?

Textbooks can be purchased through the CSU Pueblo Bookstore or a third party vendor. It is strongly recommended that students purchase their textbooks and other supplies through the CSU Pueblo Bookstore to ensure the correct materials, as specified in the course syllabus, are used. A book order form for the CSU Pueblo Bookstore is included at the back of this catalog.

When are payments for Independent Study courses due?

Tuition payment is required in full at the time of registration. Payment plans may be available under extreme circumstances and will be assessed late processing fees. Students must pay off their current term tuition before being allowed to register for the next term. Students using Financial Aid or third party payments will be liable for any unpaid balances. Proof of payment or confirmation of pending aid from the Financial Aid Office, Veteran Success Center, or Athletic Department is due at registration. Payment may be made in the form of a check, money order, or credit card (VISA, MasterCard, Discover, American Express) and can be submitted with the registration form. All checks must be payable to CSU Pueblo. There will be a charge of \$25.00 for any returned checks. E-check and credit card payments can also be submitted through an online payment portal at <https://secure.colorado.gov/payment/puebloextendedstudies>. A \$1.00 e-check or 2.5% card transaction fee will be assessed at the time of payment.

A full student financial disclosure agreement is available at the back of this catalog for reference. Not all information in the disclosure agreement is applicable to Independent Study students.

Are Independent Study students assigned a CSU Pueblo email address?

Students enrolled in digital course format will receive a CSU Pueblo email address required to access Blackboard. CSU Pueblo uses its campus email system as its official mode of communication. Students are expected to read and respond to CSU Pueblo email messages in a timely,

consistent manner and to utilize their CSU Pueblo email to communicate with their instructors. Print-based students will not receive electronic access or an email account. It is at an instructor's discretion to communicate with students via Corrlinks. Students who do not receive a timely response using Corrlinks should utilize U.S. Mail for correspondence. At the current time, JPay is not supported for campus communication.

Is technical support available for Blackboard, PAWS or student email?

Students needing technical support should first contact the Extended Studies staff regarding issues accessing Blackboard, PAWS, NetID, or email to first troubleshoot access.

What other services are available to Independent Study students?

Independent Study students are encouraged to utilize the CSU Pueblo library to access a variety of services including catalogs and databases, inter-library loans, and reference services.

Additionally, the Online Writing Lab 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 proofreading service.

How is student information accessed?

Students with digital access can view their university billing information, update personal information and access some educational records in PAWS and Banner Student Self-Service. The Degree Audit Reporting System (DARS) function in PAWS allows students to track their academic progress toward degree completion and view transfer evaluation results for courses completed at another institution.

Are students allowed to work with another individual to complete coursework?

No. Any use of unauthorized assistance in preparing materials that a student submits as original work is considered as academic dishonesty and constitutes grounds for dismissal. CSU Pueblo's policy on academic dishonesty is included in every course syllabus. Coursework should only be submitted directly by the student enrolled in the course.

Should students retain copies of their work when ready for submission?

It is important that students retain a copy of everything sent to their instructor. Postal mail can be lost in the many processes it goes through to get to our office.

Who can assist with problems 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 their instructor, they should next contact the Extended Studies Office.

Are proctors required for 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 an exam is completed, the proctor returns the document, usually by U.S. Mail, to the Extended Studies Office to be graded.

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 highly recommended that students submit their proctor information for approval at the beginning of the course to ensure testing is not delayed. PLEASE NOTE that proctor eligibility is determined by federal guidelines. Proctors cannot be a coworker, 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 through the CSU Pueblo Testing Center. Proctoring on the CSU Pueblo campus outside of the Testing Center 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 exam administered. Fees commonly range from \$20.00- \$50.00 and are set by the individual provider. Students are responsible for paying any fees related to exam proctoring. Some states may require that proctoring for distance education courses be conducted electronically. 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 registration confirmation materials. Students who have difficulty identifying an acceptable proctor in their local area should contact the Extended Studies Office for assistance.

Can students drop or withdraw from an Independent Study course?

Students may drop a course before 15% of the course duration from the start of term, or from the course registration date for self-pay students, has passed without a record of the dropped course appearing on the student's permanent record and for a full refund. Immediately following the end of the drop period noted on the registration confirmation, students may withdraw from a course to receive a grade of "W" (withdrawal) on their academic record. A student may not withdraw from a course after 60% of the course duration has passed. Tuition and fees will not be adjusted for course withdrawals during the withdrawal period. Digital students can perform their own drop in PAWS. Print-based students must request to be dropped or withdrawn from a course by contacting Extended Studies staff. It is recommended that Financial Aid students verify the impact to their award and academic standing with the Financial Aid Office prior to dropping or withdrawing from courses.

What if coursework is incomplete by the course end date?

Courses have distinct enrollment and completion periods. Students who utilized Financial Aid or military benefits to pay for their course and are unable to complete the course by the last week of the campus term must file a Request for Incomplete form with their instructor and the Extended Studies Office prior to the end of the semester in which the Incomplete is requested. Requests for Incompletes will only be granted in cases in which the student can demonstrate the following:

- It is highly recommended that the student has completed at least 60% of the course work with a passing grade.
- Unforeseen circumstances occurred which substantially interfered with the student's 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.
- Acknowledgement from the student that Financial Aid or military benefits for subsequent

terms can be delayed or withheld until the course is complete, or may be completely withdrawn.

Self-pay students do not have an option for extension and must complete all coursework within one year from the date of registration.

For all other Independent Study academic policies, please refer to the current CSU Pueblo catalog.

When are grades posted to a transcript?

Grades are entered on the academic transcript after the instructor has graded all coursework, generally within two weeks of the last submitted coursework. If a student has not completed coursework by the completion date for an Independent Study course, an NG (no grade) will appear on the transcript until the instructor has submitted a final grade. A NG not removed within one calendar year will revert to a grade of "F - failed" and be included in the computation of the student's grade point average. Re-enrollment of a course is not allowed while an NG is still outstanding for that course. All NG grades must be resolved to a final letter grade for the student to be eligible for degree conferral.

What is the process to sign up for graduation once degree requirements have been completed?

Graduation Contracts for fall and spring terms are due no later than the fourth week of the graduating term. Graduation Contracts for the summer term are due no later than the third week of the 12-week summer term. Students unable to complete degree requirements within 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.

How are official transcripts ordered?

Official transcripts can be ordered and paid for through a third party service on the Registrar's Office website. All financial accounts with CSU Pueblo must be settled before an official transcript can be issued. Students with a financial hold preventing release of their transcripts may appeal to the Extended Studies staff for a one-time release of official transcripts if needed for academic or promotional purposes.

Only incarcerated students may request their official transcripts through the Transcript Request Form included in this catalog.

Unofficial transcripts can be accessed at any time through PAWS.

Extended Studies/Independent Study Staff

General Inquiry: independentstudy@csupueblo.edu

Eleanor Casares, Administrative Assistant II Phone: 719-549-2319 Email: eleanor.casares@csupueblo.edu	Rebecca Knight, Independent Study Coordinator Phone: 719-549-2819 Email: rebecca.knight@csupueblo.edu
Jessica Gama, Academic Advisor Phone: 719-549-2397 Email: jessica.gama@csupueblo.edu	Trisha Macias, Director of Operations Phone: 719-549-2639 Email: trisha.macias@csupueblo.edu
Testing Center Phone: 719-549-2773 (Pueblo) or 719-586-6901/719-442-2264 (Colorado Springs) Email: testing.center@csupueblo.edu	

CSU Pueblo Services Directory

Adult & Prior Learning Assessment 2200 Bonforte Blvd., LARC 267 Pueblo, CO 81001 Phone: 719-549-2543 Email: phillip.schulz@csupueblo.edu	CSU Pueblo Registrar's Office 2200 Bonforte Blvd., Admin 202 Pueblo, CO 81001 Phone: 719-549-2261 Email: registrar@csupueblo.edu Web: www.csupueblo.edu/registrar
CSU Pueblo Bookstore 2200 Bonforte Blvd., OSC 120C Pueblo, CO 81001 Phone: 719-549-2146 Email: csu-pueblobookstore@csupueblo.edu Web: www.csupueblobookstore.com	IT HelpDesk 2200 Bonforte Blvd., LARC 1st Floor Phone: 719-549-2002 Email: helpdesk@csupueblo.edu Web: www.csupueblo.edu/information-technology/help-desk
CSU Pueblo Financial Aid/Billing Student Financial Services 2200 Bonforte Blvd., Admin 212 Pueblo, CO 81001 Phone: 719-549-2753 or 719-549-2181 Email: financialaid@ or studentbilling@csupueblo.edu Web: www.csupueblo.edu/student-financial-services	The PACK (Professional Academic and Career Knowledge) Center 2200 Bonforte Blvd., LARC 151 Pueblo, CO 81001 Phone: 719-549-2584 Email: irene.macias@csupueblo.edu Web: www.csupueblo.edu/pack-center
CSU Pueblo Library 2200 Bonforte Blvd. Pueblo, CO 81001 Phone: 719-549-2333 Text: 719-425-4045 Email: ask@csupueblo.libanswers.com Web: www.csupueblo.edu/library	TA (Army IgnitED, formerly GoArmy) Benefits CSU Pueblo at Fort Carson 1675 Long Street, Bldg. 1117, Room 107 Ft Carson, CO 80913 Phone: 719-586-6930 Email: korine.new@csupueblo.edu Web: www.csupueblo.edu/extended-studies/military
CSU Pueblo Writing Center Phone: 719-549-2333 Email: ask@csupueblo.libanswers.com Web: www.csupueblo.edu/tutoring-services/writing-room.html	VA Benefits Military and Veteran Success Center 2200 Bonforte Blvd., OSC 114 Pueblo, CO 81001 Phone: 719-545-2910 Email: veteransuccess@csupueblo.edu Web: www.csupueblo.edu/military-and-veteran-success-center

Course Descriptions

Subject to change.
Not all courses are offered every semester.

COURSE KEY

 **Extended Learning** (One year from the date of registration)

 **Learn by Term** (16-Week semester term dates)

 **Offered in Print-based format**

 **Offered in Digital format**

 **Test Out**

(1-4) - Number of credits in the course

(CC) - Course meets Cross-Cultural requirement

A grade of C or better is required for prerequisite courses.

ACCOUNTING (ACCT)

ACCT 101



Accounting for Non-Business Majors (3)

Survey of accounting course. Topics: accounting concepts, accounting information users, elements and purpose of financial statements, accrual accounting, internal control, and basic financial analysis.

ACCT 201



Principles of Financial Accounting (3)

Prerequisite: MATH 101 or MATH 109 or MATH 156 or BUSAD 265.

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

ACCT 202



Principles of Managerial Accounting (3)

Prerequisite: ACCTG 201.

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

ANTHROPOLOGY (ANTH)

ANTH 100



Gen Ed: Social Sciences

Cultural Anthropology (GT-SS3) (3)

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

among lifestyles.

(Gen Ed: SS, GT-SS3) (CC)

ANTH 101



Gen Ed: Natural and Physical Sciences

Biological Anthropology (3)

The course examines humans as biological organisms from an evolutionary perspective. Other primates and the significance of genetic diversity in modern human populations are discussed. (Gen Ed: ST)

Co-Requisite: ANTH 101L.

ANTH 101L



Gen Ed: Natural and Physical Sciences

Biological Anthropology Lab (1)

The lab will reinforce and extend student understanding of biological anthropological concepts. (Gen Ed: ST)

Co-Requisite: ANTH 101.

ANTH 104



Introduction to Archaeology (3)

This course introduces students to the field of archaeology. Examines how archaeologists acquire and interpret archaeological evidence. Reviews accepted practice and archaeological ethics and law.

ANTH 105 (PSYC 105, SOC 105, WS 105)



Understanding Human Diversity (3)

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.

ANTH 106 (ENG 106)



Gen Ed: Social Science

Language, Thought and Culture (3)

Cross-cultural introduction to language processes in human society. (Gen Ed: SS) (CC)

ART (ART)

ART 100



Gen Ed: Humanities

Visual Dynamics (GT-AH1) (3)

Appreciation and understanding of visual experiences and techniques reflecting the cultural dynamics of creativity. (Gen Ed: H, GT- AH1) (CC)

ART HISTORY (ARH)

ARH 211



Gen Ed: Humanities

Global Art I (GT-AH1) (3)

History of art & arch. from prehistory to 1300 CE. Topics include religious & political functions of art, cross-cultural interaction, the legal, ethical, & scientific challenges of archeology, restoration, & interpretation. (Gen Ed: H, GT-AH1) (CC)

ARH 212



Gen Ed: Humanities

Global Art II (GT-AH1) (3)

Discover how cross-cultural interactions, photography, abstraction, & the artistic engagement with politics, feminism, race, and popular culture affected the art world. Art throughout the world from 1300 CE to the present. (Gen Ed: H, GT-AH1) (CC)

BIOLOGY (BIOL)

BIOL 100



Gen Ed: Natural and Physical Sciences

Principles of Biology (GT-SC2) (3)

Introduction to basic principles common to all facets of biology. Topics include a brief history of biology, the scientific method, the diversity of life, cell structure and reproduction, and metabolism. (Gen Ed: ST, GT-SC2)
Co-Enrollment: BIOL 100L.

BIOL 100L



Gen Ed: Natural and Physical Sciences

Principles of Biology Lab (GT-SC1) (1)

To expose the student to problem-solving skills emphasizing the importance of observation and data accumulation. (Gen Ed: ST, GT-SC1)
Co-Enrollment: BIOL 100.

BIOL 112



Nutrition (3)

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

BIOL 121



Gen Ed: Natural and Physical Sciences

Environmental Conservation (GT-SC2) (3)

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. (Gen Ed:

ST, GT-SC2)

Co-Enrollment: BIOL 121L.

BIOL 121L



Gen Ed: Natural and Physical Sciences

Environmental Conservation Lab (GT-SC1) (1)

Field studies to accompany BIOL 121.

Co-Enrollment: BIOL 121. (Gen Ed: ST, GT-SC1)

BIOL 223



Gen Ed: Natural and Physical Sciences

Human Physiology and Anatomy I (GT-SC2) (3)

Study of human physiology and anatomy designed for students who require or desire a thorough understanding of the functional and structural aspects of the human body. Not for the majority of biology majors except Teacher Education. Topics include body orientation, physiologically important molecules, the cell, tissues, integument, skeleton, muscle, nervous system, and special senses. (Gen Ed: ST, GT-SC2)

Co-Enrollment: BIOL 223L.

BUSINESS ADMINISTRATION (BSAD)

BSAD 101



Business-Careers and Opportunities (1)

Introduction to the world of business that will provide insights on careers, business disciplines, and the world of business.

BSAD 102



Introduction to Personal Finance (3)

This introductory course serves as a vehicle to deliver fundamental personal financial management skills to students, providing the tools necessary to make good financial decisions.

BSAD 265



Inferential Statistics & Problem Solving (3)

Prerequisite: MATH 101.

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

BSAD 270



Business Communications (3)

Prerequisite: ENG 101 and 102.

Means of extending management capabilities through effective internal and external communications, including data organization and presentation.

BSAD 302

Ethics in Business (3)

Prerequisite: BSAD 270.

Examination of issues addressing ethical, legal, social and environmental responsibilities of businesses toward government, customers, employees, and the general public.



BSAD 360

Advanced Business Statistics (3)

Prerequisite: BSAD 265.

Development of advanced statistical techniques to support business decision-making. Topics include advanced multiple regression analysis, analysis of variance and nonparametric techniques.



BSAD 493

Senior Seminar (1)

Prerequisite: Senior standing.

Designed to help majors draw connections among the business disciplines. The course provides an in-depth examination of contemporary issues in the business environment.



CHEMISTRY (CHEM)

CHEM 101

Gen Ed: Natural and Physical Sciences

Chemistry and Society (GT-SC2) (3)

Chemistry related to the everyday world. Drugs, food, pollution, pesticides, consumer products, energy, and home health. Principally for non-science majors. (Gen Ed: ST, GT-SC2)



CHEM 101L

Gen Ed: Natural and Physical Sciences

Chemistry and Society Lab (GT-SC1) (1)

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

Co-Requisite recommended: CHEM 101. (Gen Ed: ST, GT-SC1)



CHEM 211

Introduction to Organic Chemistry (3)

Prerequisite: CHEM 111.

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



CHICANO STUDIES (CS)

CS 101

Gen Ed: History

Introduction to Chicano Studies (GT-HI1) (3)

Overview of the historical, political and socio-cultural experience of the Chicano. (Gen Ed: HS, GT-HI1) (CC)

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 100

Introduction to Word (1)

A competency-based course, topics include: file management, formatting, fonts, editing, reports, footnotes, desktop publishing, clip art, styles, outlines, tables and mail merge.



CIS 103

Introduction to PowerPoint (1)

An introduction to PowerPoint which includes presentation templates, charts, object embedding, slide shows, and other details in enhancing communications via presentation software.



CIS 104

Introduction to Excel Spreadsheets

Includes worksheet design, text and formula manipulation, charts, lists, pivot tables, ranges, lookup tables, data analysis, functions, and macros.



CIS 105

Introduction to Access DBMS

Course includes relational database design, table creation, data manipulation, queries, forms, reports, web access, and interface design.



CIS 171

Intro to Java Programming (4)

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



CIS 365

Management Information Systems (3)

Prerequisites: CIS 103, CIS 104, & MGMT 201.

Introduction to application and management of IT in functional business areas (marketing, finance, accounting, etc.). Topics include IT strategy, business intelligence, e-commerce, and cyber security. Open to non-CIS majors only.



CRIMINOLOGY (CRIM)

CRIM 101

Introduction to Criminology (3)

This class will address the historical, theoretical and



methodological foundations for understanding crime and criminology; various types of crime, and responses to crime by police, courts, and correctional institutions.

CRIM 203 (SOC 203)



The Criminal Justice System (3)

This course examines the origin, nature, and use of criminal law; policing, court adjudication, sentencing; crime victims; jails and prisons; community based corrections; criminal justice policy; justice and inequity.

CRIM 205 (SOC 205)



Research Methods (3)

Prerequisite: CRIM 101 or SOC 101.

Introduces methods of research and investigation in sociology, criminology, and the social sciences.

CRIM 303 (SOC 303)



Deviance (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 101 or SOC 203.

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

CRIM 305 (SOC 305, WS 305)



Women & Crime (3)

Prerequisite: ANTHR 100 or CRIM 101 or CRIM 203 or SOC 101 or SOC 203 or WS 100.

A critical examination of the historical and contemporary intersecting issues of sex, gender, and crime, focusing on girls' and women's experiences as victims, offenders, and workers in the criminal justice system.

CRIM 306 (SOC 306)



Delinquency and Juvenile Justice (3)

Theoretical and historical study of delinquency, intersectionality, and social justice. Family, peer, school, community, and cultural contexts and juvenile law, courts, policing, and youth corrections are examined.

CRIM 310



Criminological Theory (3)

Prerequisite: CRIM 101.

Examination of major theoretical explanations of crime and their policy implications.

CRIM 353



Penology (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 101 or SOC 203.

The history and role of corrections; correctional practice,

relationship to law, prison society, working in prisons, special needs of prisoners, capital punishment, administration, privatization.

CRIM 407 (WS 407)



Family Violence (3)

The extent, seriousness, and impact of major forms of family violence, including child maltreatment, dating and partner violence, stalking, and mistreatment of elders. Gender, race and social class implications are examined.

CRIM 409



Victimology (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 101 or SOC 203.

Study of victims with a focus on victims of officially defined crime. Examination of social changes impacting cultural views and the societal response to victims as well as the costs and consequences of victimization.

CRIM 410



Structural & Elite Crime (3)

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

CRIM 411



Police and Society (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 101 or SOC 203.

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

CRIM 413



Patterns of Homicide (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 203.

Examines the rates, types, patterns, and explanation of homicide in the United States and selected other countries.

CRIM 415



Forensic Criminology (3)

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

CRIM 425

Gangs in Contemporary America (3)

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



ECONOMICS (ECON)

ECON 101

Economics for Non-Business Majors (3)

Survey course covering both microeconomics and macroeconomics for Non-business major undergraduates. Topics will be studied through the lens of consumers, employees, business owners, and managers.



ECON 201

Gen Ed: Social Sciences

Principles of Macroeconomics (GT-SS1) (3)

Applications oriented approach to understanding the economy including monetary policy, deficits and surpluses, international issues; fundamental differences between liberal and conservative economic policies. (Gen Ed: SS, GT-SS1)



ECON 202

Gen Ed: Social Sciences

Principles of Microeconomics (GT-SS1) (3)

Illustrates how firms make price, wage and profit maximizing decisions. Other topics include market performance, market failure, environmental issues and government intervention. (Gen Ed: SS, GT-SS1)



ENGLISH (ENG)

ENG 101

Gen Ed: Written Communication

Rhetoric & Writing I (GT-CO1) (3)

Prerequisite: ENG 099, or ACT verbal score of at least 18, or SAT verbal score of at least 440, or an Accuplacer test score of at least 95.

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. (Gen Ed: E, GT-CO1)



ENG 102

Gen Ed: Written Communication

Rhetoric & Writing II (GT-CO2) (3)

Prerequisite: ENG 101

Sequential course providing continued engagement with critical thinking, reading, argumentation, and using rhetorical techniques in academic writing. Emphasis on



research strategies. (Gen Ed: E, GT-CO2)

ENG 106 (ANTH 106)

Gen Ed: Social Sciences

Language, Thought and Culture (3)

Cross-cultural introduction to language processes in human society. (Gen Ed: SS) (CC)



ENG 114

Gen Ed: Humanities

Introduction to Creative Writing (GT-AH1) (3)

An introduction to poetry, fiction, and creative non-fiction writing, stressing honest and clear writing and heightened critical thinking skills within a workshop setting. (Gen Ed: H, GT-AH1) (CC)



ENG 130

Gen Ed: Humanities

Introduction to Literature (GT-AH2) (3)

Introduction to the three major literary genres: fiction, poetry, and drama. The main emphasis is on close reading and textual analysis. (Gen Ed: H, GT-AH2)



ENG 317

Creative Nonfiction (3)

Introduction to writing the reflective essay.



EXERCISE SCIENCE AND HEALTH

PROMOTION (EPER)

EPER 162 **Coming Soon*

Gen Ed: Natural and Physical Sciences

Personal Health (3)

The development of knowledge and the scientific basis for the analysis, evaluation and promotion of personal health and wellness.

(Gen Ed: ST)



EPER 162L **Coming Soon*

Gen Ed: Natural and Physical Sciences

Personal Health Lab (1)

Optional experiential lab studies to augment EPER 162.

(Gen Ed: ST)



FINANCE (FIN)

FIN 330

Principles of Finance (3)

Prerequisite: ACCTG 201 and ECON 201 and ECON 202 and BUSAD 265 or MATH 156.

Principles of finance involved in problems confronting business organizations.



FIN 331



Managerial Finance: Policy, Planning and Control (3)

Prerequisite: FIN 330.

Financial management, planning, policy formulation and financial decision making.

GEOGRAPHY (GEOG)

GEOG 103



Gen Ed: Social Sciences

World Regional Geography (GT-SS2) (3)

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. (Gen Ed: SS, GT-SS2) (CC)

GEOLOGY (GEOL)

GEOL 101



Gen Ed: Natural and Physical Sciences

Earth Science (GT-SC2) (3)

Four earth spheres: the hydrosphere (oceanography, hydrologic cycle); the atmosphere (meteorology and climatology); the lithosphere (geology; internal and external processes); and space are emphasized. (Gen Ed: ST, GT-SC2)

Co-Enrollment recommended: GEOL 101L.

GEOL 101L



Gen Ed: Natural and Physical Sciences

Earth Science Lab (GT-SC1) (1)

Lab to accompany GEOL 101 lecture. (Gen Ed: ST, GT-SC1)

Co-Enrollment recommended: GEOL 101.

HISTORY (HIST)

HIST 110



Gen Ed: History

World History to 1500 (GT-HI1) (3)

Emergence of agricultural civilizations; political, economic, and social developments; growth of empires, trade, impact of geography, climate, disease; contact between Eurasia, Africa, Australasia, the Americas. (Gen Ed: HS, GT-HI1) (CC)

HIST 111



Gen Ed: History

World History since 1500 (GT-HI1) 3

Columbian Exchange; growth of global empires, commerce, and international rivalries and cooperation;

industrialization, spreading revolutions, the information age, and the emergence of the modern world. (Gen Ed: HS, GT-HI1) (CC)

HIST 201



Gen Ed: History

U.S. History I (GT-HI1) (3)

United States history from founding of North American colonies to 1877 Reconstruction era. (Gen Ed: HS, GT-HI1)

HIST 202



Gen Ed: History

U.S. History II (GT-HI1) (3)

United States from 1877 Reconstruction era to contemporary era. (Gen Ed: HS, GT-HI1)

MANAGEMENT (MGMT)

MGMT 201



Principles of Management (3)

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

MGMT 214



Introduction to Entrepreneurial Concepts (3)

Introduction and exploration of entrepreneurship. Students will identify and articulate start up ideas in project activities.

MGMT 224



Intro Agribusiness Entrepreneurship (3)

Prerequisite: ECON 202.

Introductory exposure to entrepreneurship for agribusinesses through presentations by industry professionals.

MGMT 301



Organizational Behavior (3)

Prerequisite: MGMT 201.

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

MGMT 311



Operations and Quality Management (3)

Prerequisite: BUSAD 265 or MATH 156

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

MGMT 318



Human Resource Management (3)

Prerequisite: MGMT 201.

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

MGMT 362



Purchasing and Materials Management (3)

Prerequisite: MGMT 311.

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

MGMT 410



Labor Management Relations (3)

Prerequisite: MGMT 318.

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

MGMT 414



Entrepreneurship (3)

Prerequisite: MKTG 340.

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

MGMT 460



Operations Strategy (3)

Prerequisite: MGMT 311.

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.

MGMT 468



Quality Management (3)

Prerequisite: MGMT 311.

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

MGMT 485



Strategic Management (3)

Prerequisite: BSAD 360, FIN 330, MGMT 301, MGMT 311, and MKTG 340.

Integration of the business core disciplines to explore ways that strategy is formed in contemporary business

organizations. Case method used extensively.

MARKETING (MKTG)

MKTG 201



Introduction to Marketing (3)

Survey of marketing. Topics include: what is marketing, the effects of environment on marketing, segmenting markets and targeting customers, forces that shape purchasing behavior, the importance of research in marketing

MKTG 340



Principles of Marketing (3)

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.

MKTG 341



Sales Force Management (3)

Prerequisite: MKTG 340.

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.

MKTG 441



Marketing Strategies (3)

Prerequisites: BUSAD 360 and MKTG 340.

Detailed consideration of process of formulating and implementing strategies in marketing. Major emphasis on markets, channels of distribution, and product analysis.

MKTG 475



International Marketing (3)

Prerequisite: MKTG 340.

Effects of culture, political and legal structures on marketing. Planning for international products, services, promotion, pricing, distribution and impact of trade groups.

MATH (MATH)

MATH 101



Gen Ed: Quantitative Reasoning

Introductory College Mathematics (GT-MA1) (3)

Prerequisite: Satisfactory placement exam score or equivalent.

Solving systems of linear equations. Introduction to functions. Operations with radical expressions. Solving

radical equations. Exponential and logarithmic functions with applications. (Gen Ed: M, GT-MA1)

MATH 109



Gen Ed: Quantitative Reasoning

Mathematical Explorations (3)

Prerequisite: Satisfactory placement exam score or equivalent.

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. (Gen Ed: M, GT-MA1)

MATH 120



Gen Ed: Quantitative Reasoning

College Algebra (GT-MA1) (3)

Prerequisite: MATH 101.

Prerequisite: Satisfactory placement exam score or equivalent.

Solutions of algebraic equations, graphs of rational functions, exponential and logarithmic functions. (Gen Ed: M, GT-MA1)

MUSIC (MUS)

MUS 118



Gen Ed: Humanities

Music Appreciation (GT-AH1) (3)

Significant musical compositions, composers and historical eras; analysis and description of music forms and terms; includes women composers and multi-cultural issues. (Gen Ed: H, GT-AH1) (CC)

MUS 337

Introduction to World Music (3)

A focus on various world music traditions and their integration into western and non-western contemporary styles. Includes significant musical compositions, composers/musicians, analysis, and multi-cultural issues.

PHILOSOPHY (PHIL)

PHIL 102

Gen Ed: Humanities



Philosophical Literature (GT-AH3) (3)

Philosophical literature that focuses on such questions as what is the nature of reality, how do we know what we know, and for what kind of life should we strive. (Gen Ed: H, GT-AH3)

PHIL 120



Gen Ed: Humanities

Islam and Non-Western Religions (GT-AH3) (3)

A Study of major world religions including Buddhism, Confucianism, Hinduism, Islam, Jainism, Sikhism, Shinto, Taoism, Zoroastrianism. (Gen Ed: H, GT-AH3) (CC)

PHIL 201



Gen Ed: Humanities

Classics in Ethics (GT-AH3) (3)

The logic of objective norms and standards of 'good' vs. 'bad', 'right' vs. 'wrong' from major philosophers and classics of literature. Application to contemporary issues. (Gen Ed: H, GT-AH3)

PHIL 204



Gen Ed: Humanities

Critical Reasoning (GT-AH3) (3)

Survey of the general principles of correct reasoning with emphasis on the role of language in the reasoning process. Major concern with induction and fallacy detection. (Gen Ed: H, GT-AH3)

POLITICAL SCIENCE (POLS)

POLS 101



Gen Ed: Social Sciences

American National Politics (GT-SS1) (3)

Basic processes in American politics. Principles and structure of national governments. (Gen Ed: SS, GT-SS1)

POLS 201



Gen Ed: Social Sciences

International Relations (GT-SS1) (3)

Introductory study of world affairs. Topics include: international economics, institutions, war, human rights, and the environment. Designed for students with no background in international relations. (Gen Ed: SS, GT-SS1) (CC)

POLS 202



Gen Ed: Social Sciences

Comparative Politics (3)

Studies politics, political systems, and governance in various countries, from the UK and France to Mexico and China. The course emphasizes comparative analysis and understanding. (Gen Ed: SS) (CC)

PSYCHOLOGY (PSYC)

PSYC 100



Gen Ed: Social Sciences

General Psychology (GT-SS3) (3)

Overview of the field of psychology including learning, perception, motivation, emotion, heredity, personality,

development, abnormal and psycho-therapy. (Gen Ed: SS, GT-SS3)

PSYC 103



Introductory Psychology for Majors (3)

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.

PSYC 105 (ANTH 105, SOC 105, WS 105)



Understanding Human Diversity (3)

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.

PSYC 151



Gen Ed: Social Sciences

Human Development (GT-SS3) (3)

Survey of human development through life span. A multi-disciplinary approach to the study of both change and stability in physical, cognitive, social and personality development. Review of relevant developmental theory and research. (Gen Ed: SS, GT-SS3)

PSYC 205



Introduction to Sport Psychology (3)

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

PSYC 207



Quantitative Research Methods I (3)

Prerequisite: PSYC 100 and PSYC 103.

Introduction to research development and use of quantitative methods.

Co-Requisites: PSYC 207L.

Co-Requisite recommended: General Education Math

PSYC 207L



Quantitative Research Methods Lab I (1)

Prerequisite: PSYC 100 and PSYC 103.

Introduction to methods of psychological experimentation.

Co-Requisites: PSYC 207.

Co-Requisite recommended: General Education Math

PSYC 231 (SOC 231, WS 231)



Gen Ed: Social Sciences

Marriage and Family Relationships (3)

Marriage and family from an institutional and

relationship perspective: cross-cultural diversity, mate selection, marital dynamics, parenting, divorce, remarriage, emerging patterns. (Gen Ed: SS)

PSYC 251



Gen Ed: Social Sciences

Childhood and Adolescence (3)

Prerequisite: PSYC 100.

Physical, social, cognitive, and emotional growth of the individual from childhood through adolescence. Topics include intelligence, social development, self-development, moral development, family relations. (Gen Ed: SS)

PSYC 311



Theories of Personality (3)

Prerequisite: PSYC 100.

Major theories of personality and the methods of personality investigation.

PSYC 337



Memory and Cognition (3)

Prerequisite: PSYC 100.

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

PSYC 342



Educational Psychology (3)

Prerequisite: PSYC 100 or 151.

The contribution of psychology theory, research and methods to our understanding of teaching and learning.

PSYC 351



Psychology of the Exceptional Individual (3)

Prerequisite: PSYC 100.

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.

PSYC 352 (SOC 352)



Social Psychology (3)

Prerequisite: PSYC 100.

General and applied psychological principles of the individual's interaction with a group.

PSYC 362



Abnormal Psychology (3)

Prerequisite: PSYC 100.

Etiology, diagnosis and therapy of maladaptive or

abnormal behaviors and mental functioning.

PSYC 401

History and Systems of Psychology (3)

Prerequisites: PSYC 100, 209, and 209L.

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

SOCIAL WORK (SW)

SW 205

Gen Ed: Social Sciences

Social Welfare in the United States (GT-SS1) (3)

Examines the historical development of social work in the United States social welfare system. Critical thinking techniques will be used to analyze policy. (Gen Ed: SS, GT-SS1)

SOCIOLOGY (SOC)

SOC 101

Gen Ed: Social Sciences

Introduction to Sociology (GT-SS3) (3)

The scientific study of patterns and processes of human social relations. (Gen Ed: SS, GT-SS3)

SOC 105 (ANTH 105, PSYC 105, WS 105)

Understanding Human Diversity (3)

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.

SOC 201

Gen Ed: Social Science

Social Problems (GT-SS1) (3)

Sociological perspectives applied to an understanding of global and domestic social problem, including the environment, corporate control, economic and political inequalities, health care, and crime. (Gen Ed: SS, GT-SS1)

SOC 203 (CRIM 203)

The Criminal Justice System (3)

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

SOC 205 (CRIM 205)

Research Methods (3)

Prerequisite: CRIM 101 or SOC 101

Introduces methods of research and investigation in sociology, criminology, and the social sciences.

SOC 231 (PSYC 231, WS 231)

Gen Ed: Social Sciences

Marriage and Family Relationships (3)

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

SOC 303 (CRIM 303)

Deviance (3)

Prerequisite: CRIM 101 or CRIM 203 or SOC 101 or SOC 203.

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

SOC 305 (CRIM 305, WS 305)

Women & Crime (3)

Prerequisite: ANTH 100 or CRIM 101 or CRIM 203 or SOC 101 or SOC 203 or WS 100.

Explores historical and contemporary intersecting issues of sex, gender, and crime in the United States, focusing on girls' and women's experiences as crime victims, offenders, and workers in the criminal justice system.

SOC 306 (CRIM 306)

Delinquency and Juvenile Justice (3)

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

SOC 310

Social and Cultural Theory (3)

Prerequisite: ANTH 100 or SOC 101.

Examine from classical to contemporary theory in sociology and anthropology.

SOC 325 (WS 325)

Gender And Society (3)

Prerequisite: SOC 101 or WS 100.

Analysis of how gender as a social construct influences institutions, interaction & lived experience in a diverse society. The intersection of race, ethnicity, class & sexualities is viewed through the lens of gender & culture.

SOC 326**Social Stratification (3)**

Prerequisite: SOC 101 or SOC 201.

Inquire into inequalities of wealth, power, and the consequence for individuals and society.

SOC 352 (PSYC 352)**Social Psychology (3)**

Prerequisite: PSYC 100

General and applied psychological principles of the individual's interaction with a group.

SOC 101 may be required as prerequisite.

SOC 370**Popular Culture (3)**

Critical examination of the social implications of contemporary popular culture & its influence in our everyday lives. Explores how popular culture reflects & shapes key institutions, social behavior, & individual identities.

SOC 373**Film & Society (3)**

Analysis of film as a major contemporary cultural form that reflects, influences & shapes social values, beliefs & behaviors. Examines representations of race, class, gender & various social issues using a sociological lens.

SOC 404**Poverty and Inequality in the U.S. (3)**

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

WOMEN'S STUDIES (WS)**WS 105 (ANTH 105, PSYC 105, SOC 105)****Understanding Human Diversity (3)**

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.

WS 231 (PSYC 231, SOC 231)

Gen Ed: Social Science

Marriage and Family Relationships (3)

Marriage and family from an institutional and relationship perspective: cross-cultural diversity, mate selection, marital dynamics, parenting, divorce, remarriage, emerging patterns. (Gen Ed: SS)

WS 305 (CRIM 305, SOC 305)**Women & Crime (3)**

Prerequisites: ANTH 100 or CRIM 101 or CRIM 203 or SOC 101 or SOC 203 or WS 100.

Explores historical and contemporary intersecting issues of sex, gender, and crime in the United States, focusing on girls' and women's experiences as crime victims, offenders, and workers in the criminal justice system.

WS 325 (SOC 325)**Gender And Society (3)**

Prerequisites: SOC 101 or WS 100.

Analysis of how gender as a social construct influences institutions, interaction & lived experience in a diverse society. The intersection of race, ethnicity, class & sexualities is viewed through the lens of gender & culture.

WS 407 (CRIM 407)**Family Violence (3)**

The extent, seriousness, and impact of major forms of family violence, including child maltreatment, dating and partner violence, stalking, and mistreatment of elders. Gender, race and social class implications are examined.

WORLD LANGUAGES (WL)**WL 100**

Gen Ed: Humanities

Intro to Comparative Linguistics (3)

Basic concepts in linguistics; comparison of languages. (Gen Ed: H) (CC)

General Education Requirements

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.

As part of our Vision 2028 initiative, graduates of Colorado State University Pueblo will be exposed to our Guiding Principles through the General Education Curriculum. These guiding principles will be anchored through active involvement with diverse communities and real-world challenges. General Education courses will self-select one or multiple principles as part of their content.

- **Engagement of Place:** Courses embrace our regional histories, diverse cultures, socioeconomic realities, and physical location
- **Live Sustainably:** Courses emphasize sustainability both regionally and globally
- **Cultivate Entrepreneurship:** Courses focus on educational, economic, cultural, and global innovation
- **Build Knowledge:** Courses advance research and scholarship that serves the public good
- **Impact Society:** Courses highlight our commitment to the health and well-being of our people and our communities

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. Through study in the sciences, mathematics, social sciences, humanities, histories, languages, and the arts students will engage with big questions, both contemporary and enduring.

Upon completion of general education courses, students will have intellectual and practical skills. These skills will be practiced extensively across the general education curriculum and include:

- **Written Communication:** Develop and express

ideas in writing, learning to work in many genres and styles, and with many different writing technologies, and mixing texts, data, and images.

- **Quantitative Reasoning:** Apply numeric, symbolic and geometric skills to formulate and solve quantitative problems.
- **Inquiry & Analysis:** Explore issues, objects or works through the collection and analysis of evidence that results in informed conclusions or judgments and break complex topics or issues into parts to gain a better understanding of them.
- **Oral communication:** Prepare purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
- **Critical Thinking:** Comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
- **Creative Thinking:** Combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking.
- **Information Literacy:** Know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
- **Technical literacy:** Use, manage, understand, and assess technology.
- **Problem solving:** Design, evaluate and implement a strategy to answer an open-ended question or achieve a desired goal ().
- **Teamwork:** Belong to teams where effort, manner of interacting with others, and the quantity and quality of contributions are valued.

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 C (<https://>

cdhe.colorado.gov/guaranteed-transfer-gt-pathways-general-education-curriculum-0/)DHE website (https://cdhe.colorado.gov/guaranteed-transfer-gt-pathways-general-education-curriculum-0/). 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 with a BA or BS degree includes a total of 35 semester credits in two categories:

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

Skills Component

Candidates for the baccalaureate BA or BS 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.)

Candidate for the Bachelor of Applied Science (BAS) degree must complete one course each in skills component area (6 credits). Skills and knowledge component outcomes are further met through the specific course requirements of their program.

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

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

A. Written Communication (E)

Take one from **each** of the following categories:

Course	Title	Credits
GT-CO1 (Introductory Writing Course)		
ENG 101	Rhetoric & Writing I (GT-CO1)	3
GT-CO2 (Intermediate Writing Course)		

ENG 102	Rhetoric & Writing II (GT-CO2)	3
ENG 115	Introduction to Technical Writing (GT-CO2)	3
ENG 116	Introduction to Business Writing (GT-CO2)	3
ENG 117	Intro. Scientific/Medical Writing (GT-CO2)	3

B. Quantitative Reasoning (M)

Take **one** of the following courses:

Course	Title	Credits
GT-MA1 (Mathematics)		
MATH 101	Introductory College Mathematics (GT-MA1)	3
MATH 109	Mathematical Explorations (GT-MA1)	3
MATH 120	College Algebra (GT-MA1)	3
MATH 124	Pre-Calculus (GT-MA1)	5
MATH 126	Calculus and Analytic Geometry I (GT-MA1)	5
MATH 156	Introduction to Statistics (GT-MA1)	3
MATH 221	Applied Calc: An Intuitive Approach (GT-MA1)	4

Or any MATH course that includes one of these as a prerequisite¹

¹ 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.

Knowledge Component

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

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

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

Students in a Bachelor of Applied Science (BAS) program fulfill general education knowledge component outcomes through the specific course requirements of their program.

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

A. Humanities (H)

Course	Title	Credits
GT-AH1 (Arts and Expression)		
ARH 211	Global Art I (GT-AH1) ^{CC}	3
ARH 212	Global Art II (GT-AH1) ^{CC}	3
ART 100	Visual Dynamics (GT-AH1) ^{CC}	3
ENG 114	Introduction to Creative Writing (GT-AH1) ^{CC}	3
MUS 118	Music Appreciation (GT-AH1) ^{CC}	3
SPN 130	Intro to Spanish-Speaking Cultures (GT-AH1) ^{CC}	3
GT-AH2 (Literature and Humanities)		
ENG 130	Introduction to Literature (GT-AH2)	3
ENG/CS 220	Survey of Chicano Literature (GT-AH2) ^{CC}	3
ENG 221	Masterpieces of Literature I (GT-AH2)	3
ENG 222	Masterpieces of Literature II (GT-AH2)	3
ENG 240	Multi-Ethnic American Literature (GT-AH2) ^{CC}	3
GT-AH3 (Ways of Thinking)		
PHIL 102	Philosophical Literature (GT-AH3)	3
PHIL 120	Islam and Non-Western Religions (GT-AH3) ^{CC}	3
PHIL 201	Classics in Ethics (GT-AH3)	3
PHIL 204	Critical Reasoning (GT-AH3)	3
PHIL 205	Deductive Logic (GT-AH3)	3
GT-AH4 (World Languages) ¹		
FRN 201	Intermediate French I (GT-AH4) ^{CC}	3
FRN 202	Intermediate French II (GT-AH4) ^{CC}	3
GER 201	Intermediate German I (GT-AH4) ^{CC}	3
GER 202	Intermediate German II (GT-AH4) ^{CC}	3
ITL 201	Intermediate Italian I (GT-AH4) ^{CC}	3
ITL 202	Intermediate Italian II (GT-AH4) ^{CC}	3
SPN 201	Intermediate Spanish I (GT-AH4) ^{CC}	3
SPN 202	Intermediate Spanish II (GT-AH4) ^{CC}	3

¹ Must be Intermediate/200 Level.

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.)

Course	Title	Credits
WL 100	Intro to Comparative Linguistics ^{CC}	3
CID 103	Speaking & Listening	3
ASL 101	Beginning American Sign Language I ^{CC}	3
ASL 102	Beginning American Sign Language II ^{CC}	3
ASL 201	Intermediate American Sign Language I ^{CC}	3
ASL 202	Intermediate American Sign Language II ^{CC}	3
FRN 101	Beginning French I ^{CC}	3
FRN 102	Beginning French II ^{CC}	3
GER 101	Beginning German I ^{CC}	3
GER 102	Beginning German II ^{CC}	3
ITL 101	Beginning Italian I ^{CC}	3
ITL 102	Beginning Italian II ^{CC}	3
SPN 101	Beginning Spanish I ^{CC}	3
SPN 102	Beginning Spanish II ^{CC}	3

B. History (HS)

Course	Title	Credits
GT-HI1 (History)		
CS 101	Introduction to Chicano Studies (GT-HI1) ^{CC}	3
HIST 110	World History to 1500 (GT-HI1) ^{CC}	3
HIST 111	World History since 1500 (GT-HI1) ^{CC}	3
HIST/CS 136	The Southwest United States (GT-HI1) ^{CC}	3
HIST 201	U.S. History I (GT-HI1)	3
HIST 202	U.S. History II (GT-HI1)	3

C. Social Sciences (SS)

Course	Title	Credits
GT-SS1 (Economic or Political Systems)		
ECON 201	Principles of Macroeconomics (GT-SS1)	3
ECON 202	Principles of Microeconomics (GT-SS1)	3
POLS 101	American National Politics (GT-SS1)	3
POLS 201	International Relations (GT-SS1) ^{CC}	3
SOC 201	Social Problems (GT-SS1)	3
SW 205	Social Welfare in the United States (GT-SS1)	3
GT-SS2 (Geography)		
GEOG 103	World Regional Geography (GT-SS2) ^{CC}	3
GT-SS3 (Human Behavior, Culture, or Social Frameworks)		
ANTH 100	Cultural Anthropology (GT-SS3) ^{CC}	3
CS/SW 230	Chicano: Social and Psychological Study (GT-SS3) ^{CC}	3
MAE 101	Media & Society (GT-SS3)	3
PSYC 100	General Psychology (GT-SS3)	3
PSYC 151	Human Development (GT-SS3)	3
PSYC 222	Understanding Animal Behavior (GT-SS3)	3
SOC 101	Introduction to Sociology (GT-SS3)	3

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.)

Course	Title	Credits
ANTH 106	Language, Thought and Culture ^{CC}	3
POLS 202	Comparative Politics ^{CC}	3
PSYC 231	Marriage and Family Relationships	3
PSYC 251	Childhood and Adolescence	3
SCSC 209	African American Studies ^{CC}	3
WS 100	Introduction to Women's Studies ^{CC}	3

D. Natural and Physical Sciences (ST)

Course	Title	Credits
GT-SC2 Lecture and GT-SC1 Required Laboratory		
BIOL 100 & 100L	Principles of Biology (GT-SC2) and Principles of Biology Lab (GT-SC1)	4
BIOL 121 & 121L	Environmental Conservation (GT-SC2) and Environmental Conservation Lab (GT-SC1)	4
BIOL 181 & 181L	College Biology I/Organismal Bio (GT-SC2) and College Biology I/Organismal Bio Lab (GT-SC1)	4
BIOL 182 & 182L	College Biology II/Cellular Biology (GT-SC2) and College Biology II/Cellular Bio Lab (GT-SC1)	4
BIOL 201 & 201L	Botany (GT-SC2) and Botany Laboratory (GT-SC1)	4
BIOL 223 & 223L	Human Physiology and Anatomy I (GT-SC2) and Human Physiology and Anatomy I Lab (GT-SC1)	4
BIOL 224 & 224L	Human Physiology and Anatomy II (GT-SC2) and Human Physiology and Anatomy II Lab (GT-SC1)	4
CHEM 101 & 101L	Chemistry and Society (GT-SC2) and Chemistry and Society Lab (GT-SC1)	4
CHEM 111 & 111L	Principles of Chemistry (GT-SC2) and Principles of Chemistry Lab (GT-SC1)	4
CHEM 121 & 121L	General Chemistry I (GT-SC2) and General Chemistry Lab I (GT-SC1)	5
CHEM 122 & 122L	General Chemistry II (GT-SC2) and General Chemistry Lab II (GT-SC1)	5
CHEM 125 & 125L	Environmental Science (GT-SC2) and Environmental Science Laboratory (GT-SC1)	4
CHEM 160 & 160L	Introduction to Forensic Science (GT-SC2) and Intro to Forensic Science Lab (GT-SC1)	4
GEOL 101 & 101L	Earth Science (GT-SC2) and Earth Science Lab (GT-SC1)	4
GEOL 114 & 114L	Oceanography (GT-SC2) and Oceanography Lab (GT-SC1)	4
PHYS 110 & 110L	Astronomy (GT-SC2) and Astronomy Lab (GT-SC1)	4
PHYS 140 & 140L	Light, Energy, & the Atom (GT-SC2) and Light, Energy and the Atom Lab (GT-SC1)	4
PHYS 201 & 201L	Principles of Physics I (GT-SC2) and Principles of Physics Lab I (GT-SC1)	4
PHYS 202 & 202L	Principles Of Physics II (GT-SC2) and Principles Of Physics II Lab (GT-SC1)	4
PHYS 221 & 221L	General Physics I and General Physics I Lab	5
PHYS 222 & 222L	General Physics II and General Physics II Lab (GT-SC1)	5

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.)

Course	Title	Credits
ANTH 101 & 101L	Biological Anthropology and Biological Anthropology Lab	4
BIOL 202 & 202L	Zoology and Zoology Laboratory	4
EPER 162 & 162L	Personal Health and Personal Health Lab	4



Information Regarding Proctored Exams **ATTENTION STUDENTS: Please Read**

Many courses require one or more proctored exam. Proctors serve an important role in maintaining the academic integrity of our program. Proctors are responsible for confirming the identity of and supervising the student during an exam to ensure that all rules are followed. Refer to your syllabus or the Fast Fact pages in your course packet to determine if your course requires proctored exams. **There are three options for having your exam(s) proctored:**

1. Students living in the Pueblo or Colorado Springs area are encouraged to utilize proctoring services available at no charge through the CSU Pueblo Testing Center. Testing rooms are located at both the Pueblo (719-549-2773) and Colorado Springs (719-586-6901/719-442-2264) campuses. Exams should be scheduled at least three (3) business days in advance. Students are encouraged to schedule exams early in the semester as slots are limited in the last weeks of the semester. Walk-in exams are not permitted.
2. ProctorU is an online proctoring service contracted by the Independent Study Program. For more information, refer to the handout located at www.csupueblo.edu/extended-studies/doc/proctoru-handout.pdf or at the back of this catalog.

To register for ProctorU and schedule an exam go to <https://go.proctoru.com/registrations>

- Students are responsible for paying any fees related to proctoring exams, in addition to the cost of tuition for the course.
 - Not all Independent Study exams are available on ProctorU. Courses that require you to show your work, such as MATH and ECON, are not available online.
3. Students can complete an Exam Request Form found in Independent Study folder Blackboard or in the Forms packet sent with the course syllabus to have exams sent to an approved proctor. The form is also available at www.csupueblo1.formstack.com/forms/exam_request_form

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 proctor information early to ensure testing is not delayed. All exam requests will be processed after the course(s) drop deadline. Once processed, exams will be sent to the approved proctor within approximately 3 to 5 business days. Only one Exam Request Form is required for each course – all exams for a course will be sent to the proctor in one packet.

For acceptable proctors, refer to the Exam Request Form found in Blackboard or in the Forms packet sent with the course syllabus.

Questions regarding the appropriateness of a proctor should be directed to the Extended Studies Office at 719-549-2316 or 719-549-2319.

ACADEMIC PLANNING SHEET

COLORADO STATE UNIVERSITY PUEBLO

B.S.B.A. BUSINESS MANAGEMENT MAJOR

EXTERNAL DEGREE PROGRAM

Jessica Gama – Academic Advisor • PHONE: 719-549-2397 • EMAIL: jessica.gama@csupueblo.edu

Becky Knight – Program Coordinator • PHONE: 719-549-2819 • EMAIL: rebecca.knight@csupueblo.edu

General Education Requirements: (36 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- MATH 101: Introductory College Mathematics (4)
- Humanities Courses (9) (3 courses)
- History Courses (3)
- Social Sciences Courses (6) (2 courses)
 - *ECON 201: Principles of Macroeconomics (3)*
 - *ECON 202: Principles of Microeconomics (3)*
- Natural and Physical Science Courses (8) (2 courses with labs)

Major Requirements

All business majors are required to earn a C or better in Business Core courses and in 3/400-level major courses to fulfill degree requirements. All undergraduate business majors (Accounting, Business Management, and Economics) take the **Business Core**.

Business Core Requirements: (51 semester hours)

- ACCT 201: Financial Accounting (3)
- ACCT 202: Managerial Accounting (3)
- BSAD 101: Business Careers and Opportunities (1)
- BSAD 265: Inferential Stats and Problem Solving (3)
- BSAD 270: Business Communications (3)
- BSAD 302: Ethics in Business (3)
- BSAD 360: Advanced Business Statistics (3)
- BSAD 493: Senior Seminar (1)
- CIS 100: Introduction to Word (1)*
- CIS 103: Introduction to PowerPoint (1)*
- CIS 104: Introduction to Excel Spreadsheets (1)*
- ECON 201: Principles of Macroeconomics (3)
- ECON 202: Principles of Microeconomics (3)
- FIN 330: Principles of Finance (3)
- MATH 220: Quantitative Analysis for Business (4)*
- MGMT 201: Principles of Management (3)

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- A cumulative GPA of 2.00 in the major and Business Core is required.
- Students must complete no fewer than 30 semester hours in Business at the 3/400-level in residence at CSU Pueblo.

Business Core Requirements (Continued):

- MGMT 301: Organizational Behavior (3)
- MGMT 311: Operations & Quality Management (3)
- MGMT 485: Strategic Management (4)
- MKTG 340: Principles of Marketing (3)

Business Management Major Requirements: (24 semester hours)

- CIS 365: Management Information Systems (3)
- MGMT 318: Human Resource Management (3)
- MGMT 475: International Management (3)*
OR
- MKTG 475: International Marketing
- MGMT 3/400: Electives (9)
- Open 3/400-level Business Electives (6)

Open Elective Requirements: (15 semester hours)

(Courses *italicized* meet General Education requirements.)

* Indicates courses that are not currently offered through Independent Study, however test-out options are available for select courses for a small fee.

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General Education Requirements: (35 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- Mathematics Course (3)
- Humanities Courses (9)
- History Course (3)
- Social Science Courses (6)
- Natural and Physical Sciences Courses (8) (2 Courses with labs)

World Language Requirement: (students must complete one of the following)

- Second level of a world language (course number 102)
- Second level of ASL (ASL 102 - Beginning American Sign Language II)
- WL 100 - Intro to Comparative Linguistics (3) **and** ANTH 106/ENG106 - Language, Thought, and Culture (3)

Major Requirements: (9 semester hours)

- CRIM 101: Introduction to Criminology (3)
- CRIM 205: Research Methods (3)
- CRIM 310: Criminological Theory (3)

Students will complete the core (9 hours) and then will select at least 27 additional credit hours from Criminology Courses, of which a minimum of 18 hours must be upper-division courses (300-499). Six hours of Sociology or Anthropology courses can be counted in the 27 additional credit hours needed.

Criminology Courses: (27 semester hours)

- CRIM 305: Women and Crime (3)
- CRIM 407: Family Violence (3)
- CRIM 306: Delinquency and Juvenile Justice (3)
- CRIM 353: Penology (3)
- CRIM 409: Victimology (3)
- CRIM 410: Structural and Elite Crime (3)
- CRIM 411: Police and Society (3)
- CRIM 414: Serial Murder (3)
- CRIM 415: Forensic Criminology (3)

Sociology and Anthropology Courses that *can* count in place of 2 CRIM courses listed above: (6 semester hours)

- SOC 203: Criminal Justice Systems (3)
- SOC 231: Marriage Family and Relationships (3)
- SOC 308: Popular Culture (3)
- SOC 326: Social Stratification (3)
- SOC 358: Film and Society (3)
- SOC 404: Poverty (3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 104: Introduction to Archeology (3)
- ANTH 105: Human Diversity (3)
- ANTH 106: Language, Thought and Culture (3)

Criminology Elective Courses: (49 semester hours)

- Students are allowed to transfer credits into the University or take up to 49 elective credits (any course outside core Criminology courses at CSU Pueblo). 40 Credits must be upper-division (300-499).

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- No grade below C is acceptable in the major.
- Completion of at least 36 credit hours in approved Criminology courses. (With a Criminology advisor's approval, Criminology majors can apply up to 6 credits of Sociology and/or Anthropology coursework toward a Criminology major.)

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Becky Knight – Program Coordinator • PHONE: 719-549-2819 • EMAIL: rebecca.knight@csupueblo.edu

General Education Requirements: (35 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- Mathematics Course (3)
- Humanities Courses (9)
- History Course (3)
- Social Science Courses (6)
- Natural and Physical Sciences Courses (8) (2 Courses with labs)

Major Requirements: (9 semester hours)

- CRIM 101: Introduction to Criminology (3)
- CRIM 205: Research Methods (3)
- CRIM 310: Criminological Theory (3)

Students will complete the core (9 hours) and then will select at least 27 additional credit hours from Criminology Courses, of which a minimum of 18 hours must be upper-division courses (300-499). Six hours of Sociology or Anthropology courses can be counted in the 27 additional credit hours needed.

Criminology Courses: (27 semester hours)

- | | |
|--|--|
| ○ CRIM 305: Women and Crime (3) | ○ CRIM 410: Structural and Elite Crime (3) |
| ○ CRIM 407: Family Violence (3) | ○ CRIM 411: Police and Society (3) |
| ○ CRIM 306: Delinquency and Juvenile Justice (3) | ○ CRIM 414: Serial Murder (3) |
| ○ CRIM 353: Penology (3) | ○ CRIM 415: Forensic Criminology (3) |
| ○ CRIM 409: Victimology (3) | |

Sociology and Anthropology Courses that *can* count in place of 2 CRIM courses listed above: (6 semester hours)

- | | |
|--|---|
| ○ SOC 203: Criminal Justice Systems (3) | ○ ANTH 100: Cultural Anthropology (3) |
| ○ SOC 231: Marriage Family and Relationships (3) | ○ ANTH 101: Biological Anthropology (3) |
| ○ SOC 308: Popular Culture (3) | ○ ANTH 104: Introduction to Archeology (3) |
| ○ SOC 326: Social Stratification (3) | ○ ANTH 105: Human Diversity (3) |
| ○ SOC 358: Film and Society (3) | ○ ANTH 106: Language, Thought and Culture (3) |
| ○ SOC 404: Poverty (3) | |

Criminology Elective Courses: (49 semester hours)

- Students are allowed to transfer credits into the University or take up to 49 elective credits (any course outside core Criminology courses at CSU Pueblo). 40 Credits must be upper-division (300-499).

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- No grade below C is acceptable in the major.
- Completion of at least 36 credit hours in approved Criminology courses. (With a Criminology advisor's approval, Criminology majors can apply up to 6 credits of Sociology and/or Anthropology coursework toward a Criminology major.)

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General Education Requirements: (35 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- History Course (3)
- Humanities Courses (9) (3 courses)
- Mathematics Course (3)
- Natural and Physical Sciences Courses (8) (2 courses with labs)
- Social Science Courses (6) (2 courses)

Interdisciplinary Core: (21 semester hours)

Must complete 7 courses from the list below:

- BSAD 270: Business Communications (3)
- COMR 103: Speaking and Listening (3)*
- CS 101: Intro to Chicano Studies (3)
- ECON 201: Micro Economics (3)
- ECON 202: Macro Economics (3)
- MAE 101: Media and Society (3)
- MGMT 201: Principles of Management (3)
- MUS 118: Music Appreciation (3)
- POLS 101: National American Politics (3)
- PSYC 100: General Psychology (3)
- PSYC 151: Human Development (3)
- SOC 101: Introduction to Sociology (3)

Major/Academic Focus I: (15 semester hours)

- Select upper division courses in one consistent major prefix.

Major/Academic Focus II: (15 semester hours)

- Select upper division courses in one consistent major prefix.

Electives: (34 semester hours)

- Students will take 34 credit hours of electives, in which 12 credit hours must be 300-400 level in any prefix.

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned preceding graduation, no more than 15 may be completed at other colleges or universities.

Additional Major Graduation Requirements:

- No grade below C is acceptable in the major.
- Degree option is only available to students with 30 credits or more.
- The requirements for general education can fulfill both the general education and interdisciplinary core requirements.
- However, the credit hours for courses used to fulfill multiple degree requirements cannot be doubled.
- A student cannot count credits for the Interdisciplinary Studies degree towards a second degree/major/minor.

* Indicates courses that are not currently offered through Independent Study.

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General Education Requirements: (35 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- Mathematics Course (3)
- Humanities Courses (9)
- History Course (3)
- Social Science Courses (6)
- Natural and Physical Sciences Courses (8) (2 Courses with labs)

World Language Requirement: (students must complete one of the following)

- Second level of a world language (course number 102)
- Second level of ASL (ASL 102 - Beginning American Sign Language II)
- WL 100 - Intro to Comparative Linguistics (3) **and** ANTH 106/ENG106 - Language, Thought, and Culture (3)

Major Requirements: (9 semester hours)

- SOC 101: Introduction to Sociology (3)
- SOC 205: Research Methods (3)
- SOC 310: Social & Cultural Theory (3)

Students will complete the core (9 hours) and then will select at least 27 additional credit hours from Sociology Courses, of which a minimum 18 hours must be upper-division courses (300-499). Six hours of Sociology or Anthropology courses can be counted in the 27 additional credit hours needed.

Sociology Courses: (27 semester hours)

- SOC 203: Criminal Justice Systems (3)
- SOC 231: Marriage Family and Relationships (3)
- SOC 305: Women and Crime (3)
- SOC 306: Delinquency and Juvenile Justice (3)
- SOC 308: Popular Culture (3)
- SOC 326: Social Stratification (3)
- SOC 352: Social Psychology (3)
- SOC 358: Film and Society (3)
- SOC 404: Poverty (3)

Criminology Courses that can count toward Sociology major: (6 semester hours)

- CRIM 353 Penology (3)
- CRIM 407 Family Violence (3)
- CRIM 409 Victimology (3)
- CRIM 411 Police and Society (3)
- CRIM 414 Serial Murder (3)
- CRIM 415 Forensic Criminology (3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 104: Introduction to Archeology (3)
- ANTH 105: Human Diversity (3)
- ANTH 106: Language, Thought and Culture (3)

Sociology Elective Courses: (49 semester hours)

- Students are allowed to transfer credits into the University or take up to 49 elective credits (any course outside core Sociology courses at CSU Pueblo). 40 credits must be upper-division (300-499).

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- No grade below C is acceptable in the major.
- Completion of at least 36 credit hours in approved Sociology courses. (With a Sociology advisor's approval, Sociology majors can apply up to 6 credits of Criminology and/or Anthropology coursework toward a Sociology major.)

Jessica Gama – Academic Advisor • PHONE: 719-549-2397 • EMAIL: jessica.gama@csupueblo.edu
Becky Knight – Program Coordinator • PHONE: 719-549-2819 • EMAIL: rebecca.knight@csupueblo.edu

General Education Requirements: (35 semester hours)

- ENG 101: Rhetoric & Writing I (3)
- ENG 102: Rhetoric & Writing II (3)
- Mathematics Course (3)
- Humanities Courses (9) (3 courses)
- History Course (3)
- Social Science Courses (6) (2 courses)
 - SOC 101: Introduction to Sociology (3)
- Natural and Physical Sciences Courses (8) (2 courses with labs)

Major Requirements: (9 semester hours)

- SOC 101: Introduction to Sociology (3)
- SOC 205: Research Methods (3)
- SOC 310: Social & Cultural Theory (3)

Students will complete the core (9 hours) and then will select at least 27 additional credit hours from Sociology Courses, of which a minimum 18 hours must be upper-division courses (300-499). Six hours of Sociology or Anthropology courses can be counted in the 27 additional credit hours needed.

Sociology Courses: (27 semester hours)

- SOC 203: Criminal Justice Systems (3)
- SOC 231: Marriage Family and Relationships (3)
- SOC 305: Women and Crime (3)
- SOC 306: Delinquency and Juvenile Justice (3)
- SOC 308: Popular Culture (3)
- SOC 326: Social Stratification (3)
- SOC 352: Social Psychology (3)
- SOC 358: Film and Society (3)
- SOC 404: Poverty (3)

Criminology Courses that can count toward Sociology major: (6 semester hours)

- CRIM 353 Penology (3)
- CRIM 407 Family Violence (3)
- CRIM 409 Victimology (3)
- CRIM 411 Police and Society (3)
- CRIM 414 Serial Murder (3)
- CRIM 415 Forensic Criminology (3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 104: Introduction to Archeology (3)
- ANTH 105: Human Diversity (3)
- ANTH 106: Language, Thought and Culture (3)

Sociology Elective Courses: (49 semester hours)

- Students are allowed to transfer credits into the University or take up to 49 elective credits (any course outside core Sociology courses at CSU Pueblo). 40 credits must be upper-division (300-499).

Institutional Graduation Requirements:

- Total of 120 semester hours, minimum.
- Complete a minimum of 40 semester hours in upper-division courses (300-499).
- Overall cumulative GPA of 2.00.
- A minimum of 60 semester hours must be earned from a four-year institution. Of these, a minimum of 30 semester hours of credit must be earned in residence.
- Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.
- All other requirements as specified in the Catalog.

Additional Major Graduation Requirements:

- No grade below C is acceptable in the major.
- Completion of at least 36 credit hours in approved Sociology courses. (With a Sociology advisor's approval, Sociology majors can apply up to 6 credits of Criminology and/or Anthropology coursework toward a Sociology major.)

ACADEMIC PLANNING SHEET**MINORS**

COLORADO STATE UNIVERSITY PUEBLO

EXTERNAL DEGREE PROGRAM

Jessica Gama – Academic Advisor • PHONE: 719-549-2397 • EMAIL: jessica.gama@csupueblo.edu

Becky Knight – Program Coordinator • PHONE: 719-549-2819 • EMAIL: rebecca.knight@csupueblo.edu

Requirements for the Business Administration Minor**Open to non-business majors only.**

Course	Title	Credits
ACCT 201	Principles of Financial Accounting	3
ACCT 202	Principles of Managerial Accounting	3
ECON 201	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
FIN 330	Principles of Finance	3
MGMT 201	Principles of Management	3
MKTG 340	Principles of Marketing	3
Total Credits		21

Requirements for the Psychology Minor

Course	Title	Credits
PSYC 100	General Psychology	3
Select 9 additional credits of PSYC coursework		9
Select 9 credits in upper-division PSYC courses		9
Total Credits		21

Requirements for the Sociology Minor**No grades below C are accepted for this minor.**

Course	Title	Credits
SOC 101	Introduction to Sociology	3
Select 6 credits in upper-division sociology courses		6
Select 11 additional credits in sociology courses		11
Total Credits		20

Requirements for the Marketing Minor**Open to non-management majors only.**

Course	Title	Credits
ACCT 201	Principles of Financial Accounting	3
ECON 202	Principles of Microeconomics	3
MGMT 201	Principles of Management	3
MKTG 240	Principles of Marketing	3
MKTG	Marketing Electives	9
	3/400	
Total Credits		21

Requirements for the Supervisory Management Minor**Open to non-management majors only.**

Course	Title	Credits
ACCT 201	Principles of Financial Accounting	3
ACCT 202	Principles of Managerial Accounting	3
ECON 202	Principles of Microeconomics	3
MGMT 201	Principles of Management	3
MGMT 301	Organizational Behavior	3
MGMT 318	Human Resource Management	3
MGMT 410	Labor Management Relations	3
Total Credits		21

A GPA of 2.0 or higher is required for all minors.**Students pursuing the Interdisciplinary Studies degree cannot pursue a minor.**

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Foundations of Business Certificate

Course	Title	Credits
ACCT 101	Accounting for Non-Business Majors	3
ECON 101	Economics for Non-Business Majors	3
BSAD 102	Introduction to Personal Finance	1
MGMT 201	Principles of Management	3
MKTG 201	Introduction to Marketing	3
MGMT 214	Introduction to Entrepreneurial Concepts	3
Total Credits		16



Incarcerated Student Guidance

1.

• **Before enrolling in or applying to the Independent Study Program, consider the following:**

- Does your facility require prior approval for you to enroll in correspondence courses?
- Are appropriate personnel or services available to provide test proctoring?
- What are the mailroom requirements and guidelines at your facility regarding the receipt and distribution of textbooks and course materials?
- Do you have a third party sponsor/advocate who can communicate with Independent Study staff on your behalf?
- What funding resources are available to you?

2a.

• **Degree Seeking Students**

- Submit a completed External Degree Program application for admission to CSU Pueblo.
- Send any official transcripts to Admissions so that previous college credits can be reviewed and applied toward your selected degree program.
- After admission, the program advisor will recommend any required placement exams, courses you should take, and send you an official degree plan.

2b.

• **Non-Degree Seeking Students**

- Submit a course registration form with payment in full.
- The program advisor will recommend any required placement exams.

3.

• **After acceptance/course registration:**

- A registration confirmation letter with course dates and a course materials packet will be sent to you.
- Purchase your textbooks.
- Follow the guidance provided in the course packet to complete the course requirements.
- Create a schedule to ensure that all work is submitted at least two weeks before the course completion date.
- Submit course materials consistently throughout your course to allow adequate time for instructors to provide feedback and post grades. DO NOT submit materials in bulk.

Incarcerated Student Advocate Guidance

Thank you for your role in your student's education and success in the Independent Study (IS) program at CSU Pueblo. Your assistance will be a valuable tool in your student's academic progress. Listed below are guidelines to further assist you in your role.

Each student must have a Student Consent for Release on file with your name and identified information for release. University staff cannot release any information regarding a student without a signed and active Consent for Release on file. Incarcerated students are required to obtain a notary signature on their Consent for Release form. Advocates must provide the five digit PIN designated by the student upon request for information for verification purposes. Types of information that can be released include:

- Academic information – course information, registration status, and grade status (note: final grades cannot be disclosed)
- Academic advising information – degree plan and academic progress
- Billing information – outstanding balances and payment information/confirmation

Sponsor/Advocates who have a Power of Attorney must submit the full legal document for review by University Legal Counsel to assess its relevance to academic records.

To ensure academic integrity, course materials, including course syllabi, are only released to the student who is registered for the course. Textbook information is available upon request if you would like to purchase materials for your student. Assignments and exams will not be accepted if submitted by anyone other than the student. Instructor feedback will only be sent to the student. Blackboard, our digital platform, is not designed for use by incarcerated students and login credentials do not exist for them. Advocates may not create a Blackboard profile on behalf of a student.

IS staff should be your first point of contact at the University regarding your student. Not all university staff have access to view Consent for Release information and will not know, without our staff providing confirmation, that you are designated as an Advocate. IS staff will serve as an intermediary with other university departments and your student's instructor(s). Do not contact instructors without first speaking with IS staff. It is at the discretion of the instructor to communicate with a student's Advocate.

It is highly unlikely that IS staff can provide same day information regarding receipt of your student's assignments, exam requests, registrations/payments or additional information. Due to part-time, remote or out-of-state instructors, additional time may be required to thoroughly respond to requests for information. Instructors are granted a two week period, upon their receipt of materials, to provide feedback and grades on student assignments and exams. This two-week period is the time the instructor is granted and does not include mailing time. IS staff provides constant follow-up to ensure that this timeline is met. Students needing specific feedback should request it with their assignment submission.

Your student may experience delays in delivery and receipt of course materials due to delays in US Mail and/or facility mail processing and routing timelines. If at least ten business days have lapsed and materials have still not been received, please reach out to IS staff for follow up. Tracking of materials is available at an additional cost upon request, however you should confirm with your student's facility that they have the capacity to receive FedEx materials before incurring the additional expense. It is also recommended that your student have a point of contact at their facility to directly receive materials on their behalf.

IS staff must be notified when your student transitions out of a facility in order to update their student demographic record, which will then may allow for access to Blackboard and other campus services, including Financial Aid eligibility. IS staff must also be notified as soon as a student transfers to a different facility to ensure that mail reaches the student in a timely manner.



Student Financial Disclosure Agreement

Colorado State University Pueblo (CSUP) is dedicated to becoming the People's University of the Southwest United States by 2028. Just as CSUP gives all students the opportunity to further their education and develop the resiliency and agility needed to successfully navigate a rapidly changing world, CSU Pueblo also expects students to maintain CSUP's values (<https://www.csupueblo.edu/vision2028/>) and to fulfill your commitments as students, members of our campus community, and as citizens of the world. This service agreement reflects the financial obligation of students in support of the education and services you receive while at CSUP. Please read this agreement thoroughly, and contact Student Billing if you have any questions or concerns at 719-549-2181 or studentbilling@csupueblo.edu. We are happy to answer any questions you may have about your financial commitment and your education. Every member of our team works to ensure that you have the support that you need in order to have a meaningful experience at CSU Pueblo. Welcome to our pack!

Payment of Fees/Promise to Pay

I understand that when I register for any class at CSUP or receive any service from CSUP, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that these services and benefits are for educational purposes and constitute a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which CSUP is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from any classes I register for, I will be responsible for paying all or a portion of tuition and fees in accordance with the University Withdrawal Refund Schedule as posted on the Student Billing Website (<https://www.csupueblo.edu/business-financial-services/student-billing>). My inability or failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Delinquent Account/Collection

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, CSUP will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, CSUP will assess payment deferral/late payment charges at the rate of 1.5% per month on the past due portion of my student account until my past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, CSUP may refer my delinquent account to a collection agency. I further understand that if CSUP refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. I am responsible for paying the collection agency fees, and all costs and expenses including reasonable attorney fees that CSUP incurs in its collection efforts. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Returned Payments/Failed Payment Agreements: If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25.00, within 15 days of the payment being returned, using guaranteed funds as a method of payment for this payment as well as all future payments made to CSUP. I understand that if the returned payment goes unpaid, it will be treated the same as all unpaid debt to CSUP in which it will incur

late payment charges at a rate of 1.5% per month and be subject to the same terms outlined in the 'Collection Agency Fees' section of this agreement. At minimum, CSUP will attempt to contact the originator of the payment by mail. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with CSUP may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at CSUP.

Communication

Method of Communication: I understand and agree that CSUP uses email as an official method of communication with me, using CSUP's official pack.csupueblo.edu email address, or other provided alternate email (only available in limited instances), and I am responsible for reading the emails that I receive from CSUP on a timely basis.

Contact: I authorize CSUP and its agents and contractors to contact me at my current and any future residences, cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to CSUP, or to receive general information from CSUP. I authorize CSUP and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to CSUP or in writing to the applicable contractor or agent contacting me on behalf of CSUP.

Updating Contact Information: I understand and agree that I am responsible for keeping CSUP records up to date with my current physical address, email addresses, and phone numbers by updating this information on PAWS/SSB as appropriate. Upon leaving CSUP for any reason, it is my responsibility to provide CSUP with updated contact information for purposes of continued communication regarding any amounts that remain due and owing CSUP. Contact information can be updated via a student's PAWS/SSB account or in-person at the Registrar's Office. Former students will need to contact the Registrar's Office. Students who are also employees of CSUP should contact Human Resources.

Method of Billing

I understand and agree that CSUP uses electronic billing (e-Billing) as its official billing method while I am considered an enrolled or active student. (Students are considered as active students until they are no longer enrolled at university census of the following term.) Therefore, I am responsible for viewing my university billing statement in PAWS/SSB and then paying my statement balance by the scheduled due date. I further understand that failure to review my e-Bill does not constitute a valid reason for not paying my bill on time. If there is current activity on my account or if I have a balance due, an e-Billing notification will be emailed to my official CSUP pack.csupueblo.edu email address, or other provided alternate email (only available in limited instances). Additional e-Billing notifications may be sent to alternate email addresses maintained by me on PAWS/SSB.

Billing Errors

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at CSUP.

Financial Aid

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked and become immediately due and payable to CSUP.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships, and grants awarded to me by CSUP will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e. loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

Other Charges

I understand that I am responsible for all other non-tuition related charges that are billed to my student account for products, services and/or fines received by CSUP. Such charges include, but are not limited to, Bookstore, library, parking, Auxiliary Services,

and Housing. All such charges should be paid according to the respective office/department's terms and conditions, as well as the terms and conditions outlined by CSUP when charges are placed on a student account.

Privacy Rights & Responsibilities

I understand that CSUP is bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and (34 C.F.R. Part 99) which prohibits CSUP from releasing information from my educational record without my written permission, with limited exceptions as allowed by law. Therefore, I understand that if I want CSUP to share information from my educational record with someone else, I must provide written permission by following the procedure outlined within each respective department at CSUP in which I am requesting information to be shared. I further understand that I may revoke my permission at any time by request, in writing, to each respective department. CSUP policy regarding FERPA and student records may be found at <http://csu-pueblo-policies.colostate.edu/policy.aspx?id=28>.

IRS Form 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to CSUP upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to CSUP, I understand I may be subject to IRS fines/penalties as a result of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from CSUP. An email notification will be sent to my pack.csupueblo.edu email address, or other provided alternate email, notifying me that the form is available via PAWS/SSB. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent at any time via PAWS/SSB

Student Age

I understand and agree that if I am under the age of 18 when I execute this agreement that the educational services provided by CSUP are a necessity, and that I am contractually obligated pursuant to the "doctrine of necessities" and that I have either consulted with legal counsel or have made the choice not to consult prior to execution of this agreement.

Law and Jurisdiction: I understand and agree that this agreement shall be construed pursuant to applicable laws of the State of Colorado and that proper venue for any legal dispute regarding the terms or enforcement of this agreement include Courts of proper jurisdiction within the State of Colorado.



COLORADO STATE UNIVERSITY PUEBLO

APPLICATION FOR EXTERNAL DEGREE COMPLETION PROGRAM ADMISSION

SEND TO: Colorado State University Pueblo
Division of Extended Studies
2200 Bonforte Boulevard
Pueblo, CO 81001

FULL LEGAL NAME _____ / _____
Last First Middle Maiden/Any other name used

SOCIAL SECURITY NO. _____ BIRTHDATE ____ / ____ / ____ AGE _____ Male Female
(Disclosure of SS# is voluntary and is used for identification purposes only)

HOME ADDRESS _____
Number and Street City County State Zip Code

PHONE (____) _____ E-MAIL ADDRESS _____

TERM AND YEAR OF EXPECTED ENROLLMENT (circle) Fall Spring Summer of the year _____

Have you applied to or previously attended Colorado State University Pueblo? YES NO If yes, when? _____

CLASSIFICATION New Student Transfer Student Returning Student

ETHNICITY (Select one):

- Hispanic/Latino
- Non-Hispanic/Latino
- Prefer Not to Answer

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

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

CITIZENSHIP:

- U.S. Citizen
- Non-U.S. Citizen on Permanent Status
 - Alien Registration No.: A- _____
Date Issued - _____
- Also, If under 23 years of age, you must supply:
 - Parent's Alien Registration No.: A- _____
Date Issued _____
- Non-U.S. Citizen on Temporary Status (Attach a copy of Visa)
Country of Citizenship _____
- Type of Visa _____
Expiration Date _____

ADDITIONAL INFORMATION: Complete the following information for your (check one) Parent Legal Guardian Spouse

NAME _____ OCCUPATION _____ EMPLOYER _____
Last First Middle

HOME ADDRESS _____ (____)
Number and Street City County State Zip Code Phone

Has either parent/guardian earned a bachelor's degree or higher from a college or university? YES NO

What will be your proposed major or field of study?

- Bachelor of Science: Criminology Sociology Interdisciplinary Studies Business Management
- Bachelor of Arts: Criminology Sociology
- Certificate Program: Business Foundations Homeland Security

LIST ALL COLLEGES YOU HAVE ATTENDED OR ARE CURRENTLY ATTENDING. INCLUDE COLLEGE(S) WHERE COURSE WORK WAS COMPLETED THROUGH CORRESPONDENCE, EXTENSION, OR THROUGH THE POST-SECONDARY OPTIONS ACT PROGRAM:

DATES OF ATTENDANCE	NAME OF COLLEGE/UNIVERSITY	CITY, STATE, AND ZIP	DEGREE AND DATE EARNED
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____
_____ to _____	_____	_____	_____

Request each college you have attended to send OFFICIAL TRANSCRIPTS to CSU-Pueblo. When courses in progress are completed, have FINAL TRANSCRIPT(S) sent.

*Transfer students must be in good standing at previous colleges/universities and have a GPA of at least 2.3. If you do not meet these requirements, please attach a Statement of Academic Performance to explain.

YOU MUST ANSWER THE QUESTION BELOW OR YOUR APPLICATION FOR ADMISSION MAY BE DELAYED. PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY:

- Are there any pending criminal charges against you?
- Do you have any prior convictions OR prior disciplinary history at another academic institution (including pending disciplinary proceedings) for stalking, sexual assault, and/ or domestic violence?*
- Have you had any convictions within the past five years before submitting this application for assault, kidnapping, voluntary manslaughter, or murder?

*A conviction by a jury verdict or by the entry of a verdict or acceptance of a guilty plea or a plea of nolo contendere by a court. Conviction does not include a plea to a deferred judgment and sentence until the deferred judgment and sentence is revoked.

- YES *Required (attach an explanation describing the pending criminal charge(s), conviction(s), and/or disciplinary history and date(s).)
- NO

DO YOU CERTIFY THE FOLLOWING?

I understand and agree that if at any time after submitting this application, I am arrested and charged with any crime, OR if I am convicted* of stalking, sexual assault, domestic violence, assault, kidnapping, voluntary manslaughter, or murder, OR I am found responsible for staling, sexual assault, domestic violence (or disciplinary proceedings are initiated for stalking, sexual assault, or domestic violence) by any school or educational institution of any type, whether public or private, then I am required to disclose any and all such information in writing to the Director of Admissions at the Colorado State University Pueblo or, once I have enrolled at CSU-Pueblo, to the Director of Student Conduct. I also understand and agree that such information may result in the delay, rejection, or revocation of admission to, or loss of credit or dismissal from Colorado State University Pueblo

- check box to indicate: I agree with the statement above.

Have you ever been placed on probation, suspended, or expelled from any high school or post-secondary institution for reasons not pertaining to academic performance? YES NO

To comply with Colorado State Law, all males between the ages of 17 years, 9 months, and 26 years must answer the following question:

Are you registered with the selective service? YES NO

Are you a Veteran of the U.S. Armed Services? YES NO

PLEASE LIST YOUR CURRENT AND/OR MOST RECENT EMPLOYMENT

Employer _____ City/State _____ From ____ / ____ To ____ / ____ Hrs/Week _____

I hereby certify to the best of my knowledge that the information furnished on this application is true and complete. I understand that if found to be otherwise, it is sufficient to cause delay of admission, loss of credit, rejection, or dismissal. I hereby consent to the release of my transcript(s) to Colorado State University Pueblo. I understand that transfer applicants with fewer than 13 transferable credit hours may register for independent study courses, but cannot be admitted to the External Degree Completion Program. Transfer credit must have, at a minimum, a GPA of 2.0.

Applicants must enroll in a course during the semester of admission, or they will be required to submit an updated application.

Applicant's signature _____ Date _____

Colorado State University Pueblo is an equal opportunity/affirmative action institution and complies with all Federal and Colorado state laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Affirmative Action is located in AD 304. To assist Colorado State University Pueblo in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.



Independent Study Course Registration Form

If you would like your course(s) in print-based format please check this box: []

Term you are registering for: [] Fall [] Spring [] Summer, Year: 20__ Today's Date: _____

Major: _____ CSU Pueblo Advisor: _____

NetID#: _____ Date of Birth: _____ Gender: _____
Month/Day/Year

Full Name: _____
Last First Middle Suffix Maiden

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Advocate Name, Phone, Email: _____

Student Email: _____

Note: All information will be sent to the above address and/or email address, please ensure writing is clearly legible to avoid delays

Educational History (REQUIRED for NEW students only)

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

Are you currently enrolled in high school? [] No [] Yes

List the current or last high school attended: _____ City: _____ State: _____

Dates of attendance: ____/____ - ____/____ Graduation date: ____/____
From (mo/yr) to (mo/yr) Highest grade completed (mo/yr)

Have you previously earned a GED? [] 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: _____

Demographics (Required for new students without a student NetID)

Ethnicity (Select One):

- [] Hispanic/ Latino, Chicano, Cuban, Puerto Rican, Mexican American
[] Non-Hispanic/Latino
[] Prefer not to answer

Citizenship:

- [] U.S. Citizen
[] Non-U.S. Citizen on Permanent Status
[] Non-U.S. Citizen on Temporary Status

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)
[] White, Anglo, Caucasian (including Middle East, Persia)
[] Native Hawaiian or Other Pacific Islander (Original Peoples)

Currently Incarcerated:

- [] No
[] Yes DOC ID/Reg No.: _____

Course Materials Mailing Address:

Students should read the following thoroughly:

By signing this, I certify that I am the individual who is listed on this registration form and the sole individual who will complete work towards the awarding of credit for the course for which I am registering. I attest that to the best of my knowledge, the information provided is true and complete. I understand that if the information is found to be otherwise, I may be subject to delay or rejection of registration, loss of credit, or dismissal. **I understand that I am subject to all academic policies of the University as they relate to enrollment and completion of these courses including, but not limited to all Student Identity Verification and Academic Integrity Policies.** I understand that all Independent Study course drops and withdrawals must be processed through the Extended Studies office. I acknowledge that some courses require proctored testing and that there may be additional fees associated with securing proctoring services and understand both the minimum and maximum timelines for the completion of the courses I am registering for. I understand that all payment is required before registration. I certify that I am also aware of policies concerning Financial Aid, refunds, grading, drop/add procedures and payment of fees. **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: _____

Note: Grades will not be posted until two weeks after completed course work and requirements have been met.

***There is an additional \$10 fee for a one credit hour print-based course or a \$25 fee assessed for a three credit hour print-based course to provide for printed materials and postage.**

Course Name	Title	Credits	Tuition (\$215.00/cr)	*Fee (\$10 or \$25)	Office use: CRN
<i>Example: BIOL 112</i>	<i>Example: Nutrition</i>	<i>Example: 3</i>	<i>Example: \$645</i>	<i>Example: \$25</i>	

Total Tuition and Fees	Amount Paid by Student at Registration	Method of Payment	Balance Owed by Student	Total Amount Owed by Sponsor	Sponsor Phone Number
\$	\$		\$	\$	

To be completed by Extended Studies Staff:

Date material mailed/emailed to student: _____

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

CSU Pueblo Extended Studies Representative _____ Date _____

EXTENDED STUDIES DEADLINES ONLY

Registration Date: _____

Completion Deadline: _____

Drop Deadline: _____

Withdrawal Deadline: _____

Self-Pay: *Registration may not be processed without payment*

If paying by credit or debit card, please complete this section (Processing fee applies to all card charges):

Student Name: _____ Student NetID#: _____ Amount: _____

Credit Card Type: _____ Credit Card #: _____ Expiration Date: _____ CVV Code: _____

(Visa, MC, Disc, Amex)

Name (as it appears on card): _____ Authorized Signature: _____

If paying by eCheck, please complete this section (\$1.00 processing fee applies to all eChecks):

Student Name: _____ Student NetID#: _____

Name on Account: _____ Account Type: Savings Checking

Routing Number: _____ Account Number: _____

Amount: _____ +1.00 _____ Authorized Signature: _____

Please make check/money order payable to: CSU Pueblo



For Extended Studies Use Only

Student Consent for Release of University Records

FIRST

MIDDLE

LAST

Preferred Phone: _____ Email: _____

Address: _____ City: _____ State: _____ ZIP: _____

Under Federal legislation, namely, the Family Educational Rights and Privacy Act of 1974, I understand that my educational records cannot be released without my written permission. I am submitting this form as my permission for the information listed below to be released to the party listed below. I understand the University may contact me prior to giving information to the individual listed below.

Information to be released (initial next to all that apply):

_____ Any and all academic information.

_____ Any and all academic advising information.

_____ Any and all financial information.

_____ Any and all billing information.

_____ ONLY release the following information: _____

Initial next to ONE option below:

_____ Valid Dates for Release _____ OR _____ This is a PERMANENT until I cancel the request in writing.

Information can be released in the following formats (initial next to all that apply):

_____ Via postal mail _____ Via phone _____ Via email

PIN NUMBER REQUIRED FOR VERIFICATION: _ _ _ _ _ (Please create a 5 digit PIN which will be required for release by CSUP)

I request that the above selected information be released to the following individual: (please give this person the PIN you create)

Name _____ Relation _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

*****This document MUST be signed and dated in the presence of an authorized notary.*****

Student Signature _____ Date _____

Notary Signature _____ Date _____