



INDEPENDENT STUDY
COLORADO STATE UNIVERSITY PUEBLO

INDEPENDENT STUDY

CATALOG 25-26



719-549-2316

independentstudy@csupueblo.edu



COLORADO STATE UNIVERSITY PUEBLO

Colorado State University Pueblo's 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:

- ⤴ Earn one of five bachelor's degrees through the Independent Study program
- ⤴ Apply credit toward another 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

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!

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Extended Studies/Independent Study Staff

General Inquiry: independentstudy@csupueblo.edu

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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 258 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 130 Phone: 719-549-2002 Email: helpdesk@csupueblo.edu Web: www.csupueblo.edu/information-technology/help-desk
CSU Pueblo Student Financial Services Financial Aid/Billing 2200 Bonforte Blvd., Admin 212 Pueblo, CO 81001 Phone: 719-549-2753 or 719-549-2181 Email: 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: csup_packcenter@csupueblo.edu Web: www.csupueblo.edu/pack-center
CSU Pueblo Library 2200 Bonforte Blvd. Pueblo, CO 81001 Phone: 719-549-2036 Text: 719-425-4045 Email: ask@csupueblo.libanswers.com Web: www.csupueblo.edu/library	CSU Pueblo Writing Center Phone: 719-549-2868 Email: brenna.swift@csupueblo.edu Web: www.csupueblo.edu/tutoring-services/writing-room.html
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: chiz.colon@csupueblo.edu Web: www.csupueblo.edu/extended-studies/military	Military and Veteran Success Center VA Benefits 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

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.

Independent Study Program

The Independent Study program provides students with flexibility and convenience. Students can enroll at any time during the year, and study where and when it is most convenient for them. With over 150 courses offered every semester, students can study a range of topics and earn one of five bachelor's degrees entirely through the Independent Study Program.

This catalog provides information about a variety of topics within the Independent Study Program including what it means to be a student, how our courses operate, what degree requirements must be met to earn a bachelor's degree, and how to earn credit for what you already know. While you will find answers to many of your questions here, we recognize that the catalog is not all encompassing. If you have a question that you do not see the answer to in the catalog, don't hesitate to reach out to a team member directly.

Accreditation and Transferability

The Independent Study program is part of the Division of Extended Studies at Colorado State University Pueblo (CSU Pueblo). We are accredited by the Higher Learning Commission. Their contact information is:

Commission of the North Central Association of Colleges and Schools
30 N. LaSalle St., Suite 2400
Chicago, IL, 60602-2501
Phone 800-621-7440.

CSU Pueblo's courses are generally accepted in transfer to colleges and universities in the state and nationwide. Guaranteed Transfer Pathways (GT-Pathways) courses are guaranteed to transfer to any public college or university in the state of Colorado.

Students who intend to transfer academic credit from CSU Pueblo's Independent Study program to another college or university are strongly advised to consult with the receiving institution in advance. Acceptance of transfer credit is determined solely at the discretion of the receiving institution, following its own evaluation policies and procedures.

Degree-Seeking Students vs. Non-Degree Students

In the Independent Study program, students may choose to be either degree-seeking or non-degree, based on their needs and interests. The difference between these two educational paths is explained below.

Degree Seeking Students	Non-Degree Students
Degree-seeking students must complete the entire admissions process. This paperwork includes: the application form, all official transcripts from previous institutions, a statement of academic performance (if needed), a crime statement (if needed), and any other supplemental information required by the Admissions Office. After acceptance to CSU Pueblo, a DARS audit will be available to the student. This degree audit	Non-degree students must submit a Registration Form for courses, with payment. None of the other application steps are required. This path works well for students who need to transfer these credits to a degree program at another institution. This path may also be an option if students want to begin coursework immediately but are experiencing difficulties with securing an official transcript, or delays in the delivery

will also include an evaluation of any incoming transfer credits from other colleges or universities. A DARS audit is a tool used for assessing current progress in a degree plan and is used to evaluate graduation requirements. Any student planning to graduate at CSU Pueblo must be a degree-seeking student. While scholarships are not always available, if they do become available, they will only be open to degree-seeking students.	of other application items to CSU Pueblo. Finally, non-degree status may be a good choice if a student simply wants to try a single course to understand the formatting, and/or to reduce a sentence, and/or to decide if an Independent Study degree program is their best option. Transfer credits are not evaluated for non-degree Students. Non-Degree Students will have an official CSU Pueblo transcript with all grades showing.
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We encourage students interested in earning a degree program to begin the admissions process to become a degree-seeking student early on. It's possible to enroll in courses as a non-degree student while working through the admissions process.

Independent Study Courses

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

Course Modalities

Courses can be taken either (1) on Blackboard, for digital students, or (2) via print-based correspondence while a student is incarcerated or otherwise without access to technology or the internet.

Digital	Print-Based
Students complete courses digitally through Blackboard. Course assignments and materials are posted in Blackboard, and students submit completed assignments in Blackboard.	Students complete courses on paper. Course assignments and materials are mailed through the U.S. Postal Service. Students mail completed assignments back to the Independent Study team.

Digital students will receive a CSU Pueblo email address required to access Blackboard.

- ⤴ CSU Pueblo uses its campus email system as its official mode of communication.
- ⤴ Digital 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.

- ⤴ Print-based students should utilize the U.S. Mail for all correspondence.
- ⤴ JPay, Securus, and other communication methods through incarceration facilities are not supported by Extended Studies. We may respond to communication in Corrlinks but will not pay to communicate via Corrlinks.
- ⤴ 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.

Course Length

There are three options for course length: **Learn by Term** (16 weeks), **TA** (16 weeks with flexible start), and **Extended Learning** (1 year). Course length depends on various factors, including whether a student is using Financial Aid, Veterans Benefits, or Military Tuition Assistance to assist with tuition expenses. The Independent Study team will ensure students are enrolled in the correct course length option.

Courses may not be completed in fewer than two weeks (14 days) per credit hour (i.e. a minimum of 6 weeks or 42 days for a 3-credit course).

Exam Proctoring

Many Independent Study courses require exam proctoring. Exams may be proctored at the University Testing Center, through a 3rd Party proctoring service called ProctorU, or through an approved outside proctor.

For more information about exam proctoring, reach out to Extended Studies at 719-549-2316.

Registration

Course registration is not the same as *admission to a degree program*. Students wishing to apply for a degree program must complete the admissions application. See the “Admission to a Degree Program” section for more information.

Print-based students can submit the Course Registration Form, provided at the back of this catalog.

Digital students can use the link to register as a non-degree student:

<https://www.csupueblo.edu/extended-studies/independent-study/forms.html>

CSU Pueblo (campus) students wishing to enroll in Independent Study courses should first consult their assigned academic advisor. Independent Study courses are not a good fit for everyone, and we encourage campus students to participate in on-campus courses if they fit with student schedules.

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.

Drops and Withdrawals

Independent Study courses follow the University’s policy regarding drops and withdrawals.

Course Drops

Students may drop a course within the first 15% of the course duration. Students will not be responsible for tuition for dropped courses and dropped courses will not appear on a student’s transcript.

Course Withdrawals

Students may withdraw from a course within 15% and 75% of the course duration. Students will be responsible for tuition for a withdrawn course and the course will appear on a student’s transcript with a ‘W’ in place of a grade.

Digital students may perform drops and withdrawals on their own through their PAWS account. Print-based students should work with the Independent Study team to drop or withdraw from a course. It is recommended that students utilizing Financial Aid verify the impact to their award and academic standing with the Financial Aid Office prior to dropping or withdrawing from courses.

Course Extensions

The Independent Study program allows students to request extensions for Learn by Term courses. Extensions are not available for Extended Learning courses.

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

- ⤴ At least 60% of the course work is completed 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.

Students using VA benefits may request an extension, however the Department of Veteran Affairs may not continue to pay VA benefits during this period. For more information about extensions for students using VA benefits, contact the CSU Pueblo Military and Veterans Success Center at 719.549.2910.

Textbooks

CSU Pueblo's bookstore will be managed by Barnes & Noble beginning in Fall 2025. This update will affect the way students access textbooks and associated charges. Please contact the Independent Study team for more details.

- ⤴ Digital degree-seeking students will be assessed a bookstore fee per credit hour and will receive first-day access to their textbooks.
- ⤴ Non-degree students will need to buy their own textbook(s) and other supplies.
- ⤴ Print-Based students (degree-seeking and non-degree) will be responsible for purchasing their own textbooks and other supplies. If you need help purchasing your textbooks, you may utilize the book order form included in each course packet.

Tuition and Billing Information

Independent Study tuition is \$230.00 per credit hour. Print-based students are assessed an additional \$10.00 fee for a 1-credit course or a \$25.00 fee for a 3-credit course for printing and mailing costs. Textbooks are not included in the cost of tuition. Students need to purchase textbooks separately through CSU Pueblo's Bookstore or a third-party vendor. Tuition and fees are subject to change.

For non-degree-seeking students, tuition payment is required at the time of registration. Degree-seeking students are not required to pay at the time of registration, however students will receive a financial hold on their account if they owe \$750.00 or more. Financial holds will prevent students from registering for more courses. Overdue balances may be subject to late fees.

Independent Study courses are "COF ineligible." That means they are not eligible for Colorado Opportunity Fund (COF), which is the portion of tuition provided for Colorado residents.

Paying Your Bill

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. E-check and credit card payments can also be submitted through the self-pay tuition portal at:

<https://secure.colorado.gov/apps/payport/online/selectServiceType.jsf>

A \$1.00 e-check or 2.5% card transaction fee will be assessed at the time of payment. There will be a charge of \$25.00 for any returned checks.

Students using Financial Aid or third-party payments will be liable for any unpaid balances. 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.

Student Financial Services

Administration Building, RM 212
2200 Bonforte Blvd.
Pueblo, CO 81001

Phone: 719-549-2088

Email: financialaid@csupueblo.edu

Financial Aid

Students may use Financial Aid towards Independent Study tuition and fees if the student is eligible to receive Financial Aid. Students using Financial Aid should enroll in the Learn by Term section of Independent Study courses to ensure their full aid amount is applied and to maintain Financial Aid eligibility in future semesters.

Financial Aid awards may vary and Independent Study courses may affect a student's enrollment intensity. Students in residence at a state or federal correctional facility cannot use Financial Aid or Pell Grants toward their tuition in the Independent Study program. Please direct specific questions about Financial Aid to our Student Financial Services office.

Military and Veteran Benefits

Students can use their military or veteran benefits toward Independent Study courses, even while incarcerated in many cases. Independent Study courses are designed to provide time and logistical flexibility to students and can be completed via e-mail for postal mail regardless of where you may be stationed.

Military and Veteran Success Center

Colorado State University Pueblo
Military and Veteran Success Center
2200 Bonforte Blvd, OSC Rm 114
Pueblo, CO 81001

Phone: 719-549-2910

CSU Pueblo at Fort Carson

Chizuru Colon
Fort Carson Education Center
1675 Long St. Bldg 1117, Rm 107
Fort Carson, CO 80913

Phone: 719-586-6930

Account Refunds

Refunds issued for a dropped course will be issued to the student whose name is on the student's account. Refunds cannot be issued to anyone but the student, even if someone else made the payment.

The check can be mailed to the payer's address, if there is a Consent for Release form on file for that payer. However, the check will be issued in the name of the student and the student must request, in writing, that a check be mailed to the payer's address.

Scholarships

CSU Pueblo and the Division of Extended Studies has multiple scholarship opportunities available for Independent Study students. Students interested in scholarship opportunities should reach out to the Independent Study Advisor for more information.

The Independent Study program is excited to promote **The Levitt Fund** scholarship – a scholarship created by a justice-involved student for justice-involved students. The Levitt Fund awards two scholarships per semester for up-to \$800.00 toward tuition and books. One of the two scholarships will be awarded to a student in an art or creative writing course.

To be eligible to receive a scholarship, a student must be admitted to the university as a degree-seeking student and active in the program.

Admission to a Degree Program

Students can begin and complete five different bachelor's degrees entirely through the Independent Study program. Come earn your degree with us! We will waive the application fee for Independent Study students.

Students interested in pursuing a bachelor's degree or certificate through the Independent Study program need to complete all admissions requirements to be admitted to the university. For admission to a degree program, students must submit the Application for External Degree Completion Program Admission, found at the back of this catalog, along with the following:

1. Official transcripts are required for all colleges and universities previously attended OR official high school/GED transcripts. It is the responsibility of each student to obtain their own official transcripts from previous institutions.
2. A Statement of Academic Performance may be required if the student's GPA in previous college coursework falls below the University's admission requirement.
3. A Character and Fitness Statement may be required if the student answers 'yes' to one of the background questions on the Application for External Degree Completion Program Admission.
4. A Default Resolution Letter may be required if you are default on one or more of your student loans.

Failure to complete or fully provide required information on the application will result in delays in admission and registration.

Students who are seeking admission to the University must have at least a 2.0 to be considered for admission.

Transferring in Credits

The Independent Study team works with students to ensure credits that they've already earned will count toward their degree program at CSU Pueblo. Once a student is admitted to a degree program, transfer credits will be evaluated by the Registrar's Office upon acceptance to CSU Pueblo and receipt of official transcripts.

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.

Degree Programs and Certificates

Students may select from five bachelor's degree programs and one certificate through the Independent Study program. The degree programs are listed to the right. We also offer the Foundations of Business Certificate for students interested in a credential in business without completing a full degree program.

Earn a **bachelor's degrees** through the Independent Study program. We offer the following degrees:

BSBA in Business Management

BA or BS in Criminology

BS in Interdisciplinary Studies

BA or BS in Psychology

BA or BS in Sociology

Students may also pair their degree with a minor. Students may not earn a minor if pursuing the BS in Interdisciplinary Studies degree. See the Minor planning sheet later in this catalog to learn more about available minors.

Degree Program Requirements

To earn a degree, students must complete several categories of requirements. Some requirements can be fulfilled by transfer credits, while others must be completed while in a degree program at CSU Pueblo. These requirements include:

- ⤴ Institutional Requirements
- ⤴ General Education Requirements
- ⤴ Major Requirements

All requirements for each degree program are outlined in the degree's planning sheet later in this catalog.

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.

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/](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.)

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

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

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

Credit for Prior Learning

CSU Pueblo recognizes the importance of a student's prior learning. Prior learning is experienced-based learning attained outside of accredited post-secondary education systems, including learning acquired from life and work experiences. Students may also earn credit for demonstrated proficiency in a world language other than English.

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.

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

Students interested in pursuing Credit for Prior Learning should consult with the Adult Learning/PLA Lead Specialist.

Academic Misconduct

Students are expected to complete and submit their own work. Any use of unauthorized assistance in preparing submitted course work is considered academic misconduct and will be reported to Student Conduct for investigation. Upon investigation, appropriate action will be taken.

Print-based students must submit their completed coursework through the postal service. Completed coursework should be sent from the student directly to CSU Pueblo’s Independent Study program. Coursework submitted through or from an individual other than the student may be considered Academic Misconduct and be subject to investigation.

Academic Standing Policy

Independent Study students, including degree-seeking and non-degree-seeking students, are expected to maintain good academic standing during their enrollment and participation in the program. The University’s catalog explains that students achieve “good academic standing” by maintaining a cumulative grade point average (GPA) of 2.000 or higher.

Academic standing will be checked by the Independent Study team regularly. If a student’s GPA falls below 2.000, the student will move into a progressively appropriate academic standing categories:

1 st Semester	2 nd Semester	3 rd Semester
Academic Watch	Academic Warning	Academic Dismissal

Academic Watch: If a student’s GPA falls below 2.000 in any given semester, the student will be placed on Academic Watch and encouraged to discuss ways to improve academic performance with the Independent Study Advisor.

Academic Warning: Students on Academic Watch who fail to raise their GPA to at least 2.000 in the subsequent semester will be placed on Academic Warning.

Academic Dismissal: Students on academic dismissal cannot re-enroll in the Independent Study program for a period of two consecutive semesters.

Re-enrolling after Academic Dismissal:

Degree-Seeking Students	Non-Degree-Seeking Students
<ol style="list-style-type: none"> 1. Wait two consecutive semesters (excluding summer) to re-apply. 2. Re-apply for admission and submit a statement regarding academic performance as part of the admissions application. 3. Upon readmission, students begin with Academic Watch standing and must continue to show improvement in their cumulative GPA. 	<ol style="list-style-type: none"> 1. Wait two consecutive semesters (excluding summer) to request registration. 2. Submit a statement regarding academic performance to the Independent Study Advisor for registration to be processed. 3. Upon re-enrollment, students begin with Academic Watch standing and must continue to show improvement in their cumulative GPA.

Final Grades

CSU Pueblo grades are entered on the academic transcript after the instructor has graded all coursework. This generally occurs within two weeks of the last submitted assignment or during the grade entry period for semester-long courses.

If a student has not completed coursework by the completion date for an Independent Study course, an NG (no grade) may appear on the transcript until the instructor has submitted a final grade. An 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.

CSU Pueblo Transcripts

Official Transcripts

Official transcripts can be ordered and paid for through Parchment.com. More information is available on the Registrar's Office website.

<https://www.csupueblo.edu/registrar/transcripts.html>

Print-based students may submit a Transcript Request Form and the Independent Study team will order an official transcript on the students' behalf. A fee will apply.

Unofficial Transcripts

Digital students can access Unofficial transcripts at any time through PAWS. Print-based students may request a copy of their unofficial transcript from the Independent Study team. An unofficial transcript will be mailed to print-based students regularly, upon completion of all courses within a semester.

Graduating from CSU Pueblo

To graduate with a bachelor's degree at CSU Pueblo, students must complete all degree requirements including general education, institutional, and major requirements. A student's degree audit will be reviewed by the Independent Study Advisor, Department Chair, and Registrar's Office before a degree can be conferred.

Graduation Contracts

Students must submit a graduation contract to graduate and receive a diploma. Print-based students should remain in contact with the Independent Study Advisor and communicate graduation plans early.

- ⤴ For fall and spring terms, graduation contracts are due by the fourth week of the graduating term.
- ⤴ For the summer term, graduation contracts are due by the third week of the 12-week summer term.

A graduation contract may be submitted after the due date if it's received within the same semester. A late fee will be assessed for graduation contracts received after the deadline. Students unable to complete degree requirements within University deadlines will be required to submit a new Graduation Contract to the Registrar's Office to establish a new tentative degree conferral date.

Frequently Asked Questions

Who can take Independent Study courses?

Anyone and everyone can take an Independent Study course. That includes traditional on-campus students, plus online and distance learners, as well as degree-seeking and non-degree-seeking incarcerated students. We also have retired veterans and active-duty military taking our courses.

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

Anyone member of the Independent Study team is here to help. If the student is unable to resolve an issue with the instructor directly, please contact the Extended Studies office at 719-549-2316.

Can I use the University Library?

We encourage our Independent Study students to use CSU Pueblo's library. Digital students have access to many services including catalogs and databases, inter-library loans, and reference services. Print-based students conducting research should send a detailed request to the Independent Study Coordinator.

Can I use Pell Grants to help pay tuition for Independent Study courses?

Students may use Pell Grants to help pay tuition for Independent Study courses if they're Pell-eligible. Students who are residents of a state or federal correctional facility are not eligible to use Pell within CSU Pueblo's Independent Study program. All other students should complete the FAFSA to determine if they're Pell-eligible.

Is the Independent Study program a Pell-eligible Prison Education Program?

The Independent Study program is NOT a Pell-eligible Prison Education Program (PEP). Prison Education Programs collaborate directly with specific correctional facilities. CSU Pueblo is developing a Prison Education Program (PEP) in partnership with the Colorado Department of Corrections (CDOC) for students in specific CDOC correctional facilities only.

Can Independent Study students submit work to student journals?

Yes, students may submit their coursework to student journals published at CSU Pueblo. Several Independent Study students have been successful at publishing their creative writing in *Tempered Steel*, CSU Pueblo's student literary journal.

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

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 BSAD 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: ACCT 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

Cultural Anthropology (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)

ANTH 101

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)

Corequisite: ANTH 101L.

ANTH 101L

Biological Anthropology Lab (1)

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

Corequisite: ANTH 101.

ANTH 103

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 (DS 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)

Language, Thought and Culture (3)

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

ANTH 314 (SOC 314)

Religion, Culture and Society (3)

Prerequisite: ANTH 100 or SOC 101.

Cross-cultural concepts and practices of the supernatural are studied. A holistic analysis to the role of religion in cultures and society.

ANTH 316 (SOC 316)

Age, Culture and Society (3)

Prerequisite: ANTH 100 or SOC 101.

Cross-cultural concepts and approaches to age are studied. A holistic analysis of the life course focusing on societal and cultural perceptions.

ART (ART)

ART 100



Visual Dynamics (3)

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

ART 141



Drawing I: Observational Drawing (3)

Development of perception and technical skills in rendering.

ART HISTORY (ARH)

ARH 211



Global Art I (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)

ARH 212



Global Art II (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)

BIOLOGY (BIOL)

BIOL 100



Principles of Biology (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)
Recommend co-enrollment: BIOL 100L.

BIOL 100L



Principles of Biology Lab (1)

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



Environmental Conservation (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)
Recommend co-enrollment: BIOL 121L.

BIOL 121L



Environmental Conservation Lab (1)

Field studies to accompany BIOL 121. (Gen Ed: ST, GT-SC1)
Recommend co-enrollment: BIOL 121.

BIOL 223



Human Physiology and Anatomy I (3)

Thorough understanding of the functional/structural aspects of the human body. Topics include body orientation, physiologically important molecules, cell, tissues, integument, skeleton, muscle, nervous system, and senses. (Gen Ed: ST, GT-SC2)
Recommend 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 480

Business Consulting (3)

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

Integrating prior studies in business into a realistic approach to assist in solving problems faced by selected firms and organizations in the community.



BSAD 493

Senior Seminar (1)

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

Registration Information: Senior standing



CHEMISTRY (CHEM)

CHEM 101

Chemistry and Society (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

Chemistry and Society Lab (1)

Laboratory is optional. Experiments to exemplify the logical steps of problem solving and explore the physical and chemical world. (Gen Ed: ST, GT-SC1)

Registration Information: CHEM 101 strongly recommended as corequisite.



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

Introduction to Chicano Studies (3)

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



CS 136 (HIST 136)

The Southwest United States (3)

This course traces the culture and historical development of the southwestern United States, including cultural contributions of the American Indian and Hispanic peoples. (Gen Ed: HS, GT-HI1)



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 (1)

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 (1)

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



CIS 171

Introduction 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 250.

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.

Registration Information: 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)

Critical study of the U.S. criminal justice system, its historical, social & institutional context, & its structure & functioning. Influence of law, process & social justice on police, court, corrections, & victim services.

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)

Patterns & causes associated with behavior, conditions, beliefs, & other social characteristics defined &/or treated as socially deviant, including but not limited to political, sexual, cultural, & organizational deviance.

CRIM 305 (SOC 305, WS 305)



Women & Crime (3)

Prerequisite: ANTHR 100 or CRIM 101 or SOC 101 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 335 (SOC 335)



Advanced Research Methods (3)

Prerequisite: CRIM 205 or SOC 205.

Advanced course in qualitative & quantitative social science research methods. Focus on critical examination of the logic underlying social inquiry, the ethics of social research, & developing practical skills.

CRIM 353



Punishment & Corrections (3)

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

Explores the history of criminal punishment & trends in penal policy & practice. Examines correctional management & costs, prison life, the death penalty, prison reform, prisoners' rights, reentry, stigma, & 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



Elite Crime & Deviance (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)

This course introduces students to the application of science to the justice system. It provides beginning levels and fundamental background in forensic criminology as well as criminal investigation.

CRIM 425

Gangs in Contemporary America (3)

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

DIVERSITY STUDIES (DS)

DS 105 (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.

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

Principles of Macroeconomics (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

Principles of Microeconomics (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

Rhetoric & Writing I (3)

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. (GT-CO1)

ENG 102

Rhetoric & Writing II (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. (GT-CO2)

Registration Information: ENG 101 must have earned a grade of C or better.

ENG 106 (ANTH 106)

Language, Thought and Culture (3)

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

ENG 114

Introduction to Creative Writing (3)

An introduction to the craft of writing poetry, fiction, and creative non-fiction, emphasizing reading across genres, analyzing texts for style and structure, and participating in peer workshops. (Gen Ed: H, GT-AH1)

ENG 130

Introduction to Literature (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)

Prerequisite: ENG 114.

Examines various forms of creative nonfiction and elements of the genre, such as descriptive detail, reflection, and voice, with an emphasis on analyzing texts for style and structure and participating in

workshop.

EXERCISE SCIENCE AND HEALTH PROMOTION (EPER)

EPER 162



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



Personal Health Lab (1)

Optional experiential lab studies to augment EPER 162. (Gen Ed: ST)

FINANCE (FIN)

FIN 330



Principles of Finance (3)

Prerequisite: ACCT 201, ECON 201, ECON 202 and BSAD 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



World Regional Geography (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)

GEOLOGY (GEOL)

GEOL 101



Earth Science (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)

Registration Information: Co-enrollment in GEOL 101L strongly recommended.

GEOL 101L



Earth Science Lab (1)

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

Registration Information: Co-enrollment in GEOL 101 strongly recommended.

HISTORY (HIST)

HIST 110



World History to 1500 (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)

HIST 111



World History since 1500 (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)

HIST 136 (CS 136)



The Southwest United States (3)

This course traces the culture and historical development of the southwestern United States, including cultural contributions of the American Indian and Hispanic peoples. (Gen Ed: HS, GT-HI1)

HIST 201



U.S. History I (3)

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

HIST 202



U.S. History II (3)

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

HIST 432



Religion & Politics in US History (3)

Explores intersection of religion & politics in US history. Emphasis on 1st Amendment, particularly church and state. Will discuss meaning of the 1st Amendment, evolution, school prayer, rise of the religious right, KKK.

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: BSAD 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 475

International Management (3)



Prerequisite: FIN 330, MGMT 301, and MKTG 340

An analysis of management opportunities and challenges in the global environment and the evaluation and formulation of strategies of firms operating and expanding internationally.

MGMT 485

Strategic Management (3)



Prerequisites: 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: BSAD 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



Introductory College Mathematics (3)

Prerequisite: MATH 097

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)

Registration Information: Satisfactory placement exam score or equivalent.

MATH 109



Mathematical Explorations (3)

Prerequisite: MATH 097

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)

Registration Information: Satisfactory placement exam score or equivalent.

MATH 120



College Algebra (3)

Prerequisite: MATH 101.

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

Registration Information: Satisfactory placement exam score or equivalent.

MATH 220



Quantitative Analysis for Business (4)

Prerequisite: MATH 101

An introduction to quantitative methods required for business studies, including linear programming, probability and statistics.

MEDIA & ENTERTAINMENT (MAE)

MAE 101



Media & Society (3)

Survey course that examines the historical, sociological, economic, technological, and ethical foundations of mediated communication from a social scientific perspective. (Gen Ed: SS, GT-SS3)

MUSIC (MUS)

MUS 118



Music Appreciation (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)

PHILOSOPHY (PHIL)

PHIL 102



Philosophical Literature (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 201



Classics in Ethics (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



Critical Reasoning (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)

PHIL 280



The Ancients: Person, Polis, Cosmos (3)

Exploration of the ancient origins of Western philosophy with an emphasis on the Presocratics, the Sophists, Socrates, Plato and Aristotle.

POLITICAL SCIENCE (POLS)

POLS 101



American Government (3)

An introduction to American government and politics, with attention to party politics, congressional behavior, the Constitution, the Supreme Court, civil liberties, civil rights, political economy, public policy, and more. (Gen Ed: SS, GT-SS1)

POLS 201



International Relations (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)

POLS 202



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)

PSYCHOLOGY (PSYC)

PSYC 100



General Psychology (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, DS 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



Human Development (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.

Corequisites: PSYC 207L.

Registration Information: General Education Math strongly recommended as prerequisite.

PSYC 207L



Quantitative Research Methods Lab I (1)

Prerequisite: PSYC 100 and PSYC 103.

Introduction to methods of psychological experimentation.

Corequisites: PSYC 207.

Registration Information: General Education Math strongly suggested as prerequisite.

PSYC 209



Quantitative Research II (3)

Prerequisite: PSYC 100, PSYC 103, PSYC 207, and PSYC 207L.

Continuation of PSYC 207. Focus on research development and quantitative methods.

Corequisites: PSYC 209L.

Registration Information: General Education Math strongly recommended as prerequisite.

PSYC 209L



Quantitative Research Methods Lab II (1)

Prerequisite: PSYC 100, PSYC 103, PSYC 207, and PSYC 207L.

Corequisites: PSYC 209.

Continuation of Quantitative Research Methods Lab I.

Registration Information: General Education Math strongly recommended as prerequisite.

PSYC 231 (SOC 231)



Marriage & 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



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 334



Perception (3)

Prerequisite: PSYC 100.

Senses & how they cooperate w/ the brain to provide awareness & knowledge of world about us. Empirical findings & theoretical analysis of processing five senses. Role of learning in normal & illusory perception considered.

Corequisites: PSYC 334L.

PSYC 334L



Perception Lab (3)

Prerequisite: PSYC 100.

Perception Lab.

Corequisites: PSYC 334.

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 PSYC 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, PSYC 209, and PSYC 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



Social Welfare in the United States (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



Introduction to Sociology (3)

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

SOC 105 (ANTH 105, DS 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



Social Problems (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)

Critical study of the U.S. criminal justice system, its historical, social & institutional context, & its structure & functioning. Influence of law, process & social justice on police, court, corrections, & victim services.

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)



Marriage & 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)

Patterns & causes associated with behavior, conditions, beliefs, & other social characteristics defined &/or treated as socially deviant, including but not limited to political, sexual, cultural, & organizational deviance.

SOC 305 (CRIM 305, WS 305)



Women & Crime (3)

Prerequisite: ANTH 100 or CRIM 101 or SOC 101 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.

SOC 306 (CRIM 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.

SOC 310



Social & Cultural Theory (3)

Prerequisite: SOC 101

Classical to contemporary sociological theories are studied. A primary objective is to link sociological theory with what we experience in the social world and thus, to fuse theorizing with greater understanding of society.

SOC 314 (ANTH 314)



Religion, Culture and Society (3)

Prerequisite: ANTH 100 or SOC 101

Cross-cultural concepts and practices of the supernatural are studied. A holistic analysis to the role of religion in cultures and society.

SOC 316 (ANTH 316)



Age, Culture and Society (3)

Prerequisite: ANTH 100 or SOC 101

Cross-cultural concepts and approaches to age are studied. A holistic analysis of the life course focusing on societal and cultural perceptions.

SOC 324



Race & Ethnic Relation (3)

Social, political and historical conditions under which segregation, racial/ethnic hierarchies and r/e conflict emerge, and the institutions through which boundaries and hierarchies are produced and reproduced in the U.S.

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 335 (CRIM 335)



Advanced Research Methods (3)

Prerequisite: CRIM 205 or SOC 205.

Advanced course in qualitative & quantitative social science research methods. Focus on critical examination of the logic underlying social inquiry, the ethics of social research, & developing practical skills.

SOC 352 (PSYC 352)



Social Psychology (3)

Prerequisite: PSYC 100

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

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)

Critical examination of sources and consequences of inequality and poverty, with primary focus on the United States. Anti-poverty programs explored.

WOMEN'S STUDIES (WS)

WS 105 (ANTH 105, DS 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 305 (CRIM 305, SOC 305)



Women & Crime (3)

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

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



Intro to Comparative Linguistics (3)

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



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 <https://support.proctoru.com/hc/en-us/articles/25557846449037-How-to-Get-Started-with-the-ProctorU-Platform> 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 FIN 331 , are not available online.
3. Students can complete an Exam Request Form found in the Independent Study folder on 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 https://csupueblo-extendedstudies.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 are 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 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

Kenneth Lofton – Academic Advisor • PHONE: 719-549-2397 • EMAIL: ke.lofton@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 250: Introduction to Business Analytics (3)
- 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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 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)
 - SOC 101: Intro to Sociology (3)
- 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 413: Patterns of Homicide (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
- SOC 326: Social Stratification (3)
- SOC 370: Popular Culture (3)
- SOC 373: Film and Society (3)
- SOC 404: Poverty (3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 103: 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)
 - SOC 101: Intro to Sociology (3)
- 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)
- CRIM 335: Advanced Research Methods (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 411: Police and Society (3) |
| ○ CRIM 407: Family Violence (3) | ○ CRIM 413: Patterns of Homicide (3) |
| ○ CRIM 306: Delinquency and Juvenile Justice (3) | ○ CRIM 415: Forensic Criminology (3) |
| ○ CRIM 353: Penology (3) | ○ CRIM 425: Gangs in Contemporary America (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 | ○ ANTH 101: Biological Anthropology (3) |
| ○ SOC 326: Social Stratification (3) | ○ ANTH 103: Introduction to Archeology (3) |
| ○ SOC 370: Pop Culture (3) | ○ ANTH 105: Human Diversity (3) |
| ○ SOC 373: 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.)

ACADEMIC PLANNING SHEET

B.S. INTERDISCIPLINARY STUDIES

COLORADO STATE UNIVERSITY PUEBLO

EXTERNAL DEGREE PROGRAM

Angie Rodriguez - Transfer Advisor • (719) 586-6921 • angie.rodriguez@csupueblo.edu

Kenneth Lofton - Academic Advisor • (719)-549-2397 • ke.lofton@csupueblo.edu

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)
- CID 103: Speaking and Listening (3)* OR CID 221: Interpersonal Communication*
- 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 credit 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)
- *cannot use Psychology courses to fulfill General Education Requirements.

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: (42 credit hours)

- PSYC 100: General Psychology (3)
- PSYC 103: Introductory Psychology for Majors (3)
- PSYC 207 & PSYC 207L: Quantitative Research Methods I & Quantitative Research Methods I Lab (4)
- PSYC 209 & PSYC 209L: Quantitative Research II & Quantitative Research Methods II Lab (4)
- PSYC 334 & PSYC 334L: Perception & Perception Lab (4)
- PSYC 342: Educational Psychology (3)
- PSYC 401: History and Systems of Psychology (3)

Select two of the following:

- PSYC 311: Theories of Personality (3)
- PSYC 337: Memory and Cognition (3)
- PSYC 352: Social Psychology (3)
- PSYC 362: Abnormal Psychology (3)

Psychology Electives - select three of the following (two must be at the 300-400 level):

- PSYC 151: Human Development (3)
- PSYC 205: Introduction to Sport Psychology (3)
- PSYC 231: Marriage & Family Relationships (3)
- PSYC 251: Childhood and Adolescence (3)
- PSYC 351: Psychology of the Exceptional Individual (3)
- PSYC 311: Theories of Personality (3)*
- PSYC 352: Social Psychology (3)*
- PSYC 362: Abnormal Psychology (3)*
- PSYC 337: Memory and Cognition (3)*

*can use courses to meet Psychology elective requirement, if not used to meet another requirement above.

Math and Natural & Physical Science for Psychology Major Requirement:

- Psychology majors must complete 8 credits in the natural sciences or math (BIOL, CHEM, GEOL, or MATH) beyond their general education courses. EPER 162 & EPER 162L cannot be used to satisfy this requirement.

Psychology Major Requirements:

- Psychology majors must take a minimum of 24 credits of upper-division coursework in psychology.
- Psychology majors **must complete a minor** to fulfill the CHASS requirement of 18 credit hours outside of the major beyond their major and general education requirements.
- No grade below C is acceptable in the major.
- Transfer students must complete 21 credit hours of Psychology courses and meet the minimum grade requirement. Of these 21 credit hours, a minimum of 12 must be upper-division.

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.

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General Education Requirements: (35 credit 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)
- *cannot use Psychology courses to fulfill General Education Requirements.

Major Requirements: (42 credit hours)

- PSYC 100: General Psychology (3)
- PSYC 103: Introductory Psychology for Majors (3)
- PSYC 207 & PSYC 207L: Quantitative Research Methods I & Quantitative Research Methods I Lab (4)
- PSYC 209 & PSYC 209L: Quantitative Research II & Quantitative Research Methods II Lab (4)
- PSYC 334 & PSYC 334L: Perception & Perception Lab (4)
- PSYC 342: Educational Psychology (3)
- PSYC 401: History and Systems of Psychology (3)

Select two of the following:

- PSYC 311: Theories of Personality (3)
- PSYC 337: Memory and Cognition (3)
- PSYC 352: Social Psychology (3)
- PSYC 362: Abnormal Psychology (3)

Psychology Electives - select three of the following (two must be at the 300-400 level):

- PSYC 151: Human Development (3)
- PSYC 205: Introduction to Sport Psychology (3)
- PSYC 231: Marriage & Family Relationships (3)
- PSYC 251: Childhood and Adolescence (3)
- PSYC 351: Psychology of the Exceptional Individual (3)
- PSYC 311: Theories of Personality (3)*
- PSYC 352: Social Psychology (3)*
- PSYC 362: Abnormal Psychology (3)*
- PSYC 337: Memory and Cognition (3)*

*can use courses to meet Psychology elective requirement, if not used to meet another requirement above.

Math and Natural & Physical Science for Psychology Major Requirement:

- Psychology majors must complete 8 credits in the natural sciences or math (BIOL, CHEM, GEOL, or MATH) beyond their general education courses. EPER 162 & EPER 162L cannot be used to satisfy this requirement.

Psychology Major Requirements:

- Psychology majors must take a minimum of 24 credits of upper-division coursework in psychology.
- Psychology majors **must complete a minor** to fulfill the CHASS requirement of 18 credit hours outside of the major beyond their major and general education requirements.
- No grade below C is acceptable in the major.
- Transfer students must complete 21 credit hours of Psychology courses and meet the minimum grade requirement. Of these 21 credit hours, a minimum of 12 must be upper-division.

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.

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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)
 - SOC 101: Intro to Sociology
- 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 326: Social Stratification (3)
- SOC 352: Social Psychology (3)
- SOC 370: Popular Culture (3)
- SOC 373: 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 413 Patterns of Homicide (3)
- CRIM 415 Forensic Criminology (3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 103: 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.)

Kenneth Lofton - Academic Advisor • PHONE: 719-549-2397 • EMAIL: ke.lofton@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)
- SOC 335: Advanced Research Methods

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 326: Social Stratification (3)
- SOC 352: Social Psychology (3)
- SOC 370: Popular Culture (3)
- SOC 373: 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 413: Patterns of Homicide (3)
- CRIM 415: Forensic Criminology(3)
- ANTH 100: Cultural Anthropology (3)
- ANTH 101: Biological Anthropology (3)
- ANTH 103: 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

Kenneth Lofton - Academic Advisor • PHONE: 719-549-2397 • EMAIL: ke.lofton@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		9
Select 11 additional credits in sociology courses		6

Total Credits 18**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 3/400	Marketing Electives	9

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	3
MGMT 201	Principles of Management	3
MKTG 201	Introduction to Marketing	3
MGMT 214	Introduction to Entrepreneurial Concepts	3
Total Credits		18

Justice-Involved Student Guidance

1.

Before 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 at your facility regarding the receipt of textbooks and course materials packets? And can you conveniently send your own work through the mail?
- Do you have a third party sponsor/advocate who can arrange payment and communicate with Independent Study staff on your behalf?
- What funding resources are available to you? (The Pell Grant cannot be used here.)
- Are you able to acquire paper, pencils/pens, and envelopes?

2a.

Degree Seeking Students:

- Submit these items to the Extended Studies office:
 - a completed, signed, dated External Degree Program Application
 - a crime statement, and
 - if needed, a statement of academic performance.
- Submit official transcripts directly to the Admissions office.
 - These must come directly from the previous institution.
 - No middleman, no copies.
- After admission, the academic advisor will discuss required placement exams, pre-recs, courses you should take, and an official degree plan.

2b.

Non- Degree Students:

- Submit a completed, signed, dated Course Registration Form, with payment in full.
- The academic advisor will discuss 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 through the postal mail.
- Purchase your textbooks.
- Confirm proctor, if needed, and submit the exam request form.
- Follow the guidance provided in the course packet to complete the course requirements.
- Create a schedule to ensure that all of your 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.

Advocate/Sponsor Guidance

Thank you for your role in your student's education and success in the Independent Study (IS) program at CSU Pueblo. Your assistance can be a valuable tool in your student's academic progress as it can speed up communication between the student and IS staff concerning certain matters. It is important that the student is responsible for their own success. Below is guidance to assist you in your role as a sponsor.

- For IS staff to communicate with sponsors, the Consent for Release form is required by Family Educational Rights and Privacy Act (FERPA) regulations, signed by your student, and **notarized**.
- To update a student's address, a Change of Address form must be submitted by the student, with their signature. We cannot change an address in our system based on a phone call from a sponsor or a student.
- Textbook information and Fast Facts are available to sponsor and/or student upon request, prior to student's registration. Syllabi are available only to the student after registration.
- Degree plans are available to both student and sponsor by request, with a valid Consent for Release form on file, which may be useful if the sponsor is assisting the student with course and degree planning.
- Sponsors should not contact instructors directly, because instructors do not have direct access to Consent forms. Sponsors can contact IS staff and request updates to include registration status, receipt of homework, etc. Please allow the Independent Study team sufficient time to investigate and respond to requests.
- Student grades can be released to the student only, not the sponsor.
- Sponsors cannot drop/add courses for their student. The student must submit a signed registration form to add courses. The student must submit a request in writing to drop or withdraw from a course.
- Sponsors cannot submit homework for their student. If a sponsor logs into Blackboard on behalf of their student, it may result in disciplinary action and possibly a suspension of the account.

All Power of Attorneys (PoAs) require CSU Pueblo General Counsel review to establish the applicability of the PoA to campus policy. The below chart is a guide that demonstrates what PoA's may and may not cover:

As a sponsor with a Power of Attorney	As a sponsor with a Consent for Release
<p>You Can:</p> <ul style="list-style-type: none">• Manage an individual's finances (depending on the type of PoA)• Make medical decisions for the individual (depending on the type of PoA) <p>You Cannot:</p> <ul style="list-style-type: none">• Make academic decisions for the student• Register the student for classes• Drop the student from classes• Submit homework for the student• Log in to the student's account	<p>You Can:</p> <ul style="list-style-type: none">• Obtain some academic information, including advisement and course progress• Obtain financial records, including billing and payments <p>You Cannot:</p> <ul style="list-style-type: none">• Make academic decisions for the student• Register the student for classes• Drop the student from classes• Submit homework for the student• Log in to the student's account• Receive student grades

Military and Veteran Success Center

Rm 114, Occhiato Student Center, CSUP 2200 Bonforte Blvd, Pueblo CO 81001
719-549-2910 veteransuccess@csupueblo.edu

Contact us:

Barela, Laura

Director
[Military & Veteran Success Center](#)
OSC 114
719.549.2709
laura.barela@csupueblo.edu

Pillitteri, Dominic

Operations Manager
[Military & Veteran Success Center](#)
719.549.2080
Dominic.Pillitteri@csupueblo.edu

Stone, Alex

Academic Success Coordinator
[Military & Veteran Success Center](#)
OSC 114
719.549.2803
alex.d.stone@csupueblo.edu

“Getting Started” checklist:

- 1) Apply for Your VA Education Benefits:** Complete the VA Form for benefit you are applying to use.
 - Use VA Form 22-1990 if you want to apply for education benefits under any of the following programs:
 - Post-9/11 GI Bill® CH 33
 - Montgomery GI Bill (MGIB) CH 30
 - Montgomery GI Bill Selected Reserve (MGIB-SR) 1606
 - Veterans' Educational Assistance Program (VEAP)
 - Mail the completed application to:
VA Regional Office
P.O. Box 4616
Buffalo, NY 14240-4616
 - Use VA Form 28-1900 if you're applying for Veteran Readiness and Employment (VR&E) CH 31
 - Mail the completed application to:
Department of Veterans Affairs
VR&E Intake Center
PO Box 5210
Janesville, WI
53547-5210
- 2) Submit Your Certificate of Eligibility (COE):**
 - Once you receive your Certificate of Eligibility (COE), or if you already have your COE, submit a copy to the Military and Veteran Success Center
Attn: MVSC
Colorado State University Pueblo
2200 Bonforte Boulevard
Pueblo, Colorado 81001
- 3) Request Certification:**
 - Complete the certification request form and mail it to:
Attn: MVSC
Colorado State University Pueblo
2200 Bonforte Boulevard
Pueblo, Colorado 81001

All forms are available upon request.

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.



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 Male Female Nonbinary
(Disclosure of SS# is voluntary and is used for identification purposes only)

CURRENT MAILING ADDRESS Number and Street City State Zip Code

D.O.C# (If Applicable) PHONE () E-MAIL

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

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

CLASSIFICATION Returning Student Transfer Student New Student

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. To respond to these requests, we ask you to answer the following two ethnicity and race questions.

ETHNICITY (Select one):

- Hispanic/Latino
Non-Hispanic/Latino

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 Last First Middle OCCUPATION EMPLOYER

HOME ADDRESS Number and Street City 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 Psychology
Bachelor of Arts: Criminology Sociology Psychology
Certificate Program: Business Foundations

Educational History (REQUIRED)

Are you currently enrolled in high school? NO YES

List the current or last high school attended: City:

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

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.

The University can only inquire about specific criminal history during the admission process. However, certain programs may have criteria that may preclude you from completing coursework and/or obtaining licensure in your field based on criminal history not inquired about on this application. For example, the University cannot inquire about drug convictions on your application; however, a drug conviction may prevent you from obtaining licensure in some fields. Please contact the academic department and/or the state licensing board to determine if your criminal history may prevent you from completing coursework or obtaining licensure.

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 _____



Independent Study Course Registration Form

Requests to register for courses must be made by the student. A student signature is required on the second page of this 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 (or) Social Security #: _____ Date of Birth: _____ Gender: _____
Month/Day/Year

Full Name: _____
Last First Middle Suffix Maiden

Current Mailing Address: _____

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

Home Phone: _____ Cell Phone: _____ Advocate Phone: _____

Email Address (Please PRINT clearly): _____

Note: All information will be sent to the above address, so 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

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)

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 a \$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 costs for printed materials and postage.**

Course Name (BIOL 112)	Title (Nutrition)	Credits (3)	Tuition (\$690.00)	*Fee (\$25)	Office use: CRN

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
\$	\$		\$	\$	

Self-Pay: Registration may not be processed without payment

If paying by credit or debit card, please complete this section (Processing fee of 2.5% 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/ PID#: _____
 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

Billing address is **required** for all payment types:



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 _____