ACADEMIC ADVISING

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee, for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation, and respectful interchange. Academic advising can be facilitated by a professional staff person or a faculty member.

All students are entitled to a quality advising system. The following factors characterize such a system:

- Accessible to students;
- Adequate time spent in advising sessions;
- Advisors who are well-versed in the requirements of University programs;
- Advisors who relate successfully to a wide variety of students;
- Information available about resources for meeting students’ needs;
- Maintenance of adequate records.

Advisor Role and Responsibilities

The academic advisor’s responsibilities (whether faculty or staff) include the following:

- Help students define and develop realistic educational and career goals.
- Assist students in planning a program consistent with their abilities and interests.
- Assist students in monitoring and evaluating their educational progress.
- Discuss relationships between instruction program and career. Assist students in identifying career opportunities. This includes utilizing the Career Center.
- Inform students of the nature of the advisor/student advisee relationship.
- Interpret and provide rationale for instructional policies, procedures, and requirements.
- Monitor all designated educational transactions, e.g., course selection, changes of major, graduation requirements, etc.
- Maintain an advising record for each student.
- Designate and post hours available for advising.

Advisee Role and Responsibilities

Students carry important responsibilities in the advising process. In the interest of successfully completing a degree program, a student must be proactive in finding the necessary resources needed for attaining a degree. In order to contribute to an effective advising relationship, students are expected to:

- Schedule and attend advising sessions each semester prior to course registration. Advising sessions may be conducted via email or telephone, depending on the advisor or the advisee.
- Clarify personal values, abilities, interests, and goals.
- Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, and deadlines.
- Prepare for each advising session.
- Follow through on actions identified during each advising session.
- Responsibly evaluate his/her advisor in order to strengthen the quality of advisement.

Become familiar with the Career Center and other campus resources.

Academic Advisor Contact

Where do you find your academic advisor? If you have declared a major, go to the academic department office for your major. If you are an undeclared student, contact the Center for Advising and Student Achievement (CASA), at the Institute for Learning and Teaching (TILT).

In addition to your assigned advisor, you may work with another advisor if you are interested in a professional program such as medicine, law, veterinary medicine, or education. You will also have more than one advisor if you are completing a double major, minor, interdisciplinary studies program, or study abroad. The Center for Advising and Student Achievement has initial contact information.
Advising and Registration

You need to go see your advisor within the first month of arriving on campus, again for registration preparation, and anytime that you have a question or problem. It is important to see your academic advisor for assistance with course selection, major information or exploration, career planning, graduation requirements, and campus resource information.

Advising Resources

In order to get the best from the academic advising experience, students are encouraged to utilize the many advising tools that are available. For instance, each department provides a check sheet that outlines all the graduation requirements for your major and any minors. The Degree Progress Audit is a degree audit that shows what graduation requirements you have completed and what requirements you still need to complete. This audit can be found under Degree Progress Audit, and viewed any time on RAMweb. Additionally, Major Completion Maps for Undergraduate majors, concentrations, and options can be found at catalog.colostate.edu. These Maps show a sample semester-by-semester coursework plan, and identify critical courses and requirements that are essential for on-time graduation.

In the General Catalog, the chapter (2.3) on All-University Core Curriculum (AUCC) outlines the general education requirements for graduation. The Catalog also contains policies, curriculum, programs, and individual courses. Advising@CSU, a compilation of resources, policies and procedures for students can be found at advising.colostate.edu.

The Academic and Career Horizons webpage provides information that describes interests, skills, and career opportunities for each major. This and additional resources for exploring majors can be found on the CASA website at undeclared.casa.colostate.edu.

Along with tools for academic exploration, various resources are available for the career exploration and planning process. Information about working with a career counselor, learning about career resources, gathering information about internships, and preparing to get a job can be found on career.colostate.edu.

Many more resources are available to assist you with your academic success at Colorado State. Your primary contact for locating these resources will be the advisor or academic support coordinator to whom you are assigned when you begin your program of study at Colorado State University.

ACADEMIC CREDIT

Credit Hour and Credit Load

A credit hour is defined as 50 minutes of lecture or discussion/recitation per week for 16 weeks (800 minutes in a semester), 100 minutes of laboratory per week for 16 weeks (1600 minutes in a semester) when outside preparation is required, or 150 minutes of laboratory per week for 16 weeks (2400 minutes in a semester) when no outside preparation is required. For workload planning purposes (and to graduate with 120 credits in eight semesters), students should plan on an average of 15 credits per semester and should expect that each credit hour will require approximately two to three hours (for some students in some classes, more time and in a few classes less time) of effort per week to attend classes and to accomplish readings and out-of-class assignments in preparation for successful completion of the course requirements.

Undergraduate Classification

Student level (class) is determined by the number of credits at Colorado State and credits accepted in transfer. Transfer credits may or may not be acceptable in meeting degree requirements.

<table>
<thead>
<tr>
<th>Student Level</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 and over</td>
</tr>
</tbody>
</table>

Enrollment Status

Enrollment status at CSU (full-time, three-quarter time, half-time, less-than-half time) is determined by the number of credits which the student has completed or is pursuing for the term in which the verification is requested. Credits from which the student has withdrawn or is auditing are not included. The following schedule for enrollment status differs from the full-time/part-time schedule for tuition and fees. Groups such as Co-op programs may have a different definition of enrollment status and should be verified with the program. Details may be found at registrar.colostate.edu/tuition-fees.

Credit requirements are as follows:

Fall/Spring Semesters:

| Undergraduates | Full-time | 12 or more credits |
Advising and Registration

Three-quarter time  9-11 credits  
Half-time  6-8 credits  
Less than half-time  5 credits or less

Graduate Students  
Full-time  9 or more credits  
Three-quarter time  7-8 credits  
Half-time  5-6 credits  
Less than half-time  4 credits or less

Summer Session:

Undergraduates  
Full-time  6 or more credits  
Three-quarter time  5 credits  
Half-time  3-4 credits  
Less than half-time  2 credits or less

Graduate Students  
Full-time  5 or more credits  
Three-quarter time  4 credits  
Half-time  3 credits  
Less than half-time  2 credits or less

For verification of enrollment status go to ramweb.colostate.edu and click on “Enrollment Verification Certificate.” For more information go to registrar.colostate.edu/enrollment-verification.

Credit Overload

Undergraduate students who wish to register for more than 18 credits per term must have an overload approved and submitted through ARIESweb by their advisor. Requests for undergraduate students to register for more than 20 credits in a given term must be approved by the department chair/department head. Graduate students should consult the Graduate and Professional Bulletin at graduateschool.colostate.edu/index.asp?url=catalog. Approval of an overload for graduate students must be obtained from the department head or advisor and Dean of the Graduate School.

Undergraduates Taking Graduate-level Courses

Undergraduates may enroll for a maximum of nine credits of course work which may be applied toward a graduate degree at Colorado State provided that such course work: 1) is not used to meet bachelor’s degree requirements; and 2) has been approved by the chairperson of the department in which a graduate degree will be sought. Although 500-level courses cannot be required in undergraduate programs of study, elective credits taken at the 500 level may be used to fulfill the upper-division requirement. Undergraduate students may not enroll in courses numbered 600-699 to satisfy undergraduate degree requirements. Undergraduate students may not enroll in courses numbered 700-799.

Earning Alternative Credits

College-Level Examination Program (CLEP)

See additional details in the Undergraduate Admissions Policies and Procedures chapter in this catalog (1.3).

Credit awarded for CLEP, Advance Placement, or International Baccalaureate cannot be used in meeting the Colorado State residency requirement for the baccalaureate degree. See “In Residence” Requirement in the chapter, “Graduation Requirements and Procedures.”

CLEP General Examinations

The General Examinations measure college-level achievement in five basic areas of the liberal arts: English composition, humanities, mathematics, natural sciences, and social science-history.

Credit granted on the basis of the General Examinations will be treated as general elective transfer credit without a grade but will count toward graduation. Credit granted cannot be used to meet the University written communication or mathematics requirements.

CLEP Subject Examinations

See the website, registrar.colostate.edu/transfer-evaluation, and then select “CLEP Exam Equivalencies” for a list of the Subject Examinations for which Colorado State credit will be granted.

Advanced Placement

The Advanced Placement Tests administered by The College Board are used by Colorado State University to award credit and advanced placement in any of several fields in which a student may have participated in high school. For more information about Advanced Placement please see the Registrar’s Office website at registrar.colostate.edu/transfer-evaluation and then select “Advanced Placement Exam Equivalencies.” See also the College Board website at apstudent.collegeboard.org/home.

International Baccalaureate (IB) Credit

Students who graduate from high school with an International Baccalaureate Diploma or have completed International Baccalaureate examinations may receive
Advising and Registration

University credit for scores of four or higher. A list of courses for which credit will be granted can be found at registrar.colostate.edu/transfer-evaluation and then select “International Baccalaureate Exam-Equivalencies.”

Credit for Education Abroad

Students are encouraged to participate in accredited education abroad programs. Credit is granted for courses taken in programs approved in advance by the University, subject to certain conditions. To apply for credit, a student must process an “Education Abroad Transfer Credit Form” available in the Education Abroad Office, Laurel Hall.

Challenging Colorado State Courses for Credit

The opportunity to challenge the content of a course on the basis of an examination may be permitted. This option is at the discretion of the individual department and may exclude courses where a laboratory or practicum is an integral part of the course being challenged.

A fee of $20 (subject to change) per credit attempted is assessed and is not refundable. Upon successful completion of an exam, a grade of S (satisfactory) is recorded on the student’s academic record. No record of unsuccessful attempts is recorded.

A course may not be challenged under the following conditions:

- To satisfy the residence requirement for graduation.
- When the person seeking credit is not currently registered at Colorado State University at the time the examination is administered.
- When a student has previously failed a placement or challenge exam for the course.

Students wishing to establish credit by challenge may obtain information from the University Testing Service at (970) 491-6498, 203 General Services Building.

REGISTRATION/SCHEDULE CHANGES

Class Schedule

Class schedule information is available online through RAMweb or at classschedule.colostate.edu prior to the beginning of registration for a given term. The class schedule provides registration procedures and courses offered for that specific term.

Registration Process

Students register for classes, including adding or dropping courses, online through RAMweb at ramweb.colostate.edu. Before registering for classes, students must complete the Registration Ready portion of the process. In order to communicate quickly and effectively with students, the University requires each enrolled student to provide an email address at Registration Ready. Students are also required to maintain a current mailing address. Once Registration Ready is complete, a student may then register for classes.
Registration and payment deadlines must be met in order for registration to proceed. Students should respond to correspondence from the University, including email correspondence, in a timely manner to avoid missing crucial deadlines.

**Registration Waitlist**

CSU provides Registration Waitlists for students attempting to register for undergraduate class sections that are already full. Students may sign up for a waitlist when attempting to register for a class that has reached capacity and shows that a waitlist is available. Not all undergraduate sections offer waitlists.

Please go to RAMweb or the Registrar’s webpage at registrar.colostate.edu for frequently asked questions and answers about the registration waitlist.

**Course Overrides**

Even when a course has reached its formal enrollment limit, the instructor may give special permission for a student to register in the course. Overrides are processed electronically by the department offering the course. Once granted an override, the student must still register for the course through RAMweb. To do so, the student will need to manually enter the CRN (course reference number) into the registration spreadsheet in RAMweb.

**Late Registration**

A late registration charge of $50 (subject to change) is assessed for adding the first course on or after the first day of classes or for late adds after the registration period.

**Registration Cancellation**

Prior to the beginning of the semester, all courses can be canceled via the web registration system with no charge.

**Undergraduate Planned Leave**

Undergraduate Planned Leave is a status intended to help students more easily and effectively take one semester away from their CSU studies and successfully return again. Students who obtain Planned Leave status and comply with its requirements do not have to re-apply for admission to CSU upon return. In addition, Planned Leave students will be tracked in an attempt to help facilitate their successful and timely return.

All undergraduate students seeking their first Bachelor’s degree are requested to communicate their plans when leaving the University in order to determine eligibility for an approved Planned Leave. Students who meet the established eligibility requirements will be granted a Planned Leave for one semester. (A semester is defined as a fall or spring semester and excludes summer sessions; for example, Planned Leave is granted for fall and the student returns the following spring, or is granted for spring-summer and returns the following fall.) Any student leaving for more than one semester should utilize the university ‘Returning Student’ process via the Office of Admissions when they return. (See admissions.colostate.edu/returning.) Any student leaving longer than one semester due to military service should work with the Adult Learner and Veteran’s Services Office or the Veteran’s Benefits Office to discuss available options.

Some examples of situations where Planned Leave might be appropriate include students on domestic internships, official assignment for the University, military service, mission service, leave due to medical reasons, family crisis, financial crisis, work, etc.

Per university transfer evaluation guidelines, students on Planned Leave may enroll at another domestic post-secondary institution during their Planned Leave. Any student planning on going to an international post-secondary institution must have a conversation with, and follow the processes of, the Education Abroad Office to evaluate what, if any, of the credits taken might transfer back to CSU. (See educationabroad.colostate.edu/students.)

International study while on Planned Leave is not the same as regular Education Abroad. Many different issues arise and processes must be followed by students in the Education Abroad program. Students participating in Education Abroad (for-credit study, intern, volunteer, work, or research abroad programs) have a separate university process for managing planned leave and therefore are not eligible to participate in this policy. See educationabroad.colostate.edu students.

In order to be eligible for planned leave, a student must meet all of the following criteria:

a. Undergraduate Degree Seeking Student (RI & CE) seeking first bachelor’s degree (2nd Bachelor students are not eligible)

b. Academic Standing: good standing or probation one or two

Students interested in obtaining Planned Leave status must apply and be approved before leaving. (See registrar.colostate.edu/planned-leave.)
Student Financial Assistance

Most Financial Aid is handled under Federal Title IV requirements. Students who are receiving financial aid should request information about current and future term eligibility when considering Planned Leave. Students who are receiving scholarships should request information regarding renewability. Students are not eligible for any financial aid disbursements during the semester(s) on Planned Leave. A student on a Planned Leave will be reported to lenders and loan service agencies as “non-attending” and will need to contact his/her lenders for information regarding possible repayment requirements.

International Students

Because there are federal visa requirements, International students must discuss their options for Planned Leave with the Office of International Programs (OIP) to determine the impact of the Planned Leave to their immigration status. All international students must be enrolled in a full course of study while in the United States.

Returning from Planned Leave

All students returning from an approved Planned Leave will be required to respond to the safe campus community questions as part of their process for returning to campus. A full set of steps for students returning from a Planned Leave are available on the Planned Leave website at registrar.colostate.edu/planned-leave.

Assessment of Tuition and Fees Based on Registration Changes in Full- or Part-Time Status

Tuition and fees will be adjusted for students who go above or below the nine-credit assessment cut-off during the add/drop period at the beginning of the semester. The specific dates are listed in the appropriate on-line class schedule. After this deadline, there is no adjustment in tuition and fees if students drop any portion of the courses they are registered for.

Repeating a Course

Students may register for and complete a course more than once but it can only be used one time to fulfill graduation requirements. The original grade and grades earned in repeated courses are used in calculating grade point averages, unless a student exercises the Repeat/Delete policy explained in the section below.

Schedule Changes and the Add/Drop and Withdrawal Periods

Periods for changing schedules (adds, drops, changes of sections, grading options, or credits) are listed in the University Calendar at the front of this catalog and in the applicable on-line class schedule.

During the regular 16-week Fall and Spring semesters, courses may be added without an override through 11:59 PM Sunday at the end of the first week of classes. Beginning Monday of the second week of classes, courses may be added with an electronic instructor override through the census date, which is the 12th day of classes of the semester. Course instructors may authorize their department offices to perform these overrides.

Regular courses may be dropped without an override through the census date, which is the 12th day of classes of the semester. Restricted-drop courses must be dropped before 11:59 PM Friday at the end of the first week of classes without an override. Courses dropped during this period are not reflected on the student’s academic record, and tuition and fees may be adjusted as a result. Consult the appropriate on-line class schedule for course drop deadlines. No drops may be made after the end of the add/drop period.

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the semester. A “W” (withdrawal) will be recorded on the academic record except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum section of this catalog). See also Class Attendance Regulations in this section of the catalog. Tuition and fees will not be adjusted for withdrawals during the course withdrawal period. See also Tuition and Fees Adjustments in the Financial Services for Students chapter of the catalog.

Courses taught in terms of less than 16 weeks are subject to shorter add/drop and withdrawal periods.

Students withdrawing from the University may not use the drop procedure to drop their last class, but must contact the Center for Advising and Student Achievement (CASA), first floor, TILT Building. See also University Withdrawal (UW) in this section.

Registration Alternatives

Independent Study

Independent study is a type of learning that supplements regular, supervised classroom instruction by permitting
the student to carry such learning even further, working independently under necessary and sufficient guidance of a supervising instructor. While details of each independent study project are negotiated by the student and instructor, the expectation is that at least three hours per week of directed effort on the student’s part is required for each credit. Personal contact (face-to-face, telephone, Internet, or other forms of communication) is expected.

The instructor and the student shall specify in writing the requirements the student should fulfill to complete the course, including due date, contact expectations, number of credits, and other pertinent information. The instructor, student, and department head shall sign this statement and retain a copy. Upon completion of the project, a copy or description of the work involved shall be retained in the department for at least seven years.

**GUEST Program**

Granting a University Enrollment for a Specific Term (GUEST) is a registration option for individuals who want to take university classes without applying for formal admission to a degree program. GUEST students are cleared to take classes one term at a time provided the prerequisites have been met and there is space available in the class. Submitting a GUEST application each term (fall and spring) is required. The GUEST application is available in July for fall and December for spring. GUEST participants register the Saturday before classes begin and are limited to registration in six (6) credits per academic semester, restricted from certain high demand courses, and ineligible for financial aid and campus housing. A term GPA of 2.0 must be achieved in order to remain eligible for the next term’s GUEST program.

GUEST applications are available online at [admissions.colostate.edu](http://admissions.colostate.edu) or by calling the Office of Admissions; (970) 491-6909. The Center for Advising and Student Achievement (CASA), first floor, TILT Building, provides academic advising to GUEST students.

**Senior Citizen Visitation Privilege**

At the discretion of the instructor in charge, senior citizens may attend any class as a visitor without formal registration provided classroom space is available. The following regulations are applicable to these visitations for senior citizens:

- Participant must be 55 years of age or older.
- Participation is subject to the approval of the instructor and available space in the class.
- Approval for visitation cannot be obtained prior to the first day of class, in order to serve tuition-paying students first.

- **Academic credits or grades will not be assigned or awarded upon completion of the visitation nor will a record of participation be maintained by the University.**
- **Instructors are under no obligation to grade assignments or tests submitted by visitors.**
- **Student services are not available to visitors such as:** student health, counseling, athletic event tickets, ID cards, etc., **without payment as appropriate.**
- **Tuition, facility fees, and student technology fees will not be assessed; however, course fees (i.e., transportation expenses, breakage fees, consumable supplies associated with labs, etc.) as published in the class schedule will be assessed.**

**Taking Courses at Another Institution**

Enrolled students who wish to take undergraduate courses at another institution to transfer to Colorado State University should first determine how the courses will be accepted in transfer. To do so the student will need to access Transferology™ at [transferology.com](http://transferology.com). For more information about Transferology™ please see the Registrar’s Office website at [registrar.colostate.edu](http://registrar.colostate.edu).

If Transferology™ does not list the desired course or its institution, or it shows an equivalent course different from what the student is seeking, the student may petition a department to approve a course equivalent using the Transfer Course Equivalency Pre-Approval Form, available on the Registrar’s Office website at [registrar.colostate.edu/faculty/forms.aspx](http://registrar.colostate.edu/faculty/forms.aspx). The appropriate academic department must determine if a course can be accepted as the desired equivalent. Upon approval, the student returns the signed form to the Registrar’s Office prior to transferring the course.

Students wishing to take courses at an international institution will need to have the Registrar’s Office evaluate the courses to determine how they will be accepted in transfer. To do so, the student must supply the Registrar’s Office with an English copy of the course description and/or syllabus of each course they wish to take by email at [internationalevaluation@colostate.edu](mailto:internationalevaluation@colostate.edu), by fax at (970) 491-2283, or in person in Centennial Hall. Students are responsible for ensuring an official transcript is sent to the Registrar’s Office after the completion of the off-campus course work. No credit will be evaluated until an official transcript has been received. Courses with less than a C- grade are not accepted as transfer credit toward a degree at any time, in any major.

The student must file an Intent to Return form with the Office of Admissions prior to leaving campus if the course work is taken in any term other than summer session.
Advising and Registration

See also Education Abroad, in the International Programs and Services chapter of this catalog.

Community College Cooperative Registration Agreement

Under a cooperative program with Aims Community College (Greeley), Colorado State students may register for one course (maximum of five credits) per term without additional tuition assessment.

Eligibility – Students must be enrolled at Colorado State in resident instruction courses, i.e., not Continuing Education or Placement.

Credit Load – For the above corresponding terms, Colorado State University students must be registered for 12 credits (9 credits in the summer) to attend Aims Community College.

Course Restriction – Registration for a maximum of one undergraduate, resident instruction course (maximum of five credits) is authorized. Registration will be subject to the availability of the course and the student meeting the prerequisites.

Tuition – Tuition and student fees for the course taken under this agreement will not be charged to the eligible student but applicable course fees will be paid by the student. If the student is determined to be ineligible for this cooperative registration privilege, applicable tuition and student fees will be assessed, and the student will be responsible for payment of these charges.

Registration – Applicable forms are available on the Registrar’s Office website at registrar.colostate.edu/registrars-forms or in the Registrar’s Office in Centennial Hall.

Colorado Exchange Program

Colorado State University, in cooperation with the Colorado School of Mines, the University of Northern Colorado, and the University of Colorado, provides tuition-free instruction for graduate students through a reciprocal agreement. The following conditions must be met to qualify for the program:

1. The graduate student is registered and paying full tuition and fees at the home institution.
2. The course requested is part of a regular load—not an overload.
3. The student is pursuing a program leading to an advanced degree. All courses requested must be required for the degree program or a prerequisite for one of the required courses.
4. The course is not offered on the student’s own campus when that student can take advantage of it.
5. The request is presented prior to registration for the semester the course is to be taken.
6. The request is presented any term except the graduation semester.
7. A separate request form is completed for each course taken.
8. Space is available.

Additional information and registration forms are available in the Registrar’s Office, First Floor, Centennial Hall.

ABOUT GRADES

Traditional Grading

Term grades are reported using the scale below.

Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus and/or policy statement the grading system used in the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.000</td>
</tr>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.334</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.334</td>
</tr>
<tr>
<td>C</td>
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<td>D</td>
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<tr>
<td>F</td>
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<td>NGC</td>
<td>*</td>
</tr>
</tbody>
</table>

* Credits not used to compute grade point average (GPA) and not counted toward graduation.
** Credits not used to compute GPA but counted toward graduation.
Credits for courses graded F are used to compute GPA, but they do not count toward graduation.

When an X is placed before a grade, e.g., XA, XB, etc., the student has been granted an academic fresh start. These grades are not calculated into the grade point average.

When an R is placed before the grade, the student has elected to repeat the course under the terms of the University’s Repeat/Delete policy. The original course grade is not calculated into the grade point average.

When an AM is placed before the grade, it indicates a finding of academic misconduct by the student in the particular course. For more information, see “Procedures for Dealing with Academic Misconduct” in the Academic Integrity section of the Policies and Guiding Principles chapter.

Students may contest whether or not an assigned grade was recorded accurately in the educational record by following the procedures described under the Grade Appeal section.

**Student Option Satisfactory/Unsatisfactory**

Students may elect satisfactory/unsatisfactory grading in one course per term in courses offered for student option Satisfactory/Unsatisfactory grading under the following conditions:

Undergraduate students, except first-term freshmen and transfers, with a cumulative Colorado State grade point average of 2.000 or better and with the advisor’s consent, may register for approved courses on a student option Satisfactory/Unsatisfactory basis. This work may not be in areas of study required in the student’s major, minor, teacher licensure, or for All-University Core Curriculum requirements (i.e., it must consist of free electives not specified as to general area of study. A 3-credit social science requirement, for example, would not be considered free electives.). Students must register for the course first, then complete the Student Option Satisfactory/Unsatisfactory and Audit Grading form to elect this option. The form can be found at the Registrar’s Office website at registrar.colostate.edu. Changes to Satisfactory/Unsatisfactory grading can only be made during the add/drop period. Performance equivalent to a grade of C or better is recorded as Satisfactory. Performance equivalent to D or F is recorded as Unsatisfactory. Neither the S or U grades are used in calculating the Colorado State grade point average; however, courses graded S may apply to graduation requirements.

A grade for a course taken as satisfactory/unsatisfactory may not be converted to a traditional grade for purposes of improving the GPA to meet graduation or scholastic requirements. In situations where students change their major or minor to include required courses taken previously for satisfactory/unsatisfactory grades, the major department will determine if such courses may be considered as fulfilling degree requirements. When it is determined that an ineligible student is or has been registered for a satisfactory/unsatisfactory course, a traditional grade will be assigned. A correct satisfactory/unsatisfactory registration including advisor approval is the express responsibility of each student.

Satisfactory/Unsatisfactory registration policies for graduate students are described in the *Graduate and Professional Bulletin*, graduateschool.colostate.edu/index.asp?url=catalog.

**Auditing a Class**

A student wanting to attend a class without earning credits may register as an auditor. Auditing a course requires prior approval of the instructor of the course. If an instructor determines that an auditor’s attendance or participation is unsatisfactory, the course will not be recorded on the student’s academic record. Changes to or from audit status must be made during the registration or add/drop period. Tuition and fees are assessed for audited credits. Audits do not count for full-time status for loan deferments, financial aid, etc., and are not eligible for the College Opportunity Fund (COF). Students must register for the course first, then complete the Student Option Satisfactory/Unsatisfactory and Audit Grading form. The form can be found at the Registrar’s Office website at registrar.colostate.edu/Data/Sites/1/pdf/Student-Option-Pass-Fail-and-Audit-Grading-Form.pdf.

**Incompletes**

At the discretion of the instructor, a temporary grade of “I” may be given to a student who demonstrates that he/she could not complete the requirements of a course due to circumstances beyond the student’s control and not reasonably foreseeable. A student must be passing a course at the time that an incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an incomplete to a student who is not passing the course. When an instructor assigns an “I”, he/she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an “I” when the student is not passing the course. The instructor shall retain a copy of this
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statement in his/her grade records and provide copies to
the student and the department head or his/her designee. The student should not register for the course the following semester (to complete the coursework). After successful completion of the makeup requirements, incomplete grades will be changed by the instructor of record or the department head, in absence of the instructor of record. After one year, an incomplete will be automatically changed to an “F” (failure) unless the course has been previously completed and a grade change submitted by the instructor or the department head. The temporary grade of “I” must be changed to a grade (e.g., A, B, C, D, F, S, U) prior to the student being awarded his/her diploma from Colorado State University.

Discontinuing a Class (Student Non-Attendance)

If a student discontinues attending a class and has not officially dropped through the Registrar’s Office, the grade of F (failure) is recorded.

Repeat/Delete Policy

Repeat/Delete is a one-time per course grading option that may be used by undergraduate students who repeat a course. Once a student has graduated from CSU, a student may not repeat/delete any CSU course taken prior to the date of graduation. The following rules apply when the Repeat/Delete option is applied:

1. The grade received in the repeated course will be used in calculating the student’s GPA, regardless of whether the repeated grade is higher, the same as, or lower than the initial grade received. The initial grade will remain on the transcript, but will not be used in calculating the GPA when the Repeat/Delete option is applied.

2. It is the student’s responsibility to request the Repeat/Delete option from the Registrar’s Office, before the expiration of the course withdrawal period in the semester in which the course is first repeated.

3. The Repeat/Delete option may be used for a maximum of twelve (12) credit hours and no more than three courses. Instructors may prohibit use of the Repeat/Delete option for final grades given as a penalty for academic misconduct in accordance with the academic integrity policy under section I.7.2 of the academic faculty and administrative staff manual.

4. If the course is repeated at any time subsequent to the use of the Repeat/Delete option, all grades in that course, except the initial grade, are used in computing the student’s GPA.

5. Although a course may be repeated as often as a student chooses, the Repeat/Delete option can be used only the first time a course is repeated.

6. The Repeat/Delete option will not retroactively affect academic standing for previous terms. For example, use of the repeat/delete option may change a student’s cumulative grade point average, but will not change the notation of probation previously recorded on the student’s record.

Note: Although the University does not use the original course grade for GPA calculation once the Repeat/Delete option has been used, other educational institutions and potential employers may use this grade in their GPA calculation. Medical schools, many law schools, and other graduate programs, for example, may recalculate cumulative GPA using ALL grades on a transcript.

Grade Appeals

Course instructors (including all persons responsible for assigning grades, such as graduate teaching assistants) are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. Course instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student’s achievement shall be available to the student for inspection and discussion. A student may appeal the grade assigned to him or her by a course instructor. However, the burden of proof rests with the student to demonstrate that one (1) or more of the following occurred:

a. The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.

b. The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.

c. The grading decision was based on an unreasonable departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the course instructor(s) involved in the decision.

To appeal a grading decision, the student shall submit a written request to the department head. The request must set forth the basis for the appeal, identifying one (1) or more of the three (3) criteria listed above. The request
must be submitted (or postmarked, if mailed) no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this time period, the grade shall be considered final.

Within thirty (30) calendar days of the receipt of an appeal, the appeal shall be forwarded to the course instructor(s) who assigned the grade and an appeal committee shall be formed, unless the request is received during or shortly before the Summer Session, when the course instructor(s) who assigned the grade or members of the appeal committee will not be available, in which case, the appeal committee shall be formed no later than thirty (30) calendar days after the beginning of the following Fall semester. The appeal committee shall be composed of two (2) faculty members and two (2) students from within the department and one (1) faculty member from outside the department who shall serve as the chair. All five (5) members of the appeal committee shall be voting members. The procedure for the selection of the members of the appeal committee shall be specified in the Department Code.

The appeal committee shall review the written appeal and the written response(s) from the course instructor(s). The appeal committee may elect to interview separately both the student and the course instructor(s) before rendering a decision. The decision of the appeal committee shall be based upon whether or not one (1) of the criteria for an appeal listed above has been met. At the conclusion of the deliberations, the committee shall render one (1) of the following two (2) decisions:

a. The original grading decision is upheld.
b. The department head or his or her designee(s) shall reevaluate the student’s academic performance with respect to the instructional objectives of the course and assign a grade accordingly.

A written summary of the Hearing and the decision of the appeal committee and the reasons for this decision shall be sent to the student and the course instructor(s) within thirty (30) calendar days of the appointment of the committee and shall be retained in the department office for the duration of the student's enrollment at the University. The appeal committee’s decision is the final decision of the University.

Semester Grades

Students may access their semester grades through RAMweb three business days after the week of final exams of each term.

Transcripts

Transcripts of students’ official academic records are maintained by the Registrar’s Office. Official and unofficial copies of a student’s transcript may be obtained by the student through RAMweb.

Enrollment or Degree Verification

For verification of enrollment status, term(s) of attendance, or degree awarded, go to ramweb.colostate.edu. For other verifications contact the Registrar’s Office.

ABOUT WITHDRAWALS

Withdrawal from a Course

The course withdrawal period begins after the add/drop period has ended and closes at the end of the eighth week of the term for most full-term courses. A “W” grade notation (withdrawal) will be recorded on the academic record and displayed on the official transcript, except in the case of the 60-credit English composition and mathematics requirements (see the All-University Core Curriculum chapter of this catalog). For additional information see Schedule Changes and the Add/Drop and Withdrawal Periods under Registration/Schedule Changes in this chapter.

Withdrawal from Colorado State

University withdrawal (to drop all courses and leave the University) is different from dropping one or more courses. If the first day of the semester has not yet begun, students may cancel their course schedule through RAMWeb without any charge. Once classes have started, students who are planning to drop all courses and leave the University for any reason during the fall or spring term must contact the Center for Advising and Student Achievement (CASA), Room 121, The Institute for Teaching and Learning (TILT), prior to their departure to complete the withdrawal process. Unless this procedure is followed, students are not eligible for any adjustment (if appropriate) of tuition and fees and will receive failing grades in all courses.

Called to Active Military Duty

The University will assist any student called to active military service with reasonable accommodations and in making the best possible transition. As a primary point-of
contact, students are encouraged to work with the Adult Learner and Veterans Services (ALVS) Office and CASA in order to review all options prior to leaving the University. Depending on when in the semester the student is called to duty, s/he will have different options, including University withdrawal, late withdrawals or incompletes.

If the student chooses to withdraw from the University as a result of the amount of time required away from his/her studies during military service, upon presentation of military orders, the tuition paid for the semester will be refunded. All students need to contact the Center for Advising and Student Achievement (CASA) to process a University withdrawal.

If the student has competed most of the semester in which s/he is called to active duty, s/he may work with their individual instructors to assess whether or not incompletes are a viable option. The Adult Learner and Veterans Services (ALVS) Office will assist students in this process. At the discretion of the instructor, a temporary grade of “I” may be assigned to a student passing a course. The student and instructor will complete a contract for course completion. The student called to military duty will have an extended time allowed for course completion, that being one full year after the student has returned to the University. There are no refunds associated with receiving incompletes and no fees associated with completing courses.

If a student encounters a different scenario during the semester, such as being gone for a limited amount of time, s/he is encouraged to work with the Adult Learner and Veterans Services (ALVS) Office in order to work on reasonable accommodations in her/his courses or selected withdrawals from individual courses.

University Withdrawal for Call to Active Duty:

1. To complete a University Withdrawal while an academic term is in progress, contact Center for Advising and Student Achievement (CASA) located in the TILT Building, 801 Oval Drive, to meet with an advisor. Walk-in hours are Monday through Friday, 10:00 to 2:00. If you prefer, you can make an appointment by calling (970) 491-7095.
2. Ideally, you will HAVE YOUR DEPLOYMENT ORDERS IN HAND when you visit CASA so that the tuition appeal can be expedited at that time. If you do not have your orders with you, or can only complete the withdrawal over the phone, then you can fax the orders to CASA at (970) 491-1133. When CASA receives the orders, your tuition assessment will be adjusted to 0%.
3. If you are deployed between academic terms (for example, at the end of the semester or over the summer), you do not need to contact CASA to withdraw; however, you do need to be sure you have cancelled your registration for the upcoming term.
4. Graduate students: Please be sure to review your options for Continuous Registration versus the Graduate Form IB (Graduate Application for Readmission) as you make arrangements for your deployment.
5. Short-term deployments may not require a University Withdrawal, depending upon the length of the deployment and when in the semester it occurs. Students given orders for a short-term deployment should work directly with their instructors, who are strongly encouraged to accommodate deployed students with a reasonable plan for making up work. Students who are advised they may be assessed a penalty for the absence should contact Adult Learner and Veteran Services (ALVIS) to discuss their options. If you have any questions about the withdrawal process, be sure to speak to a CASA advisor.

To return to CSU (whether you were deployed during the academic term or between terms):

1. Returning undergraduate students should go to the Admissions Online Applications website at admissions.colostate.edu/Apply/OnlineApp.aspx, and select the Undergraduate Intent to Return Form under the Returning Undergraduate Students heading. While it is possible to print and complete a paper application for admission in order to notify us of your return plans. The paper application is much longer and contains many unnecessary fields. The online application is preferred.
2. The Intent to Return form asks you which semester you plan to return to CSU. As soon as you know when you will return, you should submit the form so that you can register for classes in a timely manner. Please note the relevant application deadline, found at admissions.colostate.edu/Returning/Deadlines.aspx. Keep your academic advisor apprised of your plans—by phone or email if necessary—so that he or she can make sure that you have a schedule figured out for your returning semester.
3. Returning graduate students who have not utilized Continuous Registration must complete and submit a Graduate School Form IB, Graduate Application for Readmission, found at graduateschool.colostate.edu/documents/GS1B.pdf, and a copy of the deployment orders in order to have the $150 readmission fee waived.
4. Graduate students who choose to utilize Continuous Registration (see registrar.colostate.edu/continuous-registration) during their deployment are not required to reapply when they return, but they will be charged
$150 per academic term that they are away, and the continuous registration fee is NOT waived for deployment.

Important note: If you were admitted to CSU and were not able to enroll due to deployment, you may be required to submit a new application for admission and new support documents depending upon your original term of admission. Enrollment deferrals of up to one year beyond the original term of admission are allowed in such cases but must be arranged in advance; deadlines apply.

If you have questions about the return process (for enrolled students) or about obtaining an enrollment deferral (for newly admitted students), please contact the Office of Admissions at admissions@colostate.edu.

Retroactive Withdrawal

A student may request that all grades in an academic period (one or more semesters of continuous enrollment) be retroactively removed and be replaced by entries of “W” on his or her transcript. A retroactive withdrawal may be granted only when a student could neither function normally during the academic period nor be reasonably expected to complete a university withdrawal due to extenuating circumstances such as an incident leading to major physical or mental trauma.

Failure to academically perform due to factors such as the following would not generally qualify a student for retroactive withdrawal:

- Bad habits or poor judgment
- Time management issues
- Failed relationships/roommate problems
- Failure to use University resources
- Ignorance of University policies

A retroactive withdrawal is not allowed if a student has earned a degree from Colorado State and the semester in question was used to meet University, college, or departmental requirements for the degree. Generally, requests are not allowed after four years have elapsed since the end of the last semester covered by the request.

Students are allowed two requests for the same period, the second request requiring additional supportive documentation. If granted, assessment of tuition and fees remains unchanged. The student’s academic record will remain unchanged if a request is denied.

An undergraduate or graduate student applying for a retroactive withdrawal must submit a written request with supportive, written documentation from a credible source to the Center for Advising and Student Achievement (CASA) in Room 121, The Institute for Learning and Teaching (TILT). The request will be forwarded to the Faculty Council Committee on Scholastic Standards. In addition, students must meet with an academic advisor at CASA to review the application process.

CLASS ATTENDANCE AND FINAL EXAMS

Class Attendance Regulations

Students should attend all classes for which they are registered to obtain maximum educational benefits. Absence or lateness does not excuse students from required course work.

Instructors and departments are responsible for establishing class attendance policies. These policies must accommodate student participation in University-sanctioned, extracurricular/co-curricular activities. Students must inform their instructors prior to the anticipated absence and take the initiative to make up missed work in a timely fashion. Instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor’s supervision (e.g., examinations, laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.

The University has a legal obligation to accommodate students’ absences due to religious observances. For such an accommodation, it is the student’s responsibility to complete the Religious Accommodation Request Form at the beginning of each semester, acquire, and submit the request, and obtain the approved Religious Accommodation Memo (RAM) at the Office of the Vice President for Student Affairs or their website (studentaffairs.colostate.edu/religious-holidays). At the beginning of the semester, the student will present to the instructor the RAM and discuss how best to ensure an accommodation related to class conflicts. For religious observances that cannot reasonably be anticipated at the beginning of the semester, students must follow the procedure above as soon as possible after the course conflict is identified. If a student knows that a particular course or section of the course will have multiple conflicts with his or her religious obligations, the student is advised to locate another course section or defer taking the course to a different semester. In the event of a conflict in regard to this policy, individuals may appeal using established University procedures. Instructors are advised to provide reasonable accommodations to ensure compliance with the University’s obligations.
For purposes of this regulation, University-sanctioned activities include competitions, events, and professional meetings in which students are officially representing the institution. Appropriate sanctioned activities include:

- Intercollegiate athletics;
- Collegiate club sports and competitions;
- Conferences and workshops recognized by the University not related to academics;
- Commitments on behalf of the University (ASCSU, band, etc.); and
- Professional activities recognized by the University related to academics.

Department heads or their designated representatives must approve sanctioned professional and departmental activities. Other sanctioned activities must be approved by the appropriate program director on record with the Division of Student Affairs offices or the Department of Athletics. A list of the appropriate approving authority is available at studentaffairs.colostate.edu/class-absence-info.

University policy permits only enrolled students, persons attending with the permission of the instructor, and administrative personnel of the University to be present in a classroom during scheduled classroom periods.

At the discretion of the instructor in charge, any full-time student, faculty member, or senior citizen may attend any class without formal registration provided adequate classroom space is available.

Academic departments may replace any students in a course who fail to attend both of the first two regularly scheduled meetings of the class (one meeting for laboratory courses or for classes which meet once each week), unless the students have notified the department in advance. Since this procedure is a department option, students remain responsible for dropping courses they do not intend to complete and within the required time period for drops.

Final Examinations

Final examinations, as appropriate, are given during the final week of each semester. During this week, classes are rescheduled to meet for two-hour periods.

The following procedures apply to all courses during the final week of the semester:

1. Final examination week is part of the regular semester. Student attendance shall be consistent with University policy.
2. The final in-class examination period is intended for the end-of-semester examination. No in-class examination constituting more than 10% of the final course grade may be given in undergraduate courses during the week preceding the final examination period of the semester; laboratory, performance, and other alternative classes (e.g., courses in the individualized mathematics program) excluded. It is the responsibility of the department head, or, where appropriate, the school head, to ensure compliance with this policy.
3. Courses for less than four credits shall meet for one period. Courses for four or more credits may meet for two periods.
4. Classes that begin at times other than on the hour (i.e., 9:30, 2:10, 3:35, etc.) will use the time period assigned for the hour (i.e., 9:00, 2:00, 3:00, etc). For example, a 4:30 TR class would use the 4:00 TR assigned final examination period.
5. Classes shall meet only at the times indicated on the final examination schedule.
6. Any exception of regulations 3 or 5 above, e.g., special types of examinations which need more time or special locations to conduct, must be approved by the Assistant Registrar in Academic and Classroom Scheduling prior to the second week of class and announced in classes by the second week.
7. If a student has three or more final examinations (not classes) scheduled for the same day or if conflicts of examination times occur, the student may negotiate a time change with the instructors involved. If the parties involved cannot find a mutually agreeable time, the Registrar’s office indicates which courses must be changed. Note: The Assistant Registrar, Academic and Classroom Scheduling, must be notified at least one week prior to final examination week to allow instructors time to make appropriate accommodations.

Any student who has a conflict with the examination schedule must inform the instructor as soon as possible before the examination. If an agreement cannot be reached between the instructor and student as to the appropriateness of a make-up examination, the student should appeal to the department head.
Colorado State University reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, Colorado State will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog. Since changes may occur at any time, students must check the relevant website (as noted throughout various chapters in this catalog).