

Undergraduate Admissions Policies and Procedures

*Office of Admissions
University Welcome Center, Ammons Hall*

(970) 491-6909
www.admissions.colostate.edu

All correspondence about undergraduate admissions should be addressed to the Office of Admissions, Colorado State University, 1062 Campus Delivery, Fort Collins, CO 80523-1062 and should include the student's full legal name and date of birth. Students interested in graduate admission should consult the Graduate and Professional Bulletin available online at:

<http://graduateschool.colostate.edu/index.asp?url=catalog>.

The final admission decision is based on a student's potential for attaining a degree at Colorado State University, and takes into account a variety of factors, including the student's past academic course work and achievement, test scores, essay, leadership qualities, school and community service, and/or school-based counselor recommendations, geographic residence, first generation status, and ability to contribute to a diverse campus community. Because the University receives more applications than it can honor, and because of the commitment to diversity as an important educational objective, the admission evaluation process and the admission decisions reflect and rest upon this range of factors.

REQUIREMENTS AND PROCEDURES

Students who knowingly falsify application information, transcripts, or test scores, or who fail to indicate all previously attended institutions are subject to rejection or dismissal. Sponsoring agencies will be informed of this decision.

Admission requirements set forth in the following sections are minimum requirements that may be subject to change after a General Catalog has been printed. The Board of Governors of the Colorado State University System, Colorado State's governing board, reserves the right to deviate from published admission requirements. In such cases, changes in admission policy will be publicized.

APPLICATION INFORMATION FOR ALL APPLICANTS

Obtaining an Application

Students are encouraged to apply for admission online at <http://www.admission.colostate.edu>, or through the Common Application at <http://www.commonapp.org>. Paper applications can be requested by e-mailing, calling (970) 491-6909, or writing the Office of Admissions, Colorado State University, 1062 Campus Delivery, Fort Collins, CO 80523-1062. Paper applications may also be available through high school guidance offices and community college transfer centers.

Completed Application Materials

Unless otherwise indicated, all applicants are required to submit the following documents in order to complete an application for admission. In some cases, additional information may be required before an admission decision can be rendered.

Domestic Freshman Applicants:

- Application for admission (online preferred)
- \$50 non-refundable processing fee
- Official high school transcript reflecting GPA and class rank (if applicable)
- ACT or SAT results (written portions are not used for decision or scholarship purposes: ACT/SAT is not required of applicants who are 23 years of age or older or who have been out of high school five or more years)
- Personal essay (minimum 250 words)
- A recommendation from a teacher, school counselor, or other person who can attest to the applicant's personal character and potential to succeed **academically** at CSU

Domestic Transfer Applicants:

- Application for admission (online preferred)
- \$50 non-refundable processing fee
- Official transcripts of all collegiate work attempted. Transcripts must show **all** work attempted from each university or college attended. No part of the previous collegiate record may be

disregarded. *Failure to list all institutions previously attended is a serious offense that may result in the rescinding of admission, loss of credit, or disenrollment.* Although course work taken at vocational-technical institutes or non-accredited colleges is not counted toward the minimum number of credits required for admission of transfer students, transcripts are still required.

- Official high school transcript may be used to determine whether you satisfy course work requirements and to verify high school graduation and assist with placement. High school credentials will be evaluated as part of the admission decision for applicants who have completed **23 or fewer credits** at the point of application.
- Personal essay (minimum 250 words)
- A recommendation from a teacher, advisor, or other person who can attest to the applicant's personal character and potential to succeed **academically** at CSU
- ACT or SAT results are recommended and used for placement purposes, but not required of transfer applicants.

All International Applicants:

- Application for admission (online preferred)
- \$50 non-refundable processing fee
- Official secondary school transcript. If transcripts are not in English, a certified English translation must also accompany each document.
- Submit official transcripts of all collegiate work attempted (if applicable). Transcripts must show **all** work attempted from each university or college attended. No part of the previous collegiate record may be disregarded. *Failure to list all institutions previously attended is a serious offense that may result in the rescinding of admission, loss of credit, or disenrollment.* Although course work taken at vocational-technical institutes or non-accredited colleges is not counted toward the minimum number of credits required for admission of transfer students, transcripts are still required. If transcripts are not in English a certified English translation must also accompany each document
- Official TOEFL results
- Personal essay (minimum 250 words)
- A recommendation from a teacher, school counselor, or other person who can attest to the applicant's personal character and potential to succeed **academically** at CSU

Application Processing Fee

A \$50 nonrefundable processing fee is required of all applicants. This fee is not refunded if admission is denied

nor is it applicable to tuition and fees if the student enrolls. Pay online or make payable to Colorado State University a check or money order on which is indicated the applicant's full, legal name, and date of birth. Applicants for whom the application processing fee presents a financial hardship are encouraged to contact the Office of Admissions to discuss alternatives.

Application Deadlines

Applications are processed up to 14 months before the requested date of entrance.

Fall Semester Consideration:

Admissions decisions for the fall semester are rendered on a rolling basis beginning in September one year prior to the start of the term for which the student has applied.

Applications must be *submitted* before **5pm Mountain Time** (7pm Eastern; 4pm Pacific) to meet the following deadlines.

Fall 2009 Priority Application Deadlines for Domestic Applicants:

- Freshmen -- February 1
- Transfers -- June 1
- After these dates, but no later than July 1, applications are considered on a space available basis.

International Applicants:

Completed applications and all supporting documents must be received by **May 1** for the fall semester, which begins in August).

Spring 2010 Semester Consideration:

Domestic Freshman and Transfer Applicants:

The **completed application deadline is November 1**. Applications completed or received after the deadline may be updated to the next consecutive semester or withdrawn.

International Students:

Completed applications and all supporting documents must be received by **October 1** for the fall semester, which begins in January.

Enrollment Deposit and Admission Confirmation

As part of the admission confirmation process, all newly admitted freshman and transfer students (including international students) must submit a \$300 enrollment deposit before they can register for their first semester

courses. The non-refundable deposit is applied to first semester tuition. The deadline for submitting the enrollment deposit is May 1 for the fall semester, December 1 for the spring semester, or within two weeks of receiving the offer of admission (whichever is later). Admitted students beginning in a summer term also must submit the enrollment deposit before they can register for courses; summer course registration begins in February.

Good Standing Requirement

Applicants for admission to Colorado State whose records indicate they are under disciplinary censure generally may not be admitted until they have cleared their disciplinary records.

Personal Identifier

The personal identifier for all CSU students is the CSUID. The CSUID is a nine-digit unique numeric identifier that begins with the digit 8 and is assigned by the ARIES student information system. The social security number (SSN) is no longer used at CSU as a personal identifier.

All students are requested to submit a social security number (SSN) at the time of admission or before initial enrollment at the University. The social security number is maintained as a secure data element in the student information system and is not accessible as directory information or to unauthorized persons. International students are encouraged to file for a social security number although they are not eligible for social security benefits. *Students' disclosure of the social security number is required for financial aid purposes, employment, and state and federal reports required by law.*

The social security number is released to agencies or individuals outside the University only at the request of the student or in accordance with federal and state requirements in regard to financial aid awards; Internal Revenue Service for student employee salary reporting and 1098T/1098E reporting; and State Controller's debt collection procedure. The University has strict policies protecting and prohibiting the use of SSN and uses every reasonable effort to not disclose and protect the SSN.

Immunization Policy

Colorado State University, in compliance with Colorado State laws and Health Department regulations, requires persons born January 1, 1957, or later to show proof of two vaccinations for measles, mumps, and rubella (MMR) or laboratory evidence for proof of immunity by submitting an immunization certificate to the Hartshorn Health Service *prior* to arrival at school. Additional information concerning immunization should be directed to Immunizations, Hartshorn Health Service, 8031

Campus Delivery, Colorado State University, Fort Collins, CO 80523-8031.

Immunization Office

Hartshorn Health Service, Room C114
(970) 491-6548

<mailto:immunize@lamar.colostate.edu>

Selective Service Registration

In compliance with C.R.S. 23-5-118, Selective Service registration is required of male United States citizens between the ages of *17 years and 9 months* and *26 years* who wish to enroll at Colorado institutions of higher education. Individuals providing false information are subject to penalty of law and disenrollment.

For High School Graduates

The admission decision is based on a careful and individual review of the completed application materials, with particular emphasis placed on an applicant's demonstrated academic achievement and ability to contribute to and benefit from the Colorado State University community.

Priority Consideration

Priority consideration is given to applicants who have earned a minimum 3.25 cumulative grade point average on a 4.00 scale with successful completion of an academically rigorous high school curriculum (outlined in the **Academic Standards** below) and submission of ACT or SAT results, an essay, and at least one teacher or school-based counselor recommendation. Some majors have more competitive admission requirements.

Higher Education Admission Requirements (HEAR)

The Colorado Department of Higher Education (previously Colorado Commission on Higher Education) stipulates completion of at least 15 academic high school units to be admissible to a 4-year public college or university in Colorado for high school graduates beginning in spring 2008 and an additional two academic units for graduates in spring 2010. See HEAR outlined in the chart below.

Academic Standards for Priority Consideration

Priority consideration is given to applicants with a minimum 3.25 GPA who satisfactorily complete a minimum 18 high school units outlined in the chart below.

| | HEAR08 | HEAR10 | Priority Consideration |
|--------------------------|--------|--------|------------------------|
| English ¹ | 4 | 4 | 4 |
| Mathematics ² | 3 | 4 | 4 |

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| | | | |
|--------------------------------|----|----|----|
| Natural Science ³ | 3 | 3 | 3 |
| Social Studies ⁴ | 3 | 3 | 3 |
| Foreign Language ⁵ | | 1 | 2 |
| Academic Elective ⁶ | 2 | 2 | 2 |
| TOTAL | 15 | 17 | 18 |

Notes:

Grade 9-12 are considered in the admission decision; a unit typically equals one year of course work.

1. English units should include reading, composition, grammar, literature, and speech.
2. Mathematics units must include algebra I, geometry, and algebra II (or a comparable three-year sequence). Admission preference is given to students who have participated in an accelerated mathematics program or who have maintained enrollment in mathematics courses during their senior year in high school.
3. Natural Science units must include two lab-based units.
4. Social Studies units must include at least one U.S. or world history unit.
5. Foreign Language units must be in the same language.
6. Academic Elective units can come from the core areas listed here or from music, art, drama/theatre, computer science, or career-technical education programs such as engineering or agriculture.

The minimum passing grade is D; however, grades of D may not be competitive in a selective admission environment and grades of C- or better are preferred.

Colorado State University recognizes that academic preparation may take several forms and that students contribute to campus in a variety of ways. In this spirit, all students receive a holistic application review. Applicants who do not meet the 18 academic units and/or who have a cumulative GPA below 3.25 are still encouraged to apply for admission. In such cases, we look for other evidence of a student's potential for success at Colorado State, including other measures of academic rigor, trends in grades, high school type, personal circumstances, leadership and community service, motivation and maturity, and ability to contribute to a diverse campus community.

Please note: Because of demand, admission to some programs of study is more competitive than others; admission to these programs is limited to students presenting the strongest academic credentials. Additional information about competitive majors can be found at: <http://admissions.colostate.edu/FutureFreshmen/CompetitiveMajors.aspx>

Admission is subject to high school graduation, satisfactory completion of current courses, and submission of a final, complete, official high school transcript.

Applicants must graduate from high school prior to enrolling at Colorado State, as demonstrated by a final, official high school transcript, reflecting the date of graduation, submitted prior to the start of the term. Admitted students cannot register for their second semester of enrollment until a final, official high school transcript, reflecting the date of graduation, has been received.

For Home-Schooled Applicants

Colorado State University encourages applications from homeschoolers who have completed a solid college-preparatory curriculum. It is recognized that homeschooling may offer diverse teaching methods and learning environments personalized to fit each individual. Applications are reviewed within the context of an individual's experience; however, standard documentation of that educational background is required. Such documentation should include a description of the learning environment, a detailed list of courses and course content if not articulated in a transcript, an explanation of any applicable grading scales and documentation of any standardized or external curricula used (e.g., college courses, online courses, published homeschool curricula, etc.)

Admission decision factors for home-schooled applicants are the same as those for traditional high school graduates. Please refer to the priority coursework considerations and description of holistic application review noted in the high school graduate section.

Additional information may be found at <http://admissions.colostate.edu/FutureFreshmen/SpecializedPopulations/HomeschoolFAQ.aspx>

For Early Graduates from High School

Admission preference is given to students who complete four years of high school and use the time effectively to take accelerated and/or academically rigorous course work (i.e., Advanced Placement, International Baccalaureate, and dual enrollment college courses). Colorado State will admit exceptional students graduating early, provided they have satisfied all pre-requisite high school course work and their credentials are competitive with strong candidates graduating with four years of course work (including accelerated and/or academically rigorous courses, as identified above).

Additional information may be found at <http://admissions.colostate.edu/FutureFreshmen/SpecializedPopulations/EarlyGraduates.aspx>

College-Level Courses Completed by High School Students

Colorado State credit may be allowed for college-level courses completed at a college or university while a student is still in high school if the following conditions are met:

1. The college or university must be fully accredited by one of the six regional associations of schools and colleges.
2. Credit will be granted only for academic courses with grades of C- or better.
3. An official transcript must be provided by the college or university listing the courses completed.
4. The course is not remedial or vocational/technical in content.

The College Board Advanced Placement Program

The Advanced Placement Tests administered by The College Board are used by the University to award credit and advanced placement in any of several fields in which a student may have participated in high school. Credit awarded is treated as transfer credit without a grade but is counted toward graduation and may be used in fulfilling specific curriculum requirements.

Credit is granted for scores of four or five on the Advanced Placement Tests in government and politics, biology, computer science, English, environmental science, and human geography. Credit is granted in art, chemistry, Chinese, economics, French, German, history, Italian, Japanese, Latin, mathematics, music, physics, psychology, Spanish, and statistics for scores of three or higher. Scores of one and two are not granted credit.

See the website, www.registrar.colostate.edu, use the drop-down list under “Transfer,” for a complete table indicating those courses for which credit is awarded.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) was designed by The College Board to enable both traditional and nontraditional students to receive college-level credit by examination. There are two types of examinations offered – the General Examinations and the Subject Examinations.

For general examinations, a minimum of three credits will be awarded for a score of 50 or higher. For subject examinations, credit will be awarded in the amount equivalent to the CSU course(s), for scores of 50 or higher. See the website www.registrar.colostate.edu, use the drop-down list under “Transfer” for a complete table indicating those courses for which credit is awarded.

Information may be obtained and arrangements for taking the tests by contacting the University Testing Service, C81 Clark Building, or by writing to The College Board, Box 1822, Princeton, NJ 08541-6601 for a list of test centers. Credit awarded for these examinations cannot be used in meeting the Colorado State residency requirement for the baccalaureate degree.

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. The test material usually covered in the first two years of college is often referred to as the general or liberal education requirement. Therefore, if a student takes a college-level course in a particular area, credit will not be allowed for the CLEP General Examination covering that area. Students scoring 50 or higher on a computer-based examination are awarded a minimum of three semester credits for each examination or a maximum of 30 semester credits for all five examinations. Credit granted is based on the following test scores:

General Examinations

50-57 = 3 semester credits

58-65 = 4 semester credits

66-72 = 5 semester credits

73-80 = 6 semester credits

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 Basic Competencies Requirements (intermediate writing or mathematics).

Subject Examinations

The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses. Students scoring 50 or higher on a computer-based specific Subject Examination will be granted credit in the amount allowed for the Colorado State equivalent course or courses. Students who are enrolled in or who have successfully completed a course at a higher level may not receive credit for a lower prerequisite. See the website, <http://www.registrar.colostate.edu> and use the drop-down list under “Transfer” for a list of the Subject Examinations for which Colorado State credit will be granted.

International Baccalaureate

Students who graduate from high school with an International Baccalaureate diploma or have completed International Baccalaureate examinations may receive

University credit for scores of four or higher.

The number of credits awarded for successful completion of an International Baccalaureate diploma program will be a minimum of 24 semester credits. If a score of less than four is received on an exam, the number of credits granted will be reduced accordingly.

See the website at www.registrar.colostate.edu and choose the drop-down list under “Transfer,” for a list of courses for which credit will be granted.

For Non-High School Graduates

Applicants for admission who have earned a GED must submit:

1. Official scores from the General Educational Development (GED) Test.
2. Transcripts showing all completed high school and collegiate courses.
3. Scores from either the ACT or the SAT (not required of applicants who are 23 years of age or older or who have been out of high school five or more years.
4. An essay (minimum of 250 words) providing specific information about their educational background, personal and professional goals, and factors supporting a return to school.
5. A recommendation from a teacher, employer, or other person who can attest to the applicant’s personal character and potential to succeed academically at CSU.

The admission decision is based on the student’s academic potential for attaining a degree at Colorado State. In special cases, students otherwise well-qualified, but not meeting all requirements, are considered for admission on a case-by-case basis.

Strong candidates for admission present a minimum of 550 GED average and satisfy as many of the Freshman Admission Standards as possible (please see priority coursework information under high school graduate section).

Additional information may be found at: <http://admissions.colostate.edu/FutureFreshmen/SpecializedPopulations/GedApplicants.aspx>

For Transfer Students

Undergraduate applicants who have **completed more than twelve** credits at other regionally-accredited institutions *after* graduation from high school or *after* earning a GED must apply as transfer students. Those who were enrolled in high school and took college-level course work concurrently

(regardless of the number of credits attempted) or those who have completed twelve or fewer credits *after* high school graduation (or earning a GED) must apply for admission as freshmen (see “For High School Graduates” above). However, a “transfer profile” consisting of the total number of attempted credits and cumulative college GPA will be noted in the admission decision.

Transfer Admission Requirements

Each application is reviewed individually, carefully and thoroughly. Our goal is to identify students who will be successful at Colorado State University, and a number of factors are considered in the decision, including academic performance, pre-requisite transfer work, preparation for preferred major and personal qualities such as leadership and community service, the ability to contribute to a diverse campus community and unique or compelling circumstances.

Priority consideration is given to transfer applicants who have earned a minimum 2.5 cumulative GPA in 24 or more college-level academic semester credits. Applicants with a cumulative GPA below 2.5 and/or fewer than 24 completed credits are encouraged to apply since many factors are considered in the admission decision.

Students who have completed 13-23 credits at the point of application are classified as transfer applicants; however, the admission decision will include an assessment of high school AND college-level performance.

Applicants must have a minimum 2.000 GPA in order to be considered.

Students who have completed an Associate of Arts or an Associate of Science degree from an accredited Colorado institution will be guaranteed admission to the University providing that it is the last institution attended and that a cumulative 2.00 GPA (on a 4.000 scale) has been achieved from ALL institutions attended. Entry into a specific major may depend on completion of appropriate prerequisite courses and enrollment limitations of the major.

All applicants are evaluated according to the same University admission standards. We recognize, however, that not every student’s personal or educational background is the same. Transfer applicants who have not yet completed an Associate’s degree or who do not meet the priority consideration standards are still encouraged to apply.

Additional information may be found at: <http://admissions.colostate.edu/Transfer/index.aspx>

Special notes for Transfer Applicants:

1. If currently registered at another institution, include in your application a list of courses in progress and courses scheduled to be completed prior to entering Colorado State.
2. Transfer applicants must meet the admission requirement in mathematics. This requirement may be met by completing a transferable mathematics course, through high school course work or by achieving a satisfactory score on the Colorado State University Mathematics Placement Exam.
See <http://admissions.colostate.edu/Transfer/Mathematics.aspx> for details.
3. Plan to complete college composition and mathematics requirement before enrolling at Colorado State University. These two graduation requirements must be satisfactorily completed within the student's having completed 60 credits total (including both transfer credits and Colorado State University credits – only one semester extension will be allowed once a student enters Colorado State).

Because of demand, admission to some programs of study is more competitive than others; admission to these programs is limited to students presenting the strongest academic credentials. For example, students applying to the College of Engineering must have completed at least one term of calculus and one term of calculus-based physics or chemistry prior to enrolling. Preference will be given to those applicants with the strongest records in pre-engineering programs.

Applicants are granted admission on the basis of their previous academic and conduct records, the appropriateness of their previous courses to their proposed program of study, and the availability of space in the program. Admission is subject to satisfactory completion of current courses and submission of a final, complete, official transcript.

Priority will be given to students who demonstrate the greatest academic potential for attaining a degree at Colorado State. In special cases, students otherwise well-qualified, but not meeting all of these requirements, are considered for admission on a case-by-case basis.

Evaluation of Credits

The Registrar's Office is responsible for determining course equivalencies for all courses that are presented for transfer to Colorado State University. Students should be aware that credits may transfer to the University, but not count toward department graduation requirements. Evaluation of credits is

made only from official transcripts after a student has been granted admission.

Regular academic courses from institutions accredited by one of the six regional associations of schools and colleges completed with a grade of C- or better are generally accepted in transfer. Course work from institutions that are not regionally accredited will not be transferred. Coursework that is remedial or vocational/technical in nature will not be transferred. Transfer grades and credits are not computed within the cumulative GPA earned at Colorado State.

If coursework presented for transfer is over 10 years old, the academic department will need to review it for applicability towards degree requirements.

International institutions must be recognized by the country's governmental agency for possible transfer of credits (i.e., Ministry of Education).

u.select

Using the World Wide Web, u.select enables students, advisors, faculty, and administrators from colleges and universities to obtain consistent and accurate information about how courses will transfer from one institution to another and how those courses will apply to meet user-selected academic program requirements at the other institutions. A potential transfer student can have direct access to course acceptability, equivalency, and applicability among all participating institutions by using each institution's existing transfer articulation agreements and course equivalency tables. Course descriptions, details about academic programs, and course equivalencies can all be obtained from this one website.

For Colorado State University, u.select is a database of selected accredited institutions in the U.S. and some recognized international institutions, their courses and how those courses will transfer to Colorado State University. All public institutions in Colorado and Wyoming are part of this database and, in addition, many frequently transferred courses from selected institutions in other states are also listed. Access this database by going to the website www.registrar.colostate.edu and clicking on u.select. If a particular institution is not listed, contact the Transfer Evaluation section of the Registrar's Office for evaluation of specific courses.

Statewide Guaranteed Transfer Program

The state of Colorado has developed a statewide guaranteed transfer program, which applies to all Colorado public institutions of higher education, including Colorado State University. Statewide there are approximately 1,000 lower-

division general education courses in 20 subject areas approved for guaranteed transfer from one public institution of higher education in Colorado to another.

After starting on a higher education pathway at any public college or university in Colorado, and upon acceptance to another, a student may transfer up to 31 credits of successfully (C- or better) completed guaranteed transfer general education coursework in a set of defined categories.

These courses will apply toward the general education (All University Core Curriculum) graduation requirements at Colorado State University. Extended detail may be found on the Colorado Department of Higher Education (CDHE) web site at:

<http://higher.ed.colorado.gov/Academics/Transfers/gtPathways/>. Colorado State University's site may also be referenced at www.registrar.colostate.edu. Click on the State Guarantee drop down menu under the Transfer Office Section.

Transfer Appeals Process

Students may appeal a decision regarding the transferability of a specific course(s) and/or the decision regarding how it is used to fulfill degree requirements. Any appeals should first be directed to the Transfer Evaluation Section of the Registrar's Office, first floor, Administration Annex. The student is responsible for supplying any supporting documentation from the student's transferring college along with the appeal, such as a syllabus or more detailed course description. The Transfer Evaluation Section will either satisfy the student's request or refer the student to an academic department for additional consideration. If the academic department cannot fulfill the request, a formal written appeal may be presented to the Transfer Evaluation Section for presentation to the Vice Provost for Undergraduate Affairs for final decision.

60-Credit Rule for Mathematics and Composition

Colorado State has a requirement that all students must complete their math and composition credits required by the All-University Core Curriculum (AUCC) within 60 credits. More complete information on this policy may be found in the chapter on the All-University Core Curriculum of this catalog. Transfer credits do count toward this 60-credit rule. Students transferring 40 or more credits into CSU are advised that the math and composition requirements should either be met from transfer credits or are to be completed in the first semester at CSU.

Credit from Two-Year Colleges

1. A maximum of 64 semester credits may be accepted in transfer from two-year colleges accredited by one of the six regional associations of schools and colleges.
2. Credit earned at a two-year college may not be used to meet the upper-division (300-400 level) graduation requirement. Academic departments may allow substitution of course work from two-year colleges towards specific major upper-division requirements.
3. Advising guides are available for students who complete 60 credits at a Colorado community college and want to complete a four-year degree at Colorado State in another 60 credits for *selected* degrees. See www.registrar.colostate.edu, use the drop-down list under "Transfer" "State Guarantee" and select "Transfer Guides."

Service Schools and Courses of the Armed Services

Credit may be allowed for those service schools with credit recommendation in the latest *Guide to the Evaluation of Educational Experiences in the Armed Services* prepared by the American Council on Education. Individual academic departments determine whether those courses clear major curriculum requirements or may be used as elective credit. Contact the Transfer Evaluation Section of the Registrar's Office for further information.

Transfer Credit from Non-Collegiate Institutions

Colorado State will award transfer credit for academic work done under the sponsorship of non-collegiate institutions, if 1) the courses proposed for transfer have been approved by the American Council on Education, 2) are listed in *The National Guide to Educational Credit for Training Programs*, and 3) are approved by the academic department and college in which the subject matter is taught at Colorado State. Those wishing to request such credit should contact the Transfer Evaluation Section of the Registrar's Office.

For Former Colorado State Students

Former Colorado State students who wish to return to CSU to complete an undergraduate degree already in progress must submit an Intent to Return Form, including students who have not attended another institution since leaving Colorado State University. Students who have withdrawn prior to the end of a semester must also file an Intent to

Return Form. Students are readmitted if they are eligible to return to the University and if space is available.

No application processing fee is required of former students returning to complete a degree in progress. Colorado State University graduates who wish to return to earn a *second* bachelor's degree should follow the policies and requirements for Second Bachelor's applicants. For more information refer to Second Bachelor's section below or refer to <http://admissions.colostate.edu/Transfer/> for more information.

Students who have attended other collegiate institutions after attending Colorado State must submit transcript(s) of all courses attempted at the other institution(s) attended, and include a list of courses in progress that will be completed prior to returning to Colorado State University. The admission decision is based on previous Colorado State work, the student's academic performance at transfer institutions, and whether space is available.

Students who left the University in a probationary or dismissed status should refer to the Scholastic Standards Policy for additional information about qualifying to return to Colorado State University.

For Second Bachelor's Degree Candidates

In order to be admissible as a second bachelor's degree candidate, applicants must:

- Successfully complete a first bachelor's degree
- Select a degree-seeking major (i.e., applicants cannot enter as "undeclared")
- Select a major that does not duplicate the first degree.
- Follow the instructions for transfer students regarding required documents, coursework requirements and application processing fee.

Some majors have more competitive admission requirements that require additional course work and/or a specific grade point average for direct admission. Additional information about competitive majors can be found at: <http://admissions.colostate.edu/Transfer/CompetitiveMajors.aspx>.

(For second bachelor's degree requirements, see the Degree Programs chapter of this catalog.)

For U.S. Citizens/Permanent Residents Educated Overseas

Note: Also refer to section "Application Information for All Applicants" above.

Colorado State recognizes that the pool of U.S. citizens/Permanent Residents educated abroad covers a wide spectrum, including students with dual citizenship who have never been to the U.S., U.S.-born students who have lived in multiple countries or who have only recently moved overseas as the result of family military or employment assignments, and U.S. Permanent Residents with varied amounts of U.S.-based education.

Applicants who are U.S. citizens or U.S. Permanent Residents who have been educated in part or wholly overseas should submit the domestic application for admission and follow the application instructions according to the appropriate academic status listed above for domestic students (high school graduate, non-high school graduate, transfer student).

The admission decision will include a review of the applicant's personal background and educational circumstances to determine whether additional support information is required to assess the applicant's potential for academic success at the University. For example, an applicant whose native language is not English and who has had all education in a language other than English may be asked to provide English proficiency documentation and a translation of academic records.

U.S. citizens or U.S. Permanent Residents who have been educated abroad may be eligible for financial aid and scholarships. Refer to Financial Assistance in the Financial Services for Students chapter for more information.

For International Students

Note: Also refer to section "Application Information for All Applicants" above and see the section for International Student and Scholar Services in the International Programs and Services chapter.

The initial inquiry about admission should indicate the applicant's academic background, proposed program of study, and the source and amount of financial support for study at Colorado State University. International applicants are required to submit the Certificate for Issuance of Immigration Document and financial support statements for immigration processing.

Colorado State University requires all applicants whose first language is not English, regardless of citizenship, to demonstrate a high level of English proficiency. Applicants from Australia, Canada, Ireland, New Zealand, and the United Kingdom whose first language is English are exempt from this requirement. While alternative English language proficiency measurements may be considered for conditional admission, the TOEFL (Test of English as a Foreign Language) and the IELTS (International English Language

Testing Service) exams are preferred. To be considered for clear (unconditional) admission, undergraduate applicants must present strong academic preparation and a minimum TOEFL score of 197 on the computer-based exam, 71 on the internet-based exam, 525 on the paper-based exam, or a minimum IELTS score of 6. To be considered for conditional admission, applicants must present strong academic preparation and a minimum TOEFL score of 130 on the computer-based exam, 44 on the internet-based exam, 450 on the paper-based exam or a minimum IELTS score of 5.

Freshmen applicants must:

1. Submit official secondary school transcripts and/or school leaving certificate(s). If transcripts are not in English, a certified English translation must also accompany each document.
2. Demonstrate a high level of English proficiency.
3. Submit all other documentation required of freshman applicants (refer to Freshman Applicant section above).

Transfer applicants must:

1. Submit official transcripts of all university or college courses taken in the United States or abroad. Transcripts must show **all** work attempted from each university or college attended. No part of the previous collegiate record may be disregarded. *Failure to list all institutions previously attended is a serious offense that may result in the rescinding of admission, loss of credit, or disenrollment.* Although course work taken at vocational-technical institutes or non-accredited colleges is not counted toward the minimum number of credits required for admission of transfer students, transcripts are still required. If transcripts are not in English a certified English translation must also accompany each document
2. Submit secondary school transcripts and/or school leaving certificate(s). If transcripts are not in English, a certified English translation must also accompany each document.
3. Demonstrate a high level of English proficiency.
4. Submit all other documentation required of transfer applicants (refer to Transfer Applicant section above).

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