

# Advising and Registration

## Academic Advising

### ACADEMIC ADVISING

Academic advising is a relationship with mutual responsibilities between an adviser 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 are characteristic of such a system:

- Accessibility to students;
- An adequate amount of time spent in advising students;
- Familiarity with the requirements of various University programs;
- Ability to relate successfully to a wide variety of students;
- Knowledge of resources available for the meeting of students' needs;
- Maintaining adequate records.

### Adviser Role and Responsibilities

The academic adviser'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 adviser/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 adviser 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 adviser in order to strengthen the quality of advisement.
- Become familiar with the Career Center and other campus resources.

### Academic Adviser Contact

The first step is knowing where to find your academic adviser. If you have declared a major, go to the academic department office of your major. If you are an undeclared student, contact the Center for Advising and Student Achievement (CASA), in the Institute for Learning and Teaching (TILT).

In addition to your assigned adviser, you may work with another adviser if you are interested in a professional program such as medicine, law, veterinary medicine, or education. You will also have more than one adviser 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.

You need to go see your adviser 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 adviser for assistance with course selection, major information or exploration, career planning, graduation requirements, and campus resource information.

### **Advising Resources**

In order for you to get the best from your academic advising experience, you are encouraged to utilize the many advising tools that are available. For instance you need to have a major check sheet which outlines all the graduation requirements for your major ([www.core.colostate.edu](http://www.core.colostate.edu)). The Degree Audit Report (DARS) is a degree audit that shows you what graduation requirements you have completed and what requirements you still need to complete. This audit can be viewed any time via the web. All majors, minors, and interdisciplinary studies requirements will be displayed.

The *General Catalog*, All-University Core Curriculum listing outlines the general education requirements for graduation ([www.core.colostate.edu](http://www.core.colostate.edu)). Academic and Career Horizons information sheets describe the interests, skills, and career opportunities for each major. Additionally, the exploratory course list suggests introductory courses and the key adviser list provides a faculty contact for all majors in the University. All this information is available at <http://www.casa.colostate.edu/Advising/>.

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 <http://career.stuser.colostate.edu/>.

Tools to assist you in your academic success at Colorado State include the GPA calculation on RAMweb, tutoring information, and campus resources such as the Learning Assistance Center and the Writing Center.

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# About Credits

### **Full-Time/Half-Time Enrollment Status**

Enrollment status (full-time, half-time) is determined by the number of credits which the student has completed or is pursuing for the term in which the certification is requested. Courses 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. See Registrar's web site: [www.registrar.colostate.edu](http://www.registrar.colostate.edu). Credit requirements are as follows:

#### **Fall/Spring Semesters:**

Undergraduates	
Full-time	12 or more credits
Half-time	6-11 credits
Graduate Students	
Full-time	9 or more credits
Half-time	5-8 credits

#### **Summer Session:**

Undergraduates	
Full-time	6 or more credits
Half-time	3-5 credits
Graduate Students	
Full-time	5 or more credits
Half-time	3-4 credits

### **Undergraduate Classification**

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

<i>Student Level</i>	<i>Semester Credits</i>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 and over

### **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 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.

## 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 adviser. Graduate students should consult the *Graduate and Professional Bulletin* at:

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

Approval of an overload for graduate students must be obtained from the department head or adviser and Vice Provost for Graduate Studies.

## Earning Alternative Credits

### College-Level Examination Program (CLEP)

See additional detail in *Admissions Policies and Procedures* chapter in this catalog.

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.

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.

### Subject Examinations

See the website, [www.registrar.colostate.edu](http://www.registrar.colostate.edu), use the drop down menu under “Transfer” and select “CLEP-Subj Exams” for a list of the Subject Examinations for which Colorado State credit will be granted.

## Credit for Study Abroad

Students are encouraged to participate in accredited study 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 a “Study Abroad Transfer Credit Form” available in the Study 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:

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

Students wishing to establish credit by challenge may obtain the application form from the University Testing Service, C81 Clark Building.

## International Baccalaureate Credit

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. A list of courses for which credit will be granted can be found at [www.registrar.colostate.edu](http://www.registrar.colostate.edu), by selecting “IB-Intl Baccalaureate” in the drop down menu under “Transfer.”

# Changing a Major/Adding or Dropping a Minor, Second Major

## Change of Undergraduate Major

In many, but not all cases, an undergraduate student regularly enrolled in the University may change from one major to another. Students wishing to transfer from one major to another can obtain information about any restrictions that may be in place, as well as the actual process involved, from either the department office or from the Center for Advising and Student Achievement (CASA). A change of major form is available from Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex). All changes of major forms are processed through this office.

Newly admitted students who have not begun classes must contact the Admissions Office to change their major.

## Adding or Dropping a Curricular Program

Students wishing to add or drop a second major or minor use a change of major form available from the Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex). After the student receives the appropriate approvals, the Registrar's Office will process the change.

A student seeking an interdisciplinary studies program needs to contact the department or office overseeing the interdisciplinary study program. Refer to the University-Wide Instructional Programs chapter for more detailed information.

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# Registration/Schedule Changes

## Class Schedule

Class Schedule information is available online to students prior to the beginning of the registration period and provides registration procedures and courses to be offered during a given term. Students may access electronic class schedules through RAMweb or through <http://www.registrar.colostate.edu>. Enrollment must conform to the courses listed in the online class schedule.

<http://www.colostate.edu/Depts/Registrar/Imp.Dates.html>. In order to fully benefit from the system, it is essential that students follow the required procedures and conform to the established deadlines as presented in the applicable online Class Schedule. Being prepared to register (by having a list of course reference numbers [CRNs] written down) will minimize mistakes and time on the system, thereby reducing the demand during peak registration periods.

## Registration Process

Registration, including schedule changes (course adds, course drops, and course withdrawals), is accomplished online in RAMweb. Access RAMweb at <http://www.ramweb.colostate.edu>. Before registering for classes, you will need to complete the items under Registration Ready. You will be asked to answer questions that are applicable to you. Once you have completed these items, the Registration Ready hold will automatically be lifted. Deadlines for registration changes can be found online at:

It is essential that students maintain a current mailing address with the University by updating it at <http://www.ramweb.colostate.edu>. Deadlines for registrations and payments of tuition, fees, and other charges must be met to allow registration to occur. Therefore, students must respond to correspondence from the University in a timely manner. The University also requires that each enrolled student provide an email address. Students may use either the email of their choice or the free email service the University provides through Holly/Lamar/Simla and some colleges.

## **Course Overrides**

Even when a course has reached the formal enrollment limit, the instructor may give special permission for a student to register in the course. Overrides will be processed electronically by the department offering the course. The student then registers for the course through 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 cancelled via the web registration system with no charge.

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

Tuition and fees will be adjusted for students that 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 online Class Schedule. After this deadline, there is no adjustment in tuition and fees if students drop any portion of the courses for which they are registered.

## **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 online Class Schedule. 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 online Class Schedule for course drop deadlines.

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the term.

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). No drops may be made after the add/drop period. 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 proportionately shorter add/drop/withdrawal periods.

Students requesting a University withdrawal (UW) may not drop their last class, but must contact the Center for Advising and Student Achievement (CASA), Room 121, The Institute for Learning and Teaching (TILT). See also University Withdrawal 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, providing 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 <http://www.admissions.colostate.edu> or by calling the Office of Admissions; (970) 491-6909. The Center for Advising and Student Achievement (CASA) in Room 121, The Institute for Teaching and Learning (TILT), 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:

1. Participant must be 62 years of age or older.
2. Participation is subject to the approval of the instructor and available space in the class.
3. Approval for visitation cannot be obtained prior to the first day of class, in order to serve tuition-paying students first.
4. 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.
5. Instructors are under no obligation to grade assignments or tests submitted by visitors.
6. Student services are not available to visitors such as: student health, counseling, athletic event tickets, ID cards, etc., without payment as appropriate.
7. 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 expect to take undergraduate courses at another institution for transfer to Colorado State University may obtain transfer credit equivalencies through RAMweb, by clicking on the Transfer Credit Equivalencies (u.select) link. If you are unable to find the desired equivalencies, please contact the Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex).

Students are responsible for insuring 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.

Students must file an Intent to Return form with the Office of Admissions if they are not enrolled at Colorado State for one term or more.

See also Study 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 in the Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex), or through [www.registrar.colostate.edu](http://www.registrar.colostate.edu).

### **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 (formerly Administration Annex).

## About Grades

### Traditional Grading – Plus/Minus

Term grades are reported using the scale below.

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

<u>Grade</u>		<u>Grade points per credit</u>
A+		4.000
A	(Excellent)	4.000
A-		3.667
B+		3.334
B	(Good)	3.000
B-		2.667
C+		2.334
C	(Satisfactory)	2.000
D	(Poor, but passing)	1.000
I	(Incomplete)	*
F	(Failure)	0.000
W	(Withdrawal)	*
S	(Satisfactory)	**
H	(Honors)	**
U	(Unsatisfactory)	*
AU	(Audit)	*
NG	(No Grade Reported)	*

\* 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 AD is placed before the grade, it indicates a finding of academic dishonesty by the student in the particular course. For more information, see “Procedures for Dealing with Academic Dishonesty” 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 Pass/Fail

Students may elect pass/fail grading in one course per term in courses offered for student option pass/fail 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 adviser’s consent, may register for approved courses on a student option pass/fail 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 20-credit social science requirement, for example, would not be considered free electives.) Students must register for the course first, then complete the Student Option Pass/Fail and Audit Grading form to elect this option. The form

can be found at the Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex), or online at [www.registrar.colostate.edu](http://www.registrar.colostate.edu). Changes to pass/fail grading can only be made during the add/drop period.

Performance equivalent to a grade of D or better is recorded as S (pass). Performance equivalent to F is recorded as U (fail). 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 pass/fail 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 pass/fail 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 pass/fail course, a traditional grade will be assigned. A correct pass/fail registration including adviser approval is the express responsibility of each student.

Pass/fail registration policies for graduate students are described in the *Graduate and Professional Bulletin*, <http://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 Pass/Fail and Audit Grading form. The form can be found at the Registrar's Office, First Floor, Centennial Hall (formerly Administration Annex).

### **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 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 ten (10) credit hours and no more than three courses. The Repeat/Delete option may not be applied to a course for which the final grade was given as a penalty for academic dishonesty 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 Repeat/Delete grade for GPA calculation, 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**

Instructors 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 maintaining standards of academic performance established for each course in which they are enrolled. 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 will be available to the student for inspection and discussion.

Students may appeal instructors' grading decisions. The burden of proof, however, rests with the student to demonstrate that the grading decision was made on the basis of any of the following conditions:

1. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
2. A grading decision was based on standards unreasonably different from those which were applied to other students.
3. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

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

To appeal a grading decision, the student shall submit a written request to the department chairperson. The request

must set forth the basis for the appeal, identifying one of the three categories set forth above. The request must be submitted or postmarked, if mailed, no later than 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 30 days of receipt of the request for an appeal, the student's appeal shall be provided to the instructor(s) who assigned the grade and an appeals committee formed in accordance with the departmental policies. If the request is received prior to or during the summer session when instructor(s) who assigned the grade or other faculty may not be available, then the appeals committee will be formed no later than 30 days from the beginning of the following fall semester. This committee shall be composed of two faculty members and two students from within the department and one outside faculty member who shall serve as a voting chair.

The appeals committee will review the written appeal and response of the instructor(s). They may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the appeals committee will be based upon whether one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions: 1) the original grading decision is upheld, or 2) the department chair or his/her designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the instructor(s) within 30 calendar days of the appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the instructor who assigned the grade and shall be retained in the department office for a period of one year.

## **Semester Grades**

Students may access their semester grades through RAMweb four 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

<http://www.ramweb.colostate.edu>. For other verifications contact the Registrar's Office, First Floor Centennial Hall (formerly Administration Annex).

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## 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 courses. 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 chapter of this catalog). 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**

Any student reservist called to active military duty may, upon presentation of a copy of her/his orders to the Center for Advising and Student Achievement (CASA), be given a grade of incomplete in courses for which she/he is registered. The student or her/his designate may make this request in person, by letter, or by telephone. However, the request will not be processed by CASA until a copy of the orders is received. The CASA advisers will counsel with the student or her/his designate and the student's instructors to

select the option (either withdrawal from the University, cancellation of courses, or taking incompletes) that is most appropriate to that student's situation. (Note: CASA cannot disclose personally identifiable educational information with a third party, even a spouse or other designee, without a signed Family Educational Rights and Privacy Act (FERPA) Release Form. The FERPA Release Form authorizes CASA to disclose the student's educational information to her/his designee).

If the student chooses to withdraw from the University as a result of an undetermined amount of time required away from his/her studies during military service, the tuition paid for the semester will be refunded. If the student opts for an incomplete for the course, tuition will not be refunded. The grade of incomplete shall remain on the student's record for a period not to exceed one year following the end of the semester in which the student re-enrolls at Colorado State University. By this date, the grade will be changed by the instructor or department head of record, or it will revert to a grade of F. It will be the responsibility of CASA personnel to track these students and keep the Office of the Registrar notified of the status of these students since the time period for which the incomplete grade may remain on the record may vary from the normal University time limits for resolution of incompletes.

## **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 adviser at CASA to review the application process.

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# **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.

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 <http://www.studentaffairs.colostate.edu/resources/staff/class-absence-list.asp>.

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 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, 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.

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*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).*