

# Graduation Requirements and Procedures

Registrar's Office  
Centennial Hall (formerly Administration Annex), First Floor

## THE STUDENT BILL OF RIGHTS – GRADUATING IN FOUR YEARS

The Student Bill of Rights (also known as Colorado Revised Statute 23-1-125) notes that a student may formalize a plan to obtain a degree in four years. Colorado State University supports this timeline for graduation by publishing advising guidelines under which a student may expect to graduate in four years and also publishes curriculum check sheets defining a common four-year course progression for each major. These check sheets and advising guidelines are available in each department office and in the Center for Advising and Student Achievement (CASA), Room 121, The Institute for Learning and Teaching (TILT). There are some majors which a student may not be able to complete in four years because of additional degree requirements recognized by the Colorado Department of Higher Education.

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## GENERAL REQUIREMENTS

The following apply to all students entering Colorado State University who enroll Summer Session 2000 or thereafter.

Students are required to complete *all* curricular requirements in place in the current catalog at the time of graduation. (See Changes in Undergraduate Curriculum Requirements in this chapter.)

The list is a sufficient guide for academic planning, but does not represent *all* rules which might apply to a particular student or program of study.

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## GRADUATION CREDIT REQUIREMENTS

To meet requirements for the bachelor's degree, a student must fulfill:

### Minimum Credit Requirement

A bachelor's degree requires a minimum of 120 semester credits; however, individual programs in colleges and departments may exceed the minimum.

### Minimum Grade Requirement

Only credits completed with grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S may count toward the graduation total. [Note: Effective Fall Semester 2008, C-, D+, and D- grades will no longer be assigned.] Some majors require a minimum grade of C or C- in required courses. For further information, contact the department offering the major.

### Graduation Average Requirement

The minimum cumulative grade point average acceptable for graduation is 2.000 computed only for courses attempted at Colorado State.

Total credits earned and counted toward graduation may differ from total credits used in computing a scholastic average, since the scholastic average is computed by dividing the total grade points earned at Colorado State by the total credits attempted including credits for grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Credits graded S may count toward graduation. [Note: Effective Fall Semester 2008, C-, D+, and D- grades will no longer be assigned.]

### Upper-Division Credit Requirement

A minimum of 42 semester credits in upper-division courses (300-400 level) is required of all students completing a bachelor's degree program. 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.

### "In residence" Requirement

A minimum of 30 upper-division semester credits must be completed in residence at Colorado State University. "In

residence” courses include any authorized Colorado State University course recorded as Colorado State credit on the Colorado State transcript. As an approved exception, “in residence” may also be satisfied by pre-approved upper-division credits earned in authorized study abroad programs and designated domestic exchange programs, if simultaneously enrolled in designated CSU courses. Pre-approval procedures are required.

### **Senior Year Requirement**

Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.

### **Academic Fresh Start Requirement**

If a student receives a Fresh Start, he or she must successfully complete at least 30 upper-division credits of coursework in residence at CSU after the Fresh Start is granted in order to graduate.

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## **CHANGES IN UNDERGRADUATE CURRICULUM REQUIREMENTS**

Students who entered the University as first-year students (freshmen) in Summer Session 2000 or thereafter must complete the All-University Core Curriculum (AUCC) requirements.

Students are held for curricular requirements (including AUCC requirements) as set forth in the current catalog at the time of graduation, except 1) if so doing will extend the time normally required to complete the degree; or 2) if so doing will force students classified as juniors or seniors to take additional lower-division courses, exclusive of AUCC requirements. A request for waivers or substitutions for major curriculum requirements must be approved by the adviser and department head. Ultimate responsibility for ensuring that curriculum requirements are observed and that substitution of equivalent courses or waivers are for good and sufficient academic reasons rests with the Provost/Senior Executive Vice President.

### **Degree Audit Reports (DARS)**

DARS is the degree audit tool used for verification of university, program, minor, and interdisciplinary requirements. The report provides a dynamic and concise report, viewed in hard copy, on-line, and over the web, that is used for advising as well as for final certification. The degree audit report will provide students with current and

accurate transfer and course information to enhance their degree and program planning. Students are able to view a What-If degree audit for display of how their credits would be used to fulfill another major’s requirements.

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## **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. 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.

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## **EXCLUSION OF COURSES FROM THE BACHELOR’S DEGREE**

Undergraduates who enroll in 500-level courses which are not applied toward the bachelor’s degree may request that an exclusion statement be placed on their academic records. This makes such courses potentially applicable to a Colorado State graduate degree. Students cannot exclude any courses below the 500-level under this policy. (See Course Restrictions in this section.) Courses at the 600-level are automatically excluded from use for an undergraduate degree.

A written request must be filed in the Degree Section of the Registrar’s Office, First Floor, Centennial hall (formerly Administration Annex), no later than the end of the term in which the excluded course is taken.

Exclusion of these courses from the bachelor’s degree does not assure acceptance of this credit toward a graduate degree program. These excluded courses are computed in the undergraduate grade point average.

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## **TIME LIMITATION ON CREDIT**

Courses completed within the preceding ten years may apply toward a bachelor’s degree. After ten years, course work is reviewed by the department head and college dean to determine its appropriateness to the major requirements.

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## **GRADUATION PROCEDURES AND INFORMATION**

Checking undergraduate *University graduation requirements* is the responsibility of the Registrar's Office. Curriculum requirements are checked by the department head of the first major and the second major and/or minor if applicable. Requests for waivers or substitutions for curriculum requirements must be approved by the adviser and department head (see Changes to Undergraduate Curriculum Requirements in this chapter). Requests for waivers or substitutions of the All-University Core Curriculum must be submitted on an appeal form found at [www.core.colostate.edu](http://www.core.colostate.edu), signed by the adviser and department head and turned in to Degree and Transfer Evaluation Section of the Registrar's Office, 100 Administration Annex.

### **Admission to Degree Program**

Students are required to be admitted into a degree-seeking program in the term for which they plan to graduate. Contact the Office of Admissions for application procedures.

### **Intent to Graduate**

Students will file their Intent to Graduate during registration via the Registration Ready Tool in RamWeb upon completion of 85 credits. The student will be prompted to verify their curriculum and give their desired name for their diploma.

### **Contract for Graduation**

Candidates for degrees must complete and sign a contract for graduation for majors, second majors, and minors by the end of the fourth week of their graduation term in the department office(s) of their majors/minors. Students not completing degree requirements that term must sign another contract for graduation during the first week of the new graduation term.

### **Good Standing Status**

A student must be in good standing to receive a Colorado State degree. Accordingly, any student who is subject to suspension or probation for scholastic or disciplinary reasons will not graduate until the conditions of suspension or probation have been satisfied.

### **Graduation List**

The official graduation list is prepared each term by the Registrar's Office from the contracts for graduation.

Students may not graduate unless their names appear on the list as approved by the Faculty Council during the graduation term.

### **Off-Campus Completion of Degree Requirements**

Seniors who are registered for final course work at another institution, either in residency or by correspondence or extension, must have their contracts for graduation on file in the Registrar's Office by the end of the fourth week of the graduation term. Official transcripts showing completion of work from another institution must be on file in this office by no later than the fourth week after the graduation term. (See Senior Year Requirement earlier in this chapter.)

### **Degrees Awarded Posthumously**

In exceptional circumstances, the Board of Governors of Colorado State University may award degrees posthumously. Recommendations for such an award will only be considered when the student had completed nearly all of the requirements for his or her degree before dying, and when the student's academic record clearly indicates that the degree would have been successfully completed had death not intervened. Nominations for posthumous awards of degree will be initiated by the student's department and approved internally by the relevant college dean and the Provost. The posthumous nature of the recommended degree award shall be made explicit when the recommendation is forwarded to the Board of Governors. The Provost/Senior Vice President's Office shall be responsible for presenting the degree to appropriate survivors.

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## **COMMENCEMENT (GRADUATION CEREMONIES)**

Commencement is held each year at the end of each fall and spring semester. Students completing degree requirements during any term receive their diplomas by mail within 6 weeks following the close of the graduation term, if there is no outstanding financial obligation to the university. Candidates must appear in appropriate academic attire at commencement exercises.

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## **GRADUATION WITH DISTINCTION**

Colorado State recognizes outstanding scholarship by granting the baccalaureate degree "Cum Laude," "Magna Cum Laude," and "Summa Cum Laude" to those students in each college who have achieved unusually high academic

excellence in their undergraduate programs. To be eligible for graduation with distinction, students must meet the following requirements:

Minimum grade point average required for graduation with distinction.

To qualify for graduation with distinction, a minimum of 60 credits completed at Colorado State University is required. Students who have been granted Fresh Start must have completed 60 credits after the Fresh Start designation to qualify for graduation with distinction.

Transfer credits are not considered when determining a) candidacy for graduation with distinction or b) graduation with distinction.

College	Summa Cum Laude	Magna Cum Laude	Cum Laude
Agricultural Sciences	3.990	3.910	3.740
Applied Human Sciences	3.970	3.890	3.740
Business	3.960	3.850	3.720
Engineering	3.950	3.860	3.720
Liberal Arts	3.960	3.870	3.700
Natural Resources	3.980	3.890	3.720
Natural Sciences	3.980	3.930	3.830
Veterinary Medicine & Biomedical Sciences	3.970	3.920	3.770

These minimum cumulative grade point averages will be reviewed every four years and may be changed if needed to maintain appropriate academic standards. Such changes will become effective the semester following approval by Faculty Council and publication in the *General Catalog*. Each of the minimum grade point averages needed to graduate with distinction will be adjusted at the end of each four year period only if the percentage of students graduating with distinction in a distinction category and college have shown a statistically verifiable deviation from the target percentages of:

Summa Cum Laude	1%
Magna Cum Laude	3%
Cum Laude	6%

Candidates for graduation with distinction are recognized at the time of commencement. A student's candidacy is determined by their cumulative grade point average through the semester preceding graduation. "Candidacy" for graduation with distinction does not guarantee graduation with distinction. Graduation with distinction is based on the student's cumulative grade point average at the time of graduation.

Students seeking a second bachelor's degree are eligible for distinction designation. To qualify for graduation with distinction, a minimum of 60 credits completed at Colorado State is required after the first degree. In determining the

grade point average of the student, only grades earned after the first degree are considered.

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## **GRADUATION AS A UNIVERSITY AND/OR DISCIPLINE HONORS SCHOLAR**

Students who complete the University Honors Program academic requirements and achieve at least a cumulative 3.5 grade point average earn the designation of University Honors Scholar and/or Discipline Honors Scholar. Scholars are recognized at graduation by the Honors Program and during the colleges' commencement ceremonies. The Honors Scholar designation appears on diplomas and transcripts.

For information about admission to the University Honors Program, visit or contact the Honors Program Office, Academic Village, Fort Collins, CO 80523-1025; (970) 491-5679 or visit on-line at [www.honors.colostate.edu](http://www.honors.colostate.edu). Also see the chapter: Broadening Your Horizons.

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## **COLORADO STATE UNIVERSITY HONORARY SOCIETIES**

[www.provost.colostate.edu/index.asp?url=honorcsu](http://www.provost.colostate.edu/index.asp?url=honorcsu)

Outstanding academic achievement is recognized by inviting students who have achieved superior scholastic records to join one or more of the all-University, college, or departmental honorary societies on campus. For further information, contact the societies' respective academic department or visit the web site listed above.

### All University

Alpha Lambda Delta – *Freshmen*  
Gamma Beta Phi  
Golden Key  
Mortar Board  
National Society of Collegiate Scholars  
Order of Omega  
Phi Beta Kappa  
Phi Kappa Phi  
Pinnacle International – *Non-Traditional Students*  
Sigma Alpha Lambda – *National Leadership and Honors Organization*  
Sigma Xi – *Scientific Research*

### Agricultural Sciences

Alpha Zeta  
Gamma Sigma Delta – *Agricultural and Related Sciences*  
Pi Alpha Xi – *Horticulture*

### Applied Human Sciences

Phi Alpha – *Social Work*  
Pi Theta Epsilon – *Occupational Therapy*

Business

Alpha Sigma Gamma International Real Estate Honorary  
Society – *Real Estate*  
Beta Alpha Psi – *Accounting*  
Beta Gamma Sigma

Engineering

Alpha Epsilon – *Agricultural Engineering*  
Chi Epsilon – *Civil Engineering*  
Eta Kappa Nu – *Electrical and Computer Engineering*  
Omega Chi Epsilon – *Chemical Engineering*

Natural Resources

Xi Sigma Pi

Natural Sciences

Psi Chi – *Psychology*

Pi Tau Sigma – *Mechanical Engineering*  
Tau Beta Pi – *Engineering*

Liberal Arts

Kappa Tau Alpha – *Technical Journalism*  
Lambda Pi Eta – *Speech Communication*  
Omicron Delta Epsilon – *Economics*  
Phi Alpha Theta – *History*  
Pi Sigma Alpha – *Political Science*

Sigma Pi Sigma – *Physics*

Upsilon Pi Epsilon – *Computer Science*

Veterinary Medicine and Biomedical Sciences

Phi Zeta – *Veterinary Medicine*

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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).*