TABLE OF CONTENTS
A. THE UNIVERSITY ................................................................................................................................. 1
   A.1 HISTORY AND PROGRAMS .................................................................................................................. 1
   A.2 CAMPUS .................................................................................................................................................. 1
   A.3 FUNCTIONS AND ORGANIZATION OF THE GRADUATE SCHOOL .................................................... 1
   A.4 COLORADO STATE UNIVERSITY SYSTEM .......................................................................................... 2
   A.5 BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM ................................. 2
   A.6 COLORADO COMMISSION ON HIGHER EDUCATION ......................................................................... 2
   A.7 COLORADO STATE UNIVERSITY ADMINISTRATION ........................................................................ 2
   A.8 UNIVERSITY DISTINGUISHED FACULTY ......................................................................................... 2
B. THE GRADUATE SCHOOL ........................................................................................................................ 3
   B.1 GRADUATE DEGREE PROGRAMS ....................................................................................................... 3
   B.2 UNIVERSITY INTERDISCIPLINARY STUDIES PROGRAMS (non degree) ............................................. 8
   B.4 UNIVERSITY-WIDE GRADUATE PROGRAMS .................................................................................... 8
C. PROGRAMS AND DEGREES ..................................................................................................................... 9
   C.1 PROGRAMS AND DEGREES BY DEPARTMENT ............................................................................... 9
D. ADMISSIONS REQUIREMENTS AND PROCEDURES ........................................................................... 10
   D.1 APPLICATION: U.S. CITIZENS OR PERMANENT RESIDENTS ............................................................ 10
   D.2 TRACK II ADMISSIONS ....................................................................................................................... 12
   D.3.1 SEQUENTIAL DEGREE PROGRAMS .............................................................................................. 12
   D.3.1 SEQUENTIAL DEGREE PROGRAMS .............................................................................................. 12
   D.4 PLAN C ................................................................................................................................................... 14
   D.5 APPLICATION: INTERNATIONAL STUDENTS .................................................................................... 14
   D.6 APPLICATION DEADLINE DATES FOR GRADUATE SCHOOL AND FINANCIAL SUPPORT .............. 15
      D.6.1 PERSONAL IDENTIFIER/SOCIAL SECURITY NUMBER ............................................................... 16
      D.6.2 READMISSION ............................................................................................................................... 16
   D.7 STUDENTS OF VETERINARY MEDICINE ............................................................................................ 16
E. GRADUATE STUDY ................................................................................................................................. 17
   E.1 PROCEDURES AND REQUIREMENTS FOR ALL GRADUATE DEGREES .............................................. 17
      E.1.1 THE ADVISORY SYSTEM ............................................................................................................... 17
      E.1.2 PROGRAM OF STUDY .................................................................................................................... 18
      E.1.3 SCHOLASTIC STANDARDS ............................................................................................................. 19
      E.1.4 GRADUATE SCHOOL APPEALS PROCEDURE .............................................................................. 21
      E.1.5 EVALUATION OF GRADUATE STUDENTS ................................................................................... 22
      E.1.6 TRANSFER OF GRADUATE CREDIT FROM OTHER INSTITUTIONS ............................................ 22
      E.1.7 CREDIT FOR GRADUATE COURSES TAKEN AT COLORADO STATE UNIVERSITY PRIOR TO
           ADMISSION TO A GRADUATE PROGRAM ....................................................................................... 23
      E.1.8 COLORADO EXCHANGE PROGRAM ............................................................................................ 24
      E.1.9 DIAGNOSTIC EXAMINATION ....................................................................................................... 24
INFORMATION FOUND IN THE GENERAL CATALOG

Website:  http://www.catalog.colostate.edu

The Graduate and Professional Bulletin is designed to provide post baccalaureate students and prospective students with the information which is most essential. It is not a comprehensive source. The Catalog should be consulted by anyone who has dealings with the University. The General Catalog can be viewed on the website.

The General Catalog contains the following information:

Courses of Instruction:  A list of all courses offered in the University along with the following: credits associated with each; clock hour distribution of time spent in lectures, labs, or discussion; term(s) the course may be offered; prerequisites; and a brief description of the content.

University Services: A brief discussion of some of the service units of the University.

Also contained is somewhat more detailed information on such topics as student rights and responsibilities, services (such as activities of the Student Center), and governance and relationships with other institution.
A. THE UNIVERSITY

A.1 HISTORY AND PROGRAMS

For information on the history and programs, please visit the website at http://www.colostate.edu/features/history.aspx.

A.2 CAMPUS

Information about Colorado State University Campus can be found at http://www.colostate.edu/about.aspx.

A.3 FUNCTIONS AND ORGANIZATION OF THE GRADUATE SCHOOL

The purpose of the Graduate School is to promote high quality education and specialized training and to further the scholarly research and creative artistry with which such education is intimately linked. The advanced study necessary for graduate degrees requires the discovery of new knowledge, the original application or adaptation of existing knowledge, or esthetic contribution to the culture. Accordingly, graduate students perform research or do artistic work. Similarly, the faculty who are responsible for graduate education are themselves researchers or artists whose responsibilities include the transmission of their own creative skills and abilities to their students. The graduate educational mission of Colorado State University and the research/artistic mission of Colorado State complement and reinforce each other and go forward in mutual interdependence.

Through the offering of the best graduate education available, Colorado State seeks to provide the skills and training necessary to a rapidly changing society and also to provide the basis for individual gratification and fulfillment on the part of its graduates.

Graduate degrees are awarded by Colorado State as an overall institution. Accordingly, the University has specified that certain academic practices and procedures shall apply to all graduate degrees regardless of the departments and colleges in which study is undertaken. As is the case in most quality universities, some consistency of requirements has been found desirable. The Graduate School is the unit which applies and administers these requirements.

This activity involves several discrete kinds of functions. First, the Graduate School monitors all students’ progress through the entire graduate career, from sending out preliminary information on admissions to graduation. It maintains student records on application, admission, credits earned, formal programs of study, academic standing, progress toward the degree, and graduation. Additionally, it provides a regular flow of information to students and faculty regarding these practices so that the necessary steps can be taken as easily and conveniently as possible.

The Graduate School maintains an active liaison with students both on matters of overall interest and at the level of individual concerns. The former typically involves close contact with the Graduate Student Council, the campus-wide organization of graduate students, or its officers. The latter centers around matters which particular students raise as specific single cases.

The Graduate School collects and maintains information on the condition of the graduate educational mission of Colorado State. It concerns itself with institution-wide policies and practices that may affect this condition and will implement particular arrangements or make recommendations to the Faculty Council as appropriate.

Formal student involvement in the Graduate School proceeds through the Graduate Student Council. The Student Council consists of one student representative and one alternate from each department offering programs leading to advanced degrees. The Council elects its own officers and nominates graduate students for memberships on Faculty Council and Graduate School committees.
A.4 COLORADO STATE UNIVERSITY SYSTEM

The Board of Governors and the CSU System Chancellor work to further the roles and missions of Colorado State University, Colorado State University-Pueblo and CSU-Global Campus to ensure campus leadership has the resources to be vital contributors to the economic development of the state. Work force education, research funding, statewide public service and new business and product development are some of the areas where the institutions are excelling. http://csusystem.edu

A.5 BOARD OF GOVERNORS OF THE COLORADO STATE UNIVERSITY SYSTEM

The Board of Governors can be found at http://csusystem.edu/pages/board_about.asp.

A.6 COLORADO COMMISSION ON HIGHER EDUCATION

http://highered.colorado.gov/cche.html

A.7 COLORADO STATE UNIVERSITY ADMINISTRATION

http://president.colostate.edu

A.8 UNIVERSITY DISTINGUISHED FACULTY

http://provost.colostate.edu/university-distinguished-faculty/
B. THE GRADUATE SCHOOL

Student Services, Room 108

B.1 GRADUATE DEGREE PROGRAMS¹

A complete listing of graduate programs and degrees with additional information may be found at http://graduateschool.colostate.edu/prospective-students/degrees.aspx.

<table>
<thead>
<tr>
<th>Program</th>
<th>Masters</th>
<th>Professional Degree</th>
<th>Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural and Resource Economics</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Extension Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Sciences (College-wide)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Sciences</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Developmental Science (Human Development and Family Studies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Industrial/Organizational Psychology</td>
<td></td>
<td>M.A.I.O.P.</td>
<td></td>
</tr>
<tr>
<td>Applied Statistics</td>
<td>M.A.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>M.F.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Leadership and Administration</td>
<td>M.A.L.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Atmospheric Science</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Bioagricultural Sciences</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Botany (Biology)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Business Administration</td>
<td>M.S.</td>
<td>M.B.A.</td>
<td></td>
</tr>
<tr>
<td>Cell and Molecular Biology</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Chemistry</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Clinical Sciences</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
<td>M.C.I.S.</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>M.S.</td>
<td>M.C.S.</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Conservation Leadership (Human Dimensions of Natural Resources)</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Management</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Writing</td>
<td></td>
<td>M.F.A.</td>
<td></td>
</tr>
<tr>
<td>Design and Merchandising</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Sciences (Geosciences)</td>
<td></td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Ecology</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Economics</td>
<td>M.A.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Education and Human Resource Studies</td>
<td>M.S.</td>
<td>M.Ed.</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Engineering (College-wide)</td>
<td></td>
<td>M.E.</td>
<td></td>
</tr>
<tr>
<td>English²</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ A new graduate degree program must be approved through all University channels, the Board of Governors, and the Colorado Commission on Higher Education before it can be offered, listed in University publications, or listed on students' academic records (transcripts).

² In addition to programs available within each department, a joint program in English and Foreign Languages and Literatures is available. See sections in College of Liberal Arts.
<table>
<thead>
<tr>
<th>Program</th>
<th>Masters</th>
<th>Professional Degree</th>
<th>Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health (Environmental and Radiological Health Sciences)</td>
<td>M.S.</td>
<td>M.F.W.C.B.</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Ethnic Studies</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fish, Wildlife, and Conservation Biology</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Food Science and Nutrition</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Forest Sciences (Forest and Rangeland Stewardship)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Geosciences</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenhouse Gas Management and Accounting (Ecosystem Science and Sustainability)</td>
<td>M.G.M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Exercise Science</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horticulture</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Human Bioenergetics (Health &amp; Exercise Science)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Human Development and Family Studies</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Human Dimensions of Natural Resources</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Languages, Literatures, and Cultures</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Architecture (Horticulture &amp; Landscape Architecture)</td>
<td>M.L.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Practice</td>
<td>M.M.P.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Microbiology (Microbiology, Immunology, and Pathology)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Music</td>
<td>M.M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Resources Stewardship (Forest and Rangeland Stewardship)</td>
<td>M.N.R.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences Education</td>
<td>M.N.S.E.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Occupation and Rehabilitation Science</td>
<td>M.S.</td>
<td>M.O.T.</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathology (Microbiology, Immunology, and Pathology)</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>M.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Political Science</td>
<td>M.A.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Professional Natural Sciences</td>
<td>M.P.N.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Public Communication &amp; Technology (Journalism &amp; Technical Communication)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Public Health</td>
<td>M.P.H.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiological Health Sciences (Environmental and Radiological Health Sciences)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Rangeland Ecosystem Science (Forest and Rangeland Stewardship)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Social Work</td>
<td>M.S.W.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Sociology</td>
<td>M.A.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Soil and Crop Sciences</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Statistics</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Student Affairs in Higher Education (School of Education)</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Systems Engineering (College of Engineering)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Tourism Management (Human Dimensions of Natural Resources)</td>
<td>M.T.M.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxicology (Environmental &amp; Radiological Health Sciences)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Program</td>
<td>Masters</td>
<td>Professional Degree</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
<td>---------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Watershed Science (Ecosystem Science and Sustainability)</td>
<td>M.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoology (Biology)</td>
<td>M.S.</td>
<td></td>
<td>Ph.D.</td>
</tr>
</tbody>
</table>
B.2 GRADUATE SPECIALIZATIONS

Within the graduate degree programs, certain well-defined “specializations” may be offered. A Graduate Specialization is a formal Faculty Council approved program with a defined curriculum addressing a specialty within one of the graduate degree programs. At the Department’s request, transcripts may be endorsed to reflect specializations. The following are currently available endorsements:

Accountancy – M.Acc.
   Taxation
Agricultural Sciences - M.Agr.
   Integrated Resource Management
Anthropology - M.A.
   (The) Anthropology of Health and Well-Being
   Humans and the Environment
   International Development
   Professional Methods and Techniques
Bioagricultural Sciences - M.S.
   Entomology
   Pest Management
   Plant Pathology
   Weed Science
Bioagricultural Sciences - Ph.D.
   Entomology
   Plant Pathology
   Weed Science
Biomedical Sciences – M.S.
   Reproductive Technology
Business - M.S.
   Computer Information Systems
   Financial Risk Management
Business - M.B.A.
   Early Career Track
   Global Social and Sustainable Enterprise
Cell and Molecular Biology – Ph.D.
   Cancer Biology
Communication Studies – M.A.
   Deliberative Practices
Design and Merchandising - M.S.
   Apparel and Merchandising
   Interior Design
Earth Sciences - Ph.D.
   Geosciences
   Watershed Science
Ecology – M.S., Ph.D.
   Ecological Risk Assessment and Management
   Human-Environment Interactions
Education and Human Resource Studies – M.Ed.
   Adult Education and Training
   Counseling and Career Development
   Education Sciences
   Organizational Learning, Performance, and Change
Education and Human Resource Studies – Ph.D.
   Education Sciences
   Higher Education Leadership
   Organizational Learning, Performance, and Change
   School Leadership
Engineering - M.E.
   Biomedical Engineering
   Chemical Engineering
   Civil Engineering
   Electrical and Computer Engineering
   Engineering Management
   Geospatial Engineering
   Mechanical Engineering
   Systems Engineering
English - M.A.
   Creative Nonfiction
   Literature
   Rhetoric and Composition
   TESL/TEFL
Environmental Health - M.S.
   Environmental Health and Safety
   Epidemiology
   Ergonomics
   Industrial Hygiene
   Toxicology
Environmental Health – Ph.D.
   Epidemiology
   Ergonomics
   Industrial Hygiene
   Toxicology
Food Science and Nutrition - M.S.
   Nutrition and Exercise Science
Health and Exercise Science - M.S.
   Exercise Science and Nutrition
History - M.A.
   Liberal Arts
   Public History-Cultural Resource Management
   Public History-Historic Preservation
   Public History-Museum Studies
Human Development and Family Studies - M.S.
   Family and Developmental Studies
   Marriage and Family Therapy
Human Dimensions of Natural Resources – M.S.
   Conservation Leadership
<table>
<thead>
<tr>
<th>Languages, Literatures, and Cultures – M.A.</th>
<th>Natural Resources Stewardship - M.N.R.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Ecological Restoration</td>
</tr>
<tr>
<td>German</td>
<td>Forest Sciences</td>
</tr>
<tr>
<td>Spanish</td>
<td>Rangeland Ecosystems</td>
</tr>
<tr>
<td>Music – M.M.</td>
<td>Sustainable Military Lands Management</td>
</tr>
<tr>
<td>Choral Conducting</td>
<td>Political Science – Ph.D.</td>
</tr>
<tr>
<td>Collaborative Piano</td>
<td>Environmental Politics and Policy</td>
</tr>
<tr>
<td>Instrumental Conducting</td>
<td>Professional Natural Sciences – M.P.N.S.</td>
</tr>
<tr>
<td>Music Education</td>
<td>Zoo, Aquarium and Animal Shelter Management</td>
</tr>
<tr>
<td>Music Education – Conducting</td>
<td>Radiological Health Sciences – M.S.</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>Health Physics</td>
</tr>
</tbody>
</table>
B.3 UNIVERSITY INTERDISCIPLINARY STUDIES PROGRAMS (non degree)

- Extreme Ultraviolet and Optical Science and Technology
- Food Science and Safety
- International Development
- Mathematics – Contact Mathematics
- Peace and Reconciliation Studies – Contact Office of International Education
- Political Economy – Contact Political Sciences
- Systems Engineering – Contact Electrical & Computer Engineering
- Women’s Studies Graduate Program – Contact Women’s Programs and Studies

B.4 UNIVERSITY-WIDE GRADUATE PROGRAMS

- Bioengineering
- Cell & Molecular Biology
- Ecology
- Public Health
C. PROGRAMS AND DEGREES

C.1 PROGRAMS AND DEGREES BY DEPARTMENT

A complete listing of graduate programs and degrees may be found at http://graduateschool.colostate.edu/prospective-students/degrees.aspx.
D. ADMISSIONS REQUIREMENTS AND PROCEDURES

Colorado State University’s graduate admissions program is designed to foster excellence in scholarship and promote diversity within the student population while assuring equal opportunity to all applicants.

The ultimate criterion for admission is applicant potential for attaining an advanced degree at Colorado State. However, the resources of the University are limited and not all applicants who possess this potential can be admitted. Thus, selection is made taking into account a range of factors: past academic performance as indicated by transcripts of formal collegiate work, degrees completed, standardized examination scores (for example, the Graduate Record Examination or Graduate Management Admission Test), geographic residence, leadership qualities, recommendations from qualified references, economic status, ethnic origin, and racial background.

Colorado State does not set quotas for people possessing particular ethnic, gender, or racial characteristics. However, the vitality of the University and the quality of the educational experience to be enjoyed by all students depend in part on the existence of a diverse student population. Thus, Colorado State actively seeks applicants from many backgrounds and with diverse characteristics. The institution is committed to a truly heterogeneous University community.

D.1 APPLICATION: U.S. CITIZENS OR PERMANENT RESIDENTS

Applications may be made on-line by accessing the following website:  www.graduateschool.colostate.edu.

The on-line application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic departments. In addition to the on-line application, a $50 non-refundable application fee must be electronically submitted.

The following must be sent directly to the department in which the applicant plans to study (see Directory of Departmental and Program Contact Persons for proper address).

1. One official transcript of all collegiate work completed. (Colorado State University transcripts are not required.) Training course transcripts from branches of the U.S. military that show credit received with neither grades nor degrees awarded are exempt from the transcript requirement.
2. Three letters of recommendation must be sent to the academic department to which you are applying. There is no standardized format unless specified by your department.
3. Any other information that individual departments may require of applicants to particular programs. Applicants are advised to contact the departments regarding additional application materials such as the GRE or GMAT.
4. Regardless of citizenship, applicants may be required to demonstrate proof of English language proficiency, if they do not have a degree from an institution where the primary language of instruction is English.

General deadlines for the receipt of complete applications are as follows: Fall Semester, April 1; Spring Semester, September 1; Summer Term, January 1. Please submit the on-line application and all supporting documents by the appropriate date. Note that individual departments may have earlier deadlines for certain programs. Please consult appropriate sections of this Bulletin or a department contact person. Applications completed later than these published deadlines may be considered depending on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester or term. Except for Integrated Degree Program (IDP) Admissions, applications cannot be accepted more than fifteen months in advance of the term in which study is to begin.

Students who wish to be considered for fellowships, assistantships, or other forms of merit- or competency-based financial support may be subject to earlier deadlines. See “Application for Financial Support.”
The application fee is not refundable even if the application is withdrawn or admission denied, nor is it applied to tuition and fees if the applicant subsequently enrolls. The non-refundable application fee is $50 and must be received by the Office of Admissions. Your application cannot be submitted until the fee is received.

Only persons with bachelor’s degrees from colleges or universities accredited by one of the major regional accrediting agencies are eligible to apply. Degrees from schools which do not possess overall, institutional accreditation or which have only specialized accreditation cannot be accepted. This policy does not apply to admission for combined degree programs (CDPs, see D.3), however, CDP students must earn their bachelor’s degrees prior to, or concurrent with, the award of their graduate degrees.

An undergraduate grade point average of 3.000 (A = 4.000) is required by University regulation for admission.

The various departments may have requirements in addition to or more stringent than those of the University. Higher undergraduate grade point averages may be required, specific GRE minimum scores may be specified, or GRE advanced tests may be required, for example. Once again, applicants are strongly urged to contact the department in which they intend to study.

The University may waive its 3.000 minimum undergraduate grade point average requirement under unusual circumstances or if the applicant is applying through Integrated Degree Program (IDP) Admissions (see below). Applicants must present strong countervailing evidence that successful completion of a degree program is likely. Examples of the kinds of evidence that might be considered are high scores on the GRE aptitude test, high scores on the GRE advanced test, excellent letters of recommendation, relevant professional experience, and other indicators of exceptional motivation and performance. A positive recommendation by the department is required in such cases. Some departments may waive their specific requirements under similarly unusual and compelling circumstances. However, they are not required to do so and many cannot, due to space and resource considerations.

Meeting the minimum University or department standards does not entitle an applicant to admission. Meeting such standards only insures consideration of the application. Since the University cannot accommodate all who meet the minimum standards, it reserves the right to select individuals for admission on the basis of merit in such a way as to promote the best interests of the University and the society as a whole and to maximize the potential for individual accomplishment.

Persons not seeking advanced degrees may be recommended for admission as non-degree students if space permits and if they meet the academic admission requirements. Advanced course work, research experience, teacher recertification, and specialized training are among the objectives of students requesting admission in this category.

Students who have not been admitted to graduate study but who take courses on some other basis have no assurance that such courses will be acceptable in a degree program. Credits taken prior to admission to Graduate School may be allowed, but acceptance of any courses in a graduate degree program is at the discretion of the student’s graduate committee and the Graduate School and will not be calculated in the student’s GPA.

Courses taken by Colorado State undergraduates may, under certain circumstances, be subsequently credited toward graduate degrees at Colorado State. 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 for no more than 9 credits. Students cannot exclude any courses below the 500 level under this policy. Courses at the 600 level are automatically excluded from use for an undergraduate degree.

A written request for exclusion must be filed with the Degree and Transfer Evaluation Unit of the Registrar’s Office, Room 100, Centennial Hall, no later than the end of the schedule change period of the term in which the excluded course is taken, or for Integrated Degree Program (IDP) Admission students, excluded courses must appear on the formal program of study (GS form 6) filed during the first semester after Graduate School admission.

Permission to exclude courses from the bachelor’s degree does not assure acceptance of this credit toward a graduate degree program. Both departmental and Graduate School approval is required at the time of filing the formal program of study.
Those with bachelor’s or advanced degrees who desire to complete requirements for certification as teacher, administrator, counselor, reading specialist or vocational certification must contact the School of Education. Individuals seeking professional certification in other areas must contact the departments concerned.

The submission of any false information or fraudulent documents in connection with the application process is grounds for rejection of the application or dismissal from the Graduate School regardless of the nature of other credentials.

D.2 TRACK II ADMISSIONS

Track II admissions are available only to individuals who have at least five years of appropriate professional experience following the award of a baccalaureate degree and whose undergraduate GPA is below 3.000.

The on-line application will be electronically submitted to the Office of Admissions and then forwarded to the appropriate academic departments. In addition to the on-line application and the $50 non-refundable application fee that must be submitted, the following must be sent directly to the department in which the student plans to study (refer to the addresses in the Directory for Department and Program Contact Persons).

1. One official transcript of all collegiate work completed. (Colorado State University transcripts are not required.) Training course transcripts from branches of the U.S. military that show credit received with neither grades nor degrees awarded are exempt from the transcript requirement.

2. Three letters of recommendation written by individuals in at least two of the following categories:
   a. Applicant’s previous or current college/university instructors.
   b. Applicant’s previous or current, immediate professional supervisors.
   c. Observers, other than supervisors, who can verify the specific impact of the applicant’s professional or intellectual expertise. Letters from friends, relatives, or character witnesses will be considered only supplemental to the three required references.

3. A written “statement of purpose” that contains:
   a. A summary of long-term professional or personal goals.
   b. A statement regarding the applicant’s educational goals.
   c. A statement indicating how this learning will contribute to the applicant’s long-term goals.
   d. A list of factors that led the applicant to consider Colorado State for graduate study.

4. A completed resume that contains the following:
   a. Record of all collegiate work, including names of institutions, periods of attendance, and degrees earned.
   b. Record of all professional employment including dates of service (including military).
   c. List of any special skills or competencies (including certifications or licensures).
   d. List of publications, exhibitions, prizes, awards, or other recognitions.
   e. List of service activities (including community and charitable).

D.3. INTEGRATED DEGREE PROGRAM AND INTEGRATED DEGREE PROGRAM PLUS ADMISSIONS

Exceptional undergraduate students may be recruited to integrated bachelor’s/master’s or bachelor’s/doctoral degree programs (IDPs). An IDP partners an undergraduate and graduate program within or between departments, programs, or SAUs in the same or differing colleges. The graduate degree will be awarded after or concurrently with the award of the Baccalaureate degree. Second bachelor’s students are not eligible for IDPs. There are two types of IDPs: 1) the IDP is for undergraduate programs that have a 120 degree credit requirement; 2) the IDP+ is for undergraduate programs that have a 121, or more, degree credit requirement. Undergraduates enrolled in a bachelor’s degree program at Colorado State University may apply for admission to the appropriate IDP program if they meet the following criteria: students must

1) complete at least 90 credits of course work toward their first bachelor’s degrees;
   a. Students enrolled in IDP+ programs may double count one through nine 500-level credits toward both their bachelor’s/ master’s or their bachelor’s/ PhD degrees when the credit requirements for the undergraduate degree programs range respectively between 121 through 129 credits, or more. For example, a maximum of 5 credits could be double counted for a 125-credit degree and a maximum of 9 credits could be double counted for a degree program with
129 or more credits. (This process is managed by the Registrar’s Office; the maximum number of credits that may be double counted is 9.)

b. Students enrolled in an IDP may not double count credits. However, prior to earning 120 credits, these students may enroll for a maximum of nine credits of graduate-level course work that may be applied toward the graduate degree, provided such course work is not used to meet bachelor’s degree requirements. As undergraduates, students pay the undergraduate tuition rate for these credits. (This process is managed by the Registrar’s Office.)

2) complete or enroll in 9 upper division level courses required or listed within their majors by their senior years.

3) maintain a cumulative GPA of 3.000 or above.

In addition to the on-line application and the application processing fee, students applying for admission to either IDP program must send the following materials directly to the department in which they plan to study:

1. Three letters of recommendation written by individuals in each of the following categories:
   a. Applicant’s undergraduate advisor.
   b. Applicant’s instructor in at least one course within his/her major who is not his/her advisor.
   c. Applicant’s instructor in a course outside of his/her major field of study.

2. A written “statement of purpose” that contains:
   a. A summary of long-term professional or personal goals.
   b. A statement regarding the applicant’s educational goals.
   c. A statement indicating how participating in the IDP degree program will contribute to the applicant’s long-term goals.

3. A completed resume that contains the following:
   a. Record of all professional employment including dates of service (including military).
   b. List of any special skills or competencies (including certifications or licensures).
   c. List of publications, exhibitions, prizes, awards, or other recognitions.
   d. List of service activities (including community and charitable).

To be eligible to offer an IDP or IDP+, a specific program must submit, and have approved by the Graduate School, a one-time Memorandum of Understanding (MOU) providing the following information and agreements. Contact the Graduate School for the MOU format.

1. List participating undergraduate and graduate program codes
2. All students recommended will have a GPA of 3.0 or higher
3. 21 credits must be earned after admission to the Graduate School for a master’s degree and 62 credits for a PhD.
4. Students will be advised of the following:
   a. The semester after the students have earned 120 or more credits at the undergraduate level, the students will be switched to graduate standing and will begin paying graduate tuition and fees. They will lose all undergraduate institutional and scholarship aid such as Pell, COF and Boettcher awards.
   b. Their Undergraduate Degree Progress Plan (DARS) will no longer track degree completion in a comprehensive manner, so the student and advisor will need to work with their designated Degree Analysts in the Registrar’s Office to ensure timely and accurate graduation from the bachelor’s degrees.
5. Students must file their programs of study (GS form 6) by the end of the second week of the first semester after Graduate School admission.
6. Students who are dismissed or drop out from the Graduate School, and who are still in good standing within their undergraduate programs, will be permitted to complete their undergraduate degrees. Students will be required to make contact with the Graduate School for the next steps to reactivate their undergraduate status. To support undergraduate degree conferral for students who do not complete the IDP/IDP+, departments must submit an explicit plan for undergraduates showing how they will allow students to graduate if they have completed 1) all non-elective courses required for that undergraduate degree and 2) the minimum number of undergraduate credits required by the undergraduate degree program. These credits will consist of both graduate and undergraduate coursework. The graduation process may require additional paperwork with the Registrar’s Office.
*Departments offering IDP programs with unique requirements, incentives or other elements in addition to, or instead of, those stated above must request approval from the Graduate School for the specific terms they wish to address. The final terms of the agreement will be stipulated in an MOU between the Graduate School and the Department.

7. Students must complete applications for graduation (GS25) from the Graduate School either concurrently with, or subsequent to, completing the bachelor’s degrees.

D.3.1 SEQUENTIAL DEGREE PROGRAMS

Sequential degree programs (SDPs) partner an undergraduate and a graduate program within or between departments, programs, or SAUs in the same or differing colleges. The graduate degree will be awarded only after the award of the Baccalaureate degree. Undergraduate students complete a SDP application created by the partnering undergraduate and graduate programs. The timing of the application and its requirements are defined by the partnering programs and include minimum requirements related to criteria such as GRE, recommendations, and research experience. The minimum GPA acceptable for entrance into a SDP is 3.00. Students may be contingently admitted into the SDP at any point the partnering programs of the SDP so choose. Students must complete the Graduate School application and the application fee. Final admission to the SDP is conferred when the students meet the minimum SDP and Graduate School admissions criteria upon completion of their bachelors’ degrees. To be eligible to offer a SDP, a specific program must submit, and have approved by the Graduate School, a one-time Memorandum of Understanding (MOU)*. The minimum requirements for contingent graduate admission into the SDP must be included in the MOU.

Undergraduate students in SDPs may enroll for a maximum of nine credits of graduate-level course work that may be applied toward the graduate degree, provided such course work is not used to meet bachelor’s degree requirements. As undergraduates, students pay the undergraduate tuition rate for these credits. (This process is managed by the Registrar’s Office.)

*Departments offering SDP programs with unique requirements, incentives or other elements in addition to, or instead of, those stated above must request approval from the Graduate School for the specific terms they wish to address. The final terms of the agreement will be stipulated in an MOU between the Graduate School and the Department.

D.4 PLAN C

Applicants to Plan C master’s programs should consult department requirements for submission of standardized test scores.

D.5 APPLICATION: INTERNATIONAL STUDENTS

Application procedures are similar to those for U.S. citizens or permanent resident students. Refer to U.S. Citizens or Permanent Residents information for on-line World Wide Web instructions.

The following materials must be sent directly to the department in which the applicant plans to study (see Programs and Degrees webpage for the mailing address at: http://graduateschool.colostate.edu/prospective-students/degrees.aspx):

1. An official transcript of all collegiate work completed along with a certified translation into English.
2. A statement of purpose.
3. Three letters of recommendation.
4. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Integrated Degree Program (IDP) Admissions are not required to take either the TOEFL or the IELTS exam.
   a. When the CSU graduate degree program is taught in the student’s native language, the TOEFL/IELTS requirement will be waived.
   b. Students are exempted from the TOEFL or IELTS requirement if the official language of their country is English or if they have recently earned a degree at an American university.
**Required items for Immigration Document Insurance.** These items are not required for the application review process, but will be required if officially admitted. The following materials must be sent directly to the department in which the applicant plans to study (see Programs and Degrees webpage for the mailing address at [http://graduateschool.colostate.edu/prospective-students/degrees.aspx](http://graduateschool.colostate.edu/prospective-students/degrees.aspx)).

2. Passport copy

Departmental requirements for additional materials such as standardized tests (e.g. GRE or GMAT) are the same as for U.S. students. Regulations regarding deadlines and application fees are likewise the same as for U.S. students.

Information on application deadlines and application fees is contained in the U.S. Citizens or Permanent Residents section.

The U.S. Bureau of Citizenship and Immigration Services requires the University to have proof of financial support before immigration documentation can be issued. Immigration documentation is needed to obtain a visa. All international students and their accompanying dependents are required to maintain adequate health insurance during their stay at the University.

Only persons with degrees equivalent to U.S. bachelor’s degrees are qualified to apply for admission except for Integrated Degree Program (IDP) applicants described above. Further, it is a University regulation that international applicants should be among the top students in their classes.

Colorado State University requires that proficiency in English language be demonstrated either by the TOEFL or IELTS tests prior to admissions. The minimum TOEFL score for admission without condition is 550 (paper-based), or 80 (internet-based). The minimum IELTS score for admission without condition is 6.5. Official scores, taken within two years prior to admission, must be submitted directly from the testing agency.

To be considered for conditional admission, a student must have a minimum TOEFL score of 475 on the paper based test or 50 on the internet based test or minimum IELTS score of 5.5. After receiving conditional admission, the student must satisfactorily complete the INTO CSU Academic English Program. Enrollment in regular University academic courses is at the discretion of the INTO CSU Academic English Program. Approval of both the department and the Dean of the Graduate School is necessary for such conditional admission.

Generally, however, applicants should achieve satisfactory TOEFL or IELTS scores before arriving on the Colorado State campus.

The individual departments may have requirements or standards in addition to or more stringent than those of the University. Students must contact the department in which they intend to study for additional information. Consult the Department Head or Program Contact Persons for the proper addresses.

The paragraphs in the preceding section on U.S. Citizens or Permanent Residents on academic requirements, how students are selected for admission, non-degree study, previous undergraduate work at Colorado State, certification, and the consequences of presenting any materials that are not genuine, also apply to international students.

### D.6 APPLICATION DEADLINE DATES FOR GRADUATE SCHOOL AND FINANCIAL SUPPORT

<table>
<thead>
<tr>
<th>Term</th>
<th>Applying to Graduate School Only</th>
<th>Applying to Graduate School and Financial Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>April 1st</td>
<td>February 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1st</td>
<td>July 15th</td>
</tr>
<tr>
<td>Summer</td>
<td>January 1st</td>
<td>November 15th</td>
</tr>
</tbody>
</table>
D.6.1 PERSONAL IDENTIFIER/SOCIAL SECURITY NUMBER

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 hide and protect SSN.

D.6.2 READMISSION

If there is an interruption in successive semester-to-semester on-campus resident instruction registration, enrollment will lapse and you will need to reapply. File GS Form 1B to apply for readmission at least two months prior to the term that you plan to return. A check or money order for $150.00 must accompany the GS Form 1B.

Please note that registration through Continuing Education (CSU OnlinePlus), Guest Registration, Alternate Site, or an off-campus instruction mode (including Distance Degree) does not constitute readmission.

The GS Form 1B is available on-line by accessing http://www.graduateschool.colostate.edu.

D.7 STUDENTS OF VETERINARY MEDICINE

A student in the College of Veterinary Medicine and Biomedical Sciences who holds a bachelor’s degree and who meets the requirements for admission to the Graduate School may pursue work concurrently toward the degrees of doctor of veterinary medicine and master of science if approved in advance by the Dean of the College of Veterinary Medicine and Biomedical Sciences and the Dean of the Graduate School. Credits applied on one degree may not be used in meeting requirements for the other. See the Professional Veterinary Medical section of this Bulletin.
E. GRADUATE STUDY

E.1 PROCEDURES AND REQUIREMENTS FOR ALL GRADUATE DEGREES

The earning of a graduate degree is a wide-ranging, challenging intellectual experience. It certainly involves mastery of important subject matter. It may require the possession of knowledge in addition to that acquired through course work and also the ability to creatively synthesize and interpret that knowledge. Further, research or artistic projects are often an integral part of graduate study as may be field responsibilities or service obligations. Since graduate work thus extends beyond completion of course work in several ways, it is often the case that some form of culminating event, be it comprehensive examination, thesis, or other undertaking is part of the degree program.

The graduate experience, involving as many dimensions as it does, requires careful and comprehensive planning. This planning is done by the student, the adviser, and the graduate committee. Of course, it should take place early in the graduate career. The necessity for planning underlies the advisory system, the limitation on the number of credits that may be transferred, and requirements that certain amounts of the work in any degree program must be completed at Colorado State after admission to the Graduate School. These are all explained below.

Comprehensive planning assures that the greatest possible benefit will be gained from graduate study. Depending on discipline, career objectives, and particular curricular needs, unique study plans may be arranged for students on an individual basis.

Just as the scope of activities involved in earning a graduate degree is extensive and complex, so is the necessary evaluation of student performance. Students must not only demonstrate the ability to earn satisfactory grades in their courses, but must also show that they possess those more elaborate abilities and skills essential to the various academic and professional fields. The adviser and graduate committee have the primary responsibility for assessing these broader dimensions of student progress.

E.1.1 THE ADVISORY SYSTEM

Since thoughtful planning is vital to a graduate student career, a comprehensive arrangement for advising has been established. Each student is initially assigned a faculty member as adviser by the head of the department in which the major is pursued.

A permanent adviser will be selected from among departmental faculty once initial entry to the program has been completed. (The temporary adviser may assume this role if appropriate.)

The adviser is the chief source of advice in the planning process. This individual works closely with the student throughout the graduate career on all matters related to the degree program.

A close, cordial, and professional relationship is therefore of the utmost importance. Both student and adviser should work at achieving mutual understanding and respect.

Except for those pursuing Plan C master’s degrees, each student has an individual graduate advisory committee. Members of the committee should be chosen on the basis of the student’s interests, the student’s experience with faculty members, and the adviser’s knowledge and expertise. The makeup of a graduate committee must be approved by the department head and, of course, agreed to by the potential members themselves. It is well for the student to assume the responsibility of securing these approvals and agreements.

The purpose of the committee is to make available to the student a broad range of knowledge and expertise. It aids in general advising of the student and assists in planning the major elements of the program. The committee also evaluates student progress throughout the graduate career. It may provide assessments at various stages and it administers the final examination. The committee is not responsible for reminding students of published deadlines nor for monitoring procedural details. The student should manage such matters independently.
The committee must consist of at least three faculty members for a master’s degree program and at least four for a doctoral degree program. The members are as follows: 1) the adviser who serves as chairperson of the committee and who must hold academic faculty rank as a professor, associate professor, or assistant professor of any appointment type within the department or program granting the degree; 2) one or more additional members from the department; 3) any non-departmental faculty member who may be appropriate; and 4) one member from an outside department who, appointed by the Dean of the Graduate School, represents the Graduate School. The outside committee member appointed by the Dean of the Graduate School must hold a regular, special, transitional, joint, or emeritus/emerita faculty appointment at Colorado State University. The outside member should serve as an impartial external evaluator on the committee, ensuring quality of scholarship and fairness in process. Due to the interdisciplinary nature of some scholarship at CSU, potential conflicts of interest may not be avoidable but should be disclosed to the Dean of the Graduate School and managed as soon as they arise. Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, but may not vote regarding examination results.

In the case of Plan C master’s students, a common departmental faculty committee serves this advisory function. It is not necessary to have a member from outside the department.

The adviser is identified and the committee is appointed through filing a GS Form 6 with the Graduate School. It is the student’s responsibility to identify an adviser and a committee, all of whom are willing and qualified to serve. The student’s department chair or designee will use his/her best efforts to facilitate selection of the committee and subsequent changes therein. With notification, temporary replacement of a member may be arranged. A member, including the adviser, may resign from the committee in accordance with any applicable provisions in the student’s departmental code. In such cases, the affected student and his or her department chair will be notified promptly by the departing member. It is then the student’s responsibility to obtain a replacement, assisted as needed by the department chair or designee. Any permanent changes are recorded through the filing of GS Form 9A with the Graduate School.

Persons who are not academic faculty (as defined in the Academic Faculty and Administrative Professional Manual) of Colorado State University may be appointed full voting members of graduate student advisory committees in the following manner. A person may be nominated for membership on a specific student’s committee. This is accomplished by submission of a resume and supporting material to the department head. If, using procedures and criteria outlined in the departmental code, the department head judges the appointment appropriate, he or she shall forward a recommendation and all supporting materials to the Dean of the Graduate School. The Dean of the Graduate School shall bring the nomination to the appropriate Faculty Council Committee, which shall act on the nomination. A person so approved shall be eligible to serve on the committee for the duration of the student’s work toward the degree. The Graduate School shall maintain a roster of such appointments. Although approval is granted with respect to a particular student’s committee, such members may serve on other student committees in the same department with additional departmental approval provided that such service shall not extend beyond five years of the original appointment.

Such non-faculty appointments are subject to the following restrictions. 1) Such an appointee may not serve as an outside member of graduate committees. 2) Service may not be as the sole adviser of the student. 3) The appointee must have a degree equivalent to that sought by the student and must not be a student at Colorado State University. 4) No more than one such person may serve on any graduate student’s committee. 5) The person appointed should be an addition to the minimum number now required on graduate committees and not a replacement for required faculty. The adviser may invite others to participate in the examination in a nonvoting, advisory capacity.

E.1.2 PROGRAM OF STUDY

Each student must prepare a Program of Study, a document which lists all courses taken in pursuit of the degree. This is the formal statement of what is done to achieve the degree, the summary of all academic planning. The adviser and the committee are heavily involved in the development of the Program of Study. The Program of Study must be filed with the Graduate School before the time of the fourth regular semester registration. Students who fail to meet this requirement may be denied subsequent registration. For Integrated Degree Program (IDP) Admission students, program of study forms (GS 6) must be filed by the end of the second week of the students’ first semester after admission to Graduate School. Courses listed and approved on this form for graduate requirements will be
automatically excluded from the undergraduate degree program of the student. The Graduate School reviews each program of study (GS form 6) and determines whether the program of study conforms to University policy. That is, an early graduation check is performed. Problems are reported to students so that they can be corrected at an early date.

While it is important to plan the Program of Study early in the graduate career, it is not necessarily permanently fixed. Plans may develop and change. Modifications must be formally recorded, however, and the adviser, department head, and the Graduate School must approve. Courses which have been taken and for which a grade has been received (A through F, I, S or U) may not be removed from the Program of Study. Changes in program of study or committee membership should be made with extreme care since no additional comprehensive checks are made until the time of graduation.

The Program of Study is submitted on GS Form 6; any changes are recorded on GS Form 25, Application for Graduation.

E.1.3 SCHOLASTIC STANDARDS

To meet the requirements for graduation and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate program. This requires a cumulative 3.00 grade point average in all regular course work. Regular course work is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college teaching, student teaching, practicum, internship, field placement, unique title courses offered through Continuing Education (CSU OnlinePlus), and any courses graded pass/ fail. Overall a 3.000 grade point average must be maintained in regular and non-regular courses graded traditionally (A through F). The grade point average in required courses included on the approved program of study (GS Form 6) must also equal at least 3.000.

In addition, good academic standing requires satisfactory progress in the overall graduate program. Students’ individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing.

Failure to maintain good academic standing due to a cumulative grade point average less than 3.00 results in being placed on academic probation. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first.) The probationary period extends for one semester beyond the one in which this status is acquired. During this probationary period, the student must register for traditionally graded courses that affect the grade point average. With permission of the student’s advisory committee, the student may register for continuous registration instead of traditionally graded courses. Continuous registration may be used to extend the probationary period for a maximum of two semesters, after which traditionally graded courses must be taken. Students on probation are subject to dismissal by the academic department or the Dean of the Graduate School at the end of the probationary semester unless good academic standing has been regained. This requires adequate improvement in cumulative grade point averages (3.000) and/or satisfactory progress as determined by the student’s graduate advisory committee. Students not making satisfactory progress due to their grade point average are encouraged to contact their advisors and/or advisory committees in order to set up a meeting to create a progress plan. Integrated Degree Program (IDP) students in combined bachelor’s/master’s degree programs who have accumulated at least 120 credit hours of course work and who fail to maintain a 3.000 GPA in their graduate course work including any courses listed on their GS 6 Form will be placed on probation by the Graduate School and will have one semester in which to improve their cumulative grade point averages to no less than 3.000 in their graduate course work. Failure to bring the cumulative graduate GPA to at least 3.000 will result in dismissal from the Graduate School with no re-enrollment permitted prior to completion of the bachelor’s degree. Integrated Degree

1 The University recognizes two types of seminars at the graduate level. “Open” seminars are not content specific and may not address similar material from term to term. They may be organized around the ongoing research of those enrolled, current research of appropriate faculty members, presentations by visiting scholars, reviews of the latest developments in the disciplines, or other targets of intellectual opportunity. “Topical” seminars are advanced study experiences which deal with established content areas of the disciplines which are subject specific.
Program (IDP) students who are dismissed from the Graduate School, and who are still in good standing within their undergraduate programs, will be permitted to complete their undergraduate degrees. These students can petition the Registrar to reinstate courses to be applied toward their undergraduate degrees.

When a student’s graduate advisory committee or an appropriate departmental graduate committee finds that a student is making unsatisfactory progress toward the degree due to factors other than grade point average and that satisfactory progress cannot be anticipated, a plan should be created and the following steps should be taken.

1. Inform the student of the concerns, create a progress plan with the student, develop a timeline and inform the student of the potential consequences (dismissal) if the progress is not satisfactory.
2. The committee should keep in contact with the student to give feedback during the progress plan timeline and document such contacts and their outcomes.
3. At the end of the timeline, if progress is not adequate, the committee may recommend dismissal from the program. The recommendation goes to the Department Head and the Dean of the Graduate School and should include documentation on the steps taken with justification for this action.

The recommendation must be referred to the Department Head for approval and the Dean of the Graduate School for final action. The student may appeal such an immediate dismissal through the existing Graduate School appeals procedure. Departments which invoke this process must have published guidelines explaining the performance indicators which lead to immediate dismissals.

Grades of C or higher must be earned in all required courses on a Program of Study. D grades may be accepted in background courses, but such courses must be included in the computation of the cumulative grade point average. Standards and requirements for off-campus graduate study are the same as those standards and requirements on campus. The academic department head has the basic responsibility for the implementation of this policy.

Course numbering at Colorado State is based on the content level of material presented in a course.

100-299 Courses primarily for freshman and sophomore students.

300-499 Courses primarily for junior and senior students. Acceptable for graduate credit for students holding bachelor’s degrees when approved by the student’s graduate committee.

500-599 Courses primarily for students enrolled in master’s degree programs or equivalents. Qualified junior and senior students may enroll.

600-699 Courses primarily for students enrolled in master’s level programs or equivalents. Undergraduate students may not enroll to satisfy undergraduate degree requirements.

700-799 Courses primarily for students enrolled in Ph.D. level programs or equivalents and professional veterinary medicine courses. Undergraduate students may not enroll unless they also have been admitted to graduate study (Integrated Degree Program (IDP) admits).

Graduate credit is not granted for completion of courses numbered at the 100 and 200 level. Graduate students may take such courses for general enlightenment or to satisfy a background requirement. Grades earned in such courses will not be considered in computing the graduate grade point averages described above.

For thesis, dissertation, research, and independent study graduate courses, the number of student credit hours earned will be determined using a base rate of 48 hours of student effort per credit hour. The faculty adviser, or other department official, shall estimate the total number of hours of student effort required over the length of the semester. This effort shall include consultation with the adviser, as well as library, laboratory, field, or studio work. The total number of hours shall be divided by 48 and the resultant quotient (rounded off to a whole number) shall define the number of credits to be awarded.
E.1.4 GRADUATE SCHOOL APPEALS PROCEDURE

Graduate students may appeal decisions concerning unsatisfactory performance on graduate preliminary or final examinations (see this section), academic probation for reasons of unsatisfactory progress toward the degree other than insufficient grade point average, termination of or election to void an assistantship for reasons set forth in the terms and conditions applicable to graduate assistant appointments, or dismissal from the graduate program for academic reasons to the Dean of the Graduate School. Grading decisions in courses are subject to appeal according to the University’s policy on Appeals of Grading Decisions, as set forth in Section I.7 of the Academic Faculty and Administrative Professional Staff Manual.

A student has a total of 35 working days to make a formal appeal to the Dean of the Graduate School from the date when an appealable decision has been made that is of concern to the student. Prior to submitting an appeal to the Dean of the Graduate School, the student should discuss the decision with the academic officer(s) whose actions are challenged in an informal attempt to resolve concerns. (Academic officers may include the student’s advisor, graduate committee, department head, supervisor, etc.) If the matter is not resolved to the student’s satisfaction, the student may initiate a formal appeal by submitting the matter in writing to the Dean of the Graduate School. In the written appeal,

1. the student must clearly identify the actions being challenged,
2. the rationale for the challenge,
3. the person(s) against whom the complaint is made, and
4. the redress sought.

If an appeal is not filed within 35 working days following the adverse recommendation or decision, then this recommendation or decision will become final. If an appeal is filed within 35 working days, then the decision regarding the appeal is final. The original adverse recommendation or decision being appealed by the student remains in effect until the appeal is final.

The Dean of the Graduate School shall implement the appeal procedures below, keeping all records of the case. A review panel, composed of two faculty members with degrees at the level being pursued by the student appellant or higher and one graduate student pursuing a degree at that level or above, will be appointed. One faculty member will be appointed by the Dean of the Graduate School and another faculty member will be appointed by the dean of the college in which the student appellant’s program is located. These appointees will be from departments other than that of the student appellant, but they should be from related disciplines so they are reasonably familiar with the standard procedures in that department. In the event that either the Dean of the Graduate School or the dean is a principal in the case, the Provost will appoint appropriate faculty members. The Graduate Student Council will provide a list of graduate students pursuing graduate degrees who are willing to serve on review panels from which the Dean of the Graduate School will appoint a student who is from a different department than the student appellant, but who should be from a related discipline. In the event that the Dean of the Graduate School is a principal in the case, the Provost will appoint the student member.

The Review Panel will consider the case in detail. It must review any written record of the case. It must afford the student appellant an opportunity to appear in person before it and consider any relevant written materials the student may wish to bring to its attention. The panel will hear from the academic officer(s) whose action is being appealed and may confer with other involved parties. It shall evaluate any other information it deems important to its deliberations. Written summaries of the deliberations will be kept. To overcome the presumption of good faith in the performance judgment by the adviser, supervisor, and/or graduate committee, an appeal must demonstrate that the evaluation was based upon matters that are inappropriate or irrelevant to academic performance and applicable professional standards and that consideration of those matters was the deciding factor in the evaluation. If the panel finds in favor of the student by a majority vote, it will make appropriate recommendations to the Dean of the Graduate School, such as reassignment to another adviser and/or graduate committee, administration of another examination, or alternative assistantship assignment. The Dean of the Graduate School and the dean of the college involved shall jointly review the case, giving due consideration to the panel’s report and recommendations. Following consultation with the Provost, as appropriate, the Dean of the Graduate School shall make the final decision of the University. In the event where the Dean of the Graduate School is a principal in the case, the duties of the Dean of the Graduate School, with respect to this case, shall be transferred to the Provost. In the event that the decision recommends termination of an assistantship due to unavailability of funds or other conditions beyond the University’s control or
due to a lack of performance of assigned duties and functions as set forth in the terms and conditions applicable to graduate assistant appointments, the termination must be approved by the Board of Governors, or the President, as its delegated representative.

Other appeal or reporting processes available to students are included below.

1. Students may appeal disciplinary issues, subject to the University Discipline Process, through Conflict Resolution and Student Conduct Services [http://www.conflictresolution.colostate.edu/appeals](http://www.conflictresolution.colostate.edu/appeals).

2. Students may file a complaint regarding what a person may believe to be an act of discrimination or harassment, based on race/ethnicity, eg, color, religion, national origin, or ancestry, sex gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression to the Office of Equal Opportunity, [http://oeo.colostate.edu/how-to-file-a-complaint](http://oeo.colostate.edu/how-to-file-a-complaint).

3. Procedures to report observed, suspected, or apparent Research Misconduct can be accessed through Research Integrity and Compliance Review Office [http://ricro.colostate.edu/research_mis.htm](http://ricro.colostate.edu/research_mis.htm).

### E.1.5 EVALUATION OF GRADUATE STUDENTS

Graduate students are students, apprentices to the professions, and, when they hold an assistantship or other paid position, employees. Each of these roles has its own rights and responsibilities. Graduate students are responsible for knowing any special expectations and requirements of their department and program. They are expected to remain in good academic standing by making satisfactory progress toward the degree (see “Scholastic Standards”) and must at all times have an adviser. In the event that an adviser resigns that responsibility, the department head will appoint a new adviser. Department codes shall specify how advisers are appointed.

Department codes shall designate a system for periodic evaluation of progress toward completion of the degree. The student and the adviser share responsibility for scheduling evaluations. Results of such evaluations will be sent to the department head and to the graduate student being evaluated.

Students judged to be making unsatisfactory progress toward a degree or whose work is not of the quality expected by the student’s adviser and/or graduate committee may be recommended for academic probation or immediate dismissal from the graduate program (see “Scholastic Standards”) and/or termination of assistantship (see “Assistantships”). The Dean of the Graduate School will be informed in writing of all students who are making unsatisfactory progress. Copies of the letter shall be sent to the graduate student and also shall be maintained in a departmental file.

Prior to taking actions on academic probation for reasons of unsatisfactory progress toward a degree other than insufficient grade point average, termination of an assistantship for reasons of unsatisfactory performance, or dismissal from the graduate program, an informal conference shall be held among the student, the adviser, and the department head for the purpose of discussing the student’s performance and giving the student an opportunity to respond. The student will be provided reasonable notice of the issues to be covered in advance of the conference. In cases where grounds may exist for termination of an assistantship prior to the end of the stated employment period and for reasons of unsatisfactory performance, the supervisor(s) shall participate in the informal conference.

Graduate students have the right to appeal certain academic decisions, before any action is taken, as described under “Graduate School Appeals Procedure.” Appeals of grades and academic integrity decisions must utilize appropriate procedures described in the General Catalog. Students alleging termination of assistantships or dismissal from the graduate program on grounds of unlawful discrimination are advised to consult with the Office of Equal Opportunity. (For information on the “at will” employment status of graduate assistants, see “Assistantships.”).

### E.1.6 TRANSFER OF GRADUATE CREDIT FROM OTHER INSTITUTIONS

Credit may be transferred to a graduate program at Colorado State with the approval of adviser, committee, and Graduate School. There is no right to transfer credits; each case is assessed individually and accepted or rejected on its merits. The number of credits that may be transferred is limited. See requirements for the number of credits that
may be earned at Colorado State after admission to the Graduate School under the descriptions of the various degree programs and in Credit Requirements section.

Individual credits used to fulfill requirements for previously earned degrees are not accepted in transfer.

Requests to transfer graduate credit earned at another university must be accompanied by official transcripts. Courses accepted for transfer must be at the equivalent level of Colorado State University’s regular courses at the 500 level or above. Arrangements for transfer of credit are made when the program of study is submitted (see Program of Study). In general, credits transferred must be part of a graduate curriculum. However, credits that are part of a post baccalaureate professional curriculum in Medicine, Veterinary Medicine, Dentistry, Pharmacy, Law, or Divinity may be so transferred if they address the intellectual bases of a graduate discipline.

Credits earned at institutions not accredited by one of the major regional accrediting agencies are not acceptable for transfer; except that a Colorado State University academic department may petition the Graduate School to have graduate level credits earned from a foreign institution accepted as transfer credit. Grades in courses accepted for transfer will not be included in calculation of the grade point average. No course will be accepted for transfer with a grade less than B.

Colorado State University may establish bilateral cooperative agreements with other institutions within the Colorado State University System (Colorado State University-Pueblo and Fort Lewis College) that permit transfer to Colorado State University of up to half of the total required credits for a specific master’s degree.

Procedures:

1. Any bilateral agreement must be formal, proposed by an academic department, signed by the Provost/Academic Vice-President, and approved by the Committee on Scholarship, Research and Graduate Education (COSRGE). It must refer to a particular named master’s degree now offered by Colorado State.

2. Courses offered for transfer under these arrangements must be:
   a. The exact equivalents of particular courses at Colorado State University and so certified by the Faculty Council Curriculum Committee.
   b. Taught by persons who are Faculty or Affiliate Faculty of Colorado State University.

3. Persons who seek to avail themselves of such transfer privileges must be admitted to graduate school at Colorado State University. No more than nine credits offered for transfer may be earned prior to such admission. This means that students must apply for and secure admission well in advance of actual transfer to Colorado State.

4. Persons who transfer credits under such a bilateral agreement may also transfer credits under the normal procedures as described in this Bulletin. Such transfers may not exceed six credits and the total number of transferred credits, under bilateral agreement and normal procedure combined, may not exceed half the total required for the master’s program.

5. Credits submitted or transferred under such special agreements must be earned by a person enrolled as either a graduate student or a post baccalaureate student at the cooperating institution. Credits earned prior to the award of a bachelor’s degree or those used to fulfill requirements for a previously earned degree are not accepted.

6. Additional regulations and restrictions as described in this Bulletin under the section “Transfer of Graduate Credit from Other Institutions” also apply to bilateral agreement transfers.

E.1.7 CREDIT FOR GRADUATE COURSES TAKEN AT COLORADO STATE UNIVERSITY PRIOR TO ADMISSION TO A GRADUATE PROGRAM

Certain Colorado State University courses taken after receipt of a bachelor’s degree but prior to formal admission to a graduate program may contribute to graduate degree requirements (see “Credit Requirements” sections following). Grades earned in such courses will not be included in the calculation of grade point averages. No such courses will be accepted, however, unless a grade of B or better has been earned.
E.1.8 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 the registration for the semester the term course is to be taken.
6. The request is presented any term except graduation semester.
7. A separate request form is completed for each course taken.
8. Space is available.

Tuition and fees for such registrations will be assessed as though the courses were taken on the Colorado State campus. Credits so earned may count toward fulfillment of degree requirements within the limits set by the student’s department, graduate committee, and the Graduate School. Credits earned at Colorado institutions in cooperative programs approved by the Graduate School at Colorado State may not exceed 49 percent of the total credits presented for an advanced degree. Credits used to fulfill degree requirements at one of the other institutions may not be used to fulfill requirements at Colorado State.

Additional information and registration forms are available in the Registrar’s Office, Enrollment Services.

E.1.9 DIAGNOSTIC EXAMINATION

A diagnostic examination is administered by a number of departments before the first registration to determine the areas in which there may be inadequate preparation. Results from the diagnostic examination are used in planning remedial course work when needed and in preparing the Program of Study (GS Form 6).

E.1.10 LANGUAGE REQUIREMENTS

English is the language of instruction at Colorado State. Adequate knowledge of that language is expected. The various departments generally evaluate students in this regard, and they may require students to secure remedial instruction if necessary.

Students whose native language is not English must demonstrate capability through the TOEFL examinations or other means. See the Admissions section of this Bulletin.

Some departments may require a knowledge of one or more foreign languages for advanced degrees. For information the student should contact the department.

E.1.11 FINAL EXAMINATIONS

Each candidate for a degree, except for Plan C master’s students, must pass a final examination which must be held by the published deadlines of the student’s graduating term. The examining committee is normally the student’s graduate committee with the adviser serving as chairperson. If a department chooses to administer a common examination to its Plan B master’s candidates, a departmental examining committee may serve this function. Plans and arrangements for a common final examination for Plan B candidates must be on file with the Graduate School in advance of the examining date.

Voting at all final oral examinations shall be limited to the members of the student’s committee, and a majority vote is necessary to pass the examination. A tie vote is interpreted as failure to pass the examination. Committee members who are not academic faculty do not have a vote on the final examination.
Providing the committee approves, a candidate who fails the final examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School.

The student is responsible for taking the Report of Final Examination (GS Form 24) to the examination and returning it, completed and signed, to the Graduate School Office within two working days after results are known; this must be by the published deadline of the student’s graduating term.

Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously and all committee members and the student have agreed to this in advance.

E.1.12 TIME LIMIT

There is a ten-year time limit for completion of the master’s or doctoral degrees.

Courses to be applied toward fulfilling the requirements for the master’s and doctoral degrees, including any which may have been transferred from another institution, must have been registered for and completed within the ten years immediately preceding the date of completion of requirements for the degrees.

E.1.13 CONTINUOUS REGISTRATION

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, students may opt for a Continuous Registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section ID numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR. See the Graduate Enrollment Requirement.

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional graduate courses. Such students are ensured a place in their graduate programs as long as they remain in good academic standing. However, students who do not register will need to apply for readmission for their next semester of enrollment.

The availability of the CR option shall not supersede any other registration requirements to which students may be subject. For example, a student’s advisory committee may require additional course work. Similarly, some departments may require credit-bearing registration until the degree is completed. The credit registration requirement for graduate assistantships applies to all students appointed to these positions.

E.1.14 GRADUATE ENROLLMENT REQUIREMENT

Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring, or summer) they will complete their degree requirements.

E.2 MASTER’S DEGREES

Colorado State University offers a variety of master’s degrees. The features and requirements of these degrees are summarized in Table 1 at the end of this section.

An important distinction is made between Plan A, and Plan B, Plan C master’s and the Professional Science Master’s degrees. The former, Plan A option, requires the preparation of a thesis. The thesis is typically a written formal
document which addresses, in an original fashion, some important concern of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. The Plan B degree does not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required.

Plan C master’s degree options are distinguished in two ways. First generally, only course work is required. No thesis, project, or final examination is required; however, some specific programs may require an internship, practicum, or other experience consistent with expressed goals of the program, as approved by the University Curriculum Committee. Second, Plan C options are designed for professional degrees; thus, this option is not available in the M.A. or M.S. Further, within any given department, Plan C degrees may not bear the same title as those with Plan A or Plan B options. Please note, however, that not every professional degree need offer the Plan C option.

The Professional Science Master’s (PSM) degree option (30 credit minimum) is designed to meet the following curriculum requirements: 1) a majority of credits must be earned in advanced science, technology, engineering, math and/or computational sciences courses over the two year program; 2) there must be a professional skills component; and 3) a capstone project based on an experiential component, that includes a field placement course (e.g. internship, practicum, affiliation, field work) must be a part of the curriculum. The PSM is to provide managers for organizations that provide technology-based outcomes in public, private, government or non-profit sectors. PSMs must conform to the nationally accepted academic criteria for the PSM curriculum as determined by the PSM National Office (psmoffice@sciencemasters.com).

An active advisory board composed of individuals from industry, business, government, non-profit organizations, and CSU faculty is required; advisory board members serve to provide advice on the program curriculum, assist with student projects and placement, and interact individually with students. To be recognized as a PSM degree, programs must first be approved by the PSM National Office, and subsequently approved and routed through the paths required by the CSU Faculty Council, Curricular Policies and Procedures Handbook. PSM specializations are listed in B.2 of the Graduate and Professional Bulletin.

E.2.1 CREDIT REQUIREMENTS

Credit requirements vary greatly; for certain terminal professional degrees, the minimum number of credits may exceed 60; other master’s degrees vary from 30 to 36 (Table 1). Further, individual departments may have credit requirements in excess of these minimum university requirements. However, the number of 500 level or above credits earned for the degree must be 16 or 50% for a plan A or B, whichever is most and 21 or 50% for a plan C or Professional Science Master’s, whichever is most. A minimum of 24 credits must be earned at Colorado State, 21 of which must be earned after admission to the Graduate School. A minimum number of credits earned at Colorado State must be in 500 or higher level courses (21 for Plan C master’s degrees and Professional Science Master’s; 16 for all other master’s degrees). Of this number, at least 12 credits must be in regular courses. Plan C master’s and Professional Science Master’s programs may not include independent study, research, or supervised college teaching credits toward the degree unless one or more of these are required by the program, as approved by the University Curriculum Committee. Additionally, Plan C master’s may not include internship or practicum credits toward the degree unless one or both are required by the program, as approved by the University Curriculum Committee. Credits earned in pursuit of one master’s degree may not be used for a second except in those cases where an M.A. degree is applied to the M.F.A. (see section on Master of Fine Arts Degree following).

E.2.2 FINAL EXAMINATION

At the discretion of the committee, the final examination may be oral or written, or both. At least one week before the final examination the adviser must inform the student and the committee members of the nature and scope of the examination.
E.3 MASTER OF FINE ARTS DEGREE

This is a terminal degree for practicing professionals in the visual or literary arts. In general, it requires at least three years of full time study beyond the baccalaureate or at least one year of full time study beyond the Master of Arts degree.

This degree requires the preparation of a major artistic work. This work, whether in the form of a product of the visual arts, a performance, or a written manuscript, must 1) demonstrate a level of creativity sufficient to establish the student as a member of the appropriate artistic community, and 2) stand in its own right as a significant aesthetic or literary contribution. This work is presented as an M.F.A. thesis.

E.3.1 CREDIT REQUIREMENTS

Total credit requirements vary from 48 to 60 according to the department in which the degree is earned. Further, individual departments may have requirements in excess of the University minimums laid out in this section.

In general, a minimum of 32 credits must be earned at Colorado State University, 21 of which must be earned after formal admission to the Graduate School.

However, if a previously completed Master of Arts degree is submitted in partial fulfillment of the requirements, up to 30 credits may be accepted toward the program. If this option is used, no additional transfer credits may be accepted. In this case, a minimum of 18 credits must be earned after formal admission to the M.F.A. program.

At least 16 of the credits earned at Colorado State University must be in 500 or higher level courses. Of the 16, 12 must be in regular courses. Other courses may be at the 300 or 400 level or may be in courses not defined as regular. However, the number of 500 level or above credits earned for the degree must be 16 or 50% for a plan A or B, whichever is most and 21 or 50% for a plan C, whichever is most.

E.3.2 FINAL EXAMINATION

The final examination may be oral or written or both. At least one week before the final examination, the adviser must inform the student and the committee members of the nature and scope of the examination.
<table>
<thead>
<tr>
<th>Degree</th>
<th>Plan</th>
<th>Minimum Number of Credits</th>
<th>Thesis</th>
<th>Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Accountancy (M.Acc.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Agricultural Extension Education (M.A.E.E.)</td>
<td>C</td>
<td>36</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Agriculture (M.Agr.)</td>
<td>A, B</td>
<td>30</td>
<td>When req. by dept.</td>
<td>No</td>
</tr>
<tr>
<td>Master of Applied Industrial/Organizational Psychology (M.A.I.O.P.)</td>
<td>C</td>
<td>38</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Applied Statistics (M.A.S.)</td>
<td>C</td>
<td>31</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Arts (M.A.)</td>
<td>A</td>
<td>30</td>
<td>Yes</td>
<td>When req. by dept.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>32</td>
<td>No</td>
<td>When req. by dept.</td>
</tr>
<tr>
<td>Master in Arts Leadership and Administration (M.A.L.A.)</td>
<td>C</td>
<td>32</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Business Administration (M.B.A)</td>
<td>C</td>
<td>40-52</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Computer Information Systems (M.C.I.S.)</td>
<td>C</td>
<td>33</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Computer Science (M.C.S.)</td>
<td>C</td>
<td>35</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Education (M.Ed.)</td>
<td>A</td>
<td>30</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Engineering (M.E.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Fine Arts (M.F.A.)</td>
<td>A</td>
<td>48-60</td>
<td>Yes</td>
<td>When req. by dept.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Fish, Wildlife &amp; Conservation Biology (M.F.W.C.B.)</td>
<td>C</td>
<td>36</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Greenhouse Gas Management and Accounting (M.G.M.A.)</td>
<td>C</td>
<td>37</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Landscape Architecture (M.L.A.)</td>
<td>C</td>
<td>40</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Management Practice (M.M.P.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Music (M.M.)</td>
<td>A, B</td>
<td>30</td>
<td>When req. by dept.</td>
<td>No</td>
</tr>
<tr>
<td>Master of Natural Resources Stewardship (M.N.R.S.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Natural Sciences Education (M.N.S.E.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Occupational Therapy (M.O.T.)</td>
<td>C</td>
<td>63</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Professional Natural Sciences (M.P.N.S.)</td>
<td>C</td>
<td>40-43</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Public Health (M.P.H.)</td>
<td>C</td>
<td>42</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Master of Science (M.S.)</td>
<td>A</td>
<td>30</td>
<td>Yes</td>
<td>When req. by dept.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>30-32</td>
<td>No</td>
<td>When req. by dept.</td>
</tr>
<tr>
<td>Master of Social Work (M.S.W.)</td>
<td>A,B</td>
<td>40-63</td>
<td>When req. by dept.</td>
<td>No</td>
</tr>
<tr>
<td>Master of Tourism Management (M.T.M.)</td>
<td>C</td>
<td>30</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Professional Science Master’s (P.S.M.)</td>
<td>PSM</td>
<td>30-45</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1 Final examinations are required for all degrees except Plan C master degree.
2 At least 16 credits must be earned at the 500-level or above and at least 12 of these must be in regular courses, except Plan C. However, the number of 500 level or above credits earned for the degree must be 16 or 50% for a plan A or B, whichever is most and 21 or 50% for a plan C, whichever is most.
3 If a report is written, a minimum of 30 credits is required. If only course work is taken, a minimum of 32 credits is required.
4 Demonstrated equivalency may reduce the total required to less than 58 but not less than 40.
E.4 COLLABORATIVE DEGREE PROGRAM

A collaborative degree is one that partners a CSU graduate program with a similar graduate program at an international university in order to allow students to transfer credits between the two programs and earn a degree at CSU. Both CSU and international students must earn a minimum of 60% of the degree credits at CSU and the remaining credits at the international university in either a master’s or PhD degree.

The coursework for the degree program offered at the collaborating university must meet CSU standards. The courses accepted for transfer from the collaborating university to the CSU program must be equivalent in credit and content. These courses must be listed, evaluated and approved by the CSU department offering the degree; these courses must provide similar content and student learning outcomes and be reflected in the course syllabi as such. The coursework/syllabi that will be transferred from the collaborating university must be translated into English by the collaborating university for evaluation purposes.

International universities, colleges, or degree granting institutions must be invited to participate in a Collaborative Degree Program by a CSU program department. Such institutions must be accredited by a major regional accrediting agency in order to be eligible to participate in a Collaborative Degree Program. An agreement must be signed between CSU and the collaborating university that specifies the conditions of the agreement such as admission and pathway requirements, number of students eligible to participate, insurance, travel, enrollment and other administrative issues. Collaborative degree students must meet all Graduate School admission and degree requirements. (See the Graduate School website for more details.) The agreement must be reviewed and approved by the following individuals from CSU: Dean, Department Head, and Program Director of the program wishing to create a Collaborative Degree Program; Legal Counsel; International Programs; Provost; Graduate School; individuals from the international university that have the authority to sign in support of the Collaborative Degree Program on behalf of the collaborating university. When a student is completing a master’s thesis or doctoral dissertation an additional agreement/Cotutelle must also be completed and signed by the relevant parties that specifies the co-direction of the work and other pedagogical and publication-related issues. When students meet the requirements for the Collaborative Degree Program, CSU independently confers the degree. The collaborating university may also independently confer a degree. A review process to monitor the quality and outcomes of the Collaborative Degree Program will be established by the department. Data will be reported to the College Dean and Graduate School or as stipulated in the review process.

E.5 PH.D. DEGREE

The Ph.D. is the highest academic degree offered by the university. Those who earn it must demonstrate significant intellectual achievement, high scholarly ability, and great breadth of knowledge. The nature of the degree program will vary greatly depending on the discipline involved. In addition, doctoral work requires heavy participation in research or other kinds of creative activity. Particular projects may assume any of an almost infinite number of forms.

E.5.1 PH.D. CANDIDACY

Doctoral students at Colorado State University are considered to achieve “candidacy” for the degree upon passage of preliminary examinations. Candidates generally retain that status through the completion of the degree. However, candidacy is lost if (1) the student is placed on probation due to insufficient grade point average; (2) the student’s graduate advisory committee finds that insufficient progress is being made toward the degree; or (3) the student is dismissed for academic or disciplinary reasons. The students who lose candidacy may regain it, when appropriate, through the established procedures for improving grade point average, demonstrating satisfactory progress, or achieving readmission.

The preparation of a dissertation is required. The dissertation is a formal written document which presents the results of sustained research or investigation on an important intellectual problem. The dissertation must represent independent intellectual achievement and must make a meaningful contribution to the knowledge, accumulated wisdom, or culture of the field in which it is written. Students typically earn a number of research credits while completing the work which underlies the dissertation.
E.5.2 CREDIT REQUIREMENTS

A minimum of 72 semester credits beyond the baccalaureate is required.

For students who submit a master's degree in partial fulfillment of these requirements: A master's degree from an accredited college or university may be accepted for a maximum of 30 credits. In addition, up to ten credits in courses earned after the date on which the master's degree was awarded may be accepted in transfer if approved by the student’s advisory committee, the department, and the Graduate School. A minimum of 32 credits must be earned at Colorado State University after admission to a doctoral program. At least 21 credits beyond the master's degree must be earned in courses numbered 500 or above.

For students enrolled in a continuous master’s/Ph.D. program at Colorado State University: All courses taken during the master’s program may be applied to the doctoral degree, even if the total master’s degree credits exceed 30. These courses must be specified on the Ph.D. program of study and approved by the student’s advisory committee, the doctoral department, and the Graduate School. Continuous programs are those in which the student is admitted to the Ph.D. program and formally registers the Fall or Spring semester immediately following receipt of the master’s degree. All other prescribed credit requirements of the master’s and Ph.D. degrees remain in effect in such cases.

For students who do not submit a master's degree in partial fulfillment of these requirements: Up to ten credits earned at an accredited college or university may be accepted for transfer if approved by the student’s advisory committee, the department, and the Graduate School. A minimum of 62 credits must be earned at Colorado State University after admission to a doctoral program. At least 37 credits beyond the bachelor's degree must be earned in courses numbered 500 or above.

A professional post baccalaureate degree in Medicine, Veterinary Medicine, Dentistry, Pharmacy, Law, or Divinity may be accepted for a maximum of 30 credits. The institution granting such a degree must be certified by one of the major regional accrediting agencies. Students contemplating this option may be required to pass an equivalency examination to assure that they possess levels of knowledge and skill generally expected of master’s degree holders.

E.5.3 RESIDENCY REQUIREMENT

There is no University residency requirement for Ph.D. degree programs; however, such requirements may exist at the department level. Students should check with their departments about such policies. Whether or not a residency requirement exists, registration policies as outlined above must be followed.

E.5.4 PRELIMINARY EXAMINATION

A preliminary examination shall be administered at least two terms before the final examination to determine whether the student is qualified to continue toward the doctorate. The usual procedure is to have written examinations in the field of specialization and supporting areas followed by an oral examination. In order to assure full information to all concerned (student, major professor, all committee members, department head, Graduate School), the intention to hold a Ph.D. Preliminary Examination is to be publicized two weeks in advance by the adviser. The student is responsible for obtaining the Report of Preliminary Examination (GS Form 16) from the Graduate School website and returning it, appropriately completed, after the conclusion of the examination.

Providing the committee approves, a candidate who fails the preliminary examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School.

Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously and all committee members and the student have agreed to this in advance.
E.5.5 FINAL EXAMINATION

At least one month before the final examination, the adviser will inform the student and the committee members of the nature and scope of the examination. Normally, the final examination will cover primarily the dissertation, but additional subject matter, specified by the committee at the time of the preliminary examination, may also be covered. Dissertation defenses are open to all members of the University community and the public at large. In order to assure timely notification across the entire campus, advisers should announce this information to the University community and public at large at least two weeks in advance. Advisers may publicize the defense through the University’s electronic announcement and message delivery system. The chairperson of the committee shall have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during an oral examination.

TABLE 2. SUMMARY OF PROCEDURES FOR THE MASTER'S AND DOCTOR OF PHILOSOPHY DEGREES

NOTE: Each semester the Graduate School publishes a schedule of deadlines. Deadlines are available on the Graduate School website. Students should consult this schedule whenever they approach important steps in their careers.

<table>
<thead>
<tr>
<th>STEP</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application for admission (online)</td>
<td>Six months before first registration</td>
</tr>
<tr>
<td>2. Diagnostic examination when required</td>
<td>Before first registration</td>
</tr>
<tr>
<td>3. Appointment of advisor</td>
<td>Before first registration</td>
</tr>
<tr>
<td>4. Selection of graduate committee</td>
<td>Before the time of fourth regular semester registration</td>
</tr>
<tr>
<td>5. Filing of program of study (GS Form 6)</td>
<td>Before the time of fourth regular semester registration</td>
</tr>
<tr>
<td>6. Preliminary examination (Ph.D. only)</td>
<td>Two terms prior to final examination</td>
</tr>
<tr>
<td>7. Report of preliminary examination (GS Form 16)</td>
<td>Within two working days after results are known</td>
</tr>
<tr>
<td>(Ph.D. only)</td>
<td></td>
</tr>
<tr>
<td>8. Changes in committee (GS Form 9A)</td>
<td>When change is made</td>
</tr>
<tr>
<td>9. Application for Graduation (GS Form 25)</td>
<td>Refer to published deadlines from the Graduate School Website</td>
</tr>
<tr>
<td>9a. Reapplication for Graduation (online)</td>
<td>Failure to graduate requires Reapplication for Graduation (online) for the next term for which you are applying</td>
</tr>
<tr>
<td>10. Submit thesis to committee</td>
<td>Two weeks prior to examination</td>
</tr>
<tr>
<td>11. Final examination</td>
<td>Refer to published deadlines from the Graduate School Website</td>
</tr>
<tr>
<td>12. Report of final examination (GS Form 24)</td>
<td>Within two working days after results are known; refer to published deadlines from the Graduate School website</td>
</tr>
<tr>
<td>13. Submit a signed Thesis/Dissertation Submission Form to the Graduate School and Submit the Survey of Earned Doctorates (Ph.D. only) prior to submitting the electronic thesis/dissertation</td>
<td>Refer to published deadlines from the Graduate School website.</td>
</tr>
<tr>
<td>14. Submit the thesis/dissertation electronically</td>
<td>Refer to published deadlines from the Graduate School website.</td>
</tr>
<tr>
<td>15. Graduation</td>
<td>Ceremony information is available from the Graduate School website</td>
</tr>
</tbody>
</table>

Forms are available on the web at [http://graduateschool.colostate.edu/current-students/forms/index.aspx](http://graduateschool.colostate.edu/current-students/forms/index.aspx).

E.6 DISSERTATION AND THESIS

Although a dissertation or thesis is planned and executed with the advice and supervision of the adviser and committee, the student must assume primary responsibility both in terms of the content of the document and in terms of its format and presentation.
Graduate students may be responsible for all or part of the expense of their thesis/dissertation research. This expense is highly variable depending on the discipline, the research topic, and the availability of support from funded projects, sponsored programs, or academic departments.

Theses and dissertations submitted for graduate degrees must be completed in the English Language. In circumstances in which scholarship would be enhanced if these documents are completed in a foreign language, this must be approved by the student’s committee and the Chair/Head of the program. In such cases, an English translation of the title and abstract must be included in the document.

The candidate must submit to the Graduate School the Thesis/Dissertation Submission Form and submit his/her thesis/dissertation electronically by the published deadline date listed on the Graduate School website. Students should consult these deadlines whenever they approach important steps in their careers. Suggestions for preparation of the manuscript may be found in the Thesis and Dissertation Formatting Guide available at http://graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf.

Students have the right to disseminate the findings of their theses and dissertations more broadly than is accomplished by archiving and microfilming. Prompt publication of important results is clearly in the best interests of the academic community and society as a whole. Students are therefore encouraged to bring such results to the manuscript submission stage within one year of the award of the degree.

Master’s theses and doctoral dissertations are electronically archived by the Libraries and ProQuest/UMI. General information on copyrights, publication and embargos may be found in the Thesis and Dissertation Formatting Guide at http://graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf. As a public institution, the university exposes bibliographic information about theses and dissertations on the Internet for purposes of discovery and retrieval. One of the functions of the University is the generation and dissemination of contributions of knowledge and culture. The fundamental purpose of theses and dissertations is to make such contributions openly available for public benefit.

E.7 GRADUATE CERTIFICATE PROGRAM

Graduate Certificates are optional and are offered by certain departments, SAUs or colleges. A Graduate Certificate consists of a minimum of 9 specified credits, and not more than 15 credits. All of the credits must be coursework at the graduate level (500-700). A student must earn a cumulative GPA of 3.000 or better and a minimum of a “C” in the courses required in the Graduate Certificate. All coursework must be traditionally graded.

A Graduate Certificate may include courses from one or more academic units or special academic units. For certificates involving courses from two or more units, the coordinating department is indicated in the List of Graduate Certificates.

Guest and degree-seeking students with bachelor’s degrees are eligible to apply to participate in the Graduate Certificate Program. Students must apply for admission into the program and for the conferral of the certificate. Students must be enrolled at CSU in order to receive and complete the certificate requirements while enrolled at Colorado State University. Graduate certificates by title are noted on the student’s academic record (transcript) at the time of degree conferral. The certificate title is not on the diploma. See the Graduate School website for details.

E.8 DEPARTMENTAL AND PROGRAM REQUIREMENTS

The requirements set forward in this section are those of the University as a whole. However, the various programs may have additional requirements not listed here. These requirements must also be met in completing a degree. Please consult the department for appropriate information. See the Areas of Study within the Graduate Degrees section in the front of this Bulletin.
E.9 GRADUATION PROCEDURES

E.9.1 APPLICATION FOR GRADUATION

A graduate student must apply for graduation by submitting to the Graduate School Office an Application for Graduation (GS Form 25). (Deadlines are available on the Graduate School website.) For students in combined bachelor’s/master’s degree programs (Integrated Degree Program (IDP) Admissions), an application for graduation from the Graduate School must be either contemporaneous or subsequent to filing an application for receiving the bachelor’s degree. Students must be registered during the semester they complete their degree requirements as specified under Graduate Enrollment Requirement above.

E.9.2 CLEARANCE FOR GRADUATION

Departmental requirements (i.e., language requirement, preparation of required papers for publication, return of keys and equipment, cleaning up office and laboratory areas) and discrepancies in grades for graduation term must be completed by the end of the term.

Failure to meet all requirements during the term requested on GS Form 25 will necessitate reapplication for graduation (on line). Diplomas will be mailed approximately six to eight weeks after the end of the graduation term to the mailing address on file with the University.

E.10 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.
F. FINANCIAL SUPPORT

There are two broad categories of financial support available to graduate students. The first is awarded on the basis of academic merit or the possession of competencies that permit the performance of specific services. The second is based on demonstrated student financial need.

F.1 MERIT – OR COMPETENCY-BASED FINANCIAL SUPPORT

Awards are generally arranged or initiated at the level of the academic department. Students should contact the department head on all matters relating to them.

F.2 APPLICATION FOR FINANCIAL SUPPORT

F.2.1 DEADLINES

Most merit- or competency-based financial support is awarded on an academic year basis beginning in the Fall Semester. The primary deadline for receipt of complete applications for such support is February 15. Persons who wish to be considered should submit an application for admission. This will ensure consideration for all types of support that might be available. The first review and award cycle will begin immediately after February 15.

However, applications completed later than this date will be considered as availability of funds permits. Some departmentally-based awards, particularly in the form of research assistantships and teaching assistantships, may be awarded on a later schedule. Also, ad hoc funding opportunities may become available at various times throughout the year.

Applicants who intend to begin their studies in the Spring Semester or Summer term should submit application for admission and application for financial support by the appropriate primary deadline date, July 15 or November 15 respectively. Again, this will ensure consideration for all types of support that might be available. Applications completed later than these dates may be considered for any appropriate departmentally-based or ad hoc awards.

Some forms of financial support applications may require other specification as indicated below.

F.2.2 ASSISTANTSHIPS

Assistantship awards offer a stipend to the student in return for certain specified services to the University. The stipend is treated as income (subject to withholding taxes) and both the University and the student agree to a formal appointment when an assistantship is arranged. Both the amount of the stipend and the extent of time commitment vary from case to case and are set forth in the appointment.

Performance of the assistantship duties provides the student with valuable experience which contributes to professional and career development. Most graduate student support at Colorado State and many other American universities is in the form of assistantships.

Teaching assistantships involve payment for services related to undergraduate instruction. Some form of experience, skill, or aptitude is necessary for appointment. The duties typically involve grading papers, compiling biographies, monitoring laboratories, conducting discussion sections, or teaching an entire class. Some of these duties require that teaching assistants be able to communicate effectively in English. Usually, teaching assistant duties are confined to beginning-level undergraduate classes.

Departments will conduct the ASCSU course survey for each teaching assistant who is the instructor of record for a course. For teaching assistants who are not the instructor of record but with significant undergraduate teaching contact, departments will ensure that an appropriate survey is completed. These surveys and records of other student feedback will be maintained as part of the department’s information base and made available to faculty and administration for future assessment of the policy’s effectiveness.
Teaching assistants required to take the TOEFL or IELTS for admission will also be evaluated for their ability to communicate orally in English by their departments. The evaluation will occur prior to pedagogical exposure in the undergraduate classroom using a mechanism that is commensurate with the teaching expectations for their positions. A committee, appointed by the department, shall offer evaluative feedback to potential teaching assistants and determine whether they are capable of teaching in the program. This evaluation shall become part of the student’s file. Departments will use the results of both the oral evaluation and course surveys, when available, in determining whether a teaching assistant communicates effectively in English. Teaching assistants unable to communicate effectively in English will be given assistance to help them become more proficient before being reevaluated and assigned responsibilities for classroom instruction.

Teaching assistantships are funded by the state of Colorado as part of the resident instruction budget. Teaching assistantships include payment of tuition on behalf of the student as an added benefit.

Research assistantships are basically similar to teaching assistantships except that recipients are given basic research assignments. The precise nature of the duties will vary depending on the nature of the discipline, the particular projects under way in the department, and the interests and skills of the students. Often the work required is related to the student’s course work; in some instances it may directly contribute to thesis, dissertation, or other degree requirements. Generally, research assistantship work is an important part of the process of becoming an active participant in the discipline.

Research assistantships are typically funded through external research grants obtained by members of the faculty. A research assistantship contract may provide for payment of tuition, but this is not necessarily the case.

Residence hall, counseling, and athletic assistantships may be available. Residence hall assistantships sometimes include room, board, and tuition in addition to stipends. Write the Office of Housing and Dining Services for residence hall assistantships; University Counseling Center for counseling assistantships; and the Athletic Director for athletic assistantships.

F.2.3 GRADUATE ASSISTANTSHIP – TERMS AND CONDITIONS OF APPOINTMENT

The following terms and conditions apply to all graduate students being appointed as Graduate Assistants. The Graduate Assistant Appointment and Certification Form generated by the academic department should be signed only after reading the terms and conditions set forth below and those noted on the Graduate Assistant Appointment and Certification Form.

All appointments of a student (the “Student”) as a Graduate Assistant (the “Appointment”) by Colorado State University (the “University”) are effective on the date set forth beside the Student’s signature on the Graduate Assistant Appointment and Certification Form, subject to final approval (“Final Approval”) by the Board of Governors of the Colorado State University System or the individual to whom the Board has delegated such authority (its “delegated representative”).

The stipend payable to a Graduate Assistant, as specified on a Graduate Assistant Appointment and Certification Form, is offered in return for services and shall be deemed taxable compensation. Tuition remission, if specified on a Graduate Assistant Appointment and Certification Form, is provided in the form of financial aid, independently of the stipend, as a qualified tuition reduction given for educational purposes under Section 117 of the Internal Revenue Code.

A Graduate Assistant may be appointed as a Support Assistant, a Teaching Assistant, or a Research Assistant, or some combination thereof, as specified on a Graduate Assistant Appointment and Certification Form. Support Assistants provide administrative services; they are typically located in non-academic units like Housing or Athletics, but may be found in any office. Teaching Assistants help in the provision of educational services to undergraduates. Responsibilities may range from grading papers through leading discussions or lab sessions to complete independent teaching of a class. Research Assistants typically work with a professor on a project of importance to scholarship. The particular nature of Student’s duties will be specified in writing, to the Student by the Student’s adviser or a departmental representative.
full-time graduate students should not be appointed to more than a half-time assistantship or hold a sum of part-time assistantships greater than half-time. a half-time assistantship (.5 FTE) usually involves an average of about 20 hours of service per week of a nominal 40 hour workweek. Stipends will vary by department and by the duties assigned as well as the skills, competencies, and experience exhibited by the student. However, the stipend for half-time assistants must be paid no less than the Graduate School’s officially established minimum monthly amount. Contact the Graduate School for information on the amount of this minimum for any given year. A quarter-time assistantship (.25 FTE) usually involves an average of about 10 hours of service per week of a nominal 40 hour workweek. Those with such assignments, must be paid a minimum of half of this amount. Any other level of appointment (e.g. less than 25% or between 26% and 49%) must be paid at least the prorated established minimum stipend. The level of appointment, amount of stipend and any tuition remission for each Graduate Assistant shall be as set forth on the Graduate Assistant Appointment and Certification Form.

Signature of the Graduate Assistant Appointment and Certification Form by the Student and Final Approval by the Board of Governors of the Colorado State University System or its delegated representative shall constitute a legally binding employment agreement (the “Agreement”) between the University and Student. Such Agreement shall be subject to the following terms and conditions:

1. Appointment as a Graduate Assistant is expressly conditioned upon:
   a. Student securing admission to a graduate degree program and the Graduate School, and registering for and completing at least 1 on-campus credit during each fall and spring semester, and such credits as the appointing department may require each summer term during which the appointment is in effect.
   b. Student’s conformance to each of the following: maintaining good academic standing at Colorado State University; maintaining at least a 3.0 grade point average in each of the various categories (regular courses and overall) specified in the “Scholastic Standards” section of the Graduate and Professional Bulletin after having attained 12 credits of regular coursework or two semesters of graduate work, whichever comes first; not being placed on academic probation; and for non-native speakers of English, taking and obtaining a satisfactory score on prescribed language competency tests.
   c. Continued association with and enrollment in an academic department and the absence of suspension, dismissal, expulsion, or withdrawal from the University, Graduate School or department.
   d. Student’s performance of assigned duties and functions in a timely and competent fashion.
   e. A routine background check, if applicable, is completed and reviewed in compliance with the Colorado State University policy regarding background checks.

Conditions A through D above shall be deemed conditions precedent which must be met by the Student in order to remain eligible for appointment as a Graduate Assistant. Failure to meet conditions A through D above shall render the Appointment voidable at the option of the University, which option may be exercised by discontinuing payment of the stipend. Failure to meet the condition set forth in E above may result in termination of the Appointment, subject to Paragraph 5 below. Termination of or election to void the Appointment shall terminate the stipend payable thereunder, although such action shall not result in forfeiture of the tuition remission for the semester in which it occurs.

2. The University and the Student understand and agree that the stipend portion of an Assistantship is not a scholarship award; rather it is an appointment which involves the performance of services in return for reasonable compensation in the form of stipend. Tuition remission may also be provided in the form of financial aid, independently of the stipend, as a qualified tuition reduction given for educational purposes under Section 117 of the Internal Revenue Code.

3. The term of Appointment as a Graduate Assistant and the stipend and tuition remission amounts specified in a Graduate Assistant Appointment and Certification Form may reflect the anticipated continuation of the Appointment for more than one academic semester, which is set forth as an administrative convenience only. Notwithstanding any such provisions, the term of Appointment as a Graduate Assistant and Student’s right to receive the stipend and tuition remission during any succeeding academic semester is not guaranteed by the University and no offer of future Appointment shall be implied.
4. The University (or the appointing department) reserves the right to terminate the Appointment because of unavailability of funds or other conditions beyond its control upon thirty days written notice to Student, said notice effective when posted in a U.S. Mail Depository with sufficient postage attached thereto. Termination of the Appointment shall terminate the stipend payable thereunder, although termination shall not result in forfeiture of the tuition remission for the semester in which such termination occurs.

5. Pursuant to State Statute C.R.S. 24-19-104, all Graduate Assistants are “employees at will” and their employment may be terminated by either party at any time, for any reason or no reason. Termination of at-will employees does not generally require pre-termination due process. However, except for non-renewals of employment following the end of a stated employment period or election to void an Appointment due to failure of conditions A through D under Paragraph 1 above, the Provost/Academic Vice President must review and approve any recommendations concerning the termination of a Graduate Assistant Appointment, including a determination, based on advice from the Office of the General Counsel, as to whether any pre-termination due process is appropriate under the circumstances. Approval of the Board of Governors of the Colorado State University System or its delegated representative is required prior to any final action on such terminations. The provisions of this section shall not be interpreted to authorize the termination of any Graduate Assistant for any reason that is contrary to applicable federal, state, or local law. Termination of or an election to void an Assistantship shall be subject to appeal in accordance with the Graduate Appeals Procedure set forth in the Graduate and Professional Bulletin.

6. Payments will be made on the last work day of the month. All payments will be deposited directly in a bank or forwarded to the address indicated on the Earnings Disposition/Address Form. Students must report to their major department to complete the necessary forms.

7. Benefits: Between semesters Graduate Assistants usually concentrate on their research and associated library work. To the extent that the supervising faculty member and department head concur, Graduate Assistants may use such periods for leave. Graduate Assistants are covered by the University’s liability insurance and by Workmen’s Compensation. Student health insurance coverage for Graduate Assistants is available at additional cost to the Student through the CSU Health Network.

8. The Colorado Uniform Jury Selection and Service Act applied to persons appointed as Graduate Assistants and they must be excused for jury service as required thereunder.

9. A Graduate Assistant may be required to participate in a retirement program depending on the number of credit hours for which he or she is enrolled and the number of hours of work required. Contribution to such a retirement program shall follow the University’s rules and regulations currently in effect for such enrollment. More detailed information concerning participation in the student retirement plan is available from the Student Employment Services Office.

10. The appointment period specified on the Graduate Assistant Appointment and Certification Form may be renewed by the Department by generating a new Graduate Assistant Appointment and Certification Form requiring Student signature.

11. Increases in the amount of the stipend from that originally indicated on the Graduate Assistant Appointment and Certification Form will not require Student signature.

12. Changes other than those noted on #11 (e.g., type of assistantship, level of service, decrease in stipend, or tuition payment arrangements) require the drawing of a new Graduate Assistant Appointment and Certification Form for Student signature.

**F.3 FINANCIAL AID**

**F.3.1 APPLICATION REQUIREMENTS**

1. Be admitted to the graduate school in a regular program of study.

2. Complete a Free Application for Federal Student Aid (FAFSA) at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). This will require your Federal Student Aid Personal Identification Number (PIN). You can obtain this PIN on the FAFSA website if you do not have one.
   a. Applicants should prepare their most recent federal income tax return before completing the FAFSA. For priority consideration the FAFSA should be submitted to the federal processor by March 1.
F.3.2 ADDRESS/PHONE/FAX

Student Financial Services  
Division of Enrollment and Access  
Centennial Hall Colorado State University  
Fort Collins, CO 80523-1065  
Phone: (970) 491-6321  
Fax: (970) 491-5010  
http://sfs.colostate.edu

F.4 TYPES AND AMOUNTS OF AID

<table>
<thead>
<tr>
<th>Title</th>
<th>Amounts per year</th>
<th>Availability of funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Stafford Loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsidized Loan</td>
<td>Up to $8500</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Unsubsidized Loan</td>
<td>Not to exceed $20,500 (combination of subsidized and unsubsidized cannot exceed $20,500 per school year)</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Supplemental Unsubsidized Loan</td>
<td>Up to $20,000</td>
<td>Unlimited</td>
</tr>
<tr>
<td>(Veterinary medical students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Professions Loan</td>
<td>Not to exceed cost of attendance</td>
<td>Limited</td>
</tr>
<tr>
<td>(Veterinary medical students only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study</td>
<td>Up to $2,500</td>
<td>Limited</td>
</tr>
<tr>
<td>Colorado Graduate Grant</td>
<td>$2000</td>
<td>Limited</td>
</tr>
<tr>
<td>Critical Career Graduate Grant</td>
<td>$1000</td>
<td>Limited</td>
</tr>
</tbody>
</table>

Graduate fellowships and graduate teaching and research assistantships are offered through the departments.

F.4.1 FUNDING

All financial aid, other than Federal Direct Loans, is awarded to the neediest students until funds have been exhausted. Federal Direct Loans are awarded on an ongoing basis.

F.4.2 WEBSITE

Please visit our website at http://sfs.colostate.edu for information on applying for financial aid, types of financial aid, costs, paying your bill, residency requirements, scholarship searches, how to contact us, etc.

F.5 CREDIT REQUIREMENTS

Graduate students must be enrolled in at least 5 credits to receive Federal Direct Loans. A financial aid award is based on full-time enrollment; if a student is enrolled part-time, financial aid may be reduced and/or delayed. A student registered for Continuous Registration is not eligible to receive financial aid and is also not eligible for a loan deferment.

F.6 SATISFACTORY ACADEMIC PROGRESS STANDARDS

Students applying for and/or receiving financial aid are expected to maintain satisfactory academic progress. Failure to perform at established levels may result in students becoming ineligible for financial aid. Students’ total number of credits are also evaluated, and students may not exceed established credit limits. Additionally, if a student receives all “F”, “U”, and/or “W” grades, they will be required to verify the last date of attendance and may be required to return up to 50% of the financial aid received. Copies of the complete policy are available at Student Financial Services, in the Financial Aid Guide, and on the Web at http://sfs.colostate.edu.
F.7 TERMINATION OF GRADUATE ASSISTANTS

Pursuant to State Statute, C.R.S. 24-19-104, all graduate assistants are “employees at will.” Their employment is subject to such administrative termination procedures as may be appropriate under the circumstances of each case. Advisers and/or department heads must consult with the Dean of the Graduate School prior to taking any actions concerning terminations of assistantships before the end of the stated employment period. Except for non-renewals of employment following the end of stated employment periods or election to void an appointment as set forth in the terms and conditions applicable to graduate assistant appointments, the Provost/Academic Vice President must review and endorse any recommendation concerning the termination of graduate assistants. Approval of the President or Provost/Academic Vice President as the delegated representatives of the Board of Governors is required for any final action on such terminations. Stipends payable under graduate assistantships shall be terminated upon discontinuance of association with the appointing department, dismissal, placement on academic probation, or withdrawal from the University. Such actions will not cause forfeiture of the tuition remission for the semester in which such action occurs. The provisions of this section shall not be interpreted to authorize the termination of any graduate assistant for any reason that is contrary to applicable federal, state, or local law.

Termination of an assistantship shall be subject to appeal in accordance with the Graduate Appeals Procedure set forth in this Bulletin.

F.8 FELLOWSHIPS AND TRAINEESHIPS

All fellowship awards are based on merit and are highly competitive.

These forms of support involve outright awards to cover educational expenses and may in some cases cover tuition, fees, and other direct expenses. They do not require any service on the part of the student. Several programs funded by a variety of private and public sources may be available at any given time. Graduate fellowship awards are available. These awards are designed to be part of a full support package and hence are usually supplementary to an assistantship appointment. Departments nominate promising candidates for these awards in response to a call in the fall of each year. Fellowships are given in recognition of academic excellence, student contribution to any of the goals of the University strategic plan (e.g., undergraduate instruction, diversity), and departmental quality.

The Martin Luther King, Jr. Graduate Scholarship provides support each year for a graduate student at Colorado State. It is awarded on the basis of academic excellence and contributions to the enhancement of individuals from ethnically diverse populations.

F.9 INCOME TAXES

Assistantship stipends are considered payment for services rendered and are thus subject to regular income taxation. Appropriate amounts are withheld from stipend checks as per Internal Revenue Service Requirements.

Tuition payments made on behalf of graduate assistants may be considered “qualified tuition reductions,” not subject to income taxation. However, this is explicitly dependent upon the proper execution of the formal contract described above.

Fellowship awards are considered taxable income. However, tuition and certain other direct educational expenditures may be excluded. Most fellowship holders will incur some tax liability. The University will not deduct from fellowship checks to cover this liability; paying the taxes is a matter of individual responsibility. Fellowship holders should be aware of this additional liability in planning their financial affairs.

F.10 VETERAN’S BENEFITS

The Registrar’s Office assists the Department of Veterans Affairs (VA) in providing certification for the following education benefits:
Students eligible for any of these benefits must contact the Registrar’s Office as soon as possible prior to the expected date of enrollment. Applicants should apply to Colorado State University in a degree-seeking major or for teacher licensure before applying for veterans’ education benefits.

A description of the regulations governing receipt of veterans’ education benefits, Standards of Progress, and other policies is available at http://registrar.colostate.edu/veterans-benefits.

F.11 SPONSORED STUDENTS

Sponsored students are those whose tuition, fees, or expenses are paid by an employer government agency or other sponsoring agency. Many international students, as well as some from the U.S. fall under this category. In those cases where sponsors provide direct support for students’ research activities, special custodial accounts must be established. Additional fees are associated with this service. Specific information on these accounts is provided to each student at the time of admission and additional advice may be obtained from the Graduate School, or in the case of international students, from the Office of International Programs, to the attention of the International Sponsored Student Coordinator, International Student and Scholar Services (ISSS).

F.12 STUDENT EMPLOYMENT

Student Employment Services is responsible for the University’s Student Employment Program. This office lists work-study positions, some of the University’s on-campus student hourly positions, and is a central listing source for employers to post community jobs. Students may view job notices on RAMweb. Interested students may go to http://ses.colostate.edu or call (970) 491-5714 for general information.

All individuals who are currently enrolled with at least one or more resident instruction (RI) credits and degree seeking may use this service. Student employees, both work-study and student hourly, are compensated on an hourly basis and paid every other week through direct deposit to their personal checking or savings account. All student employees enrolled at least half-time as degree seeking students as of the end of each bi-weekly pay period for hourly employees and on the 15th of each month for monthly employees (Graduate Assistants) are exempt from retirement withholdings.

Several thousand students work on campus each year through the work-study and student hourly programs, and an equal number of students have found employment through the off-campus employment program. Colorado State University is an Equal Opportunity Employer, and adheres to the state’s fiscal rules and regulations set forth by the Department of Education and the Colorado Commission on Higher Education which govern the work-study and student employment programs. Student Employment Services staff encourages any student seeking a job to contact them.

F.13 AWARDS FROM OUTSIDE AGENCIES

Many foundations and government agencies offer awards for particular purposes. Often, individual interested students must initiate application procedures. The Graduate School provides information on the use of a computerized process to locate graduate funding. Information on Fulbright and Rotary Scholarships is available from the Office of International Programs. Information for Marshall or Rhodes grants can be obtained through the Honors Program.
G. TUITION, FEES, AND EXPENSES

Authority to set tuition rates is vested in the governing boards of Colorado’s state institutions of higher education. The tuition rates which apply to any succeeding fiscal year will not be known until the period June of each year. The Board of Governors, therefore, reserves the right to change tuition and fee schedules and related policies, including the time, date and method for payment at any time.

G.1 GRADUATE STUDENTS (EXCEPT PROFESSIONAL VETERINARY MEDICAL STUDENTS)

Resident and Non Resident fees can be found on the Registrar website: http://registrar.colostate.edu/tuition-fees.

G.1.1 APPROVED WICHE PROGRAMS

Out-of-state residents enrolled in WICHE’s WRGP Program in Animal Reproduction and Biotechnology (M.S., Ph.D.), Construction Management (M.S.), Education and Human Resource Studies (Ph.D.), Master of Agriculture in Integrated Resource Management, Political Science in Environmental Politics and Policy (Ph.D.), Radiation Protection (M.S., Ph.D.), Social Work, Rural and Changing Communities (M.S.W.), and Technical Communication (M.S.) pay Colorado resident tuition.

G.2 GRADUATE CHARGES FOR TECHNOLOGY/TERM

Fees can be found on the Registrar’s website: http://registrar.colostate.edu/tuition-fees.

G.3 VETERINARY MEDICAL STUDENTS ENROLLED IN PROFESSIONAL COURSE REGISTERING FOR 9-24 CREDITS

Senior veterinary students are assessed tuition on a credit basis for each semester since their class schedules vary during the three-semester period. Fees for senior veterinary students are assessed over three semesters in equal payments. The University Technology Fee is also assessed to seniors for summer term. http://registrar.colostate.edu/tuition-fees

G.4 SCHEDULE FOR CONTINUING EDUCATION (CSU ONLINEPLUS)

Tuition rates for graduate level courses and graduate programs vary by program and delivery type. As a self-supporting unit of the University, the Division (CSU OnlinePlus) sets tuition rates that meet the instructional and administrative costs that are unique to the different programs offered. Information on tuition rates is available by contacting the Division (CSU OnlinePlus) at (970) 491-5288 or (877) 491-4336. For Denver-based course and program tuition rates, call the Colorado State Denver Center at (303) 573-6318.

Web address: http://www.online.colostate.edu / E-mail address: onlineplus_questions@colostate.edu

G.5 SPECIAL FEES

In addition to the regular charges which all students are assessed, other fees may be applicable at certain times or for certain groups of students pursuing particular activities.

- Continuous registration fee: $150.00 per semester
- Admission application fee: $50.00
- Late registration fee: $50.00
- Transcript fee per copy: Refer to http://registrar.colostate.edu/transcript-orders
Course Fees  
Certain courses carry a special fee which is assessed at the time of registration. The costs vary and are determined annually. The current fees for each course can be found at \url{http://registrar.colostate.edu/tuition-fees}. The fees are for the use of materials or other specific expenditures necessary for the conduct of instruction.

International Student and Scholar Services  
The International Student and Scholar Services administrative charge is $90 the first semester and $45 for each subsequent semester. Fees are subject to change.

### Nonrefundable Fees\(^1\)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission application fee (new and transfer students)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Guest students</td>
<td>$60.00</td>
</tr>
<tr>
<td>Application fee for admission to professional program in Veterinary Medicine</td>
<td>$60.00</td>
</tr>
<tr>
<td>Enrollment Deposit and Admission Confirmation (new and transfer students)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Composition Placement Examination</td>
<td>$22.00</td>
</tr>
<tr>
<td>Mathematics Placement Examination</td>
<td>$15.00</td>
</tr>
<tr>
<td>Credit Established by Challenge Examination</td>
<td>$65.00</td>
</tr>
<tr>
<td>Language Placement Examination (one-time charge; no charge for retakes)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Charge for technology, per term (college-wide)(^2)</td>
<td></td>
</tr>
<tr>
<td>Agricultural Sciences</td>
<td>$86.15</td>
</tr>
<tr>
<td>Business</td>
<td>$94.50</td>
</tr>
<tr>
<td>Engineering</td>
<td>$170.00</td>
</tr>
<tr>
<td>Health and Human Sciences(^3)</td>
<td>$71.00</td>
</tr>
<tr>
<td>Intra-University</td>
<td>N/A</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>$54.58</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>$94.50</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>N/A</td>
</tr>
<tr>
<td>Veterinary Medicine &amp; Biomedical Sciences</td>
<td>N/A</td>
</tr>
<tr>
<td>University Technology Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

### G.6 PAYING YOUR BILL

#### G.6.1 PAYMENT OF STUDENT ACCOUNTS

Any student who completes registration agrees to pay the University as follows:

<table>
<thead>
<tr>
<th>Charges</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, fees, residence hall charges, health insurance and other institutional charges</td>
<td>September 10(^{th})</td>
<td>February 10(^{th})</td>
<td>Due when billed</td>
</tr>
</tbody>
</table>

---

1 Fees are subject to change.
2 For full-time resident and nonresident undergraduates and graduates. Graduate students in the Colleges of Natural Sciences and Veterinary Medicine and Biomedical Sciences are not assessed a charge. Students enrolled for ten or more credits are considered full time and required to pay the full amount according to their college affiliation. Part-time undergraduate and graduate students pay a prorated amount.
3 The College of Health and Human Sciences is the only college that applies their charge during the summer session.
Charges that are incurred after the bill date for the semester will be billed mid-month of the following month and have a due date of the 10th of the month after that statement date or the following business day if the 10th falls on a weekend or University holiday.

**University charges are due by the date specified on your bill.** Due dates are the 10th of each month unless the 10th falls on a weekend or holiday. In those cases, the due date is the following work day. Payment of all University charges is to be received in the University Cashier’s Office or cashiering system by the due date to avoid late payment penalties. Penalties include a late payment charge and holds on University services. Payments by check are processed when received – postmarks do not apply and future dates are not honored.

Students are responsible for all charges on their account and arrangement of payments due. Payments should only be made when a balance due exists on an account. Credit card overpayments will be credited back to the originating card. All other overpayments will be refunded via mailed check to the student.

Statements are mailed to students at the address on RAMweb as of the statement date unless the student arranges to have bills sent to a separate billing address. Bills are sent to CSU employees at their campus office addresses. Students are responsible for keeping the University informed of their current mailing and billing addresses. Students who are sponsored by a third party may request direct billing to the sponsor for tuition, fees, and other related educational expenses. Detailed information on sponsor billing is available upon request from the Student Financial Services Office. See [http://sfs.colostate.edu/third-party-sponsors](http://sfs.colostate.edu/third-party-sponsors). Arrangements for sponsor billing must be made prior to the student account due dates to prevent late payment penalties.

“Billing Information” at [https://ramweb.colostate.edu](https://ramweb.colostate.edu) provides more information on setting up a billing address, billing statement information, accepted payment methods, credit balance refunds, and education tax credit information.

**G.6.2 LATE PAYMENT PENALTIES**

**G.6.2.1 LATE PAYMENT CHARGES**

Mailed payments must reach the University Cashier’s Office, 6015 Campus Delivery, by 4:00 p.m. mountain time on the due date (postmarks do not apply). Online payments must be made by 2:00 p.m. mountain time on the due date for the payment to be considered timely. Penalties in the amount of 1.5% of the past due balance will be assessed monthly for the purpose of encouraging prompt payment. Failure to pay amounts due may also result in referral of outstanding balances to a collection agency. These agencies may take legal action to collect past due balances. Further, the University reserves the right to impose a penalty fee and financial hold for returned checks.

**G.6.2.2 REGISTRATION, TRANSCRIPT, AND DIPLOMA HOLDS**

Unpaid past due balances may cause a hold on registration, transcripts, and diploma. The University will not register a student, confer a degree, nor provide an official transcript or diploma to any student or former student who has past due financial obligations to the University until the hold is removed. The release of the hold may be expedited by paying the past due balance in full.

**G.6.2.3 RETURNED CHECKS**

Any person who presents a check to the University, either paper or electronic, that is not accepted for payment by the bank (due to insufficient funds, stopped payment, non-existent account, or other reason for which the person is responsible) is charged a penalty as provided by state law. Contact the Treasury Services Office, 555 S. Howes Street First Floor, for the current returned check penalty fee.

The University sends a notice to the person who presents a check that is not accepted for payment by the bank. In the case of students, the notice is mailed to the student’s billing address on file with the University. Within the time specified in the notice, the person is expected to make payment by guaranteed funds including cash, cashier’s check, money order, wire transfer, or accepted credit cards. The payment must be equal to the total of the invalid check plus
penalty fee if applicable. Failure to do so will result in action deemed appropriate under the circumstances. If the original presentation of the returned check allowed a student to register for an academic term and full payment of the check plus penalty fee is not made within the time specified in the notice, the student’s class schedule may be cancelled.

G.7 CONDITIONS THAT AFFECT THE ASSESSMENT OF CHARGES

Tuition and fees for a student registering for a combination of regular on-campus courses, or Continuing Education (CSU OnlinePlus) courses will be assessed individually according to the schedule established for each. Students who are off campus for full-time internships, practica, or professional affiliations, and who are not concurrently enrolled in other on-campus experiences or courses, may be assessed a reduced student fee. The University usually pays the tuition on behalf of teaching assistants (fulltime registrants who receive a stipend of at least $1,370.00 per month). Research assistantship stipends are typically paid from research grants received by faculty members. Tuition charges may also be paid from these grant funds on behalf of the students, but practice is highly variable. Information should be requested from the department head or the faculty member serving as principal investigator on a particular grant. All students are directly responsible for the payment of fees.

Integrated Degree Program (IDP) Admission students enrolled in combined bachelor’s/master’s degree programs will be assessed tuition at the undergraduate rate until they have accumulated 120 credits towards their baccalaureate degree after which they will be assessed tuition at the graduate rate. Such students likewise become eligible to hold Graduate Assistantships at the same transitional time.

G.8 ADDITIONAL ACADEMIC EXPENDITURES

Graduate students may be responsible for all or part of the costs involved in the preparation of theses, dissertations, or other pieces of scholarly work required in the academic program. The expenses of an appropriate research or artistic project are highly variable, depending on the discipline, the specific nature of the work involved, and the availability of resources from funded projects, students’ sponsoring agencies, or the academic departments. In some cases, students may pay such costs directly. In others, departments may request that funds be deposited in a special account in advance.

G.9 PERSONAL EXPENSES

G.9.1 HEALTH INSURANCE

The CSU Student Health Insurance Plan is designed to work in conjunction with the student fee-funded services provided at the CSU Health Network. The plan, underwritten by Aetna Life Insurance Company and its affiliates (“AETNA”), provides students with access to comprehensive, high quality care. Plan benefits are provided both within the CSU Health Network and when services are provided off campus, outside the CSU Health Network. Fee-paying students are eligible to enroll in this plan.

Graduate students who are enrolled in less than 6 RI credits may opt into coverage by completing an enrollment form at the CSU Student Insurance Office (information in the Student Insurance Office before the plan enrollment/cancellation deadline. Graduate students enrolled in LESS THAN 6 RI credits will NO LONGER be automatically enrolled.

Students enrolled in six or more resident instruction credit hours are automatically enrolled in the plan and are subject to the mandatory insurance requirement. These students must demonstrate proof of enrollment in comparable insurance in order to opt out via the CSU Student Health Insurance Waiver process. For information about how to opt out via the waiver, visit http://www.health.colostate.edu. Students who have been granted a waiver in the fall semester will be automatically waived in the spring semester as well. All waiver requests must be submitted by the published enrollment/cancellation deadline.

If you do not waive out of the plan by the enrollment/cancellation deadline, your student account will be billed for the premium. Due to the terms of the insurance carrier, no exceptions can be made. Visit
http://health.colostate.edu/student-health-insurance/ for information about the enrollment/cancellation deadline for each semester.

**Note for International Students:** International students are required to hold health insurance regardless of their enrollment status. You will be automatically enrolled in the CSU Student Health Insurance Plan and must show proof of enrollment in a comparable plan through the waiver process if you wish to opt out.

For more information visit: [http://www.health.colostate.edu](http://www.health.colostate.edu) or [http://graduateschool.colostate.edu/current-students/student-resources/health-insurance/index.aspx](http://graduateschool.colostate.edu/current-students/student-resources/health-insurance/index.aspx).

**G.9.2 LIVING EXPENSES**

Since individual habits and needs vary greatly from individual to individual it is difficult to produce a standard estimate of overall living expenses. Specific information on housing costs is presented in the Student Services section.

New students should be aware that expenses incurred as a graduate student are likely to be higher than as an undergraduate. The purchase of research supplies, the acquisition of a personal library, attendance of seminars, conferences and meetings, and general change of lifestyle are some of the factors that may account for this.

Foreign students particularly may incur high costs. Many necessary articles cannot be transported as luggage and may have to be purchased after arrival at Colorado State. Clothing appropriate to the climate may have to be acquired. A detailed estimate of expenses including out-of-state tuition and fees, living expenses, and cost of mandatory health insurance for a full calendar year (two semesters and a summer term) may be obtained from the Office of International Programs webpage: [http://www.international.colostate.edu](http://www.international.colostate.edu) or emailing isss@colostate.edu.

**G.10 “IN-STATE RESIDENCY” FOR TUITION CLASSIFICATION PURPOSES**

*Student Financial Services*
*Centennial Hall*
*1065 Campus Delivery*
*(970) 491-6321*
*Fax: (970) 491-5010*
*Website: [http://sfs.colostate.edu](http://sfs.colostate.edu)*

Classification of students for tuition purposes is governed by State Statute (“tuition law”) which sets forth conditions for a student being considered as “in-state” for purposes of tuition classification. The tuition law is contained in sections 23-7-101 to 111, of the Colorado Revised Statutes. Although individuals may be considered state residents for voting or other legal purposes after being in the state for a short period of time, the tuition law specifies additional requirements for classification as “in-state” for tuition purposes. The tuition law, which applies to all public institutions of higher education in Colorado, is subject to judicial interpretation and change at any time by the Colorado Legislature. Colorado State University must apply the rules set forth in the Colorado Revised Statutes, and is not free to make exceptions except as specifically permitted under the Statute.

*Note: This information is considered to be general guidance and is not legal advice. Refer to State Statute to review the actual law.*

**G.10.1 DEFINITION OF “IN-STATE RESIDENCY” FOR TUITION PURPOSES**

Under the Colorado tuition law, the term “in-state” student means: “A student who has been domiciled in Colorado for one year or more immediately preceding the first day of classes for the term for which such status is claimed.” Further the tuition law states: “Attendance at an institution of higher education, public or private, within the state of Colorado shall not alone be sufficient to qualify for domicile in Colorado.”

The Statute states that the applicant has the burden of providing clear and convincing evidence that a Colorado domicile has been established for the required one-year period. The University may require completion of appropriate
forms and additional documentation as necessary to make a determination of domicile. After registration, the initial tuition classification will remain unchanged absent clear and convincing evidence to the contrary.

In-state classification requires a domicile in Colorado for 12 months on or prior to the first day of classes of each semester. “Domicile” is the legal term used to describe the place where a person has chosen to make a true fixed and permanent home. Domicile is made up of two components: physical presence and evidence of intent. Both physical presence and evidence of intent must be established for 12 months on or prior to the first day of classes. A student can only establish domicile in Colorado for tuition purposes if s/he intends to reside permanently in the state and meet the definition of a “Qualified Person.”

Initial residency determination for tuition purposes of any student enrolling at Colorado State University is determined by the Office of Admissions. To be initially considered for in-state classification you must answer all residency questions completely and accurately on the application and submit requested evidence substantiating their claim. Failure to do so will result in classification as out-of-state for tuition purposes.

G.10.2 IN-STATE STATUS: OTHER CIRCUMSTANCES

Exceptions to the one-year residence requirement exist for the following:

- Colorado National Guard members
- Active-duty military stationed in Colorado
- Honorably-discharged members of the U.S. armed forces
- Returning active-duty military members
- Canadian military stationed in Colorado
- Employees of companies moving to Colorado receiving government economic incentives
- Western Regional Graduate program enrollees (WICHE)
- A student, other than a nonimmigrant alien who attended a Colorado high school for three years who is admitted into a Colorado Institution of High Education within twelve months after graduation or completing a G.E.D. in Colorado

For detailed explanation of the requirements for these exceptions, including spouse eligibility, go to http://sfs.colostate.edu/residency or http://highered.colorado.gov/Finance/Residency.

G.10.3 INTERNATIONAL STUDENTS

International students who are lawful permanent residents or who are admitted as refugees are eligible to establish domicile for tuition purposes. Nonimmigrant aliens who are residing in Colorado for purposes other than education may qualify for in-state status after one year of Colorado domicile. A nonimmigrant with the following student visa categories cannot qualify for in-state tuition classification: F-1, F-2, H-3, H-4 (if the visa holder is the spouse or child of an H-3), J-1 and J-2 (if the J-1 visa holder is a student or trainee), M-1 and M-2.

G.10.4 PETITION FOR RECLASSIFICATION

A petition may be filed if a student wishes to contest out-of-state classification or if s/he has subsequently become eligible for in-state status. Petitions will be processed only for students who have been admitted to the University and currently enrolled for the semester in which they are requesting a change in classification. Please review http://sfs.colostate.edu/residency for additional information.

A student’s current tuition classification will remain until they have received notification from the Student Financial Services Tuition Classification Officer indicating a residency change has been approved. Students who are petitioning for in-state classification remain responsible for paying their tuition based upon current tuition classification. Students are strongly urged to petition during the “Priority Deadline to Submit Petition” provided on the SFS website in order to receive a response of their tuition classification prior to the beginning of the semester and tuition and fee deadlines.
G.10.5 PETITION PROCESS/DEADLINE

Student Financial Services must receive completed petitions no later than the published deadline date for the semester for which you are petitioning. Deadlines are provided on our website at http://sfs.colostate.edu/residency. Petitions will not be accepted after the published deadline date and incomplete petitions will not be accepted and/or reviewed for that semester, and your tuition classification and tuition assessment will remain nonresident for that term. Petitioners will be notified of the results of their petition by mail. Please allow up to six weeks for notification. If additional information is required, the additional information must be submitted within 15 days from the original petition unless special arrangements are made with the Tuition Classification Officer.

Decisions made by the Tuition Classification Officer may be appealed by the University’s Residency Appeals Committee. A student wanting to appeal the decision to the Residency Appeals Committee must contact Student Financial Services no later than two weeks (10 business days) after the date of the letter in which the decision was conveyed to the petitioner. The decision of the Residency Appeals Committee is the final University determination for that specific semester. In addition, there are no provisions in the Tuition Classification Statutes for retroactive compliance.

The fact that you do not qualify for in-state status in any other state does not guarantee in-state status in Colorado; in-state classification is governed solely by Colorado statute. The tuition classification statute places the burden of proof on the petitioner to provide clear and convincing evidence of eligibility.

Any student who provides false information to avoid paying out-of-state tuition may be subject to legal and/or disciplinary actions.
H. ENROLLMENT AND ACADEMIC RECORDS

Registrar’s Office
Centennial Hall
Registrar, Chris Seng

H.1 ABOUT CREDITS

H.1.1 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 the Registrar’s website: http://www.registrar.colostate.edu. Credit requirements for graduate students are as follows:

FALL/SPRING
Full-time: 9 or more credits
Half-time: 5-8 credits

SUMMER
Full-time: 5 or more credits
Half-time: 3-4 credits

For certification of enrollment status, students may log into RAMweb and select Enrollment Verification Certificate.

H.1.2 CREDIT OVERLOAD – More than 15 credits

Approval for an overload for graduate students must be obtained from the department head or advisor and Dean of the Graduate School. See H.2.9 Credit Load.

H.2 REGISTRATION/SCHEDULE CHANGES

H.2.1 CLASS SCHEDULE

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

H.2.2 REGISTRATION PROCESS

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

H.2.3 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.
H.2.4 LATE REGISTRATION

A late registration charge of $50.00 is assessed for adding the first course on or after the first day of classes or for late adds after the registration period.

H.2.5 REGISTRATION CANCELLATION

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

H.2.6 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 on-line 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.

H.2.7 CONTINUOUS REGISTRATION

All students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of first enrollment through the graduation term. Students should contact their adviser if they do not plan to register for at least one credit of course work or research. Students graduating in summer term are required to be registered for at least one credit or Continuous Registration (CR). Students registering for CR will be assessed a fee for each semester of CR registration. If continuous registration is added on or after the first day of the term, a $50 late registration charge will be applied. See G.5 Special Fees.

Students enrolled for Continuous Registration in any term may not be considered enrolled full time for the purposes of, for example, financial aid, student loans, visas, or employment. Moreover, to receive full privileges for the summer term, students must be enrolled either in the summer or for the following fall term.

H.2.8 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.

H.2.9 CREDIT LOAD

The maximum load is 15 credits for graduate students regardless of course level or basis of admission. Credit overload approval can be requested from the Graduate School Office with department head or advisor approval.

Graduate assistants are required to register for at least one credit of course work and/or research during fall and spring terms. Assistants who have an appointment in effect in the summer must register for such credits as the appointing department may require. Students on other forms of financial assistance should register for the number of credits required by the sponsor.

H.2.10 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 the Catalog and in the applicable on-line Class Schedule.

During the regular 16-week Fall and Spring semesters, courses may be added without an override through 11:59 PM Sunday at the end of the first week of classes. Beginning Monday of the second week of classes, courses may be added with an instructor override through the census date, which is the 12th day of classes of the semester. Course instructors may authorize their department offices to perform these overrides.
Regular courses may be dropped without an override through the census date, which is the 12th day of classes of the semester. Restricted-drop courses must be dropped before 11:59 PM Friday at the end of the first week of classes without an override. Courses dropped during this period are not reflected on the student's academic record, and tuition and fees may be adjusted as a result. Consult the appropriate on-line Class Schedule for course drop deadlines. No drops may be made after the end of the add/drop period.

The course withdrawal period begins after the add/drop period and closes at the end of the eighth week of the semester. A “W” (withdrawal) will be recorded on the academic record. See also Class Attendance Regulations in this section of the bulletin. Tuition and fees will not be adjusted for course withdrawals during the withdrawal period.

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

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

H.2.11 REGISTRATION ALTERNATIVES

H.2.11.1 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.

H.2.11.2 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.

H.2.12 ABOUT GRADES

H.2.12.1 TRADITIONAL GRADING – PLUS/MINUS

Term grades are reported using the scale below. Faculty use of plus/ minus (+/-) grading is optional. Course instructor(s) should indicate on the course syllabus and/or policy statement the grading system used in the course.
<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS PER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.000</td>
</tr>
<tr>
<td>A</td>
<td>(Excellent)</td>
</tr>
<tr>
<td>A-</td>
<td>4.000</td>
</tr>
<tr>
<td>B+</td>
<td>3.667</td>
</tr>
<tr>
<td>B</td>
<td>(Good)</td>
</tr>
<tr>
<td>B-</td>
<td>3.000</td>
</tr>
<tr>
<td>C+</td>
<td>2.334</td>
</tr>
<tr>
<td>C</td>
<td>(Satisfactory)</td>
</tr>
<tr>
<td>D</td>
<td>(Poor, but passing)</td>
</tr>
<tr>
<td>F</td>
<td>(Failure)</td>
</tr>
<tr>
<td>S</td>
<td>(Satisfactory)</td>
</tr>
<tr>
<td>U</td>
<td>(Unsatisfactory)</td>
</tr>
<tr>
<td>I</td>
<td>(Incomplete)</td>
</tr>
<tr>
<td>W</td>
<td>(Withdrawal)</td>
</tr>
<tr>
<td>AU</td>
<td>(Audit)</td>
</tr>
<tr>
<td>NG</td>
<td>(No Grade Reported)</td>
</tr>
<tr>
<td>NGC</td>
<td>(Non Graded Component)</td>
</tr>
</tbody>
</table>

* Credits not used to compute grade point average (GPA) and not counted toward graduation.
** Credits not used to compute GPA but counted towards graduation.

Credits for courses graded F are used to compute GPA, but do not count toward graduation.

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

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

### H.3 STUDENT OPTION SATISFACTORY/UNSATISFACTORY

Pass-fail registration for graduate students is subject to limitations imposed by graduate committees and departments. Required courses listed on the program of study may not be taken on a “student-option pass-fail” basis. Courses which are offered “pass-fail only” or “instructor option pass-fail” are acceptable. Background courses may be taken “student-option pass-fail” if department policies permit. Registration for pass-fail should be approved by the advisor prior to enrollment and cannot be altered except during the schedule change period. Repeating a course on a pass-fail basis for which a previous traditional grade was assigned will not alter the effect of the previous grade on the GPA. For “student-option satisfactory/unsatisfactory” courses:

- A correct pass-fail registration including advisor approval is the express responsibility of each student.
- Performance equivalent to a grade of C or better is recorded as S (Satisfactory); performance equivalent to a D or F is recorded as U (Unsatisfactory). Neither the S nor U are used in calculating the Colorado State University grade point average.
- 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.
- When it is determined that an ineligible student is or has been registered for a pass-fail course, a traditional grade will be assigned.

### H.3.1 AUDITING A CLASS

A student may choose to audit a course, in which case the student attends regularly scheduled class sessions, but no credit is earned. Auditing a course requires prior approval of the instructor of the course. If an instructor determines that an audited student’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. Students must register for the course first, then complete the Student Option Satisfactory/Unsatisfactory and Audit Grading form. The form can be found at the Registrar’s Office, First Floor, Centennial Hall.

**H.3.2 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 the 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.

**H.3.3 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.

**H.3.4 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 instructor’s 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 misconduct.
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.

H.3.5 SEMESTER GRADES

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

H.3.6 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.

H.3.7 ENROLLMENT OR DEGREE VERIFICATION

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

H.3.8 DEGREE CONFERRAL

Degree conferral only occurs three times each year, after the conclusion of the Fall, Spring and Summer terms. The conferral date is the date which will be posted on the official transcript and the diploma. This is the date when the degree is considered officially awarded. A degree is a credential. There are three documents that provide evidence of that credential; an official transcript, a diploma, and a formal letter of completion from the Graduate School. CSU degrees will not be posted on the student’s record until the official degree conferral date has been reached for the semester in which the degree is being awarded. Completion of all requirements prior to the official degree conferral date will not result in early conferral of the degree. A student in this situation may request an official “Letter of Completion” from the Graduate School showing pending conferral of the degree. The degree will be conferred for the term in which the requirements are completed.

H.4 ABOUT WITHDRAWALS

H.4.1 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” grade notation (withdrawal) will be recorded on the academic record and displayed on the official transcript. See Schedule Changes and the Add/Drop and Withdrawal Periods under Registration/Schedule Changes in this chapter.
H.4.2 WITHDRAWAL FROM COLORADO STATE UNIVERSITY

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, in The Institute for Teaching and Learning (TILT) building, 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.

H.4.3 CALLED TO ACTIVE MILITARY DUTY

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

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

Students called into active duty while engaged in a degree program will be able to fulfill the Continuous Enrollment Requirement noted in section E.1.13 by requesting a leave of absence with their department or program coordinator or through CASA, above, and be enrolled for CR without charge. Students failing to request leave prior to deployment may, upon their return, petition to re-enter their degree program without the cost of the reapplication fee. Students engaged in a distance degree program while on active duty and who wish to enroll/remain enrolled in courses may do so subject to the requirements of the program. The options for a withdrawal or incomplete grade remain, as noted above.

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

If a student encounters a different scenario during the semester, such as being gone for a limited amount of time, they are encouraged to work with the Office of Veterans Services in order to work on reasonable accommodations in their courses or selected withdrawals from individual courses.

University Withdrawal for Call to Active Duty Process:

See University Catalog, Advising and Registration, Called to Active Military Duty - http://www.catalog.colostate.edu/Content/files/2012/FrontPDF/1.7ADVISING-REGIS.pdf.

H.4.4 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.

A 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) building. 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.

H.5 CLASS ATTENDANCE AND FINAL EXAMS

H.5.1 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 and laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.

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

For purposes of this regulation, University-sanctioned activities include competitions, events and professional meetings in which students are officially representing the institution. Appropriate sanctioned activities include:

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

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/class-absence-info.

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

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

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

**H.5.2 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 department, 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 for 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 for Classroom Scheduling, must be notified at least one week prior to final examination week to allow instructors time to make appropriate accommodations.
8. Any student who has a conflict with the examination schedule must inform the instructor as soon as possible before the examination. If an agreement cannot be reached between the instructor and student as to the appropriateness of a make-up examination, the student should appeal to the department head.

Colorado State University reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, Colorado State will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation
mentioned in this catalog. Since changes may occur at any time, students must check the relevant website (as noted throughout various chapters in this bulletin).
I. PROFESSIONAL VETERINARY MEDICAL PROGRAM

The professional veterinary medical program is the cornerstone of the College of Veterinary Medicine and Biomedical Sciences. The College of Veterinary Medicine and Biomedical Sciences (CVMBS) annually admits approximately 138 new students to the professional program leading to the doctor of veterinary medicine degree. Admission to the professional veterinary medical program at Colorado State is open to all students. Applicants may be categorized as sponsored or non-sponsored.

Internationally known for its innovative curriculum, our veterinary program provides students with a four-year course of study in veterinary medicine leading to the Doctor of Veterinary Medicine degree.

- The first two years are conducted on the main campus and include comprehensive coverage of veterinary and biomedical sciences along with integrated hands-on and clinical experiences.
- During the second two years, students participate in animal care at the Veterinary Teaching Hospital through a series of specialty rotations. Students participate as team members in evaluating patients, meeting with clients, developing treatment plans, and providing hands-on care, all under the supervision of faculty clinicians.

The objective of the veterinary curriculum is to provide a broad education in veterinary medicine that will permit graduates to enter a wide variety of professional careers. Basic biomedical sciences and clinical sciences comprise the bulk of study, though many students take additional coursework to supplement their degrees with areas of special expertise such as exotic animal care, complementary medicine, shelter medicine, and human-animal bond practices. A number of veterinary students choose to pursue degrees beyond their DVM, particularly those interested in careers in veterinary or biomedical research.

Our veterinary program also boasts a number of three-year residencies available for post-graduate students, including specialties in small or large animal medicine or surgery, veterinary oncology, veterinary ophthalmology, veterinary neurology, cardiology, anesthesia and critical care. In addition to coursework and training for veterinary students, the Program's faculty and staff provide comprehensive continuing education classes for practicing veterinarians.

For more information about the veterinary program at Colorado State University, please visit our website at http://www.cvmbs.colostate.edu/ns/students/future_students -- select any category under the blue heading to the right of the page entitled “Doctor of Veterinary Medicine Students.”
The mission of the Office of International Programs (OIP) is to help create and foster international activities supporting teaching, learning, research and engagement throughout Colorado State University. This mission is accomplished through a broad array of programs and services designed to provide international experiences for all CSU students, scholars, faculty and staff. To accomplish this:

- OIP encourages students to experience and understand diverse cultures through education abroad experiences which help them prepare for success in today's global economy.
- OIP provides quality services to international students and scholars, recognizing their critical role in the internationalization of our campus.
- OIP organizes classroom-based, programmatic and experiential activities, both on-campus and abroad, to provide the CSU and broader communities with relevant international and intercultural educational experiences.
- OIP supports the international activities of CSU colleges, departments, and faculty in their efforts to create joint research initiatives, international exchanges and other collaborative activities worldwide.
- OIP establishes and manages CSU's key strategic partnerships, creating pathways for CSU students and faculty to become more engaged around the world.

In fulfilling its mission, OIP brings Colorado State University recognition as a model of effective, innovative, and student-centered institutional internationalization. It does so through a collaborative process, especially with the faculty and CSU’s eight colleges that makes international activity integral to the University’s instruction, student service, research and outreach program, and to the experience of the University’s students.

The office is organized into three function units.

- International Student and Scholars
- Education Abroad
- International Initiatives

International Student and Scholar Services provides immigration documentation and advisory services to international students and scholars. It provides support services such as pre-arrival information, on-campus orientation, assistance in housing, advising on problems arising from living in the United States, and serves as liaison to sponsoring agencies. Special services are available for agency- and embassy-sponsored students.

The office assists students through programs that infuse an international component into the co-curricular activities of the University including International Week, host families, and other multicultural experiences. It supports many outreach programs through which international students interact with University and community members.

International students are provided with special orientation programs before the start of classes each semester. Accordingly, these students are required to report to campus at an earlier date. This orientation program deals with
academic integration, immunization requirements, health insurance policy, U.S. immigration regulations, and cultural adjustment to the University and to the Fort Collins community.

J.1.2 INTERNATIONAL INITIATIVES

Chad Hoseth, Director
Laurel Hall
(970)491-5917

The International Initiatives (II) team promotes intercultural understanding and creates opportunities for international engagement throughout the entire CSU community. We do this by developing and supporting international education experiences, and by facilitating and strengthening institutional partnerships to inspire global thinking among CSU students, educators, and researchers, and to make a positive impact on the global challenges we face.

II also provides application information on graduate-level scholarships and grants as they become available. These include but are not limited to the Fulbright Scholarship Program and the National Security Education Program (NSEP) Graduate Enhancement Awards. Academic programs managed by International Initiatives are described below.

J.1.3 PEACE CORPS INTERNATIONAL MASTER'S PROGRAM

Karen Gardenier, Assistant Director of Academic Programs
Laurel Hall
(970) 491-5917

The Colleges of Agricultural Sciences (all departments), Natural Resources (all departments), the departments of English and Food Science and Human Nutrition as well as CSU School of Public Health participate in the Peace Corps Masters International Program (PCMI). The dual degree program in teaching English as a second language and foreign languages and literatures is also available for PCMI students. A PCMI student must apply to both the Peace Corps and the Colorado State University Graduate Program. The normal course of study for a PCMI student is to take two to three semesters of graduate study in a participating field on campus, then complete two years of Peace Corps service abroad, and return to Colorado State University to complete the master’s degree in another one to two semesters. Peace Corps service, or some aspect of it, serves as the basis for a professional paper or project. Four to eight credits of internship or special study may be earned during such service. All course requirements must be met to earn the degree. Please visit the Colorado State University website for program changes or additions http://www.international.colostate.edu.

J.1.4 INTERNATIONAL DEVELOPMENT INTERDISCIPLINARY STUDIES PROGRAM

Karen Gardenier, Assistant Director of Academic Programs
Laurel Hall
(970) 491-5917

The International Development Interdisciplinary Studies Program offers an opportunity for students, regardless of discipline, to supplement their academic programs with knowledge in the field of international development. The focus of the program will be on the study of the structures, components, and processes of development (economic, environmental, socio-cultural, and political). Students who complete program requirements will receive, in addition to a notation on their transcripts, official recognition of completion from the International Development Studies Board.

The graduate program requires 12 credits of work in international development studies, consisting of a 3 –credit seminar (IE/ANTH 679), selection of 3 credits from a core group of courses, and participation in two on-campus
events that focus on international development issues. Electives include at least 6 credits from a list of supporting courses approved by the International Development Studies Board. An elected faculty board, in cooperation with International Initiatives, oversees the program by keeping students informed of curricular changes, organizing co-curricular events, and providing advisers as needed. The graduate program requires 12 credits of work in international development studies, consisting of a 3-credit seminar (IE/ANTH 679), selection of 3 credits from a core group of courses, and participation in two on campus events that focus on international development issues. In addition, electives include at least 6 credits from a list of supporting courses approved by the International Development Studies Board. An elected faculty board, in cooperation with International Education, oversees the program, keeping students informed of curricular changes, and providing advisers as needed.

**J.1.5 PEACE AND RECONCILIATION INTERDISCIPLINARY STUDIES PROGRAM**

_Karen Gardenier, Assistant Director of Academic Programs  
Laurel Hall  
(970) 491-5917_

The Peace and Reconciliation Studies Interdisciplinary Studies Program is open to all students who want to understand more about the philosophical roots of peace and reconciliation, and its expression within various academic disciplines, research and service. Knowing more about the ideas that underlie nonviolent conflict resolution, effective communication, cooperation, and mediation within cross-cultural contexts will help students evaluate how peace and reconciliation can impact their beliefs, choices, and actions. Twelve credits of coursework are required.

**J.1.6 GRADUATE SCHOOL EDUCATION ABROAD**

_Laura Thornes, Director  
Laurel Hall  
(970) 491-5917_

The Education Abroad unit of the Office of International Programs is an academic support unit that develops and maintains international education programs for students. The broad scope of overseas programs and institutional relationships maintained by the Study Abroad unit further the University’s mission and enhance its role as an international institution of education and research.

Colorado State University encourages students to engage in an international arena to allow them to broaden their knowledge of international affairs and to deepen their understanding of other cultures. The Education Abroad unit of the Office of International Programs manages Colorado State University’s graduate level study and research abroad. Graduate students who wish to include international study or research as part of their graduate study may do so by completing the paperwork required to meet University guidelines. This includes approval by the graduate adviser and the graduate school. Further information on procedures for graduate study and research abroad may be accessed at [http://www.educationabroad.colostate.edu](http://www.educationabroad.colostate.edu). Graduate students intending to study abroad must meet the minimum credit requirements of courses taken at Colorado State University. Please refer to the degree requirements in the Graduate and Professional Bulletin and the GS Form 11.

**J.2 CELL AND MOLECULAR BIOLOGY GRADUATE DEGREE PROGRAM**

_Office in Molecular and Radiological Biosciences  
Room 220 Student Services  
Howard L. Liber, Director  
(970) 491-0580_

The Graduate Program in Cell and Molecular Biology is an interdisciplinary degree granting program that involves over 100 faculty members from thirteen departments and five colleges who share common interests in cell and molecular biology. The program offers training leading to the M.S. and Ph.D. degrees in Cell and Molecular Biology. The program offers a core of two lecture courses in molecular genetics and cell biology, ethical conduct of science courses, a graduate seminar series in which students present their research and a weekly seminar series that annually
includes presentations by CSU faculty and nationally prominent scientists. In addition, it offers elective courses in laboratory research techniques and scientific grant writing. Students generally complete the core courses during the first year. The M.S. degree is usually completed in two years and the Ph.D. degree within six years.

Current focus areas of research include, but are not limited to, cancer biology, infectious diseases, metabolism, neuroscience, plant biology, regulation of gene expression, reproductive biology, and structural biology. Most faculty are members of more than one focus area.

Facilities include an electron microscope center (TEM, STEM, SEM, Freeze-Fracture, X-ray Microanalysis), a flow cytometry and cell sorting laboratory, an image analysis center, including a confocal laser scanning microscope, FISH (fluorescence in situ hybridization) equipment, an NMR spectroscopy center, and the Keck Foundation X-ray diffraction, analytical ultracentrifugation and protein purification facilities. Macromolecular Resources, a university core facility, conducts DNA and protein sequencing, produces polyclonal antibodies, and houses instrumentation for proteomic, genomic, metabolomic and bioinformatic analyses.

A more detailed description of the program may be found at http://www.cmb.colostate.edu.

J.3 GRADUATE DEGREE PROGRAM IN ECOLOGY SPECIAL ACADEMIC UNIT

Office in Natural Resources Building
Rooms NR 237, NR 238
(970) 491-4373
N. LeRoy Poff, Director

The Program in Ecology is an interdisciplinary graduate program offering M.S. and Ph.D. degrees in ecology. The Program provides advanced training in current ecological methods, theories, concepts, controversies, and applications by drawing together individuals and synthesizing knowledge from a wide variety of traditional discipline areas of science. The Program is a cooperative effort among over 100 faculty members from seventeen departments and six colleges of the University who share a common interest in the many aspects of ecology represented on campus. The Program also seeks to promote, through formal and informal activities, interaction among students and faculty members across campus and ecologists from the numerous federal and state agencies located in the Fort Collins area. Consequently, the Program offers outstanding opportunities for graduate study in basic and applied aspects of ecology. Students are housed in the home department of their major advisor but participate in the Program through curricular requirements and participation in special seminars. The Program’s curriculum provides students with core education in ecology from organisms to ecosystems, with a strong emphasis on quantitative tools (such as statistics, modeling and geographic information systems) and core ecological principles.

The Program also sponsors an interdisciplinary course that brings to campus each year a number of ecologists of international standing to present current research topics. An additional course is organized around subjects of current interest, with presentations by faculty members and graduate students. Many other seminars on ecological topics are sponsored throughout the year. Students are encouraged to cross departmental and college boundaries in their course work and research endeavors. This is of particular importance in ecological studies, where research problems often are best approached from a variety of perspectives.

Through the cooperation across a wide array of academic departments and governmental agencies, the Program offers a full spectrum of laboratory facilities, field research sites, analytical equipment, computer equipment and support services. Because of its location, one of the University’s greatest resources is its accessibility to a wide variety of field study sites. Nearby major habitats include: shortgrass and mixed-grass prairies; sagebrush plains; montane and subalpine meadows, forests, and open mountain grasslands; southwestern deserts; alpine peaks; stream river and lake systems; and numerous agroecosystems.

Applicants for the M.S. and Ph.D. programs in ecology are expected to demonstrate a mastery of fundamental concepts and knowledge in areas relevant to ecology; usually, this will be demonstrated by at least the following course work; one year of organic chemistry, physics and biology, mathematics through calculus and ecology. Applicants are
accepted into the Program only when a GDPE faculty member agrees to serve as an advisor. Therefore, applicants are encouraged to correspond directly with prospective faculty advisors during the application process.

More information on the GDPE is available at http://www.ecology.colostate.edu.

J.4 MOLECULAR, CELLULAR, AND INTEGRATIVE NEUROSCIENCES SPECIAL ACADEMIC UNIT

Office in Anatomy/Zoology Building
Room W330
(970) 491-0425
Michael M. Tamkun, Director

This interdisciplinary graduate research and education program, established in 1986, has 32 faculty participants from ten departments. The Program has been named as one of Colorado State University’s Programs of Research and Scholarly Excellence. Faculty research interests are focused in cellular, molecular, and integrative neurobiology, with emphases in areas related to neuronal differentiation, degeneration and regeneration, ion channels and membrane physiology, synaptic mechanisms, neuronal circuitry, neurotoxicology, sensory biology, systems neurobiology, artificial neural networks, cognitive psychology and cognitive neuroscience. Students interested in systems neuroscience and in the cellular and molecular aspects of the nervous system, are encouraged to apply. Strong undergraduate backgrounds in biology, chemistry, mathematics and physics are most appropriate. In addition to University standards specified elsewhere in this bulletin, entrance requirements for graduate study include Graduate Record Examination Scores (Verbal, Quantitative and Writing). College level courses in organic chemistry, biochemistry, biology (including cell biology and physiology), physics, and calculus are highly recommended. Students can apply and be admitted directly to the Program, or they can be admitted into one of the ten Ph.D. granting departments and take part in Program activities. Students admitted directly into the Program participate in laboratory rotations and may select from the laboratories of participating faculty, regardless of department. Student interactions between faculty members from more than one department are strongly encouraged.

Graduate programs are customized to fit a student’s interests and long-term objectives. Basic training in the neurosciences comes from an integrated first-year curriculum featuring core courses in cellular and molecular neurophysiology, developmental neurobiology, functional neurobiology, and neuroscience techniques. Students also participate in one of the weekly journal clubs and attend a weekly neuroscience seminar given by distinguished visiting scientists. A variety of intimate discussion and seminar groups enhance the interactions of the more than 90 members of the neuroscience community, including students, faculty, postdoctoral fellows and staff. At the end of the first year in residence, students must select an advisor and a department or graduate degree program through which they will work toward their degree. Participating departments/programs are Biochemistry and Molecular Biology; Biology; Biomedical Sciences; Cell and Molecular Biology; Chemical and Biological Engineering; Occupational Therapy; Computer Science; Environmental and Radiological Health Sciences; Microbiology; Immunology and Pathology; and Psychology. No formal degree is offered through the Program, but a transcript endorsement indicating that the student has successfully completed the requirements of the interdisciplinary Molecular, Cellular, and Integrative Neurosciences Program will become part of the student’s official record.

A current description of the Requirements and Guidelines for Graduate Students is available from the Program office. Typical Curriculum for First Year can be found at http://mcin.colostate.edu.

J.5 COLORADO WATER INSTITUTE

Office in Engineering Building
Room E102
(970) 491-6308
Reagan M. Waskom, Director

Colorado, a headwaters state in the arid West, has historically been on the forefront in developing ways to manage water resources to meet evolving societal water uses and values. Water flow measurement, irrigation engineering,
water rights, fishery maintenance, water resource planning, and water management are areas in which early Colorado water professionals made major contributions.

The Colorado Water Institute (CWI) is a statewide research and technology center with offices at Colorado State University. CWI works closely with Colorado water users and managers in formulating research and technology transfer programs responsive to the current and future needs of Colorado’s evolving water management efforts. Faculty at Colorado’s research universities are supported in responding to those carefully defined needs.

Graduate study in water resources is available in a number of specializations. The Colorado State University Water Center will assist in identifying the most appropriate program for potential students. For additional information see the Water Center web page at http://www.watercenter.colostate.edu.

To facilitate student access to water faculty and courses, CWI has prepared a detailed inventory of water-related faculty and graduate courses available on the Colorado State University campus. Students interested in obtaining a copy of the inventory can phone CWI at (970) 491-6308 or via the CWI web page at http://www.cwi.colostate.edu.

J.6 COLORADO STATE UNIVERSITY WATER CENTER

Office in Johnson Hall
Room 119
(970) 491-2695
Reagan M. Waskom, Chair

Students interested in specializing in water or water-related topics during their graduate studies are encouraged to contact the CSU Water Center for information about water-oriented studies at CSU. CSU is home to over 100 faculty, located in 22 departments, who apply their disciplines to water resources and water-related topics. As a result there are over 150 senior and graduate level courses offered on campus that address water topics. This breadth of water knowledge at CSU provides students with an outstanding opportunity to study water in a highly interdisciplinary manner. The CSU Water Center maintains a webpage with information about CSU’s ‘water’ faculty, water courses and programs (http://www.watercenter.colostate.edu).

Because of the increasing recognition that water issues must be addressed in an interdisciplinary manner, CSU placed its water programs under the umbrella of The Water Center to give coordinated and focused attention to students and to society’s problems of managing water. The Water Center provides a means for Colorado State to translate its heritage and capabilities into programs of value to its students and other constituents. It brings together a rich history in water-related education, research, and outreach to the task of educating the next generation of water scientists and managers, not only for Colorado, but also for the U.S. and the world.

The CSU Water Center, to make CSU’s water expertise readily available to students, coordinates CSU’s annual graduate level water resources seminar (GRAD 592), assists with the organization and operation of CSU’s annual Hydrology Days, and serves as a clearinghouse for water-related information about CSU’s water education opportunities. The Water Center Board of Directors is governed by a faculty led Executive Committee with representation from across the campus.

J.7 WOMEN’S STUDIES GRADUATE PROGRAM

Center for Women’s Studies and Gender Research
357 Aylesworth Hall
(970) 491-2882
Caridad Souza, Director

J.7.1 GRADUATE CERTIFICATE PROGRAM

The graduate-level certification in Women’s Studies at Colorado State is for students who for professional and/or personal reasons wish to supplement their graduate programs of study. The program presumes a background in
Women’s Studies courses or their equivalent. Entering students should be able to demonstrate competency in the methodology and subject matter of an Introduction to Women’s Studies course and of one upper-division Women’s Studies course.

Students who wish to pursue certification in the Women’s Interdisciplinary Studies Program at the graduate level must apply at the Center for Women’s Studies and Gender Research. Completion of requirements in the Women’s Studies Interdisciplinary Program will be noted on the student’s permanent record and the student will also receive a certificate.

Students will complete 9 credit hours in Women’s Studies courses including a graduate seminar and two supporting courses, and will participate in two noncredit colloquia. Current course listings are available on the Center for Women’s Studies and Gender Research website:  www.womenstudies.colostate.edu.

J.8 CONTINUING EDUCATION (CSU ONLINEPLUS)

Offices in Drake Hall, 2545 Research Blvd., Fort Collins, 80526 and
475 17th St., Suite 300, Denver
Michael Palmquist, Associate Provost

The Division of Continuing Education (CSU OnlinePlus) is an integral part of Colorado State University’s outreach team providing individuals of all ages and stages of life access to a vibrant community of university scholars, researchers, and teachers. With CSU has a well-established reputation of translating the latest research into action through classes, programs, technology transfer, and organizational applications. The Division (CSU OnlinePlus) delivers exciting, challenging and value-added learning events to communities both locally and internationally. The Division (CSU OnlinePlus) processes over 14,000 enrollments each year through on- and off-campus credit courses, noncredit courses, certificate programs, and distance education. Undergraduate and graduate-level instruction is offered year-round through participation in on-campus offerings, various distance delivery formats, and at the University’s Denver Center.

The following programs are offered to both undergraduate and graduate students:

J.8.1 ONLINE/DISTANCE LEARNING

With over 40 years of experience in distance education, Colorado State University is committed to providing high quality degrees and courses at a distance while accommodating individual schedules -anytime, anywhere.

Online graduate degrees include: Adult Education and Training, Agricultural Extension, Education; Master of Business Administration; Biomedical Engineering; Civil Engineering; Community College Leadership; Computer Science; Educational Leadership, Renewal and Change; Engineering Management; Industrial Engineering; Integrated Resource Management; Materials Engineering; Organizational Performance and Change; Rangeland Ecosystem Science; and Statistics. Online undergraduate degree completion programs include: Agricultural Business, Human Development and Family Studies; Liberal Arts; and Fire and Emergency Services Administration.

Most degree courses follow the semester schedule and can be studied at the convenience of several delivery modalities including online, DVD, or traditional correspondence. DVD, videotape and televised courses are available in the United States, Canada and to FPO/APO (U.S. Military) addresses: DVD delivery of MBA courses is available to students around the world. Courses delivered entirely online and correspondence are available to students, anywhere in the world.
**K. STUDENT SERVICES**

**K.1 GRADUATE SCHOOL ORIENTATION**

A Graduate School orientation is scheduled every fall and spring semester for all new graduate students to better understand the expectations and requirements a graduate student will experience while here. Orientation and registration for first-year professional veterinary medical students are held immediately before classes begin in fall semester. Students are introduced to faculty, facilities, and the Student Chapter of the American Veterinary Medical Association.

Information on these orientations is e-mailed out to graduate students prior to the beginning of the term. Questions from graduate students should be directed to the Graduate School office by calling (970) 491-6817. Questions from veterinary students should be directed to the Assistant Dean for Admissions and Advising, College of Veterinary Medicine and Biomedical Sciences by calling (970) 491-7052.

International students are provided with a special orientation in addition. See International Programs in the University-Wide Programs Section in this Bulletin.

**K.2 CAMPUS RECREATION**

Office in the Student Recreation Center  
(970) 491-6359  
http://www.campusrec.colostate.edu

**K.3 THE CAREER CENTER**

(970) 491-5707  
http://www.career.colostate.edu/students

**K.4 CSU HEALTH NETWORK**

http://www.health.colostate.edu

**Counseling Services**  
Aylesworth Building NW  
(970) 491-6053  
Mental Health Crisis Intervention: (970) 491 7111

**Medical Services**  
Hartshorn Building  
(970) 491-7121  
24/7 Nurse Helpline: (970) 491-7121

**Student Health Insurance**  
Hartshorn Building  
(970) 491-5118

**Health Education and Prevention Services**  
Aylesworth Building  
(970) 491-1702

The CSU Health Network offers health care right on campus, providing a range of medical, mental health and health education and prevention care to optimize the health of students and the campus community. Services include primary medical care, counseling, a full pharmacy, radiology, lab, dental and optometry services, physical therapy, immunizations, tobacco cessation and more. For a comprehensive list of medical, counseling, and health education services, please visit the website listed above.
and prevention services and hours of operation, please visit http://www.health.colostate.edu. Services in the CSU Health Network are fully accredited by the Accreditation Association for Ambulatory Health Care (AAAHC) and American Psychological Association (APA).

The student health and counseling fee provides unlimited office visits with primary care medical and psychiatric providers and offers up to five individual/couple counseling sessions per semester. These fees also subsidize CSU Health Network services like radiology, lab, pharmacy and specialty services. Health Education and Prevention Services is supported by the student health fee and work to identify campus health priorities and support students in making good health choices. CSU Health Network charges may be billed to student accounts or paid by MasterCard, Visa, check or cash.

The CSU Student Health Insurance Plan picks up where the student health fee leaves off. Though the CSU Health Network provides comprehensive care, it is important to have insurance coverage in case of emergency or if services are needed off campus. It provides benefits both within the CSU Health Network and off-campus, outside the CSU Health Network. The new RamCare Supplement Program is designed for students who have their own insurance. It covers certain services at the CSU Health Network that would be billed to students at the time of services. For details, visit http://www.health.colostate.edu.

K.5 HOUSING AND DINING SERVICES

Palmer Center, 1005 West Laurel
(970) 491-4743
http://www.housing.colostate.edu/university-apartments

K.6 OFF-CAMPUS LIFE

http://www.ocssral.colostate.edu

K.7 STUDENT DIVERSITY PROGRAMS AND SERVICE

S. Mikiko Kumasaka, Director
(970) 491-6154
http://www.apass.colostate.edu

BLACK/AFRICAN AMERICAN CULTURAL CENTER
(970) 491-5781
http://www.bss.colostate.edu

EL CENTRO STUDENT SERVICES
(970) 491-5722
http://www.elcentro.colostate.edu

GAY, LESBIAN, BISEXUAL, TRANSGENDER, QUEER, QUESTIONING & ALLY RESOURCE CENTER
(970) 491-4342
http://www.glbtss.colostate.edu

NATIVE AMERICAN CULTURAL CENTER
(970) 491-1332
http://www.nass.colostate.edu

ADULT LEARNER & VETERAN SERVICES
(970) 491-2248
http://www.adultstudents.colostate.edu
RESOURCES FOR DISABLED STUDENTS
Office in General Services Building, Room 100
(970) 491-6385
http://rds.colostate.edu/

WOMEN AND GENDER ADVOCACY CENTER
Office in Student Services Building, Room 112
(970) 491-6384
http://www.wps.colostate.edu

K.8 ACADEMIC COMPUTING AND NETWORKING SERVICES

University Services Center, Sixth Floor
(970) 491-5133
http://www.acns.colostate.edu

K.9 CONFLICT RESOLUTION AND STUDENT CONDUCT SERVICES

http://www.conflictresolution.colostate.edu

K.10 STATISTICAL LABORATORY

Room 200. Statistics Building
(970) 491-5268
http://www.stat.colostate.edu/statlab.html

K.11 STUDENT LEGAL SERVICES

Room 182 Lory Student Center
(970) 491-1482
http://sls.colostate.edu

K.12 THE INSTITUTE FOR LEARNING & TEACHING (TiLT)

801 Oval Drive – the former Music Building on the Oval
(970) 491-3132
http://tilt.colostate.edu/index.cfm

K.13 UNIVERSITY LIBRARIES

Office in Morgan Library
(970) 491-1842
http://lib.colostate.edu
L. STUDENT RIGHTS AND RESPONSIBILITIES

Colorado State University fundamentally exists as a community of higher learning in which all members share in pursuit of knowledge, development of students, and protection of essential conditions conducive for the learning environment. These protections are presented in the form of university policies, applicable federal and state laws, and statements of fundamental rights and responsibilities which govern both the academic setting and the university community as a whole. Some of the policies and expectations in this chapter are relevant to students, faculty and staff; others are focused specifically on the student population.

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state, and local laws, and University regulations; and to respect the rights, privileges, and property of other people. Principles of academic honesty, respect for diversity, and pursuit of lifestyles free of alcohol and drug abuse are examples of these standards. Students are not only members of the academic community; they are, additionally, members of the larger society and thus retain the rights, protection, guarantees, and responsibilities which are held by all citizens.

L.1 GUIDING PRINCIPLES

L.1.1 COMMITMENT TO DIVERSITY

As a comprehensive research land grant university, Colorado State University has a fundamental responsibility to offer equal educational opportunities to all individuals with the courage, desire, and dedication to pursue an education and fulfill their aspirations and dreams in a democratic and pluralistic society. The University strives to educate Colorado’s and the nation’s future leaders who represent a diversity of perspectives and ethnic and cultural experiences.

L.1.2 FREEDOM OF EXPRESSION AND INQUIRY

The faculty of Colorado State University considers freedom of discussion, inquiry, and expression to be in keeping with the history and traditions of our country and to be a cornerstone of education in a democracy. Colorado State University is committed to valuing and respecting diversity, including respect for diverse political viewpoints. If any members of our campus community (students, faculty, or staff) feel that they have been treated differently because of their political perspectives, they should contact the Office of Dispute Resolution in Lory Student Center, Room 200.

It is the policy of Colorado State University to encourage students to engage in discussion, to exchange ideas and opinions, and to speak, write, and publish freely, in accordance with the guarantees and limitations of our state and national constitutions.

Scholars have not only a right, but also a responsibility, to examine critically the insights, understanding, values, issues, and concerns which have evolved in the various areas of human activity. Consequently, it is the policy that University-registered student organizations may invite guest lecturers, exhibitors, performers, and works of art to be performed or exhibited with no restrictions of form or content other than those imposed by law. It is understood that inviting a speaker, performer, or exhibit does not imply concurrence of the University or of the sponsoring organization with the opinions, beliefs, or values expressed. It is expected that in exercising their rights, individuals and groups will be cognizant of their obligation to other individuals and groups, to the academic community, and to the larger community of the city, the state, and the nation.

L.1.3 FREEDOM FROM PERSONAL ABUSE

The University acknowledges the right of all people to freedom from personal abuse. Abusive treatment of individuals on a personal or stereotyped basis prevents the attainment of the University objective to create and maintain an environment which supports, nurtures, and encourages people to excel in teaching, learning, and creativity. Therefore, the University deplores, condemns, and will act energetically to prevent all forms of personal abuse, including sexual harassment. For statements of University policy concerning personal abuse, see the University Guiding Policies section and Student Rights and Responsibilities section within this chapter.
L.2 GUIDING POLICIES

L.2.1 NON-DISCRIMINATION POLICY

Office of Equal Opportunity at Colorado State University
Office in 101 Student Services Building
(970) 491-5836
http://www.oeo.colostate.edu

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the ADA Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all person. The University shall promote equal opportunity and treatment in employment through a positive and continuing affirmative action program for ethnic minorities, women, persons with disabilities, and veterans.

Admission of students, employment, and availability and access to Colorado State programs and activities are made in accordance with these policies of non-discrimination. Off-campus householders who desire to list student accommodations with the University must certify that they will comply with the University’s policy on non-discrimination in student housing.

Any student or University employee who encounters acts of discrimination because of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression either on or off campus is urged to report such incident to the Office of Equal Opportunity of Colorado State University, located in 101 Student Services. Any person who wishes to discuss a possible discriminatory act without filing a complaint is welcome to do so. Full details of the Colorado State University Non-Discrimination Statement are available from the Office of Equal Opportunity directly at http://oeo.colostate.edu/non-discrimination-statement and the Grievance Procedures for Resolution of Discrimination Complaints, including what is involved in bringing a complaint and the procedures for informal and formal resolution, are available from the Office of Equal Opportunity directly at http://www.oeo.colostate.edu/discrimination-policy-grievance-procedure.

Any of the above discriminatory acts can also be the subject of complaints to the Office for Civil Rights of the Department of Education, the Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission, and the Colorado Civil Rights Division; information on filing complaints with any of these agencies is available in the Office of Equal Opportunity.

L.2.2 SEXUAL HARASSMENT POLICY

Office of Equal Opportunity at Colorado State University
Office in 101 Student Services Building
(970) 491-5836
http://www.oeo.colostate.edu

Colorado State University does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by Title VII of the Civil Rights Act of 1964 and in the education context by Title IX of the Educational Amendments of 1972.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature when: (1) submission by an individual is made either an explicit or implicit term or condition of academic standing or of employment; (2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably
interfering with a person’s academic performance or work, or creating an intimidating, hostile, or offensive academic or work environment.

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. In determining whether the alleged sexually harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment and (1) is reasonably regarded as nonprofessional speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

The University can respond to sexual harassment only if it is aware of its existence. Any member of the University community who believes that she or he has experienced sexual harassment or reprisal shall contact the Office of Equal Opportunity to request advice and information about possible ways to proceed, including use of the University complaint procedures. Such discussion will be kept confidential to the full extent permitted by law. Similarly, any member of the University community who believes that she or he observed an incident of sexual harassment in the University learning and working environment or who receives a report of alleged sexual harassment from an employee or student should seek assistance from the Office of Equal Opportunity.

Full details of the Colorado State University Sexual Harassment Policy, including what is involved in bringing a complaint and the procedures for informal and formal resolution, are available from the Office of Equal Opportunity, or online at the Colorado State University website on the A-Z list under “Sexual Harassment Policy” or directly at http://www.oeo.colostate.edu/sexual-harassment-policy.

L.3 STUDENTS’ RIGHTS

A summary of the University policies dealing with a wide range of student life and activity follows. For more information regarding additional student life policies at Colorado State University, please contact the Office of the Vice President for Student Affairs, 201 Administration Building.

As members of the University community, students can reasonably expect the following:

1. Students have the right to freedom from discrimination or harassment on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.
2. The University shall not interfere with the rights of students to join associations.
3. Students should have accurate information relating to maintenance of acceptable academic standing, graduation requirements, program student learning outcomes, and individual course objectives and requirements.
4. Student records will be maintained in keeping with the Family Education and Privacy Act of 1974 and subsequent amendments and the guidelines for implementation.
5. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.
6. Colorado State University considers freedom of inquiry and discussion essential to a student’s educational development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thoughts and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of Federal or State constitutions. This broad principle is the cornerstone of education in a democracy.
7. Students have the right to be free from illegal searches and seizures.
Students have the right to freely exercise their full rights as citizens. In this light, the University affirms the right of students to exercise their freedoms without fear of University interference for such activity.

### L.3.1 RIGHTS REGARDING STUDENTS’ EDUCATIONAL RECORDS

Students have certain rights concerning their “education records” under the Family Education Rights and Privacy Act, as amended, 20 U.S.C. 1232g et. seq. (FERPA). These include:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives the request for access.**

   Students should submit to the Office of Enrollment Services, or in the case of graduate studies, to the Graduate School, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

   All enrolled and former students may have access to their educational records maintained by the University. Those individuals and agencies having access to a student’s records include “school officials,” defined below, with legitimate educational interests; parents claiming a student as a dependent on their federal income tax; scholarship and other financial aid organizations supporting the student; organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or to improve instruction; organizations carrying out accrediting functions of programs offered by the University; appropriate person(s) in an emergency; and any party designated by judicial order or subpoena, provided that, except for subpoenas and orders issued for law enforcement purposes, the University first notifies the student of the order or subpoena. Any other individual or organization must have a student’s written consent to view or have access to the educational record. A student may receive one copy of each item of information contained in the educational record at a cost of $0.25 (charge subject to change) per page.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.**

   An exception exists for public release of “directory information” unless the student has placed a written request that such information be withheld in the Office of Records and Registration by the end of the second week of classes. Colorado State defines “directory information” as a student’s name, current mailing and e-mail address, telephone listing, major field of study, class, dates of attendance, anticipated date-term of graduation and expected award(s), participation in officially recognized activities and sports, weight and height of member of athletic teams, and honors and degrees awarded.

   Another exception allows disclosure of information about the student to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff person (including law enforcement unit personnel and
health staff), a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the governing board of the University; or a student serving on an official committee, or in a volunteer capacity, such as a peer mentor or member of a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Such officials have legitimate educational interests when they need to review a student’s educational records to fulfill their responsibilities to the University.

Furthermore, the University discloses students’ educational records without consent, upon request, to officials of other schools in which a student seeks to or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

L.3.2 RIGHT TO DISCUSS CONCERNS WITH DEPARTMENT HEADS/CHAIRS

Academic department heads are expected to incorporate student input into decisions affecting academic instruction, advising, and student learning assessment. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department heads to discuss specific problems, plans, or suggestions.

L.3.3 RIGHT TO FILE A GRADE APPEAL

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. See complete detail of the grade appeal process in the About Grades section of the Advising and Registration chapter of the General Catalog.

L.3.4 RIGHT TO PEACEFUL ASSEMBLY

The University acknowledges the right of students and others to assemble in groups for peaceful purposes. At such gatherings, the University expects the rights and privileges of all persons to be respected and that there will be no endangerments to health or safety. Such gatherings must in no way disrupt the normal conduct of University affairs or endanger University property.

The University may, consistent with the Constitution, establish reasonable regulations regarding the time, place, and manner in which persons exercise their free speech rights to the extent necessary to prevent disruption of the normal conduct of University affairs or endangerment of health and safety of persons or damage to property. Accordingly, persons planning on such assemblies on the University campus must coordinate their activities and plans in advance through the Lory Student Center Event Planning Office. This coordination is requested so as to prevent disruption of normal University educational activities and avoid endangering the health or safety of persons or damage to property. The sponsoring individual or group must assume responsibility for compliance with all state and municipal laws and University policies. Assistance from staff is available to help plan such events, and the assistance of University police may be requested to help with traffic or crowds.

Any act by demonstrators or groups which interferes with the rights of others, disrupts the normal functioning of the University, damages property, or endangers health or safety is grounds for suspension or dismissal from the University and/or removal from University property. In addition, such actions may also be the basis for criminal charges by law.
enforcement authorities. Demonstrations are prohibited in any special-use facility, classrooms, or in any instance which interferes with educational functions. Demonstrators refusing to vacate premises upon request are subject to immediate temporary suspension and arrest under applicable municipal and state laws.

L.3.5 RIGHT TO SEEK MEMBERSHIP IN STUDENT ORGANIZATIONS

Colorado State officially recognizes a great variety of student organizations. Policies established by the Board of Governors prohibit any recognized student organization from excluding students from membership on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran status, or handicap.

All recognized student organizations must assure the University that their membership policies and procedures are in compliance with this University policy. Local chapters of regional, national, or international organizations must assure the University that membership policies of the parent organization do not require the local chapter to exclude any student from membership on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

L.3.6 VICTIMS’ RIGHTS

The University is committed to providing appropriate support and referrals to persons who have been the victims of crimes or violations of University policy. Persons who have been victimized by a Colorado State University student may choose to report the incident to the Colorado State University Police or Conflict Resolution and Student Conduct Services to initiate criminal and/or disciplinary action. Victims also have the opportunity to receive personal support from appropriate University resources.

L.4 RESOURCES

Students who have questions, concerns or need assistance with application of rights listed above may contact the pertinent resource including: Office of Conflict Resolution and Student Conduct Services, Office of the Vice President for Student Affairs, Office of Equal Opportunity, Provost’s Office or academic department office. If you are unclear as to which office to approach, contact the Conflict Resolution and Student Conduct Services Office to begin with.

L.5 STUDENTS’ RESPONSIBILITIES

Colorado State University has twice been ranked among the nation’s Top Character Building Institutions (http://www.campusofcharacter.colostate.edu/index.asp) by the Templeton Foundation. Through curricular and co-curricular programs, students at Colorado State University develop knowledge and skills to engage as respectful citizens in a diverse society, recognize the implications of their many choices, and become ethically responsible individuals.

L.5.1 ACADEMIC INTEGRITY

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic misconduct. Academic integrity is conceptualized as doing and taking credit for one’s own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the University are affected by the cooperative commitment to academic integrity.

Faculty/instructors shall work to enhance a culture of academic integrity at the University (see the Colorado State University General Catalog for the Academic Integrity Policy).

Each course instructor shall clearly state in his or her course syllabus that the course will adhere to the Colorado State University General Catalog Academic Integrity Policy and Student Conduct Code. In addition, by the end of the second week of classes and/or in the syllabus, the instructor shall address academic integrity as it applies to his or her course by providing guidelines about course elements for the students. Examples of items to address include, but are
not limited to, the use of class notes, study sheets, and solution manuals; appropriate uses of sources, Internet or otherwise; receiving assistance from others; and the use of prior work.

Each course instructor shall provide the opportunity for students to sign an affirmative honor pledge on any course components of the instructor’s choosing. The honor pledge shall include one of the following statement and may be expanded according to instructor, department, or college practices and policies:

HONOR PLEDGE: I have not given, received, or used any unauthorized assistance.

HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.

A course instructor may offer the student the opportunity to write out the pledge if deemed practicable. Students may be given the opportunity to include an honor pledge along with electronic submissions of their work. A student’s decision to forego signing the honor pledge shall not be used as evidence of academic misconduct and shall not negatively impact a student's grade.

Academic misconduct (see examples below) undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors. Instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or University disciplinary action.

Students are encouraged to positively impact the academic integrity culture of the University by reporting incidents of academic misconduct.

Examples of academic misconduct include (but are not limited to):

1. Cheating in the Classroom – Cheating includes using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student on an exam, problem set, or quiz; taking an exam or completing homework for another student; possessing unauthorized notes, study sheets, answer codes, programmed calculators, or other materials during an exam; and falsifying exams or other graded paper results.

2. Plagiarism – Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one’s own without proper acknowledgment. Examples include a submission of purchased research papers as one’s own work; paraphrasing and/or quoting material without properly documenting the source.

3. Unauthorized Possession or Disposition of Academic Materials – Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student’s work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. Falsification – Falsification encompasses any untruth, either verbal or written, in one’s academic work. Examples include receiving unauthorized assistance or working as a group on a take-home exam, independent exam, or other academic work without authorization, or lying to avoid taking an exam or turning in other academic work.

Furthermore, falsification of any University document is a violation of the Student Conduct Code. Examples include student identification numbers, transcripts, grade sheets, credentials, University status, or letters of recommendation. Forging a signature is another specific example of falsification.

5. Facilitation of Cases of Academic Misconduct – Facilitation of any act of academic misconduct including cheating, plagiarism, and/or falsification of documents also constitutes violation of Colorado State University’s academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one’s own work, a student’s efforts to cheat on an exam or other academic work.
Procedures for Dealing with Academic Misconduct:

Faculty/instructors are expected to use reasonably practical means of preventing and detecting academic misconduct. If a faculty member has evidence that a student has engaged in an act of academic misconduct, the faculty member will notify the student of the concern and make an appointment to discuss the allegations with the student. The student will be given the opportunity to give his or her position on the matter. If the student admits to engaging in academic misconduct or if the faculty member judges that the preponderance of evidence supports the allegation of academic misconduct, the faculty member may then assign an academic penalty. Disciplinary action will not be taken for academic work in draft form. Examples of academic penalties include assigning a reduced grade for the work, assigning a failing grade in the course, or other lesser penalty as the faculty member deems appropriate. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Office of Conflict Resolution and Student Conduct Services.

Faculty/instructors have a responsibility to report to the Office of Conflict Resolution and Student Conduct Services all cases of academic misconduct in which a penalty is imposed. Incidents which the faculty member considers major infractions (such as those resulting in the reduction of a course grade or failure of a course) should be accompanied by a recommendation that a hearing be conducted to determine whether additional university disciplinary action should be taken.

If the student disputes the decision of the faculty member regarding alleged academic misconduct, he or she may request a hearing with the Office of Conflict be Resolution and Student Conduct Services. 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 for the course was recorded. If no appeal is filed within the time period, the decision of the faculty member will be final.

If, after making reasonable efforts, the faculty member is unable to contact the student, or collect all relevant evidence before final course grades are assigned, he or she shall either:

a. Assign an interim grade of incomplete and notify the student in writing of the reason for this action; or
b. Refer the case to the Office of Conflict Resolution and Student Conduct Services for a hearing before deciding on a penalty.

A hearing will be conducted with the Office of Conflict Resolution and Student Conduct Services to determine whether a preponderance of evidence exists in support of the allegations of academic misconduct. If the Hearing results in a finding of insufficient evidence to support the allegation or clears the student of the charges, the faculty member will determine a grade based on academic performance and without reflection of the academic misconduct charge and change any previously assigned grade accordingly. If the Hearing results in finding of academic misconduct, the Hearing Officer and faculty member will confer regarding appropriate sanctions. The faculty member will make the final determination regarding academic penalties, which may include, among other options, assigning a reduced grade for the course, assigning a failing grade in the course, or other lesser penalty as the course instructor deems appropriate. The Hearing Officer will make the final determination regarding University disciplinary sanctions.

In a case of a serious incident or repeat offense of academic misconduct that is upheld through a hearing, the Hearing Officer and the faculty member shall decide whether the student’s transcript will be marked with a notation of “AM,” which will be explained on the student’s transcript as a “finding of Academic misconduct.” A notation of “AM” will be made on the student’s transcript only if the Hearing Officer and the faculty member agree that this penalty should be imposed.

Information about incidents of academic misconduct is kept on file in the Office of Conflict Resolution and Student Conduct Services. No further action is initiated unless requested by the Instructor of Record if the incident constitutes a major infraction or because the student has a prior record of University infractions, or there are subsequent reports of misconduct.
L.5.2 CLASSROOM BEHAVIOR

The classroom instructor is responsible for all classroom conduct, behavior, and discipline. University policy permits only enrolled students, persons authorized by the instructor, and administrative personnel to be admitted to instructional areas during scheduled periods. University policy and Colorado state law also prohibit all forms of disruptive or obstructive behavior in academic areas during periods of scheduled use or any actions that would disrupt scheduled academic activity. Use of classrooms and other areas of academic buildings during nonscheduled periods is permitted only in accordance with departmental, college, or University practices.

Any person or persons in unauthorized attendance or causing a disturbance during scheduled academic activity shall be identified by the instructor and asked to leave. Persons refusing such a request may be removed by the University police and are liable to legal prosecution and/or disciplinary action.

L.5.3 COLORADO STATE UNIVERSITY STUDENT CONDUCT CODE

The Student Conduct Code exists to notify students, faculty, and staff of the specific expectations Colorado State University holds related to student behavior and the rights and responsibilities that accompany being a student and participating in student clubs or organizations.

Colorado State University expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, local laws and University regulations; and to respect the rights, privileges, and property of other people.

A college education is a voluntary association with a community of scholars to explore new ideas, examine ourselves, make new friends, and develop ideals. A university environment is a place where faculty and students can freely exchange ideas and concepts in an atmosphere of civil debate and dialogue on contemporary issues.

Colorado State University considers this freedom of expression and inquiry essential to a student’s educational development. All University members may engage in discussion; exchange thought and opinion; and speak, write, or print freely on any subject in accordance with Federal or State constitutions. This broad principle is the cornerstone of education in a democracy. Colorado State University values and respects diversity including political, philosophical and cultural viewpoints.

The student conduct process is a learning experience which can yield growth, behavioral changes, and personal understanding of one’s responsibilities and privileges. This process balances the needs and rights of students with the needs and expectations of the University and larger community. It supports Colorado State University values and community standards with a continuum of responses from disciplinary sanction or restriction to education, counseling, and restorative justice.

Students are treated with care, fairness, tolerance and respect. The needs of the complainant, the respondent, and the community-at-large are equally important.

The University Student Conduct Code defines University intervention or disciplinary action related to the behavior of both individual students and University Recognized Student Organizations. Policies and procedures specific to student organizations are noted in each section.

The Student Conduct Code is available:

1. On the web at conflictresolution.colostate.edu
2. In hard copy at:
   - Conflict Resolution and Student Conduct Services, 325 Aylesworth Hall NW
   - Vice President for Student Affairs, 201 Administration Building
   - Housing and Dining Services, Palmer Center
The Conduct Code contains:

Preamble – which describes the University foundational principles and the rights and responsibilities of students.

I. Definitions – particularly related to student status, faculty status, university premises, academic misconduct, students accused of policy violations, students submitting complaints and those related to Student Organizations.

II. Student Conduct Code Authority – describes the roles of university staff and students in administering the Conduct Code.

III. Proscribed Conduct – this section specifically outlines the rules and regulations which would subject a student or student organization to disciplinary action if committed. Additionally, jurisdiction related to academic units, violations of law, interim suspensions, student clubs and organizations, and fraternities and sororities is described.

IV. Student Conduct Code Procedures – specifically describes the procedures used in determining disciplinary charges, notification of charges and hearings, options for resolution of charges, the hearing procedure, decisions, sanctions, and appeals related to individual students.

V. All University Hearing Board Procedures – describing those related to Student Clubs and Organizations

VI. Record of Discipline – describes the keeping of internal disciplinary records and specific instances when disciplinary action becomes part of the student’s official transcript.

VII. Victims – description of support available for victims, processes related to information and records related to victims and reporting options available.

VIII. Interpretation and Revision of the Code

Prohibited Conduct

The list below describes the prohibited actions published in the Student Conduct Code. Students have an obligation to know and follow the regulations of the University. Violations will form the basis for University intervention or disciplinary action. The following actions are prohibited.

1. Academic misconduct including but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of misconduct. Plagiarism includes the copying of language, structure, images, ideas, or thoughts of others and is related only to work submitted for credit. Disciplinary action will not be taken for academic work in draft form. Specific procedures for cases of academic misconduct are also described in the Academic Integrity Policy in the General Catalog, the Graduate Student Bulletin, the Faculty Manual, or the Honor Code of the Professional Veterinary School as applicable.

2. Knowingly furnishing false information to any University official, instructor, office, organization or on any University applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency.

3. Forgery, alteration, misuse, mutilation, or unauthorized removal of any University document, record, identification, educational material, or property.

4. Disruption or obstruction of teaching, classroom or other educational interactions, research, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal University
activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to University facilities or freedom of movement of any person on campus. Disruption or obstruction also includes any form of abuse, threat, intimidation, bullying, coercion, harassment or attempt to influence any person who submits a report, cooperates with any investigation or acts as a witness in relation to an alleged violation of this Student Conduct Code or any federal or state law.

5. Engaging in behavior or activities that obstruct the right of free speech or expression of any person on campus. (For more information, refer to the CSU policy on Freedom of Expression and Inquiry, which addresses student rights and responsibilities related to political expression, and contact Conflict Resolution and Student Conduct Services if you believe you have been treated differently because of your political, or other, perspectives.)

6. Abusive conduct, including physical abuse, verbal or written abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one’s self, another individual or a group of individuals.

7. Harassment, meaning verbal, written or physical harassment on the basis of gender, race, sexual orientation, age, religion, or physical disability, including but not limited to any violation of federal or state laws, or University policy, prohibiting harassment (Refer to the CSU Sexual Harassment policy and contact the Office of Equal Opportunity for more information on these issues.)

8. Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking, sharing or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct that is severe or pervasive; physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery and sexual coercion; or any similar act in violation of state or federal law or the Student Sexual Harassment and Violence Policy.

9. Rioting, aiding, abetting, encouraging, participating in or inciting a riot. Failing to disperse at the direct request of police or University officials.

10. Failure to comply with the verbal or written directions of any University officials or law enforcement officers acting in the performance of their duties and in the scope of their employment, or resisting police officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

11. Attempted or actual theft of, damage to, use of, or possession of other persons’ or University property or identity or unauthorized use of such; unauthorized entry, use, or occupation of other persons’ or University facilities, property, or vehicles; or unauthorized possession, duplication, or use of University keys or access devices.

12. Illegal use or possession on University property of firearms or simulated weapons; other weapons such as blades larger than pocket knives; ammunition or explosives; dangerous chemicals; substances, or materials; or bombs, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others. Weapons for sporting purposes shall be stored with the University Police, if such service is available.

13. Violations of any rules, contracts, or agreements governing residence in or use of University owned or controlled property, and athletic or other authorized special events. Violation of any University policy, rule, or regulation, which is published in hard copy or available electronically on the University website.

14. Unauthorized soliciting or selling in violation of the University solicitation policy.

15. Evidence of a violation or conviction of any federal or state law or local ordinance, when supported through the conduct process.

16. Use, possession, manufacturing, or distribution of alcoholic beverages except as expressly permitted by law or University policy. Alcoholic beverages may not be used by, possessed by, or distributed to any person under twenty one (21) years of age.

17. Use, possession, manufacturing, or distribution of illegal drugs, (under federal or state law) including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose or amount are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.

18. Abuse of computer facilities or technological resources including but not limited to: unauthorized entry to, or use of computers, access codes, telephones and identifications belonging to the University or other members of the University community; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any University member; sending abusive or obscene messages or
images; disrupting the normal operation of the University computing systems; violating copyright laws; or any other violation of the University computer use policy.

19. Abuse of the student conduct system including: failure to obey the notice to appear for a meeting or hearing; falsification, distortion, or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; failure to comply with any requirements involving no contact with Complainants or witnesses or limitations related to access to specific facilities; harassment or intimidation of any person involved in a conduct proceeding; failure to comply with disciplinary sanctions or requirements.

20. Assisting, conspiring, or inciting others to commit any act of misconduct set forth in 1 through 19 above.

L.6 STUDENT GOVERNANCE

Students are also expected to participate in the decision making processes which formulate University policies and procedures. As in any community situation, an individual can be most effective and influential working through an established organization. At Colorado State, the primary organizations for graduate students are the department in which the student is studying, the Graduate School, and the Graduate Student Council, which is affiliated with the University-wide student governing body, Associated Students of Colorado State University (ASCSU).

Academic department heads are required to incorporate student input into decisions affecting academic instruction and advising. This input usually takes form through departmental advisory committees and student evaluation of faculty members. Individual students, however, may make appointments with their department heads to discuss specific problems, plans, or suggestions.

The student governing body, ASCSU, is authorized by the Colorado State University System Board of Governors to establish a system of self-government, organized and administered by elected student representatives. It has the responsibility to advise and recommend to the University administration and to allocate funds designated by the Board in support of student programs and activities of authorized student groups and clubs. Additional information on student involvement is available through the ASCSU office and the Office of Campus Activities, both located in the Lory Student Center, and the Faculty Council Committee on Student Life.

The activities of the Graduate Student Council are described in more detail in this Bulletin under the Graduate School section, Functions and Organization.
M. AMENDMENTS TO THE BULLETIN

Faculty Council Revisions to the Admissions Requirements and Procedures - "Application: U.S. Citizens or Permanent Residents" Section

Faculty Council Revisions to the Graduate Study - "Graduate School Appeals Procedure" Section

Faculty Council Revisions to the Financial Support - "Graduate Assistantship - Terms and Conditions of Appointment" Section

March 12, 2009 Faculty Council Revision to the Admissions Requirements and Procedures - "Application: American Citizens" Section

March 12, 2009 Faculty Council Revision to the Admissions Requirements and Procedures - "Application: International Students" Section

March 12, 2009 Faculty Council Revision to the Admissions Requirements and Procedures - “Application: International Students” Section

November 18, 2009 Faculty Council Revision to the Graduate Study - "The Advisory System" Section


February 10, 2011 Faculty Council Revisions to the Enrollment and Academic Records - “Called to Active Military Duty” Section

February 10, 2011 Faculty Council Revisions to the Graduate Study - “Table 2. Summary of Procedures for the Master’s and Doctor of Philosophy Degrees” & “Dissertation and Thesis” Section

February 17, 2011 Faculty Council Revisions to the Student Rights and Responsibilities – “Academic Integrity” Section

April 5, 2011 Faculty Council Revision to the Enrollment and Academic Records – Schedule Changes and the Add/Drop and Withdrawal Periods

April 5, 2011 Faculty Council Revision to the Enrollment and Academic Records – Traditional Grading – Plus/Minus

September 8, 2011 Faculty Council Revision to the Admissions Requirements and Procedures - "Application: International Students" Section

October 4, 2011 Faculty Council Revision to the Admissions Requirements and Procedures – Application: International Students

February 7, 2012 Faculty Council Revision to the Enrollment and Academic Records – Degree Conferral

February 7, 2012 Faculty Council Revision to the Admissions Requirements and Procedures – Application: International Students

September 4, 2012 Faculty Council Revision to the Probationary Period – Scholastic Standards E.1.3

November 5, 2012 Faculty Council Revision to Graduate Assistantships – Financial Support F.2.3
March 5, 2013 Faculty Council Revision to Probation Procedures – Scholastic Standards E.1.2

April 2, 2013 Faculty Council Revision to New Graduate Degree Programs – The Graduate School B.1

April 2, 2013 Faculty Council Revision to Public Dissemination of Theses and Dissertations – Graduate Study E.5

April 2, 2013 Faculty Council Revision to Credit Requirements – Graduate Student 2.1, Table 1 and E.3.1

May 20, 2014 Faculty Council Revisions to Track III – The Graduate School B.5, B.5.1, Admission Requirements and Procedures D.1, D.3, D.3.1, Graduate Study E.1.2 and Tuition Fees and Expenses G.7.

September 2, 2014 Faculty Council Revision to Combined Degree Program – revisions to section B: “The Graduate School”, to section D: “Admission Requirements and Procedures” - D.1 Application: U.S. Citizens or Permanent Residents - D.3. Track III Admissions, section E. “Graduate Study”: E.1.2 Program of Study – and section G. “Tuition, Fees, and Expenses”- G.7 Conditions That Affect the Assess of Charges

September 2, 2014 Faculty Council Revision to TOEFL/IELTS Requirement – D.5 Application: International Students

September 2, 2014 Faculty Council Revision to Graduate Certificate Program – E.6 Graduate Certificate Program

November 4, 2014 Faculty Council Revision to Scholastic Standards – E.1.3 Scholastic Standards

December 2, 2014 Faculty Council Revision to Professional Science Master’s – E.2 Master’s Degrees

December 2, 2014 Faculty Council Revision to Appeals – E.1.4 Graduate School Appeals Procedure

December 2, 2014 Faculty Council Revision to Combined Degree Admissions and Track III Admissions to IDP and SDP- D.3 Combined Degree Programs and D.3.1 Track III Admissions

February 3, 2015 Faculty Council Revision to Collaborative Degree Program – E.4 Collaborative Degree Program.

March 4, 2015 Faculty Council Revision to Combined Degree Programs removal from this section – B.5 Combined Degree Programs – references to Track III were updated to Integrated Degree Program (IDP)