

**Colorado State University – Pueblo  
Graduation-Application/Planning Sheet for Bachelor, Degree-Plus,  
Master & 3+2 Degree Programs**

**Instructions:**

1. Students must file a graduation-application with the CSU-Pueblo Records Office no later than the third week of the semester (Fall or Spring) preceding the graduating term.
2. The graduation-planning sheet should be completed by the major/minor academic advisor(s) and the student using a copy of the student's transcript. Masters degree students need only complete the sections applicable to their degree.
3. The planning sheet should be signed by the student, the student's advisor(s), the department chair or the college dean. NOTE: The same person may not sign in two places.
4. The Records Office will audit the accuracy of the planning sheet and notify the student by mail once the review is completed.

 **PRINT NAME AS IT IS TO APPEAR ON THE DIPLOMA** 

FIRST	MIDDLE	LAST
PID-_____	(_____)_____	_____
<b>STUDENT I.D. NUMBER</b>	<b>Preferred Phone #</b>	<b>E-Mail Address</b>

LOCAL ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MAIL DIPLOMA TO: (ADDRESS) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(\*Please note: a BA degree requires completion of the second semester of a foreign language, completion of a first and second semester of American Sign Language, or completion of FL100 and Anthr/Eng 106.)

BACHELOR DEGREES:    \_\_\_ BA\*    \_\_\_ BS    \_\_\_ BSBA    \_\_\_ BSN    \_\_\_ BSE  
                                  \_\_\_ BSEET    \_\_\_ BSIE    \_\_\_ BSCET    \_\_\_ BSMET    \_\_\_ BSW    \_\_\_ BFA

MASTER DEGREES:    \_\_\_ MBA    \_\_\_ MS    \_\_\_ M. Ed. (please list your major below)

**Mark the planned semester and year for graduation:**

Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Fall 20 \_\_\_\_\_

1<sup>st</sup> Major (Emphasis) \_\_\_\_\_ 2<sup>nd</sup> Major (Emphasis) \_\_\_\_\_

1<sup>st</sup> Minor \_\_\_\_\_ 2<sup>nd</sup> Minor \_\_\_\_\_

**Concurrent degrees require approved graduation planning sheets from each major and written permission from the Provost.**

**Check one of the following:**

Initial Application \_\_\_\_\_

3+2 Program \_\_\_\_\_

Amended, (please give original semester and year of application) \_\_\_\_\_

For Records Office Use Only -  
 Date entered in AIS \_\_\_\_\_  
 Entered By \_\_\_\_\_



# CATALOG IN EFFECT

Students graduating from a Masters degree program or degree plus program need to fill in the catalog in effect and then skip to Current GPA on the next page. The catalog in effect determines which general education, institutional, and major requirements are used for undergraduate programs.

Catalogs in effect *Summer 1992 through Spring 2001* need to complete the following requirements.

### Skills Components:

Math (3 hrs) \_\_\_\_\_

English (6 hrs) \_\_\_\_\_

SPCOM (3 hrs) \_\_\_\_\_

Computing Skills (2 hrs) \_\_\_\_\_

### K-Courses: \*A Laboratory is required in either area K-7 or K-8

K-1 (3 hrs) \_\_\_\_\_ K-5 (3 hrs) \_\_\_\_\_

K-2 (3 hrs) \_\_\_\_\_ K-6 (3 hrs) \_\_\_\_\_

K-3 (3 hrs) \_\_\_\_\_ K-7 (3 or 4 hrs) \_\_\_\_\_

K-4 (3 hrs) \_\_\_\_\_ K-8 (3 or 4 hrs) \_\_\_\_\_

(Please note: Students that are using these catalog requirements must complete a minimum of **128** earned hours. For degree purposes, CSU-Pueblo accepts a maximum of 64 credit hours from a community/junior college; 96 semester hours from a four-year institution not to exceed a combined total of 96 semester hours. Remedial course credit cannot count toward graduation.)

Catalogs in effect *Summer 2001 through Spring 2003* need to complete the following requirements.

### Skills Components:

Math (3 hrs) \_\_\_\_\_

English (6 hrs) \_\_\_\_\_

SPCOM (3 hrs) \_\_\_\_\_

Computing Skills (2 hrs) \_\_\_\_\_

### Knowledge Components:

Humanities (6 hrs) \_\_\_\_\_

Social Sciences (6 hrs) \_\_\_\_\_

Science & Technology (7 hrs) \_\_\_\_\_  
(Includes a 1 hour lab)



Cross Cultural Component satisfied? Y/N \_\_\_\_\_

(Please note: Students that are using these catalog requirements must complete a minimum of **120** earned hours. For degree purposes, CSU-Pueblo accepts a maximum of 60 credit hours from a community/junior college; 90 semester hours from a four-year institution not to exceed a combined total of 90 semester hours. Remedial course credit cannot count toward graduation.)

Catalog in effect starting *Summer 2003* need to complete the following requirements.

### Skills Components:

Math-M (3 hrs) \_\_\_\_\_

English-E (6 hrs) \_\_\_\_\_


### Knowledge Components:

Humanities-H (9 hrs) \_\_\_\_\_

Social Sciences-SS (6 hrs) \_\_\_\_\_

History-HS (3 hrs) \_\_\_\_\_

Natural & Physical Sciences-ST (8 hrs) \_\_\_\_\_  
(Includes 2 hours of lab)

 Cross Cultural Component satisfied? Y/N \_\_\_\_\_

(Please note: Students that are using these catalog requirements must complete a minimum of **120** earned hours. For degree purposes, CSU-Pueblo accepts a maximum of 60 credit hours from a community/junior college; 90 semester hours from a four-year institution not to exceed a combined total of 90 semester hours. Remedial course credit cannot count toward graduation.)

To determine how many hours completed count towards graduation requirements, please fill out the following formula:

Total credits completed \_\_\_\_\_ Remedial (-) courses \_\_\_\_\_ Credits over max. transfer (-) # of credits \_\_\_\_\_ Credit over 10 years (-) old\* \_\_\_\_\_ Total earned hours (=) toward graduation \_\_\_\_\_



\*All credits over 10 years must be petitioned and approved in order to count towards graduation requirements.



# Reminders:

- Any modifications, substitutions or updates to your graduation planning sheet must be filed with the CSU-Pueblo Records Office.
- Specific listed courses will be audited exactly; other courses can be shown as general electives (upper or lower).
- Check for repeated courses that have not been recomputed. These credits will have an effect on the total hours earned.



- Commencement exercises take place once a year. The commencement ceremony is held at the end of each spring semester.
  - These students are eligible to participate:
    - ✓ Those who completed degree requirements in the previous fall semester
    - ✓ Those who are scheduled to complete degree requirements in the spring semester
    - ✓ Those who will complete degree requirements in the summer session following the commencement ceremony.

# Notes:

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