

## The Student Bill of Rights – Graduating in Four Years

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

### **COLORADO STATE UNIVERSITY ADVISING GUIDELINES FOR GRADUATING IN FOUR YEARS**

Note: these guidelines are to be followed as you work closely with your advisor and take the courses on your specific major's four-year graduation curriculum check sheet. You, together with your advisor and department head, will sign this four-year check sheet and it will be kept in your advising file.

#### Graduating in Four Years

In order to facilitate graduating in four years, you must complete the following steps by November 1 (if entering fall semester) or April 1 (if entering spring semester) of your first semester.

1. Formally declare your major at the time of admission or by filing the appropriate form in the Registrar's Office, Room 100, Administration Annex during your first semester at CSU.

*(Note: Many freshmen who have not selected a major or who change their major may still be able to graduate in four years if they declare their major by their second term.)*

2. Have completed the appropriate entry-level academic preparation courses that are required in your selected major (e.g., math and science pre-requisites).

*If you have not completed the required pre-requisites, you may be required to take additional courses that would add to your credit count and may shift sequencing of classes, resulting in the inability to graduate in four years.*

3. Meet with the designated academic advisor assigned by your major department (your "advisor") to identify, select, and schedule courses for completion of your degree. Contact your Department to identify your advisor.

It is your responsibility to contact and schedule times to meet with your advisor. If you are unable to reach your advisor or have questions or concerns, contact the chair or head of your major department.

*Be aware that some courses are offered only in the fall or spring semester or at other intervals. Further some courses require a sequence of pre-requisites. Your discussions with your advisor must take these scheduling issues into account. They are noted on your check sheet. In addition, you must manage your elective courses so they do not conflict with completion of courses required by your major. Course schedules are published and are available on the web.*

4. With assistance and approval from your advisor, complete your four-year curriculum check sheet, setting forth the courses to be completed for your degree, the order in which they are to be completed, and a schedule for such completion. The four-year check sheet is available in your Department Office or in the Center for Advising and Student Achievement (CASA).

*The four-year check sheet will be signed by you, your advisor, and your department head. A copy will be kept in your Department Advising File. Retain a copy to guide you and for use in on-going planning with your advisor.*

### **Following your four-year curriculum check sheet**

To facilitate your graduating in four years, you must take the following steps:

1. Meet with your advisor at least once per semester to discuss your progress toward graduation, identify any changes that may be necessary due to curriculum changes, and identify the courses for the following semester.

*Note: Required courses for a major **do change** over time. You must ensure that your check sheet remains current. **This is your responsibility.** Curriculum changes are published in the catalog and available on the web. So long as you check for changes and make appropriate adjustments with your advisor's approval, curriculum changes will not delay graduation.*

2. Register for classes during the first week of registration allowed by your class level each semester and follow these guidelines:
  - If your first attempt to register fails, try a number of times during the first one-week period.
  - If you cannot register for the classes on your check sheet within the first week, contact your Advisor immediately for assistance – class seats often become available at a later time; and

- Contact your advisor immediately with any other concerns or problems in connection with registration to see how he or she might help you.
3. Enroll for consecutive fall and spring semester over a four-year period (summer term is optional), and successfully complete a minimum of one quarter of the credits necessary for graduation in your major during each academic year (for example, 30 or the 120 credits minimum for some majors). There are some majors that a student may not be able to complete in four years because of additional degree requirements recognized by the commission.
  4. Maintain the GPA necessary for entry into and graduation from your major and grades as necessary to meet the requirements of the All University Core Curriculum and University Scholastic Standards (minimum 2.0 GPA to remain in good academic standing).
  5. Comply with University policies and regulations as they may change from time to time. Such policies and regulations include, but are not limited to, financial policies such as payment deadlines for tuition and other amounts due (failure to meet such deadlines may result in a “hold” being placed on your registration), eligibility to attend the institution and/or obtain financial assistance (such as visa status) and policies regarding your conduct as a member of the University community (such as the University’s policy on Student Rights and Responsibilities, published by the Division of Student Affairs and set forth in the University Catalog). Violation of University policies or regulations may result in inability to register for courses, suspension, dismissal, expulsion or other sanctions that could prevent completion of your curriculum check sheet to graduate in four years.
  6. File an “Intent to Graduate” form and do a final degree check with your Advisor and/or designated Department representative by published University deadlines.
  7. If you have followed all the advising guidelines noted above and the scheduling or availability of essential courses is found to have prevented you from completing all course work for your major in four years, file an appeal with the Vice Provost for Undergraduate Affairs. That individual will work with the student’s department head and dean to determine appropriateness of a substitution or waiver to facilitate graduation.