GRADUATE STUDENT HANDBOOK

Revised: August 2013
DISCLAIMER FOR STUDENT HANDBOOK

This handbook, which includes parts of the Graduate School Rules, does not constitute a contract with the University of Colorado Denver | Anschutz Medical Campus Graduate School, either expressed or implied. The Graduate School reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the Graduate School to serve as firm guidelines rather than absolute rules, and exceptions may be made on the basis of extenuating circumstances.

The policies described within the handbook are the minimum standards, policies and procedures for all graduate programs that are under the auspices of the Graduate School at the University of Colorado Denver | Anschutz Medical Campus. Individual graduate programs, Departments, Schools or Colleges may adopt more, but not less stringent rules and requirements, and it is requested that the Graduate School be informed about such adjustments.

UNIVERSITY/CAMPUS NAME DEFINITIONS

University of Colorado Denver | Anschutz Medical Campus:
refers to both campuses of the University and/or Graduate School

CU Denver|Anschutz:
serves as the short version of the consolidated University name, and refers to both campuses of the University and/or Graduate School

University of Colorado Anschutz Medical Campus:
reference name for the Anschutz Medical Campus of the University of Colorado alone

CU Anschutz:
serves as the short version of the Anschutz Medical Campus of the University of Colorado

University of Colorado Denver:
reference name for the Downtown Campus of the University of Colorado

CU Denver:
serves as the short version of the Downtown Campus of the University of Colorado
GRADUATE SCHOOL CONTACT INFORMATION

Anschutz Medical Campus (CU Anschutz) Graduate School

Mail Stop C296
Academic Office 1, L15-1503
12631 E. 17th Avenue
Aurora, CO 80045-2527

Phone: 303-724-2911
Fax: 303-724-2916

Denver Campus (CU Denver) Graduate School

Campus Box 163
1380 Lawrence Street, Suite 1251
PO Box 173364
Denver, CO 80217-3364

Phone: 303-315-2183
Fax: 303-315-5829

Graduate School Website

Email: Graduate.School@ucdenver.edu
USEFUL PHONE NUMBERS AND WEBSITES

Bookstore
- Anschutz: 303-724-2665
- Downtown: 303-556-42876

Bursar’s Office
- Both: 303-556-2710

Campus Shuttle Services
- Both: 303-724-0049

Counseling Center
- Anschutz: 303-724-4716
- Downtown: 303-556-4372

Disability Resources and Services
- Anschutz: 303-724-5640
- Downtown: 303-556-3450

Educational Opportunity Programs
- Downtown Only: 303-556-2065

Escort Service
- Anschutz: 303-724-2000
- Downtown: 303-556-5000

Financial Aid
- Anschutz: 303-724-8039
- Downtown: 303-556-2886

International Student and Scholar Services
- Both: 303-315-2230

IT Services Help Desk
- Both: 303-724-4357

Library
- Anschutz: 303-724-2152
- Downtown: 303-556-2740

Office of Diversity and Inclusion
- Both: 303-315-2123

Office of Inclusion and Outreach
- Anschutz Only: 303-724-8003

Ombuds Office
- Anschutz: 303-724-2950
- Downtown: 303-556-4493

Parking and Transportation
- Anschutz: 303-724-2555
- Downtown: 303-724-0049

Registrar’s Office
- Anschutz: 303-724-8059
- Downtown: 303-315-2600

Student Health Clinic
- Anschutz: 720-724-7674
- Downtown: 303-556-2525

Student Health Insurance
- Anschutz: 303-724-7674
- Downtown: 303-556-6273

Student Assistance Office
- Anschutz Only: 303-724-2866

Student Housing
- Downtown Only: 303-556-2444

Student Life
- Downtown Only: 303-556-3399

Student Services
- Anschutz: 303-724-5000
- Downtown: 303-556-2400

Veterans Student Services
- Both: 303-556-2630

EMERGENCY NUMBERS

Emergency (Police)
- Anschutz: 303-724-4444
- Downtown: 303-556-5000

Non-emergency (Police)
- Anschutz: 303-724-4444
- Downtown: 303-556-5000

Emergency Information Phone line
1-877-463-6070
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SECTION I:

GENERAL UNIVERSITY INFORMATION

General Information

This handbook provides information and guidelines for graduate students at the University of Colorado Denver | Anschutz Medical Campus. Students are encouraged to use this handbook as a supplement to the personal feedback and guidance of faculty and staff in their departments. The Graduate School attempts to keep all graduate students informed of essential resources, policies, procedures, and regulations related to their matriculation, progression, and graduation. When in doubt, consult with Graduate School staff regarding any problems or concerns. The information provided here is current to the best of our knowledge, but is not exhaustive.

General University Policies

Please see the links below regarding University policies.

- Alcohol Policy
- Computing Policy
- Anti-Violence Policy
- Email Policy
- Code of Student Conduct (Anschutz)
- Immunization Requirements
- Code of Student Conduct (Downtown)
- Sexual Harassment Policy

Bursar’s Office

The Bursar’s Office oversees all student billing. They can help with viewing and paying University bills, registration advance payments, deposits, refunds, and the E-Bill program. They also house an office for Student Debt Management, which is responsible for delinquent tuition accounts older than two semesters and disbursement and collection of the Federal Perkins Loan, Health Profession Loans, and Institutional Loans.

Bursar’s Office:

CU Anschutz location: Ed 2 North, 3rd floor; Phone: 303-724-8032

CU Denver location: North Classroom, room 1003; Phone: 303-556-2710

Tuition and Fees

A schedule of tuition and fees is available on the Bursar’s website. Tuition and fees vary based on the program in which a student is enrolled. Please be sure to view the important dates page to assure you meet all deadlines posted by the Bursar’s Office.
Tuition: A tuition bill is generated by the Bursar’s Office each term. Students can view their bill through the UCD Access Portal. If tuition is not paid, students will not be able to register for the next semester.

CU Anschutz Students: Please see the Tuition and Billing Guide for information regarding the tuition deposit; drop/add late registration, payments, late fees, service charges, deferred payment plan, refunds and withdrawals, and appeals.

CU Denver Students: Please see the Tuition and Billing Guide for information regarding the registration advance deposit, course drop charges, employee tuition benefit, payments, service charges, and deferred payment plan.

Disability Resources and Services

The Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university. The office encourages academically qualified students with disabilities to utilize all the appropriate accommodations. It is the policy of our institution of higher education not to discriminate against persons with disabilities in admissions policies and procedures or educational programs, services and activities. Accommodations include, but are not limited to, assistance in identifying volunteer note-takers, alternative testing (extra time on tests, scribe, and reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreter services.

Disability Resources and Services:
CU Anschutz location: Building 500, room W1103; Phone: 303-724-5640
CU Denver location: North Classroom, room 2514; Phone: 303-556-3450

Office of Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) provides leadership to enhance diversity and foster a culture of inclusion for the entire CU Denver | Anschutz community. This effort involves addressing various aspects of identity, including gender, race, ethnicity, sexual orientation, ability status, veteran status, nationality, religion, and socioeconomic background. The diversity priority encompasses diverse elements of campus life, including recruiting and retaining diverse students, faculty, and staff; maintaining an institutional climate of inclusiveness, respect and understanding for everyone; and expanding community-based programs to reduce health and educational disparities.

Office of Inclusion and Outreach (CU Anschutz only)

The Office of Inclusion and Outreach uniquely serves students, faculty and staff at the Anschutz Medical Campus. Its mission is to promote and support a diverse community that acknowledges values, and benefits from the unique qualities, rich histories, and wide variety of
cultural values and beliefs. The Office of Inclusion and Diversity assists with campus-wide efforts to increase the diversity of the student body by offering activities and services such as:

1. Providing academic counseling, entrance exam preparation, identifying mentors and admissions committee advocacy.
2. Providing academic support in the form of supplemental instruction, diagnostic testing, and related services which will assist students to successfully complete their academic programs.
3. Supporting the Minority Student Organization and sponsoring programs designed to enhance diversity at CU Anschutz.
4. Providing information and referrals for students with academic, financial, and personal issues.

Location: Ed 2 North, room 3118; Phone: 303-724-8003

**Educational Opportunity Programs** (CU Denver Only)

Educational Opportunity Programs provides a range of services for underrepresented students at the CU Denver. This includes but is not limited to, mentoring, tutoring, leadership development, and information about various campus resources. The office also conducts and sponsors cultural programming/education to help foster a diverse and inclusive campus for all students.

Location: North Classroom building, room 2012; Phone: 303-556-2065

**E-Mail Access**

All graduate students will receive a University e-mail account. All students are expected to check this account on a regular basis, as this is the official means of communication for all university-related information. Graduate students will be provided with instructions on how to obtain and access their email accounts during their new-student orientation with the Graduate School. Once the student has his/her username and password, the student will have access to campus email, the student portal, computers on campus, student printing and other University domain resources.

**Financial Aid**

The Financial Aid Office is responsible for administering federal, state, and institutional aid, such as grants, student loans, and work-study. All forms should be filled out early, as financial aid processing can take 6-8 weeks. Short-term emergency loans are available through their office.

CU Anschutz location: Ed 2 North, 3rd Floor; Phone: 303-724-8039

CU Denver location: North Classroom, room 1030; Phone: 303-556-2886

**Loan Deferral**

Contact the Registrar’s Office for assistance.
**Additional Funding Sources**

Please see the Graduate School [website](#) for additional sources of support for graduate education.

**Health Insurance**

**CU Anschutz Students**

All degree students enrolled in 5 or more credit hours must be insured through the Anschutz Medical Campus student insurance unless the student can prove that he/she has comparable insurance coverage elsewhere. For detailed information about the Anschutz Medical Campus insurance plan and Dental plan for those students who are eligible please see the [Student Insurance website](#) or contact the Student Insurance office at 303-724-7674. Although the charge for the plan is billed in the Fall and Spring semesters, it is an annual plan and coverage is from September through August.

*Dependents:* If a student has dependents that he/she would like to include on the Student Health Insurance Plan, the student must contact the Student Health Insurance Office at the beginning of the term for information on health plan enrollment. There is an additional charge for each dependent.

*Waiver:* The waiver outlines criteria for comparable insurance that is emailed to each student in the fall and also available online or at the Student Insurance Office. If students wish to waive the student insurance, they must complete the waiver. Detailed instructions and the form are available online at the [Student Insurance website](#). The deadline for waiving or enrolling in the insurance will be included on the selection/waiver form and listed online. **After the deadline, the student will be responsible for the insurance fee, which is automatically charged on their tuition bill.** Additional information will also be provided during orientation or by calling the Student Insurance Office.

The Student Insurance Office  
*Location:* Ed 2 North, room 3213; *Phone:* 303-724-7674  
*Email:* amcstudentinsurance@ucdenver.edu

**CU Denver Students**

The downtown campus does not have a mandatory health insurance policy for domestic students. A voluntary health insurance plan is offered and it is strongly encouraged that students obtain health care coverage. In order to be eligible, graduate students must be enrolled in coursework. At the downtown Denver campus, there is no minimum credit hour requirement for graduate students to obtain health insurance. However, students must actively attend classes for at least the first 31 days after the date for which coverage was purchased.

*International Students:* There is a mandatory health insurance plan for all international students with F-1 and J-1 visas, as well as students on OPT. Each semester, the insurance premium will be automatically added to the student’s account. Dependents can be added to the plan within 30 days of the student’s arrival or at the time of birth of a student's
dependent in the United States. All other international students and scholars will be eligible to enroll in a voluntary domestic health insurance plan.

**Waiver:** If a student has a health insurance policy that meets the University’s health insurance requirements, the student may qualify to waive the University-issued student health insurance plan. Every student wishing to be exempt from the University sponsored plan must complete and submit a waiver form once every year. No waivers/refunds will be processed after the posted deadline. The school health insurance fee will be automatically added to a student’s account if the waiver fails to meet the University’s health insurance requirements.

Student Health Insurance Coordinator  
*Location: Tivoli, room 127; Phone: 303-556-6273*

**Health Services**

**CU Anschutz Students**  
As noted above, all students registered for 5 or more hours are automatically enrolled in the Anschutz Medical Campus student insurance (see Student Insurance). Students seeking medical care should see their primary care provider per the plan. Questions regarding benefits should be addressed to:

Student Insurance Office  
*Phone: 303-724-7674; Email: amcstudentinsurance@ucdenver.edu*

**Immunization Requirements:** All new students accepted to degree programs at CU Anschutz are required to submit proof of current immunizations to the Graduate School. The specific requirements and necessary forms are provided by the Graduate School as part of the admission materials.*

*Medical, religious and personal exemptions are allowed by law. Students who request exemptions are subject to the prevailing regulations governing quarantines in case of outbreaks and university policies related to forfeiture of tuition and fees.

**CU Denver Students**

The Health Center at Auraria provides comprehensive primary care medical services similar to those found at community medical providers. In addition, specialists are on site in Psychiatry, Gynecology and Orthopedics.

*Location: Plaza Building, room 150; Phone: 303-556-2525*

**Immunization Requirements:** Students born after January 1, 1957, must provide documented proof that they have received two rubella (measles), two rubella (German measles) and two mumps vaccinations OR two combination MMR (measles, mumps and rubella).*
Students born before January 1, 1957, must provide documented proof that they have received one rubella (measles), one rubella (German measles) and one mumps vaccination OR one combination MMR (measles, mumps and rubella.)

An alternative option for students who have had all three diseases and/or cannot provide an immunization record is to provide written evidence of positive laboratory tests (known as a blood titer test for immunity). Test results must reflect positive immunity to measles, mumps and rubella, and if results prove less than positive the student must provide evidence of re-immunization.

*Medical, religious and personal exemptions are allowed by law. Students who request exemptions are subject to the prevailing regulations governing quarantines in case of outbreaks and university policies related to forfeiture of tuition and fees.

**Housing**

**CU Anschutz Students**

There is no university-owned, on-campus housing at CU Anschutz. However, a computerized database of apartments, townhomes, houses, etc., is available for student use. Searches can be performed and printed out based on parameters such as rent, number of bedrooms, distance from CU Anschutz, etc. In addition, many landlords post rental information on the bulletin boards located all over campus including the CU Anschutz Bookstore, the Health Sciences Library, and the Student Services Office (Ed 2 North, room 3123). Information on potential roommates is also available.

**CU Denver Students**

Campus Village is located directly adjacent to the Auraria Campus, within easy walking distance of the campus and the downtown area. Campus Village houses 685 Auraria campus students in apartment-style accommodations and provides students with programs and resources to help foster their academic and social success. Campus Village housing is exclusively for students.

*Location:* Student Housing, Tivoli, room 227; *Phone:* 303-556-2444

**Identification Badges**

**CU Anschutz Students**

Students should work with their program administrator to schedule an appointment with ID Access to obtain the student ID. Students will not be able to obtain an ID badge until they have been matriculated by the Graduate School. Matriculation requires receipt and processing of the tuition deposit and background check. To obtain the ID badge, each student must present either a driver’s license or state ID (each non-citizen must present a current and valid passport) before the badge will be issued. Please note that the last name on the identification must match the name used to register with the University. The badging staff will ask for any academic or professional credentials.
Student badges provide photo identification, after-hours access to designated buildings, and library privileges. University buildings are locked every evening and on weekends and holidays to enhance safety for persons and property. Each building has at least one card reader entrance so that persons having after-hours access to that area can use their badges to enter. Students are granted general student access by the Graduate School. Access to the other locations within the buildings is granted as needed by your program based on your particular course of study.

If a student withdraws or graduates, he/she will be required to return the badge. Lost or abused badges will result in a $10 replacement charge. Lost badges can be replaced by the ID Access Office.

Location: Building 500, 1st floor

CU Denver Students
New student IDs and validation of current IDs may be obtained in the Commuter Resource Center, Tivoli. Proof of tuition payment or class schedule (with the student name and/or student ID# printed on the schedule) and a current picture ID are required.

Student badges provide photo identification, after-hours access to designated buildings, and library privileges. University buildings are locked every evening and on weekends and holidays to enhance safety for persons and property.

Location: Commuter Resource Center, Tivoli, room 269; Phone: 303-556-8385

International Students

General Information
The International Student and Scholar Services (ISSS) Office is available to international students to assist with immigration services, programming, and advising. ISSS is located on the CU Denver campus in the Lawrence Street Center, downtown Denver. Both CU Anschutz and CU Denver students should contact the office with any questions or concerns. Advisors are available to meet with students on both campuses at the student’s request. Students interested in an appointment should call the above phone number.

Location: Lawrence Street Center, 1380 Lawrence Street, 9th floor; Phone: 303-315-2230, call for an appointment

International Admissions
International applicants with questions regarding International Admissions should contact the International Admissions Office. To speak with an advisor, please see the contact form on the International Admissions webpage. CU Anschutz applicants with programmatic questions should contact their respective program directly with questions.

Location: International Admissions: 1050 17th Street, Suite A-300, Denver, CO 80265
Phone: 303-315-2230; Use contact form to reach advisor.
Full-Time Student Requirement

International students are required to be registered full-time. ISSS is required to report each student’s registration status and any program changes, including dropping below full-time, to the Department of Homeland Security (DHS) within a 21-day time frame. Failure to enroll full-time or to report any program changes such as funding changes, changes of major, changes of educational level and changes in the home address could result in adverse consequences to the student, including loss of visa status.

Change of Address

Department of Homeland Security (DHS) regulations mandate that all non-citizens report any change of home address within 10 days of the change. If there is a change in the student’s Colorado mailing address, he/she must update the address in the UCD Access Portal. F and J student visa change of address information submitted through the student information webpage will be automatically sent to DHS.

Malpractice Insurance (CU Anschutz Students Only)

Students in clinical training programs are considered "employees" under the Colorado Governmental Immunity Act and receive coverage through the malpractice trust. The University Counsel Office (303-315-6617) will supply a certification letter if necessary. Medical malpractice coverage is provided through a Self-Insurance Trust (the "Trust") authorized and established pursuant to a resolution of the Regents of the University of Colorado. This coverage is subject to the terms of the Trust's Coverage Document and extends to health care practitioners in-training who are enrolled at the University. Health care practitioners in-training are considered public employees," and, therefore, their liability in any medical malpractice action is limited by the Colorado Governmental Immunity Act (C.R.S. § 24 10 114).

Mental Health Services

CU Anschutz Students

The Student Mental Health Center does not accept students for walk-in counseling. Call to schedule an appointment with a counselor. After hours, identify yourself as an Anschutz Medical Campus student and ask for the on-call psychiatrist. If appropriate, students are referred to additional on-campus and/or community resources.

Phone: 303-724-4716, Monday through Friday from 8 - 5 schedule appointment
After hour contact: 720-848-0000

CU Denver Students

The Student and Community Counseling Center provides 10 counseling sessions per fiscal year at no charge to students attending CU Denver. The Counseling Center serves individuals, couples, families, and groups with mental health concerns. If appropriate, students are referred to additional on-campus and/or community resources.

Location: North Classroom, room 4036; Phone: 303-556-4372.
Office of the Registrar

General

The Office of the Registrar provides information on registration, academic calendars, degree audits, loan deferrals, non-degree student status, transcripts, Colorado residency, etc.

*CU Anschutz location:* Ed 2 North, room 3123; *Phone:* 303-724-8059

*CU Denver location:* CU Denver Building Annex; 1250 14th St.; *Phone:* 303-315-2600

**Course Book** (CU Anschutz Only)

The Course Book includes course descriptions listed alphabetically by discipline. The descriptions provide information on course numbers, titles, the level of instruction, credit and content by catalog year. The Course Book also contains important information, rules, and regulations related to course enrollment, affirmative action, educational and student services, the Family Educational Rights and Privacy Act (FERPA), financial aid, grades and grading policies, student government, health services and insurance, transcripts, tuition and fees, veterans’ benefits, and withdrawal.

**Course Catalog** (CU Denver Only)

The course catalog provides information for students, including admission requirements, course requirements for each degree and major, tuition and financial aid information, university policies and more.

**Transcripts**

Transcripts are available through the Registrar’s Office. Paper transcripts are free of charge and can be mailed or picked up at the Registrar’s Office. All standard orders are processed in 7-10 business days. Rush orders are available and are prepaid online. Rush orders will be processed within 3 business days. It is recommended that students review their transcripts once a year to assure the listed coursework is up to date. Students can review their transcripts through the UCD Access Portal.

**UCD Access Portal**

UCD Access is the student web portal through which a student connects with the University. A student can register for classes, request a transcript, pay a tuition bill, review and accept financial aid awards, change their address, and apply for scholarships.

**Ombuds Office**

The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences. They do **not** provide legal services or counseling to anyone. The primary mission of the Ombudsperson is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the University community.
CU Anschutz location: Building 500, room 7005C; Phone: 303-724-2950

CU Denver location: CU Denver Building, room 107P; Phone: 303-315-4493

**Student Services**

Student Services (linked above) provides students with an abundant list of information on student services available at both campuses to enhance/enrich campus life.

**Campus Student Services (CU Anschutz Only)**

The mission of the Office of Campus Student Services is to enhance student life at CU Anschutz by providing excellence in selected non-academic and academic student services. The office provides students with assistance in the areas of housing and child care, as well as coordinating other services and activities for CU Anschutz students.

Location: Ed 2 North, room 3123; Phone: 303-724-2866

**Student Senate:** The Student Senate is the governing body for CU Anschutz students. It is composed of elected representatives from each of the various Colleges of the Anschutz Medical Campus: College of Nursing, Graduate School, School of Dental Medicine, School of Medicine, School of Pharmacy, School of Public Health, Child Health Associate Program, Dental Hygiene Program, and the Physical Therapy Program. All Senate meetings are open to any interested student (not just representatives) and participation is encouraged. Information will be posted on the Student Senate web site and distributed throughout the academic year.

**Graduate Student Council (GSC):** The Graduate Student Council is comprised of students from all graduate programs at CU Anschutz. The GSC strives to represent students’ concerns, interests and makes recommendations to the Student Senate as well as to administration. The GSC also serves as a resource for communication between the graduate student body and other organizations on campus. Meetings are held monthly. Activities have included book clubs, sponsored speakers, and various social activities.

**Study Areas:** Study areas available to students include the Health Sciences Library (during the hours posted), program or departmental libraries (if applicable), and the student lounge (available 24 hours). Lounge 500, located on the first floor of Building 500 (west of the Bookstore) is for all degree-seeking Anschutz Medical Campus students.

**Office of Student Life (CU Denver Only)**

The Office of Student Life sponsors events, coordinates student clubs, facilitates team sports, advises on student health insurance, creates volunteer opportunities, gathers resources for students, and runs the PAL program.

Location: Tivoli, room 303; Phone: 303-556-3399
Student Government Association: The CU Denver Student Government Association (SGA) consists of student representatives serving on committees at various levels within the University including: the University of Colorado System, Denver Campus Administration, and Denver Campus Student Body. The SGA gives the students an effective voice in the shared governance of the campus, provides the students an enriching and fulfilling university experience, and promotes the general welfare of the student body.

Veteran Student Services

The Office of Veteran Student Services (OVSS) at CU Denver | Anschutz represents all Active Duty, Reservist, National Guard, Veteran and VA-dependent students on both campuses and throughout the Denver Metropolitan Area. They work to improve and enrich the educational experience of our servicemen, servicewomen and their dependents through advocacy, as well as appropriate and responsive services. They are an initial contact point for eligible veterans and dependent students attending CU Denver | Anschutz who wish to utilize Veterans Administration educational benefits. This office assists students with filling out VA paperwork and resolving issues associated with the receipt of VA-related educational benefits. The Office of Veteran Student Services maintains proper certification for eligible students to ensure that each student meets Veterans Administration requirements for attendance, course load and content, and other regulations necessary to receive educational benefits payments. In addition, the Office of Veteran Student Services provides VA vocational rehabilitation referrals, information on VA tutorial assistance, and VA work/study positions for qualified veterans.

CU Anschutz location: By appointment only, Ed 2 North, room P28-3201; Phone: 303-556-2745

CU Denver location: Tivoli Student Union, room 124; Phone: 303-556-2745
SECTION II:
GENERAL GRADUATE STUDENT INFORMATION

Academic Grievance and Appeal Process

Students who wish to appeal an adverse action or file a grievance should consult the Academic Grievance Appeal Process as described in APPENDIX B.

Academic Honor Code

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. Expectations, definitions, and procedures regarding graduate student academic honesty and professional conduct are outlined in the Honor Code. A copy of the Code is located in APPENDIX A. Expectations regarding general student conduct are outlined in the Code of Student Conduct (see page 1). Matriculation into a Graduate School program at CU Denver | Anschutz indicates the student’s willingness to abide by both of these Codes. Questions and concerns may be directed to the Graduate School.

Academic Probation

If, at any time, a student’s cumulative graduate grade point average (GPA) after matriculation falls below 3.00 (some graduate programs may require that a higher GPA be maintained) the student will be placed on academic probation. Probationary full-time students have 2 semesters, probationary part-time students have 4 semesters, in which to raise their cumulative GPA to a 3.00 (or greater if required by the program) for removal from academic probation (calculated using all graduate-level courses since matriculation, including graduate courses that a student enrolled in outside his/her main program). In addition, a minimum GPA of 3.00 (or greater if required by the program) must be maintained in each probationary term. Students who fail to meet the conditions of probation are subject to dismissal from the Graduate School. Any student who is dismissed from the Graduate School following unsuccessful academic probation or failure to meet his/her program’s guidelines for satisfactory academic progress may reapply for admission to the same or a different graduate program only after 1 year. The student should consult with the Program Director before applying.

Probation also may be imposed by the Graduate School and its programs for other reasons related to unsatisfactory academic progress and for unprofessional behavior, including honor code violations and conduct that violates the integrity of training and research. In such instances, the length and specific conditions of the probationary period will be determined on a case-by-case basis.
Removal from Probation

Once the student’s GPA has been recalculated and shown to be 3.00 or above, and/or other specified conditions of the probationary status have been met, the student will be notified by email, with a copy of the notification sent to the student’s program.

Probation and Graduation

A student cannot take a milestone exam (Masters final exam or thesis defense, PhD comprehensive exam or dissertation defense) or obtain a degree from CU Denver | Anschutz while on academic probation.

Advising

Advising questions should be directed to the program in which a student is enrolled. The program can provide the most accurate and detailed advising in almost any situation. If the program cannot assist a student or the student wishes to speak to a person outside of the program, please contact the Graduate School at 303-724-2915 (Anschutz) or 303-315-2183 (Downtown). Graduate School staff can answer questions and provide information on rules, policies, student services, and most of the areas outlined in this handbook.

Conflict of Interest Policy

In some situations, graduate students may hold employment positions within the campus in addition to their positions as graduate students at the CU Denver | Anschutz. When this situation occurs, there is the potential for conflicts of interest to arise. The following policy governs such situations.

1. A graduate student may not serve as a regular faculty member (Instructor or above) in the same program in which he/she is enrolled as a student.
2. If two individuals work in a student-faculty relationship in a graduate program, they may not both hold faculty (Instructor or above) appointments in the same graduate program, even if such graduate program is different from the one in which the student is enrolled.
3. Recent graduates can be granted a graduate faculty appointment in the graduate program from which they graduated. In this situation, the new faculty member must not direct courses taken by individuals who were students when the new faculty member was also a student. (In programs where independent student cohorts exist, then the new faculty member must not direct a course taken by students from his/her cohort.) The new faculty member may not serve on an examination committee of any individual who was a student in the program (regardless of cohort) when the new faculty member was still a student.
4. A faculty member who employs a graduate student as a PRA:
   a) Can be an “IN” graduate faculty member of the student’s program and can serve on the student’s graduate degree examination committee(s) with the approval of the graduate Program Director; or
b) Can serve as an additional (but not sole) “outside” graduate faculty member of
the student’s program and examination committee with the approval of the
graduate Program Director; but
c) Cannot serve as Chair of the student’s examination committee(s).

5. Despite the allowable participation on examination committees described above (#4),
the Graduate School discourages such involvement and suggests that the employer
not serve on the committee, but attend all committee meetings as an invited guest.

Grades and Quality of Work

Grading System

The grading system at CU Denver | Anschutz is based on the following:

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<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
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<tr>
<td>B</td>
<td>3.00</td>
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<td>B-</td>
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<td>F</td>
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<tr>
<td>IP</td>
<td>In Progress*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete**</td>
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*IP grades are changed to final letter grades when the student completes the required
work for the course. These are usually used for thesis, project, report, and dissertation
courses. Once a grade has been received, it will be calculated into the cumulative GPA.

**I grades are automatically changed to an F after one year unless a grade change is
initiated by the course instructor.

GPA

The grade point average (GPA) is calculated by multiplying the credit hours for the
course by the points for the letter grade, totaling all the credit points and dividing them by the
number of credit hours included. Grades received in courses transferred from another institution
and/or from non-degree student coursework are not included in the calculation of the grade point
average. The GPA for graduate students includes all courses taken while the student is enrolled
in one or more graduate programs.

*Pass/Fail Courses: Graduate courses or any courses used toward a graduate degree may
not be taken on a pass/fail basis.*
Minimum GPA and Grades

As a graduate student, students are required to maintain at least a “B” (3.00) average in all work attempted while enrolled in the Graduate School. Courses in which grades below a “B-” (2.70) are received will not be applied toward the degree. This is a minimum requirement; individual graduate programs may have more stringent requirements. While a course with a grade of C+ or below will not count towards the degree, all coursework taken while a student was enrolled as a graduate student will be included in the GPA calculation. If a student’s cumulative GPA falls below a 3.00, he/she will be placed on academic probation (please see Academic Probation).

Repeating Coursework

A graduate student who receives an unsatisfactory grade in a course (as determined by the Graduate School or an individual program) may repeat that course once. The 2 grades received will be averaged in calculating the grade point average, and all grades received will appear on the student’s transcript. The course may be counted only once toward satisfying the credit hour requirement for the degree.

Grade Changes

At the end of a course, the course instructor will assign a letter grade, or an Incomplete (I), or In Progress (IP). IP grades are changed to final letter grades when the required work is completed. An “I” grade is automatically changed to an “F” after one year unless a grade change is initiated by the course director. In addition, letter grades may be changed due to clerical or administrative error; however, no other grade changes are permitted by the Graduate School; (i.e., students are not allowed to perform additional work for a course already completed in order to improve their grade). If a student enters military service before completing a course and an Incomplete grade, “I”, is reported, this grade may be carried on the record for the duration of the student’s service, provided arrangements have been made with the graduate program and the Graduate School Dean.

Graduate School

The Graduate School is responsible for overseeing, facilitating and enhancing the educational experiences and opportunities for all graduate students, as well as encouraging excellence in research, creativity and scholarly work. Our staff is always available to help students with any questions or concerns.

CU Anschutz location: Academic Office 1, room 1503; Phone: 303-724-2911

CU Denver location: Lawrence Street Center, Suite 1251; Phone: 303-315-2183

Graduate School Website Graduate.School@ucdenver.edu

The Graduate School website posts the information and forms the student will need to assist them in their graduate studies from admission through graduation. The website includes information and forms related to transfer courses; Comprehensive Final Examination (Master's students) or Comprehensive and Thesis Defense examinations (Doctoral students); requests for a
Leave of Absence; instructions for formatting and submitting your thesis electronically; guidelines for graduation; etc. All forms, deadlines, and exam information are available online at the Student Services link on the website.

Graduation

Ceremonies
Commencement honors the achievement of one's academic goals and the beginning of the next vocational commitment. Separate commencement ceremonies are held for the Denver Campus and the Anschutz Medical Campus. Denver Campus ceremonies occur twice a year in December and May. The Anschutz Medical Campus holds one ceremony in May.

**CU Anschutz Graduation Ceremony:** A graduation ceremony is held only once each year, in May on the Friday preceding Memorial Day weekend. All M.S./M.S.C.S. graduates for that May, the preceding December, and the preceding August are invited to attend. All Ph.D. graduates from the previous December, August and those that have defended by April 1 are invited to attend. Information on graduation and the on-line registration process to obtain a cap and gown will be provided through the official University email account. Students are required to wear a cap and gown (regalia) to participate in all ceremonies.

**CU Anschutz Graduate School Convocation:** Many programs offer separate ceremonies for their graduates; the Graduate School also holds a separate ceremony (independent of the Graduation ceremony) for all graduate students who received the M.S., M.S.C.S. or Ph.D. degrees. The Convocation is held immediately after the CU Anschutz Graduation Ceremony in May.

**CU Denver Graduation Ceremony:** There are two graduation ceremonies held for CU Denver students, one in December and one in May. Students who complete all degree requirements by the stated deadline in the Spring semester will participate in the May ceremony. All students who completed all degree requirements by the stated deadline in the Summer or Fall semester will participate in the December ceremony.

**CU Denver Post –Commencement Receptions:** Schools and colleges host individual receptions immediately following commencement for graduates, guests and faculty. Please contact your school or college directly for additional information regarding receptions.

Diplomas
In order to graduate and receive a diploma, students must complete a graduation application before the end of the add/drop registration period of the semester in which they expect to graduate. Students must have completed all program-defined coursework and the final examination/thesis defense and be cleared academically in order to receive the diploma. The diploma will be withheld if the student has not met academic and financial obligations.
Inclement Weather

The Graduate School has established a policy in the event of inclement weather. The policy applies to all Graduate School staff, its faculty and students on both campuses. The policy outlines what action will be taken regarding University announcements, delayed openings, and early campus closures. Please consult the policy for further information.

Leave of Absence

A student who needs to leave a CU Denver graduate program for a period of time should determine, together with his/her Program Director, whether a petition for a leave of absence is required. The form to request the leave of absence is available on the Graduate School website. A leave of absence is granted for up to 1 year during a student’s graduate study. Approved leaves of absence do not automatically extend the time limits for earning a degree. Requests for leaves of absence that exceed 1 year will not be approved. Students who are absent for longer than 1 year will be considered to have withdrawn from the program and will be required to reapply for admission and be considered together with all other applicants.

Letter of Completion

If a student has completed all requirements for the degree (all coursework completed, final examination passed, thesis submitted, etc.) and requires proof of the completion prior to the receipt of the diploma, the student may request a “Letter of Completion” from the Graduate School office. Please allow at least one week for processing.

Provisional Admission

Students who do not meet the criteria for admission as a Regular degree student can be admitted as a Provisional degree student. On the provisional form that accompanies the student’s admission documents, the graduate Program Director outlines the rationale to support such an admission. The admission of the applicant as a Provisional degree student requires the approval of the Graduate School Dean. Based on the requirements of the graduate program and the recommendations of the graduate Program Director, the Dean will make a determination and advise the Program Director and the student of the conditions that the student must satisfy in order to be transferred from Provisional to Regular status. The Dean, in consultation with the Program Director, will also determine the time period (1 or 2 semesters for full-time students and a maximum of 4 semesters for part-time students) in which these conditions must be met. Provisional students are subject to the same standards of performance required of Regular degree students, plus any other requirements imposed by program faculty as conditions of admission. The Dean, in consultation with the Program Director, will review the performance of the Provisional degree student at the end of the specified probationary period to see if they can be converted to Regular degree status. Provisionally admitted students must either have satisfied the requirements for conversion and be admitted to Regular degree status or be dismissed from the graduate program to which they were provisionally admitted. A student cannot be approved as a candidate for a degree or obtain a degree from CU Denver | Anschutz while on Provisional degree status.
Registration

New students should register for classes in the semester for which they have been admitted into the Graduate School (matriculated). If they are unable to attend in the term for which they were admitted, students must notify their graduate program and the Graduate School. Registration dates are published on the academic calendar.

All students register through the UCD Access Portal. The portal has been designed to provide students central access to information and instructions needed to navigate the system and to their personal student information. In the portal, students can register for classes, request a transcript, accept financial aid, check or pay a student bill, apply for a scholarship, access e-learning, and view their current schedule. Other resources are available as well.

Auditing a Course

Students may not audit courses. Instead, a student (who has been officially admitted into a graduate program) may register for a course for no credit and pay the appropriate tuition and fees. No grade or credit is awarded. The transcript reflects the name of the course taken and an N/C notation. Students must get the consent of the instructor and Dean of their school or college. Students must indicate no-credit registration at the time of registration or during the drop/add period.

Changes in Registration

CU Anschutz Students: Students wishing to drop or add a course or take it for credit/non-credit should follow the Drop/Add procedures found in the current Course Book. Note: After the second week of classes, a student may not drop or add a course or take a course for non-credit without the permission of the Graduate School and without being responsible for any tuition and fees associated with the course.

CU Denver Students: Students wishing to drop or add a course or take it for credit/non-credit should follow the Drop/Add procedures found in the current Catalog. See the calendar of deadlines for information on when a Dean’s signature is required.

Concurrent Registration

Students wishing to attend two University of Colorado campuses concurrently must obtain permission from the Graduate School. A student may take up to 2 courses or 6 semester hours (whichever is greater) on another CU campus if:
- the student obtains a concurrent registration form,
- the course is not offered at the Denver or Anschutz Campus,
- the student obtains approval from the Graduate School,
- there is space available at the other (host) campus,
- the student pays tuition at the Denver or Anschutz Campus (home campus) at Denver Campus or Anschutz rates (based on their degree program),
- the home campus school or college arranges for space in the host campus classes, and
- the concurrent request is processed before the end of the drop/add period on both the host and home campuses.
To drop a concurrent course during the host campus drop/add period, arrange the drop at the home campus Registrar’s office. To drop a concurrent course after the end of the host campus drop/add deadline, drop the course at the host campus Registrar’s office.

Questions concerning concurrent registration on different CU System campuses may be directed to the Registrar’s Office: 303-724-8059 (Anschutz); 303-315-2600 (Downtown).

Coursework and Examinations

Students are required to be registered during the semester that they take their comprehensive exam, final examination, or defend their thesis, project, or report. If the exam falls between the semesters, the student is required to register for the subsequent semester.

Masters’ students who are enrolled in a program or track that requires a thesis, must register for a minimum of 3 and a maximum of 6 credit hours of thesis. Students may register for any number of hours each term, but the total number of hours for all terms must equal the number of credits expected to apply toward the degree requirements without exceeding the 6 hour maximum across all semesters. Students must be registered for at least 1 course during the semester in which they take their final exam, defend their thesis, or present their final project or research paper. If a student has already registered for the maximum number of thesis hours and all other coursework, and is not registered for any other coursework at the time of his/her exam, the student must register for 1 credit of the appropriate Candidate for Degree course {e.g., CAND 6940 or NURS 6940 (Anschutz); CAND 5940 (Downtown)}. It is anticipated that students will only enroll in this course in their final semester, but extenuating circumstances may require enrollment for an additional term.

Doctoral students are required to be registered during the semester they take their comprehensive exam and thesis defense. Pre-comp PhD students who have already registered for all required and elective coursework do not need to register for additional coursework before their comprehensive exam. They can begin registering for thesis hours (note the limit on 10 thesis hours prior to comps). Post-comp PhD students must register for 1 to 10 thesis hours (see notations below).

**PhD Students:** After passing the comprehensive examination, students are required to begin registering for 5 thesis hours each Fall and Spring semester, until the completion of a minimum of 30 thesis hours *(Note: Some programs require students to continue to register for 5 thesis hours until the successful completion of the thesis defense as well as register during the summer semester. Please consult with your individual program/school regarding its policy.)* PhD students are required to accumulate a minimum of 30 thesis hours (8990) in order to graduate. This is a minimum. Students may graduate with more than 30 thesis hours.

**EdD Students:** The EdD Student Handbook provided by the program provides a progression schedule regarding dissertation credits for students to follow. Once 15 dissertation credit hours have been completed, students only need to register for 1 credit per semester until the successful defense of the dissertation.
Full/Part-Time Status
Determination of full- or part-time status is based on enrollment in graduate-level coursework within a given semester at CU Denver | Anschutz

Full-time:
- 5 or more semester hours
- 1 or more semester hours of thesis/dissertation (not Master’s report/project)
- Candidate for degree {CAND 6940, NURS 6940 (Anschutz); or CAND 5940 (downtown)}

Part-time:
- 3 or more semester hours

Note: The Financial Aid definitions of full-time and part-time enrollment may differ from the academic definitions. Please see a Financial Aid advisor for more information.

Maximum Load
In a regular term, students may not earn graduate credit toward a degree for more than 15 semester hours in a regular term. Petitions to exceed this limit will be considered by the Graduate School.

The maximum number of graduate credits that may be applied toward a degree during a summer session is 10 hours per 10-week session. Students should contact the Graduate School office for information on petitioning to take an overload.

Residency Status
In the State of Colorado, it takes a full year for a student to be declared a resident for tuition purposes. Any student declared a non-resident should begin to establish residency as soon as possible.

Students should not simply take the word of other students or faculty regarding what constitutes establishment of residency. Please review the link above for a complete description of residency requirements.

CU Anschutz Students: Contact the Registrar’s Office for further information and questions. Location: Ed 2 North, room 3205; Phone: 303-724-8054

CU Denver Students: Contact the Tuition Classification Officer for further information and questions. Phone: 303-315-2627
Vacation and Leave Policy for Stipended PhD Students

Students who receive full-support stipends from CU Denver | Anschutz PhD programs are required to pursue their training on a full-time basis, devoting each day of the normal work week, plus any additional time required by their research project and academic courses. Additionally, for a student to maintain full-time status, the following guidelines for vacation and leave time have been established by the Graduate School. These leave times represent leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. Graduate students shall receive all University holidays and no more than 14 calendar days (counting all days Monday through Sunday) of vacation per annum, with no year-to-year accrual. Students may take up to 15 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual. All holiday, vacation, and sick days that fall within these guidelines will be continue to be covered by the stipend. Please consult the policy for additional information.
SECTION III:

MASTERS STUDENT INFORMATION

Note: The requirements stated below are minimum requirements; additional conditions set by your program may be obtained directly from your program office. *Individual graduate programs, Departments, Schools or Colleges may adopt more, but not less, stringent rules and requirements.*

Students who wish to earn the Master’s degree must first become candidates. After completing or registering for all program-required non-thesis coursework, students must file the Application for Admission to Candidacy. After all other requirements for the degree have been substantially completed and after advancement to candidacy, all candidates for the Master’s degree are required to participate in a final comprehensive examination or thesis/project/report defense.

Prior to the term in which the student is planning to graduate, the student should obtain the *current deadline calendar* for the campus on which the program is located. **The responsibility rests with the student to see that all requirements and deadlines are met concerning the completion and submission of the appropriate graduation documents to the Graduate School.** Departments or program committees may have additional deadlines which must be met by graduate students in that department or program. It is the student’s responsibility to ascertain such requirements and to meet them as designated by the department or program chair/director.

Minimum Requirements

**Credit Hours**

The minimum number of credit hours required for a Master’s degree is 30.

**Graduate-Level Courses**

All coursework applied toward the minimum requirements for a Master’s degree must be graduate-level. Courses will have graduate rank only if they are taught by members of the Graduate School faculty and are in one of the following two categories:

1. Courses within the major department at the 5000 level or above, or

2. Courses outside the major department at an equivalent graduate-level, provided they are approved for a specific degree plan by the faculty of the degree-granting program and the Dean of the Graduate School.

**Note:** In certain programs, the graduate program may allow selected undergraduate courses that are outside the specific discipline of their program to count towards the graduate degree. These courses must be approved by the Program Director. Regardless, at least 24 credit hours of course work required for completion of the Master’s program must be at the graduate-level (5000 and above) and undergraduate credits (at the 4000 level only) cannot exceed 20 percent of the total credit hours required. Furthermore,
undergraduate courses within the same discipline as the graduate program cannot be credited towards a graduate degree. **Not all graduate programs allow undergraduate courses to count toward the graduate degree. Students should check with their program for the relevant policies.**

**Thesis Credits**

If a graduate program has a thesis, research paper, project or internship option as the culminating requirement, the thesis/research paper/project/internship must register for a minimum of 3 and a maximum of 6 credits, unless specified otherwise by the individual program.

**Independent Study Coursework**

Independent study coursework cannot exceed 20 percent (6 credits) of the 30 credits of coursework required for the Master’s degree.

**Enrollment Requirements**

**Residency**

The minimum enrollment requirement at CU Denver | Anschutz for Master’s students is the equivalent of 2 semesters of full-time scholarly work beyond the attainment of the bachelor’s degree.

**Full/Part-Time Registration**

Enrollment for a minimum of 5 credits is required to be eligible for financial aid and full-time status. Master’s students should aim to finish the degree in 2 years with full-time enrollment and 7 years with part-time enrollment.

**Application for Admission to Candidacy**

Students must complete the [Application for Admission to Candidacy](#) form no later than the posted deadline. The student’s advisor and Program Director must approve the completed application form before submission to the Graduate School for final approval and filing. **The student cannot take the final exam/thesis defense if they are on probation, i.e., have a GPA less than 3.00 in all graduate coursework or before they have completed or registered for all non-thesis coursework required by the program.**

Before being admitted to candidacy, Master’s students must complete at least two semesters of enrollment at CU Denver | Anschutz, complete or register for all program-required (including electives) non-dissertation coursework, and pass the final examination/thesis defense.

Any coursework taken more than seven years prior to the date of the final exam/thesis defense must be validated by a process determined by the student’s respective Program Director. The Director will advise the Graduate School in writing using the [Course Validation form](#) that such courses have been validated prior to the student’s advancement to candidacy.
Completing the required courses for a program does not automatically admit a student to candidacy for the degree. The student will need to complete the Application for Admission to Candidacy form. This form requires the student to:

1. complete some background information concerning the student and the program,

2. list all courses that will apply toward the degree in chronological order (i.e., the earliest/oldest courses are listed first). (NOTE: Not all courses a student has taken necessarily count towards the degree. Therefore, a student cannot simply attach a copy of his/her transcript.) All courses must have letter grades (A or B and + or -).

3. assure the program completes all relevant parts of the provided form, including the bottom part, and

4. sign the application and obtain the approval of the program mentor/advisor and Program Director. Students should plan ahead to obtain these signatures.

The form must be submitted by the deadline listed in the deadlines calendar for the campus on which the student’s program is located. Late submission will result in the student graduating in the next graduation cycle.

Once the Application is approved, notification will be sent to the student’s University email address. The student should contact the Graduate School if notification is not received by the examination date.

If a student is on academic probation or provisional status, he/she is not eligible to be approved for Candidacy, take their final exams, or be awarded a degree until they have been removed from probation and admitted to regular degree status.

Final Examination

After completing or registering for all required coursework for the degree and after advancement to candidacy (approval of the Application for Admission to Candidacy), all candidates for a Master’s degree are required to participate in a final comprehensive examination or submit a research paper/project/report or perform a thesis defense. This examination may be given near the end of the last term of residence while a student is still taking courses, provided satisfactory progress is being made in those courses. The program can assist students regarding the makeup of the examination committee and the format of the exam.

A student cannot participate in the comprehensive examination with a GPA less than 3.00 (while on academic probation) and until the Application for Candidacy is submitted to and approved by the Graduate School.

Registration

Students must be registered at the time the final exam/thesis defense is scheduled. Students may be registered for coursework, thesis hours, or “Candidate for Degree” (CAND
Scheduling the Exam
The following rules apply to the final examination:

1. The Request for Examination form, must be submitted to the Graduate School office at least two weeks prior to the examination (late submission will result in having to reschedule the exam). The form requires the Program Director’s signature prior to submission to the Graduate School.

2. The exam or thesis/project/report defense must occur by the deadline listed in the deadlines calendar for the campus on which the student’s program is located.

Examination Committee
The final examination/thesis defense is to be given by a committee of at least 3 members of the Graduate Faculty. The Chair of the committee must be a graduate faculty member of the degree-granting program with a regular appointment.*

*Graduate programs with a limited number of Graduate Faculty members can petition the Dean for an exception to this requirement so that only two members of the Graduate Faculty are required for examinations of Master’s students in their program(s).

The examinations may be oral, written, or both, or may consist of an evaluation of a cumulative professional project.

Results
All members of the committee must be present for the oral examination, although a minority of members, but not the Chair or the student, may participate by interactive video. A majority of the examination committee members must vote for one of the following examination outcomes: a) Pass; b) Conditional Pass; or c) Fail.

If the student passes the examination with a conditional pass, the conditions must be satisfied within four months. Failure to satisfy these conditions will result in failure of the examination.

If the student fails the examination, the student is subject to immediate dismissal from the program on the recommendation of the graduate program and concurrence of the Dean. At the program’s discretion, the student may retake the exam once. The retake must be completed by the end of the next academic semester. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken. The student must also submit a new Request to Schedule Exam form to the Graduate School.

6940 (Anschutz); CAND 5940 (Downtown)} at the time the examination is taken. If the examination is scheduled between terms, the student must be registered for the subsequent term.
Graduation Materials

At the end of the semester before a student expects to graduate he/she should visit the Graduate School website to review all instructions, deadlines, and required forms. The documents all students should review and submit include:

1. **Instructions:** Detailed directions on the steps that must be completed to graduate.

2. **Deadlines:** A list of important deadlines that must be met prior to the graduation date.

3. **Application for Graduation:** The graduation application must be submitted at the beginning of the semester the student plans to graduate. This is an application required by the Registrar’s Office that is completed through the UCD Access Portal. If the student’s graduation is postponed, the application must be resubmitted the following semester.

4. **Application for Admission to Candidacy:** Please see above section and instruction sheet for details on completing this form.

5. **Request to Schedule Exam:** Please see above section and instruction sheet for details on completing this form.

6. **Style and Policy Manual for Theses and Dissertations (Thesis Students Only):** The manual provides guidelines, specifications, and information students must follow when formatting their thesis. For reference, it also includes sample pages of each section of a thesis for reference.

7. **Thesis Pre-check/Format Review (Thesis Students Only):**

   **CU Anschutz Students:** All thesis students must complete a mandatory thesis pre-check that should be scheduled prior to the defense. At least two weeks prior to the defense date, please call 303-724-2911 to schedule the pre-check.

   **CU Denver Students:** An unbound, hard copy of the thesis must be submitted to the Graduate School (Location: 1380 Lawrence Street, suite 1251; Phone: 303-315-2183) by the date listed on the deadline calendar for the initial format review. **Electronic copies are NOT accepted for format review.**

8. **Statement of Approval (Thesis Students Only):** This form must be submitted to the Graduate School prior to the electronic submission of the student’s thesis. Original signatures are required.
**Thesis Requirements**

Every thesis presented in partial fulfillment of the requirements for an advanced degree must:

1. address a definite topic related to the major field,

2. be based upon independent study and investigation,

3. represent the equivalent of 3 to 6 semester hours of work,

4. receive the approval of the student's major program,

5. be essentially complete at the time the final examination is given, and

6. comply with formatting specifications of the Graduate School and be approved by the Graduate School.

Final copies of theses are submitted electronically. Electronic submission directions are provided online. All theses must be submitted by the published deadline. If the deadline is missed, the student will graduate the following semester. Students are advised to check with the program to see if they have any further specifications.

**Statement of Approval**

The Statement of Approval must be submitted to the Graduate School, with original signatures, prior to submitting the thesis electronically. This is a University document and should be treated as such. There should be no corrections on the page, no folds, and no extraneous marks.

*CU Anschutz Students:* Please submit the form to Academic Office 1, L15-1503

*CU Denver Students:* Please submit the form to Lawrence Street Center, Suite 1251

**Style and Policy Manual for Theses and Dissertations**

All theses and dissertations must comply with the guidelines established in the Graduate School Style and Policy Manual for Theses and Dissertations. All students must arrange for a mandatory pre-check of their thesis as defined in #7 above.

**Thesis Seminar (CU Anschutz Only)**

A Thesis Seminar is held twice a year, in October and March, on the Anschutz Medical Campus to assist students in completing their thesis. Notification of the date of the seminar will be posted in the departmental office and disseminated through the campus student email system.

**Thesis Hours**

A student completing a thesis must register for thesis hours. A *minimum* of 3 semester hours is required, with a *maximum* of 6 semester hours. These hours can be registered for in
one term, or can be spread out over several terms. If the student has already registered for the maximum number of thesis hours and needs to be registered for the thesis defense, the student may register for the Candidate for Degree course (Anschutz-CAND 6940 or NURS 6940; Downtown-CAND 5940). This course does not apply to any graduation credit hour requirements. The final grade of the thesis will be withheld until the thesis is completed and approved by the Graduate School.

**Grades Assigned**

A grade of “In Progress” (IP) will be assigned to all thesis hours in all semesters until the final thesis is submitted to the Graduate School office and approved.

**Time Limit**

Master’s students, whether enrolled full-time or part-time, must complete all degree requirements within 7 years of matriculation (the semester of formal admission) including the filing of their thesis if the program requires a thesis. *Note: This is a minimum requirement. Students should check with their program, as some programs have stricter time limits.*

Students who fail to complete the degree in this seven-year period are subject to termination from the Graduate School upon the recommendation of the Program Director and concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Program Director must petition the Dean for an extension using the Request for Extension of Time Limit Form and include 1) reasons why the program faculty believes the student should be allowed to continue in the program and 2) provide an anticipated timeline for completion of the degree. Extensions are approved for up to one year.

Approved leaves of absence do not automatically extend the time limits for earning a degree, but they may be used as a reason to request an extension, if needed.

**Validation of Coursework**

Any coursework taken at CU Denver | Anschutz more than 7 years prior to applying for candidacy for a Master’s degree must be evaluated and deemed to be current by a process determined by the Director of the graduate program in which the student is enrolled. A Course Validation form is available on the Graduate School website.

**Transfer of Credit**

Resident graduate work of high quality pursued in a recognized graduate school outside of the CU System and transferred within the time limit may be accepted for graduation up to a limited amount, provided the transfer is recommended by the student’s program and approved by the Dean of the Graduate School. Transfer credit is defined as any graduate-level credit earned at another accredited institution either in the United States or abroad, or credits earned as a non-degree student within the University of Colorado system. Graduate courses taken while the student was enrolled in a graduate program anywhere in the University of Colorado system are considered resident, not transfer, and therefore fall outside the limits on transfer credits.
Number of Transferrable Credit Hours

The maximum amount of transfer credit hours that may be applied toward a Master’s degree at CU Denver | Anschutz is 12 hours of coursework (or 40 percent if the program requires more than 30 hours), although individual graduate programs may have more restrictive limits. The number of course credits that can be transferred to the student’s graduate program will be determined by the graduate Program Director on a case-by-case basis.

Effect on Enrollment Requirement

Transfer credits will count towards the total number of credits that are required for graduation in a given program and thereby reduce the amount of work necessary for graduation. However, the GPA at the time of graduation will only be based on the credits earned during enrollment at CU Denver | Anschutz.

Transfer Course Requirements

All courses accepted for transfer must:

1. be graduate-level (5000 or above),
2. have a “letter” grade (i.e., courses in which the grading is either satisfactory/unsatisfactory or pass/fail are not accepted),
3. have a grade of “B-” or better (individual programs may require a “B” or better for transfer credit and/or may require a “B” or better in the core classes of the particular discipline),
4. not have been applied toward an undergraduate degree or another graduate degree on the same level,
5. be validated by the Program Director if they were taken more than 7 years before the Master’s final exam to ensure that the course content is still considered “current”, and
6. be transferred prior to the semester in which the Master's final examination is taken.

Coursework accepted for transfer credit must not have been applied towards an undergraduate degree or another graduate degree of the same level (e.g., MA to MS). Specifically, Master’s courses applied to one completed Master’s degree program may not be applied to another Master’s degree program (see #4 above.)

Eligibility to Transfer Courses

Before courses can be considered for transfer, the student must have an overall GPA of 3.00 in all courses taken at the CU Denver | Anschutz Graduate School and have completed at least 1 term in residence after official matriculation. Transferred courses do not reduce the residency requirement but may reduce the amount of work required for the degree.
Grades received in transferred courses and grades earned while a student was classified as a non-degree student are not included in calculations of the GPA, although the credit earned is applied to the program requirements.

Coursework Taken Outside the US
If a student performs coursework at an institution outside the USA and wishes to have it considered for transfer and application toward their graduate degree, they should contact their graduate Program Director. If approved by the Program Director, he/she will provide a recommendation to the Graduate School listing the courses that they accept for transfer and will also provide documentation including an independent evaluation by the Office of International Affairs to support the recommendation. The Graduate School Dean will evaluate the recommendation of the Program Director regarding the transfer of credits from the foreign institution and make a determination on a case-by-case basis.

Transfer of Non-Degree Student Hours
Graduate programs may recommend the transfer of courses students have taken as a non-degree student to the Dean of the Graduate School. These credits will count toward the 12 semester hour limit as referenced above, however, the transfer of credit form does not need to be completed or submitted, as these courses appear on the University of Colorado transcript. Approval of the courses by the graduate program and the Graduate School on the Application for Candidacy will constitute approval of the transfer of the courses toward the degree.

Transfer Procedures:

1. Obtain and complete a Transfer of Credit form,

2. obtain the approval of the student’s advisor and Program Director, and

3. Return the signed form, along with an original transcript, to the Graduate School at least one semester prior to the student’s anticipated graduation date. Students may not transfer in courses taken during the term of the final examination/thesis defense.
SECTION IV:

DOCTORAL STUDENT INFORMATION

The doctoral degree is the highest academic degree conferred by the University. To state the requirements of the degree in terms of credit hours would be misleading because the degree is not conferred merely upon the satisfactory completion of a course of study, however faithfully pursued. Students who receive this degree must demonstrate that they are proficient in some broad subject of learning and that they can critically evaluate work in this field; furthermore, they must have shown the ability to work independently in their chosen field and must have made an original contribution of significance to the advancement of knowledge.

Note: The requirements stated below are minimum requirements; additional conditions set by individual programs may be obtained directly from the program office. Individual graduate programs, Departments, Schools or Colleges may adopt more, but not less stringent rules and requirements.

Minimum Requirements

Credit Hours

The minimum number of credit hours required for a PhD degree is 30 credits of coursework, all of which must be at the Graduate level (5000 and above) and 30 credits of dissertation. (All students should check the specific requirements of their program, since some programs have adjusted their credit hour requirement to meet national standards).

The EdD program requires a minimum of 39 credits of coursework and 15 dissertation credits.

Graduate-Level Courses

Graduate-level coursework taken for a Master’s degree may be applied toward a Doctoral degree with Program approval; likewise, coursework taken for a completed Doctoral degree may be applied toward a concurrent or subsequent Master’s degree with Program approval.

All coursework applied toward the minimum requirements for a Doctoral degree must be graduate-level. Graduate-level courses are:

1. directed by a Regular or Special member of the Graduate Faculty (although individuals without Graduate Faculty membership can be guest lecturers),
2. graded with a letter grade (A – F system, not pass/fail or satisfactory/unsatisfactory), and
3. offered within a degree program at the 5000 level or above.
Enrollment Requirements

Residency
The minimum enrollment requirement at CU Denver | Anschutz for Doctoral students is 6 semesters of full-time scholarly work beyond the attainment of a Bachelor's degree. Two semesters of enrollment credit may be allowed for an earned Master's degree from another institution; however, at least 4 semesters of credit must be earned for work performed while enrolled after matriculation.

Part/Full-Time Registration
Enrollment for a minimum of 5 credits is required to be eligible for financial aid and full-time status. Three semester hours is considered full-time during the summer semester.

Preliminary Examination
Each Program is responsible for ensuring that students are qualified for doctoral study by successfully passing a preliminary examination. Graduate programs that require students to have a Master’s degree before entering their doctoral program may exempt the student from taking a preliminary examination. The content and format of the preliminary examination are determined by the individual graduate program. The results (Pass/Fail) of the preliminary examination must be reported to the Graduate School. A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the Program and concurrence of the Dean. At the Program's discretion, a student who fails the examination may retake the exam, the format and timeline of which is to be defined by the Program.

Application for Admission to Candidacy
Students who wish to receive the doctoral degree must first become candidates. After completing or registering for all program-required non-thesis coursework, students must file the Application for Admission to Candidacy. Additionally, after all other requirements for the degree have been substantially completed and after advancement to candidacy, all candidates for the doctoral degree are required to take a comprehensive examination (see Comprehensive Examination). These two activities usually take place concurrently (i.e., submitting the Application for Admission to Candidacy and Request to Schedule Exam forms, both explained below).

Students must apply for admission to candidacy for the doctoral degree at least 2 weeks before taking the comprehensive examination. The student’s advisor and Program Director must approve the completed application form before submission to the Graduate School for final approval and filing. A student cannot take the comprehensive examination if he/she is on probation, i.e., has a GPA less than 3.00 in all graduate coursework, or before he/she has completed or registered for all non-thesis coursework required by the program.

Before admission to candidacy, doctoral students must complete at least 2 semesters of enrollment at CU Denver | Anschutz, complete or register for all program-required (including electives) non-dissertation coursework, and pass the comprehensive examination.
Any coursework taken more than 7 years prior to the date of the comprehensive exam must be validated by a process determined by the student’s respective Program Director. The Director will advise the Graduate School in writing, using the Course Validation form, that such courses have been validated prior to the student’s advancement to candidacy.

Completing the required courses for a program does not automatically admit a student to candidacy for the degree. The student will need to complete the Application for Admission to Candidacy form. This form requires the student to:

1. complete some background information concerning the student and the program,
2. list all courses that will be applied toward the degree in chronological order (i.e., the earliest/oldest courses are listed first), (NOTE: Not all courses a student has taken necessarily count towards the degree. Therefore, a student cannot simply attach a copy of his/her transcript.) All courses must have letter grades (A or B and + or -). Courses in which students have received Honors or Pass or doctoral thesis hours are not acceptable toward didactic hours of a doctoral degree and should only be included in the appropriate section on the application.
3. assure the program completes the bottom part of the form, and
4. sign the application and obtain the approval of the program advisor and Program Director.

The form must be submitted by the deadline listed in the deadlines calendar for the campus on which the student’s program is located. Submission past the stated deadline will impact and delay the scheduling of the student’s comprehensive examination.

Once the Application is approved, notification will be sent to the student’s University email address. The student should contact the Graduate School if notification is not received by the examination date.

If a student is on academic probation or provisional status, he/she is not eligible to be approved for Candidacy, may not the comprehensive exam, or be awarded a degree until he/she has been removed from probation and admitted to regular degree status.

Comprehensive Examination

After completing or registering for all program-required non-thesis coursework, and concurrent with the application for admission to candidacy for the Doctoral degree, the student must take a comprehensive examination in his/her respective discipline. This examination (written, oral, or both) will test the student’s mastery of a broad field of knowledge, not merely the formal coursework that has been completed. At the program's discretion, the oral part of the comprehensive examination may be open to all members of the program, after which the student shall meet with the examination committee in a closed session.
This examination must be completed no later than the end of the student’s third year. Individual programs may establish an earlier deadline. Under extenuating circumstances, and upon recommendation of the Program Director and concurrence of the Dean, the examination may be taken during the fourth year.

A student cannot take the comprehensive examination with a GPA less than 3.00 (while on academic probation) and until the Application for Candidacy is submitted to and approved by the Graduate School.

Registration
The student must be registered at the time the comprehensive examination is attempted. The student may be registered for either coursework or thesis hours. If the examination is scheduled between terms, the student must register for the subsequent semester.

Scheduling the Exam
The following information outlines the steps required to schedule the comprehensive examination.

1. Complete the Application for Admission to Candidacy. This form requires signatures from the student, the advisor, and the Program Director prior to submission to the Graduate School. Students should plan ahead to obtain these signatures.

2. Complete the Request to Schedule Exam form. This form requires the Program Director’s signature prior to submission to the Graduate School.

3. Submit both signed forms to the Graduate School at least 2 weeks prior to the exam date. Late submission of either of these forms will result in the student rescheduling his/her exam. The examination approval form and exam information will be sent to the program office to be placed in the student’s file for use at the examination.

The student should contact the program advisor regarding the makeup of the examination committee, as well as the format the exam will take.

Examination Committee
The examination committee shall consist of a minimum of 3 Graduate Faculty members. A majority of the committee members, including the Chair, must be members of the degree-granting program. The student's dissertation advisor, if already identified, may not chair the examination committee.

Note: All students should check their individual program requirements, as many programs have additional requirements for the committee composition.

All members of the committee must be present for the examination, although a minority of members, but not the Chair or the student, may participate by interactive video.
Results

The student must receive votes from the majority of the examination committee for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail.

If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within 4 months. Failure to satisfy these conditions will result in failure of the examination. The committee Chair is responsible for monitoring the conditions and reporting the outcome to the Graduate School.

A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the Program and concurrence of the Dean. At the Program’s discretion, a student who fails the examination may retake it once. The re-examination will be in the form designated by the committee and must be completed within 12 months. The original examination form noting the failure is signed by the committee and returned to the Graduate School office. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

The examination form must be signed by the committee and returned to the Graduate School Office reporting the results of the exam.

Dissertation Registration

PhD students must register for a minimum of 30 dissertation credit hours to complete the requirements for the PhD degree. (Students are required to check with their specific Programs to determine if its thesis credit hour requirements differ from the minimum requirement of the Graduate School.)

EdD students must register for a minimum of 15 dissertation credit hours to complete the requirements for the EdD degree.

PhD Dissertation Hours Prior to the Comprehensive Examination

It is recommended that students not take more than 10 hours of dissertation credit prior to the comprehensive exam. This allows the majority of their required dissertation credit hours to be completed during the semester of and subsequent to the comprehensive exam.

PhD Students Dissertation Hours Post Comprehensive Examination

Following the comprehensive exam, students must register for a minimum of 5 hours of dissertation credit in each Fall and Spring semester. If necessary, registration for other coursework can substitute for part of the required registration during the Fall and Spring semesters as long as the minimum of 5 hours is maintained. However, coursework credits will not apply toward the minimum requirement of 30 dissertation credit hours. Students may register for a maximum of 10 hours of dissertation credit in any one semester.
Once a student has completed 30 dissertation credits, s/he needs to enroll for only 1 credit each Fall and Spring semester until a successful defense of his or her thesis. *(Students are required to check with their specific programs, as some programs require the student to continue to register for 5 thesis hours until a successful defense of the dissertation).* Students who receive a stipend may have to continue to register for 5 credit hours in Fall and Spring, and 1 credit hour in Summer, to maintain their status as full-time students and ensure that retirement contributions are not withheld from their stipend. (Non-stipended students on financial aid who need to be enrolled full-time may be able to utilize this rule in registering for a dissertation credit, for which 1 credit hour is considered to be full-time if they qualify. Students should check with their program and/or the Graduate School.)

International students who register for only 1 credit in a semester and who need to maintain their status on an F-1 or J-1 visa may have to have their academic advisor complete a “Less Than Full-Time Enrollment” form that allows international students to register less than full-time and still have valid status. This is subject to other requirements as noted above. Stipended students must maintain full-time status.

Students who are unable to register for these minimum credits because of extenuating personal circumstances should apply for a leave of absence (see below).

**EdD Students Dissertation Hours Post Comprehensive Examination**

EdD students should consult the EdD Student Handbook provided by the program, and follow the dissertation credit schedule outlined in the handbook. Once 15 dissertation credit hours have been completed, students only need to register for 1 credit per semester until successful defense of the dissertation.

**Continuous Registration**

Continuous registration requires registration for courses in both the Fall and Spring semesters of each academic year. Continuous registration for dissertation hours during the academic year will be required until completion of the thesis defense. To assure that the number of enrollment hours are consistent with the program regulations as well as the Graduation School Rules and policies, as outlined in this handbook, students should consult with their advisors each term of enrollment.

A student (who is not on a leave of absence) who fails to register continuously for dissertation credit hours in an academic year (fall and spring semesters) after having passed the comprehensive examination may, at the discretion of the Program Director, be required to retake and pass the comprehensive examination in order to regain status as a student in “good standing” in the Graduate School.

**Grades Assigned**

A grade of “In Progress” (IP) will be assigned to all thesis/dissertation hours in all semesters until the final thesis/dissertation is submitted to the Graduate School office and approved.
Dissertation

A dissertation based upon original investigation and demonstrating mature scholarship and critical judgment, as well as familiarity with the tools and methods of research, must be written on a subject approved by the student’s dissertation advisor and the Dissertation Advisory Committee. All research conducted for the doctoral degree must meet all regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects, HIPAA and environmental safety. The dissertation is presented in partial fulfillment of the requirements for the PhD degree.

**Style and Policy Manual for Theses and Dissertations**

All theses and dissertations must comply with the guidelines established in the Graduate School Style and Policy Manual for Theses and Dissertations.

**CU Anschutz Students:** All thesis students must complete a mandatory thesis pre-check that should be scheduled prior to the defense. At least two weeks prior to the defense date, please call 303-724-2911 to schedule the pre-check.

**CU Denver Students:** An unbound, hard copy of the thesis must be submitted to the Graduate School *(Location: 1380 Lawrence Street, suite 1251; Phone: 303-315-2183)* by the date listed on the deadline calendar for the initial format review. **Electronic copies are NOT accepted for format review.**

**Thesis Seminar (CU Anschutz Only)**

A Thesis Seminar is held twice a year, in October and March, on the Anschutz Medical Campus to assist students in completing their thesis. Notification of the date of the seminar will be posted in the departmental office and disseminated through the campus student email system.

**PhD Dissertation Advisory Committee**

After selecting a dissertation advisor, the student, in collaboration with his or her dissertation advisor, will choose a Dissertation Advisory Committee, subject to approval of the graduate Program Director. Although it is recommended that the Dissertation Advisory Committee be the same as the Dissertation Examination Committee, the 2 committees need not be identical. **Although the student’s dissertation advisor may not chair the Comprehensive or Dissertation Examination Committees, Programs are given the flexibility to permit, or prohibit, the student’s advisor to serve as Chair of the Dissertation Advisory Committee.**

The Dissertation Advisory Committee will serve an advisory function to the student and dissertation advisor and will also monitor the student’s progress towards completing the dissertation. The Dissertation Advisory Committee will determine when the student has made sufficient progress to begin writing his or her dissertation.

**Meeting Requirements**

All PhD students who have advanced to candidacy must meet with their Dissertation Advisory Committee at least once every year, although some Programs may require – and the
Graduate School encourages – a greater frequency of meetings. It is the student’s responsibility to identify the best available meeting time and to schedule the meeting.

The Dissertation Advisory Committee shall evaluate the student’s progress to ensure that s/he has made satisfactory progress since the previous meeting. The Committee Chair will complete the Dissertation Advisory Committee meeting form summarizing the student’s progress, or lack thereof, and send copies to the student, the primary mentor, if not the Chair, the Program Director, and the Graduate School. In case of a non-satisfactory performance, steps required to rectify the situation should be suggested in the report.

If a student fails to meet with his/her Dissertation Advisory Committee within the previous 12 months, the Graduate School will notify the student and dissertation advisor that the committee must meet within the next 4 weeks. Students who fail to have a Dissertation Advisory Committee meeting by the end of this 4 week probationary period will not be permitted to register for subsequent semesters. Once the student is in compliance with this rule, s/he will be permitted to register.

**Graduation/Defense Information**

In the semester prior to the semester in which a student plans to defend and graduate, the student should review all forms and information necessary for graduation on the Graduate School website, including the current deadline calendar. The responsibility falls to the student and the program to see that all requirements and deadlines are met.

Programs may have additional deadlines which must be met by graduate students in the program. It is the student’s responsibility to ascertain such requirements and to meet them as designated by the Program Director, committee, and mentor.

The following information is provided to PhD students for graduation:

1. **Instructions**: Detailed directions on the steps that must be completed to graduate.

2. **Deadlines**: A list of important deadlines that must be met prior to the graduation date.

3. **Application for Graduation**: The graduation application must be submitted at the beginning of the semester the student plans to graduate. This is an application required by the Registrar’s Office that is completed through the UCD Access Portal. If the student’s graduation is postponed, the application must be resubmitted the following semester.

4. **Request to Schedule Exam**: Please see above section and instruction sheet for details on completing this form.

5. **Biographical Sketch**: Some basic information about the student’s educational program, committee membership, student publications, thesis title and abstract.
6. **Style and Policy Manual for Theses and Dissertations**: The manual provides guidelines, specifications, and information students must follow when formatting their thesis. It also includes sample pages of each section of a thesis for reference.

7. **Survey of Earned Doctorates**: This is a national survey. Students will submit a “certificate of completion” with their final thesis. See Dissertation Submission section.

8. **Thesis Pre-check/Format Review**: All thesis students are required to complete a mandatory thesis pre-check as described above (page 37) Style and Policy Manual for Theses and Dissertations

9. **Statement of Approval**: This form must be submitted to the Graduate School prior to the electronic submission of the student’s thesis. Original signatures are required.

**Dissertation Requirements**

**Format**
Each thesis/dissertation presented in partial fulfillment of the requirements for an advanced degree must comply with formatting specifications as outlined in the Style and Policy Manual for Theses and Dissertations of the Graduate School and be approved by the Graduate School.

**Submission**
Final copies of the dissertation are submitted electronically. Electronic submission directions are provided online (see Dissertation Submission section). All dissertations must be submitted by the published deadline. If the deadline is missed, the student will graduate the following semester. Students should also check with their programs to see if they have any further specifications.

**Grades Assigned**
A grade of “In Progress” (IP) will be assigned to all thesis hours in all semesters until the final thesis is submitted to the Graduate School office and approved.

**Dissertation Defense**
After the dissertation has been completed, a final examination/defense on the dissertation and related topics is conducted in two parts: an oral presentation of the dissertation research that is open to the public and a closed examination conducted by the examining committee.

**Registration**
The student must be registered at the time of the defense. If the defense is scheduled between terms, the student must register for the subsequent semester.
CU Anschutz Students: All students must be registered for a minimum of 5 dissertation hours, regardless of the number of dissertation hours that have been taken to date.

CU Denver Students: If the student has met the 30 credit requirement, the student must register for at least 1 credit of dissertation. If the student has not met the 30 credit requirement, the student must register for 5 dissertation credits.

EdD students should consult the EdD Student Handbook provided by the program, and follow the dissertation credit schedule outlined in the handbook. If 15 dissertation credit hours have been completed, students only need to register for 1 credit of dissertation.

Scheduling the Thesis Defense
Students should complete the Request to Schedule Exam form, which requires the thesis defense chair and Program Director’s signature and submit it to the Graduate School at least 2 weeks prior to the date of defense. The examination approval form and exam information will be sent to the program office to be placed in the student’s file for use at the examination.

Please see the Calendar of Deadlines regarding the last date on which a thesis defense may be scheduled for graduation in a given graduation cycle.

Draft Thesis Submission
The student must submit a finalized draft copy of the thesis to the defense committee members at least 2 weeks before the examination date. Programs may require an earlier deadline.

Examination Committee
The dissertation defense committee shall consist of a minimum of 4 Graduate Faculty members, except for the EdD program, which requires a minimum of 3 Graduate Faculty members. A majority of the committee members, including the Chair, must be members of the degree-granting program. Other than for the EdD program, the PhD student’s dissertation advisor may not chair the examination committee.

Note: All students should check their individual program requirements, as many programs have additional requirements for the committee composition.

All members of the defense committee must be present for the examination, although a minority of members, but not the Chair or the student, may participate by interactive video. In the event of an emergency that prevents one faculty committee member from attending the exam, the exam can proceed with the faculty members who can attend, and the student will schedule a separate meeting with the absent faculty member at an alternate time.

Results
Once the examination takes place, the signature form must be signed by the committee and returned to the Graduate School office. The student must receive votes from a strict majority of the examination committee for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail.
If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade and these requirements must be completed to the satisfaction of the examination committee within 60 days of the defense. Under extenuating circumstances, the graduate Program Director may petition the Graduate School for additional time.

If a student fails the examination, s/he may not continue in the program.

**Dissertation Submission**

All dissertations are submitted electronically. Information regarding fees, submission, and forms, is outlined on the [Electronic Theses and Dissertations website](#).

**Statement of Approval**

The Statement of Approval form must be submitted to the Graduate School, with original signatures, prior to submission of the dissertation electronically. This is a University document and should be treated as such. There should be no corrections on the page, no folds, and no extraneous marks.

*CU Anschutz Students:* Please submit the form to Academic Office 1, L15-1503

*CU Denver Students:* Please submit the form to Lawrence Street Center, suite 1251

**Survey of Earned Doctorates**

As part of the documentation to be submitted to the Graduate School, students are also directed to the [Survey of Earned Doctorates website](#) to complete the survey. Once completed, a certificate of completion will be provided. This certificate must be submitted to the Graduate School.

*CU Anschutz Students:* Please submit the certificate to Academic Office 1, L15-1503

*CU Denver Students:* Please submit the certificate to Lawrence Street Center, suite 1251 or email the certificate to Jessica.halliday@ucdenver.edu

**PhD Exit Survey (CU Anschutz Students Only)**

When CU Anschutz PhD students submit their thesis defense paperwork to the Graduate School, they will receive an email invitation to complete an anonymous PhD Exit Survey. At the completion of the survey, students they will receive an email in their University email account, thanking them for completing the survey. Students need only print the Thank You email as documentation of their completion of the Exit Survey.

**Leave Usage**

Students who receive full-support stipends from CU Denver | Anschutz PhD programs are required to pursue their training on a full-time basis, devoting each day of the normal work week, plus any additional time required by their research projects and academic courses.
Additionally, for a student to maintain full-time student status, the following guidelines for vacation and leave time have been established by the Graduate School. These represent the leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. Individual graduate programs might not have a formalized system for accounting for vacation and sick leave; if so, vacation and leave monitoring falls under the honor system and is the responsibility of the student.

Leave of Absence

The following information applies to all doctoral students, not just to stipended PhD students. Students who need to leave a CU Denver | Anschutz graduate program for a period of time, but no longer than 1 year, should speak with their Program Director concerning a petition for a leave of absence (LOA). If approved by the Program Director, the LOA form is forwarded to the Graduate School office for final approval and processing. An approved leave of absence does not automatically extend the time limit for earning a degree, but it may be cited as supporting documentation to request an extension if needed. Students who are absent for longer than 1 year will be considered to have withdrawn from the program and will be required to reapply for admission and be considered in competition with all other applicants.

Doctoral students who have passed their Comprehensive Examination are required to be registered continually for the Fall and Spring semesters. Failure to do so will result in the student being required to retake the Comprehensive Examination or reapply to the Graduate School. An official leave of absence may modify this registration requirement during the leave period.

Vacation/Holiday Leave (Stipended PhD Students)

Graduate students shall receive all University holidays and no more than 14 calendar days (counting all days Monday through Sunday) of vacation per annum, with no year-to-year accrual. Students shall continue to receive stipends during vacations and holidays. In the Graduate School the times between academic terms and the summers are considered active parts of the training period and are not necessarily free times. Students enrolled in courses are expected to attend all classes and take all exams as scheduled. Vacations should not be scheduled when classes or exams are in session. For advanced students, vacation time should be arranged in agreement with the dissertation advisor.

Sick Leave and Other Leave (Stipended PhD Students)

Graduate students may continue to receive stipends for up to 15 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual. Under exceptional circumstances, additional sick days may be granted following a written request and approval by the student’s Program Director. Sick leave may also be used for the medical conditions related to pregnancy and childbirth.

Parental Leave (Stipended PhD Students)

Graduate students may also receive stipends for up to 60 calendar days (counting all days Monday through Sunday) of parental leave per annum for the adoption or birth of a child. Either parent is eligible for parental leave. Parental leave must be approved by the student’s Program Director. Sick leave may not be used to supplement parental leave, except as noted above.
Unpaid Leave (Stipended PhD Students)

Individuals requiring more than 15 calendar days of sick leave or more than 60 calendar days of parental leave, must seek approval from their program for an unpaid leave of absence. Approval for a leave of absence must be requested in advance by the student and approved by the program. The leave period and conditions must be documented, both at the time of leave and at the time of re-entry into the program. A copy of this agreement must be submitted to the Graduate School.

Termination (Stipended PhD Students)

Upon graduation or termination a graduate student forfeits all unused annual and sick leave; payment may not be made from grant funds (training grants or research grants) for leave not taken.

Time Limit

Doctoral students, whether enrolled full-time or part-time, must complete all degree requirements within 8 years of matriculation (the semester of formal admission) including the filing of the thesis. *Note: This is a minimum requirement. Students should check with their program, as some programs have stricter time limits.*

Students who fail to complete the degree in this eight-year period are subject to termination from the Graduate School upon the recommendation of the Program Director and concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Program Director must petition the Dean for an extension using the Request for Extension of Time Limit Form and include 1) reasons why the program faculty believes the student should be allowed to continue in the program and 2) provide an anticipated timeline for completion of the degree. Extensions are approved for up to 1 year.

Approved leaves of absence do not automatically extend the time limits for earning a degree, but they may be used as a reason to request an extension, if needed.

Transfer of Credit

Resident graduate work of high quality pursued in a recognized graduate school outside of the CU system and transferred within the time limit may be accepted up to a limited amount, provided it is recommended by the program and approved by the Dean of the Graduate School. Transfer credit is defined as any graduate-level credit earned at another accredited institution either in the United States or abroad, or credits earned as a non-degree student within the University of Colorado system. Graduate courses taken while the student was enrolled in a graduate program anywhere in the University of Colorado system are considered resident, not transfer, and therefore fall outside the limits on transfer credits.

Number of Hours that May be Transferred

The maximum amount of transfer work that may be applied to the PhD degree is 30 semester hours. Individual programs may have more restrictive limits. The number of course credits that can be transferred to the student’s graduate program will be determined by the graduate Program Director on a case-by-case basis.
The maximum amount of transfer work that may be applied to the EdD degree is 9 semester hours.

**Effect on Enrollment Requirement**

Transfer credits will not reduce the enrollment requirement at this University, but may reduce the amount of work to be conducted in formal courses.

**Transfer Course Requirements**

All courses accepted for transfer must:

1. be graduate-level (5000 or above),

2. have a “letter” grade (i.e., courses in which the grading is either satisfactory/unsatisfactory or pass/fail are not accepted),

3. have a grade of “B minus” or better (individual programs may require a “B” or better for transfer credit and/or may require a B or better in the core classes of the particular discipline),

4. not have been applied toward an undergraduate degree or another graduate degree on the same level,

5. be validated by the Program Director if enrollment occurred more than 7 years prior to the comprehensive exam to ensure that the courses are considered “current”, and

6. be transferred prior to the semester in which the comprehensive examination is taken.

**Eligibility to Transfer Courses**

Before courses can be considered for transfer, the student must have earned an overall GPA of 3.00 in all courses taken at the CU Denver | Anschutz Graduate School and have completed at least 1 term in residence after official matriculation. Transferred courses do not reduce the residency requirement but may reduce the amount of work required for the degree.

Grades received in transferred courses and grades earned while a student was classified as a non-degree student are not included in calculations of the GPA, although the credit earned is applied to the program requirements.

**Coursework Taken Outside the US**

If a student performs coursework at an institution outside the USA and wishes to have it considered for transfer and application toward his/her graduate degree, the student should contact his/her graduate Program Director. If approved, the Program Director will provide a recommendation to the Graduate School listing the courses that are accepted for transfer and will also provide documentation including an independent evaluation by the Office of International Affairs to support the recommendation. The Graduate School Dean will evaluate the
recommendation of the Program Director regarding the transfer of credits from the foreign institution and make a determination on a case-by-case basis.

Transfer of Non-Degree Student Hours

Graduate programs may recommend to the Dean of the Graduate school the transfer of courses students have taken as a non-degree student to the Dean of the Graduate School. These credits will count toward the 30 semester hour limit as referenced above, however, the transfer of credit form does not need to be completed or submitted, as these courses appear on the University of Colorado transcript. Approval of the courses by the graduate program and the Graduate School on the Application for Candidacy will constitute approval of the transfer of the courses toward the degree.

Transfer Procedures:

1. Obtain and complete a Transfer of Credit form,

2. obtain the approval of the student’s mentor/advisor and Program Director, and

3. return the signed form, along with an original transcript, to the Graduate School at least one semester prior to the student’s anticipated comprehensive examination. Students may not transfer in courses taken during the term of the comprehensive examination.
APPENDIX A:

STUDENT ACADEMIC HONOR CODE

Honor Code Guidelines

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are also expected to have achieved a level of maturity which is reflected by appropriate conduct at all times. Expectations, definitions, and procedures regarding graduate student conduct are outlined in the Code of Student Conduct (see page 1).

Although it is not possible to list every situation that violates the CU Denver | Anschutz Academic Honor Code, the following examples will provide a reference point:

- Academic Dishonesty
- Complicity with Academic Dishonesty
- Plagiarism
- Cheating
- Fabrication and Falsification
- Submission of the same papers more than once or for different classes
- Misuse of Academic Materials
- Any conduct, both on and off campus, that interferes with the student’s ability to perform his/her classroom, laboratory, or professional duties or reflects poorly on the University
- Violation of any University of Colorado, Anschutz Medical Campus, Denver Campus, or Graduate School policy

Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

Professional Conduct

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action which compromises the quality or safety of patient care; violation of patient confidentiality; and any other conduct unbefitting a professional health practitioner or biomedical researcher.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the
faculty and staff also share in this responsibility. As part of the orientation process, each student is required to electronically sign an agreement to adhere to the Honor and Conduct Codes, therefore, violations must be reported.

**Relationship of Honor Code to Local, State and Federal Laws**

The University adheres to all applicable local, state and federal laws, and cooperates with law enforcement officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency and such laws have precedence over the provisions of this policy.

**Guidelines for Implementation of the Student Honor Code**

Members of the Graduate School community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. Upon admission, all students in the Graduate School electronically review or receive a copy of the Graduate School guidelines and procedures for implementing the Graduate School Honor Code. Students indicate their willingness to adhere to the Code by electronically signing the acknowledgment form. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor or Conduct Codes. All questions or concerns regarding the Honor and Conduct Codes should be directed to Graduate School office.

*CU Anschutz location:* Academic Office 1, room 1503; *Phone:* 303-724-2911

*CU Denver location:* Lawrence Street Center, suite 1251; *Phone:* 303-315-2183

The Graduate School has developed the following guidelines and procedures to review alleged violations of the Student Honor Code and to make recommendations concerning violations of the Code. Alleged violations by faculty or students of the Code are first reported to the Dean or Assistant Dean. Normally, disciplinary action should not be taken against the alleged violator until the Honor Code Committee and Assistant Dean have reviewed the case and made a recommendation to the Dean; however, if the alleged violation threatens the welfare or safety of others or is against the law (see Relationship of Code to the Laws above), appropriate action should be taken immediately.

**Honor Code Committee**

The committee generally consists of four faculty members and one student representative. The faculty members are selected on an ad hoc basis from outside the school of the alleged violator(s). The student representative is also selected on an ad hoc basis from a different program and school than the alleged violator(s). Faculty selected to serve in this ad hoc capacity commit to be available to serve for a two year period as needed. Students commit to one year. Faculty and students can be reappointed for additional terms. The Chairperson of the committee will be one of the faculty members and will be elected by the Committee. Decisions of the committee shall be reached based upon a simple majority vote.
The primary focus of this advisory committee is to examine alleged violations of the honor code as defined above, to hear testimony, and to make recommendations to the Dean as appropriate. All matters referred to the Student Honor Code Committee shall be confidential to the extent practical and permitted by law, throughout the proceedings. Note: Issues regarding violations of student conduct will be considered under guidelines as outlined in the Code of Student Conduct (see page 1). Issues related to academic grievance or suspension will be dealt with as outlined in the procedure in Appendix B.

Procedures

The Honor Code Committee will be convened as necessary by the Assistant Dean. The Honor Code Committee shall follow these guidelines to the extent possible. However, the Committee reserves the right to modify these procedures if necessary based on extraordinary circumstances to be determined on a case-by-case basis.

1. Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code and may subject the observer to an honor code proceeding. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to the Graduate School Assistant Dean. All charges must be submitted in writing. Normally, disciplinary action will not be taken against the alleged violator until the Student Honor Code Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the Graduate School Dean or designee will take appropriate action if necessary (e.g., immediate suspension).

2. If the reporting party is a student who has evidence that another student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the party shall report the suspicion to a professor, the Program Director, or School Associate Dean. The party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.

3. If the reporting party is a faculty member who has evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The faculty member may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the faculty member shall report the suspicion to their graduate Program Director or School Associate Dean. That party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.
4. The Dean or Assistant Dean will review the information submitted concerning the alleged violation. If the student(s) has been confronted with the violation and admits having violated the honor code, the case may be referred immediately to the Dean for review and action. If there is no admission of wrongdoing, the case will be referred to the Honor Code Committee for a hearing. The Assistant Dean will coordinate the hearing process.

5. When an alleged violation is referred to the Honor Code Committee, the reporting party and student(s) will be notified of the charges in writing within 10 working days of the date of referral to the Committee and the date of the scheduled hearing.

6. The Honor Code Committee will hold a hearing. The Assistant Dean will coordinate the activities of the Committee and attend the hearings as a non-voting observer. The hearing will be held, if possible, within thirty 30 days of the student(s) being notified of the alleged Honor Code violation. (a) The student(s) shall have the opportunity to submit a written pre-hearing statement in response to the charges. (b) The student(s) shall have the opportunity to review any evidence against him/her prior to the hearing upon submission of a written request to the Assistant Dean. (c) The reporting party shall also have the opportunity to review any evidence presented by the student(s) so they might clarify or update their statements prior to them being given to the Honor Code Committee. Full transparency shall be provided to all parties for evidence provided to the Committee.

The student accused of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she wishes. The reporting party may either attend the proceedings in person or submit a statement of the incident in lieu of personally attending the hearing. The Committee shall have no power to compel any individual to testify.

Legal counsel will not be present for either the student or the University parties.

The student may have a representative of her/his choice present at the hearing for advice and/or support during the proceedings. This representative shall not advocate on behalf of the student.

If the student has been properly notified of the charges and the date of the hearing yet elects not to attend, the hearing will proceed in his or her absence.

The Committee shall keep an adequate record of the hearing. Evidence will be reviewed during the hearing, the allegation of a violation must be proven using the standard of a preponderance of the evidence.

7. Following the hearing, the Student Honor Code Committee will discuss the proceedings outside the presence of the parties and determine a course of action to follow with respect to the student in question. Upon a majority vote of the Honor Code Committee, they will make their recommendation in writing to the Graduate School Dean, which may include but is not limited to the following actions:
 Take no action against the student based on a finding of no violation.
 Place the student on disciplinary probation for a specified period of time.
 Suspend the student's registration at the University of Colorado, including Extended Studies, for a specified period of time.
 Make appropriate recommendations, such as requiring the student to receive a failing grade, retake a course, attend a plagiarism seminar, or make some other type of restitution.
 Dismiss the student permanently from the graduate program and the Graduate School.

If the Committee is unable to reach a majority opinion on whether the student violated the Honor Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

8. A record of all documents associated with the case and a record of the action taken will be kept in a file in the Assistant Dean's office.

9. The Dean will review the decision of the Committee and notify the student(s) of her/his decision by email and certified U.S. mail within 5 working days of the hearing. The reporting party will also be notified by email of the decision.

10. The Dean will only reverse or modify the findings and recommendations of the Honor Code Committee if he/she concludes by a preponderance of the evidence that one of the following situations exists: (a) new information regarding the student’s alleged violation of the Honor Code which was previously unknown to the student or the Committee is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee’s decision; or (c) there is evidence that the Honor Code Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.

11. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within 7 working days after the letter notifying the student of the Dean’s decision has been sent by certified U.S mail.

12. If the student is suspended, terminated/dismissed, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Dean shall notify the appropriate CU Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.
APPENDIX B:

ACADEMIC GRIEVANCE AND APPEALS PROCESS

The following procedures address those student appeals and grievances arising from suspension, termination/dismissal, or denial of progression based on unsatisfactory academic performances from the Graduate School or its programs.

The intent of the academic appeal procedure is to assure fairness and due process to all involved parties. **Good faith efforts should always be made by students, faculty, and administration to settle all appeals, complaints, and grievances on an informal basis.** These efforts will include conferences between the persons directly involved and others whom these persons believe to be able to help solve the problems.

Definitions

Students may find themselves terminated from a graduate program for a number of reasons. Sometimes the language and policies behind the termination can be confusing. These definitions are provided to shed some light on the nuances between terms.

- **Suspension** – Removal of the student from the graduate program for a defined period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered. While suspended the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University. Special conditions may be stipulated for reinstatement at the conclusion of the period of reinstatement of the period of suspension. The student is not in good standing with the University during the term of the suspension.

- **Termination/dismissal** – Terms used synonymously to refer to a student being withdrawn from a graduate program and Graduate School. Official notification is sent to students by email and US mail. Students terminated have the right to appeal their dismissal in writing within one week per this policy. As with a suspension, the student is no longer entitled to attend classes, use University facilities, participate in University activities, or be employed by the University as a student.

- **Denial of Progress** – Students failing to meet program progression criteria, with course failures, too many incomplete grades, or some other programmatic issue, would fall into this category. Students in this category are may be suspended or terminated/dismissed and be defined by the corresponding criteria above.

Graduate programs and students should have an open communication with one another. Graduate programs have developed programmatic handbooks to assist students through their graduate studies. Students are responsible for following the policies and procedures as outlined in the Graduate School and program handbooks and Rules. Ignorance of the guidelines and procedures will not constitute an affirmative defense in an appeals process.
General Procedures

1. The student should be informed in writing by the relevant instructor, faculty committee, Program Director, or administrator (e.g., Dean or Assistant Dean) that he/she is not meeting the academic requirements to continue in the graduate program. Written notices of course failures, unsatisfactory program progress, and intent to request dismissal or suspension from the Graduate School are distributed to the involved student, the student's academic advisor, the Program Director, the program progression’s committee (if present), and the Assistant Dean of the Graduate School.

2. Should the student disagree with the decision made by the faculty, committee, Program Director, or administrator regarding course failure or intent to terminate progression in the program based on unsatisfactory academic performance, the student should initiate a conference with the involved person(s) to determine if the disagreement can be resolved within 2 weeks.

3. If the results of the first conference are not acceptable to the student, the student informs the involved faculty within 1 week and requests a conference with the involved faculty and Program Director or school administrator. NOTE: This step is required only in situations in which the Program Director and/or school administrator have not already approved or concurred with the initial notice of failure or intent to terminate.

4. If the consensus of the program is still that the student should be terminated/dismissed or suspended, the Program Director or Chairperson notifies the Graduate School Assistant Dean and recommends the student’s dismissal or suspension. The email or letter outlines the reason for the dismissal or suspension and steps taken to date. If suspension is recommended, the recommendation also includes specific criteria for term of the suspension and requirements for reinstatement.

5. The Assistant Dean will review the student's academic record and submitted information from the program to ensure that the student has received due process. If the student’s academic record and/or submitted information support termination/dismissal, the student will be dismissed from the program and the Graduate School. If suspension is recommended and supported by the academic record and submitted information, the student will be suspended per the request. The student will be notified by email and US mail. The program will be notified by email.

Written Appeal Procedure

1. Should the student wish to appeal the Assistant Dean’s decision, the student should submit a written response to the Dean within 1 week of receiving the written notice of suspension or termination/dismissal. The appeal should include rationale for the appeal and desired outcome. The student also may request a personal interview with the Dean to discuss the situation after they have submitted their written appeal.
2. The final decision rests with the Dean of the Graduate School. At the Dean's discretion, he/she may discuss the Assistant Dean’s decision with the involved faculty and student’s program, as well as any other persons affected by the recommended resolutions.

3. The Dean will notify the student of her/his decision by email and certified U.S. mail within 5 working days of submission of the appeal or interview with the student (whichever falls last). The decision of the Dean is final.

4. If the student is suspended, terminated/dismissed, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Dean shall notify the appropriate CU Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.