The policies, procedures and guidelines outlined in this document are based on the University of Colorado Denver / Anschutz Medical Campus Graduate School Rules and supplemental policies. In some cases, Bioengineering may have more stringent rules or requirements than those set forth by the Graduate School.

Information in this handbook is subject to change at any time without prior notice.

Last revised: March 2017
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How to Use this Handbook

The purpose of this handbook is to document the important policies and procedures that govern your graduate program in Bioengineering. Like all graduate programs, the graduate program in Bioengineering is subject to the University of Colorado Denver | Anschutz Medical Campus Graduate School Rules, which form a foundation of minimum requirements. Each program is permitted to set policies that are more stringent than the Graduate School Rules, but never less stringent.

About the Program, Department and Graduate School

What is Bioengineering?

Bioengineering is a highly interdisciplinary field that combines mathematical and physical sciences with engineering principles to study biology, physiology, medicine, behavior and health. Bioengineering is emerging as the leading discipline at the interface of clinical sciences, basic research, and engineering with a focus on applying technology to cure and prevent disease.

Department of Bioengineering and Its Mission

The Department of Bioengineering is the first of its kind in Colorado. Its mission is to improve human health through the application of engineering principles, ideas, methods and inventions in order to solve important clinical problems.

The consolidation of the Downtown Campus and the Anschutz Medical Campus provides unprecedented instructional resources in bioengineering and research opportunities in health sciences. Students have opportunities to learn from clinicians and engineers and to perform research or medical device design in world-class hospitals and clinical research labs.

Bioengineering is a true dual-campus department and program. Administratively, the Department of Bioengineering is within the College of Engineering and Applied Sciences located on the Downtown Campus in Denver. Physically, the department is located on the Anschutz Medical Campus in Aurora. Though graduate students will spend the majority of their time on the medical campus, they may sometimes choose to enroll in classes on the downtown or Boulder campuses.

Graduate Program Governance

Graduate Affairs Committee: The Graduate Affairs Committee (GAC) consists of at least one committee chair and two additional core faculty members from Bioengineering. The GAC’s role is to evaluate and make decisions on policies and procedures pertaining to all aspects of the Graduate Program. Among some of its provisions include the approving authority for core course substitution and requests for extensions to milestone deadlines. The committee members regularly evaluate the program structure to ensure that all Graduate School requirements are met and that the program is operating with a similar or higher level of rigor as other graduate programs on campus. As such, the GAC may introduce new requirements or activities for the graduate program.

The Graduate Committee in the 2016-2017 academic year:

Dr. Daewon Park, Chair
Dr. Jeffrey Jacot
Dr. Emily Gibson

Dr. Cathy Bodine
Graduate Program Manager (Staff Rep)
The Department Chair (also referred to as the “Program Director” by the Graduate School) is Dr. Robin Shandas. You may need to meet with the Department Chair to request exceptions to policy or to address concerns. Dr. Shandas is available, by appointment, to discuss your academic and career goals.

BMES Student Chapter

The Biomedical Engineering Society (BMES) is a leading professional group that serves as home for biomedical engineers and bioengineering. The BMES student chapter at the University of Colorado Denver | Anschutz Medical Campus creates a nexus for students, the profession of biomedical engineering, and the multidisciplinary relationship bioengineering has with other professions.

Dr. Cathy Bodine and Dr. Emily Gibson serve as the chapter’s co-faculty advisors.

All Bioengineering students are strongly encouraged to join the BMES chapter. Meetings will be announced through regular departmental communication channels. For more information, contact one of the faculty advisors or a member of the student leadership board. More information can be found at http://www.ucdenver.edu/academics/colleges/Engineering/get-involved/student-groups/Pages/Biomedical-Engineering-Society.aspx.

The Graduate School

As a department within the College of Engineering and Applied Science, Bioengineering is considered a Denver Campus department. As such, the graduate program in Bioengineering works most closely with the downtown side of the consolidated Graduate School. Students will interact with the Graduate School at all stages of their study, from admission to graduation. Many of these interactions are managed collaboratively between the Graduate School, the College of Engineering and Applied Science, and the department.

Program Requirements & Academics

University Training Requirements

The University delivers most of its safety and other training online through SkillSoft accessible via UCD Access. All students must take (and remain current on):

- CU: Chemical Waste Management (EHS)
- CU: Lab Safety (EHS)
- CU: Regulated Medical Waste Management (EHS)
- CU: Bloodborne Pathogens (EHS)
- CU: HIPAA Regulations (HIPAA)
- CU: Information Security and Privacy Awareness (Information Security)
- CU: Discrimination and Harassment (Human Resources)

You may be required to take additional training modules depending on your research project or teaching duties. CU-SIS & FERPA training is required of all instructors, graders and Teaching Assistants.

University of Colorado Hospital Access Requirements

In order to participate in some of the exciting clinical training opportunities at the University of Colorado Hospital (UCH), you will be required to provide documentation of current vaccinations or titers as well as pass a background check, 10-panel drug test and safety training. You must also be able to provide proof of
current health insurance. The cost of the background check and drug test will be covered by your student fees through the department.

The department will not provide students with copies of their University of Colorado Hospital documentation, nor will such documents be shared with a third party, even at the student’s request. As such it is strongly recommended that students make copies of all documents (including vaccination records) prior to submission.

**Calendar**

The Department of Bioengineering follows the Downtown Campus academic and holiday calendars. As such, our schedule is sometimes different from the Anschutz Medical Campus calendar. Please pay close attention to the appropriate calendars and check with professors or program administrators if you have any questions or concerns. Academic calendars are best found on the CU Denver Registrar’s website.

**Core Coursework Requirements**

The Bioengineering curriculum consists of 21 core credit hours that cover life sciences, quantitative methods, technology and research & clinical experiences. Both MS and PhD students have the same core requirements. Below is a list of applicable courses that may be applied toward the core requirements. Substitutions will only be approved if the proposed course offers in-depth content provided by experts in the field (e.g. immunology class from Immunology Dept.).

Coursework Notes:

1. Graduate students must seek the approval of their BIOE Core Faculty and Research Advisors when selecting courses.
2. An individual course may only satisfy one requirement.
3. All courses are not offered every semester. **Students should consult the current class schedule for offerings.**
4. Students registering for classes outside of the Department of Bioengineering are subject to course prerequisites, expectations etc.

<table>
<thead>
<tr>
<th>Life Sciences Core (6 credits)</th>
<th>Core II (Choose one of the following)</th>
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<td><strong>Core I</strong></td>
<td><strong>Please refer to the current class schedule for fall/spring course offerings.</strong></td>
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**BIOE 5010 (Fall only)**  
Cell and Molecular Biology for Bioengineers

**BIOE 5011 (Spring only)**  
Systems Physiology for Bioengineers

**BIOE 5073**  
Neural Interfaces & Bionic Limbs

**CANB 7600**  
Cancer Biology

**NRSC 7600**  
Cellular and Molecular Biology

**NRSC 7610**  
Fundamentals of Neuroscience
Quantitative Methods Core (6 credits)

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<tr>
<th>Core I</th>
<th>Core II</th>
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<tr>
<td><strong>BIOE 5020 (Fall only)</strong> Analytic Methods for Engineering Analysis</td>
<td><strong>BIOE 5021 (Spring only)</strong> Numerical Methods for Engineering Analysis</td>
</tr>
</tbody>
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Technology Core (6 credits)

Choose a minimum of 6 credits (usually two courses) from the following list.

Please refer to the current class schedule for fall/spring course offerings.

- **BIOE 5030**: Technology for Bioengineers (no longer offered)
- **BIOE 5031**: Technology for Bioengineers II (no longer offered)
- **BIOE 5053**: Optics and Microscopy in Biomedical Research
- **BIOE 5063**: 3D Modeling for Bioengineers
- **BIOE 5064**: Advanced MatLab for Bioengineers and Life Scientists
- **BIOE 5065**: Introduction to iOS Applications
- **BIOE 5068**: Imaging for Bioengineering
- **BIOE 5069**: Advanced Biomechanics
- **BIOE 5073**: Neural Interfaces & Bionic Limbs
- **BIOE 5083**: Polymers in Biomedical Applications
- **BIOE 5420**: Special Topics in Bioengineering (for the following topics only)
  - Regulatory Affairs
  - Rehabilitation and Assistive Technology
  - Introduction to Design, Disability, and Aging
  - BioDesign
- **BIOL 6764**: Biological Data Analysis
- **CSCI 5211**: Mobile Computing and Programming
- **ELEC 5638**: Digital Imaging Processing
- **ELEC 5667**: Wavelet Theory and Application
- **MECH 5020**: Biomechanics
- **MECH 5025**: Advanced Biomechanics
- **MECH 5175**: Finite Element Stress Analysis
- **MECH 5143**: Theory of Elasticity

Students may also apply the following courses from the University of Colorado Boulder toward the Technology Core Requirement. See ‘concurrent registration’ in this document for more information.

- **MCEN 5115**: Mechatronics & Robotics I (Boulder)
- **MCEN 5023**: Solid Mechanics I (Boulder)

Research & Clinical Core (3 credits)

Students will begin their Clinical Experience meetings in the fall; but will register for the 1 credit course in the spring.

- **BIOE 5041 (Spring only)** Clinical Experiences for Bioengineers
- **BIOE 5040 (Spring only)** Research Methods for Bioengineers
Elective and Research Coursework Requirements

**MS students** will take an additional 9 credit hours for a total of 30 credit hours. These 9 credit hours must include 3-6 credit hours of project or thesis (BIOE 6960 or 6950) plus 3-6 credit hours of elective courses.

**PhD students** will take an additional 15 credit hours of didactic (instruction-based) coursework and 30 credit hours of dissertation (BIOE 8990). You will be expected to outline your entire program of study at your preliminary examination at the end of your first year. Your committee may make recommendations for changes to your plan. Please also plan your dissertation credit hours carefully.

**Elective Course Selection**

There is not a “list” from which students may select elective coursework, however all elective coursework must be graduate-level (5000 or above), relevant to the student's degree plan, and approved by the student's thesis/project or dissertation committee in advance. No undergraduate coursework can be applied toward a graduate degree in Bioengineering.

**Concurrent Registration**

If you plan to take classes at the other campuses be aware that your enrollment must be done through a special process called concurrent registration. You must complete the University of Colorado Concurrent Registration form and submit it to the Graduate Program Manager who is authorized to sign as the home campus dean for Bioengineering students. A scan of this document will be sent to the Registrar's Office; they will manually enroll you in the class **on the first day of class for the campus where the class is offered**, per concurrent registration policy. Please note that this means that popular classes may fill up before you can register. Talking to the professor ahead of time may help you get in, as professors can often grant enrollment even if the class is officially full. It is good practice to have a backup option in case you don't get into your concurrently registered choice. Also, remember that all campuses in the CU system have different start dates, thus class may start before or after your home campus.

**UCDAccess**

The online Student Self-Service Portal allows you to apply for financial aid, search for and enroll in classes on the medical and Denver campuses, pay your tuition bills, order transcripts and more. To log into the UCDAccess portal, you will need your official University username and password.

**Full-Time Enrollment**

According to the University of Colorado Denver Graduate Catalog, full and part-time graduate statuses are defined as:

- **Full-time**
  - 5 or more semester hours
  - 0 semester hours as candidate for degree
  - 1 or more semester hours of thesis (not master's reports or thesis preparation)

- **Half-time**
  - 3 - 4.5 semester hours

Additional information can be found at http://catalog.ucdenver.edu/content.php?catoid=20&navoid=5056#full-time_part-time.
Enrollment Status and Funding

Individual students receiving financial aid may be required to complete hours in addition to those listed above. The exact requirements for financial aid will be listed in the student's financial aid award letter and students are encouraged to contact the Office of Financial Aid directly with questions re: enrollment expectations.

Other types of funding (i.e. grants) may also be tied to enrollment status. As such, it's critical that students work closely with their direct funding source (i.e. a specific grant source) regarding enrollment expectations.

Finally, enrollment status may impact student employee withholdings. Visit https://www.cu.edu/employee-services/payroll/student-employee-payroll for more information.

PhD Full-time Enrollment Requirements

The Department recommends that PhD students remain full-time every semester (including summer) prior to passing the comprehensive exam.

Post-comprehensive exam PhD students must take 5 credits of dissertation during the fall and spring term and 1 credit of dissertation in summer until a successful defense.

Post-comp PhDs who have 30+ dissertation hours on their transcript may register for 1 credit of dissertation during the fall and spring terms with their Research Mentor and/or BIOE Core Faculty Advisor's support.

Grades & Academic Probation

You must maintain a cumulative GPA of 3.0. This will include all coursework that you take during your time as a graduate student, regardless of where you take the courses (Anschutz Medical Campus, Denver Campus or the Boulder Campus) or what level they are (graduate or undergraduate). Please note that CU Denver does not allow grade replacement: all grades count in your cumulative GPA.

A passing grade as defined by the Graduate School is a B- or better; only courses in which you earn a B- or better will count towards your final degree requirements. If you earn less than a B- in a required course, you will have to take the course again. Remember that both grades will count towards your cumulative GPA.

There are a few other special grades that may appear on your transcript. If you withdraw from a class after Census Day, you will receive a W. All MS project, thesis or PhD dissertation hours are reported as IP (in progress) until your final defense examination, at which time all grades will be changed using a Change of Record form. Neither W nor IP grades contribute toward your GPA.

As per Graduate School rules, if your cumulative GPA falls below 3.0, you will be placed on academic probation and will have two semesters to raise your cumulative GPA above 3.0. (These two semesters do not include summer if, during the summer, you are only taking thesis/project/dissertation credit. This is because the credit will be graded as IP until the semester you defend. However, if you are enrolled in any course for graded credit during the summer, the summer term will count toward your two semester allowance for getting off probation.) Before the next semester starts, you will be required to meet with your BIOE faculty advisor, the Graduate Program Manager and/or the Department Chair to develop a plan to raise your GPA. You will be unable to register through UCDAccess and will be required to complete a Schedule Adjustment Form. The Graduate Program Manager can help with this form. If you do not raise your GPA above 3.0 during the two probationary semesters, you may be dropped from the program.
**Withdrawing from a Class**

You may withdraw from a class up until Census Day each semester without the class showing up on your transcript. Withdrawals after Census Day will be recorded on your transcript with a grade of "W." To withdraw from a class between Census Day and the 10th week of the semester, you must complete a Schedule Adjustment Form. All students must get the instructor's signature on the form; PhD students must also get their Dissertation Advisors to sign the form. Forms must be received no later than the 10th week of the semester (indicated on the Academic Calendar by the day when the Dean's signature becomes required to withdraw).

**Repeating a Class**

As per the policy outlined in the Graduate School Handbook, a student who received a failing grade (less than a B-) in a required class may repeat that class one time only. Both grades will appear on the transcript and be included in the GPA. A recorded grade of W counts as an attempt. Thus, you may withdraw from or fail a class the first time you take it, but must pass it the second attempt. Failure to meet course requirements will result in your dismissal from the graduate program at the end of the term in which you fail or withdraw from a required course the second time.

**Program of Study**

It is important that you establish your program of study within the first semester. The program of study is a list of all the courses you plan to take to meet your degree requirements. It is acceptable and even expected that your program of study may change as you learn more about bioengineering and the research opportunities available to you. However, by documenting these courses and subsequent changes each semester, you and your Academic/Research Advisor can ensure that you are on track to meet all the Bioengineering and Graduate School requirements. By having regular conversations with your advisor about your coursework, you can avoid miscommunication and misconceptions that may delay your graduation.

To help with this planning, there is a Program of Study form for each degree program (MS & PhD).

**Transferring Credit**

The Graduate School Rules define the guidelines for transferring credit toward a graduate degree at CU Denver. The Department of Bioengineering defines the process by which these transfers must be approved. Please refer to the Graduate School Rules and consider the following:

1. MS students should not expect to transfer more than six (6) credit hours toward their program unless also petitioning out of a core class. The student's advisor and the Graduate Affairs Committee (GAC) must approve MS credit transfers. Note that you cannot count coursework from a previous Masters towards another Masters. This is an important consideration for PhD students who choose to "master out" of their programs; credit may count for the PhD but not for the MS.
2. PhD students should be prepared to discuss any proposed transfer credit at their preliminary examination. The prelim committee will approve or deny the transfer request. Students should complete the transfer credit form no later than one semester after the prelim exam.

**Waiving a Core Class**

Students may come to the program with equivalent graduate training in one of the core courses areas. In this case, you may wish to petition for a waiver of the core class. Complete the *Form to Petition a Core*
Class Waiver and discuss your petition with the course's instructor. If the instructor agrees that you have the competency expected of the core class, he/she will preliminarily approve your petition.

If you are a PhD student, your competency in all core topic areas, including the waived classes, will be evaluated at your preliminary examination. If your committee finds that you have sufficient competency, they will approve your core class waiver petition and associated transfer credit form. If you are a MS student, your petition will be reviewed by the Graduate Affairs Committee. In either case, if you are found to lack competency, your petition will be denied.

Please note that in order to successfully petition for a core class waiver, you should be able to transfer credit toward your Bioengineering program. If the previous coursework already resulted in the conferral of a MS degree (and you are in the MS program) or is not at the graduate level, you will have to do additional coursework in order to meet the 30 credit-hour requirement.

Be sure to document any core class waivers and related transfer credit on your program of study.

Substituting a Core Class

Though the course offerings in Bioengineering continue to expand each year, and new courses are added that satisfy core class requirements, your area of research interest may dictate that other courses would be more valuable. In this case, you may petition to substitute a core class with another graduate level class offered in the CU system. You will need to complete a Petition a Core Class Substitution and submit your petition to the Graduate Affairs Committee at least one month before the semester starts. The GAC will notify you if your petition has been approved via email. Be sure to document any core substitution on your program of study.

As classes are approved as satisfying core class requirements, the Graduate Affairs Committee will establish a list of approved courses. However, please note that you will still need your Academic Advisor’s approval to take an alternate class, as not all approved substitutions are relevant to all programs of study.

Withdrawing from the Program

Students may choose to leave the Bioengineering program for academic or non-academic reasons. You will be automatically withdrawn from your program if you do not register for three consecutive semesters, including summer. However, if you wish to be formally withdrawn from your program when you leave, you can work with the Graduate Program Manager to complete the necessary paperwork. Remember to return any keys, badges or parking permits.

Additional Certifications

The Jake Jabs Center for Entrepreneurship in the CU Denver Business School offers two certificates that may be of interest to Bioengineering students:

1. Entrepreneurship Certificate
2. Certificate in Bioinnovation and Entrepreneurship

Both certificates require that students select from collections of courses with business and entrepreneurship foci. Graduate-level courses from these programs will meet the BIOE MS elective requirement; PhD students should consult with their mentors about the relevance of these courses to their programs of study.

It may be possible that the BIOE MS Project, MS Thesis or PhD dissertation satisfies the capstone requirement for the certificates, provided that the work has an entrepreneurial component and involves a
Business School faculty member. Students should speak with the Business School for more information and guidance.

**Dual MS/MBA**

To participate in the dual MS/MBA program, students must apply and be accepted to both degrees. Though coursework does not necessarily need to be taken for both degrees in a given semester, a student will remain enrolled in both programs until all requirements for both degrees are met. Degrees are conferred at the same time.

**Dual MD-MS**

Bioengineering offers the MS component of a dual MD/MS-Bioengineering. The School of Medicine manages all admissions to the MD program without input from Bioengineering. Further, matriculation in the BIOE-MS program first does not confer any admissions advantage to the MD program. Most dual degree candidates will take a leave of absence between their third and fourth years of medical school to complete their BIOE-MS requirements. The dual degree option is available to University of Colorado School of Medicine medical students who are in good standing and have the permission of the School of Medicine to pursue the dual degree. The MS requirements can be completed by a motivated student in three semesters (Summer, Fall, Spring) but may require additional time, depending on the student's course choices and research project. To meet the MS requirements of the dual MD/MS-BIOE, students must:

- Complete a modified BIOE core (14 credit hours) + one elective (3 credit hours) (please note that exact course numbers are subject to change):
- Complete BIOE 5020 & 5021 (Quantitative Core; 6 credit hours)
- Complete the Technology Core; 6 credit hours
- Complete BIOE 5040 – may satisfy the research ethics course requirement; (2 credit hours)
- Elective: any graduate-level class agreed to by the academic and/or research mentors
- Conduct research and produce a project or thesis under the mentorship of an approved faculty member and earn six credit hours of BIOE 6960 or 6950 (project or thesis hours).
- Establish a committee of at least three Graduate Faculty members to oversee the research and administer the final defense examination.
- Pass a final defense examination

MD/MS students will count the following SOM classes towards their life sciences and clinical experiences core requirements, in lieu of BIOE 5041, BIOE 5010 & 5011 or equivalent:

- Molecules to Medicine
- Cardiovascular, Pulmonary and Renal Systems
- Nervous System
- Digestion, Endocrine and Metabolic

**Expectations**

**Faculty & Staff**

The program strives to create an atmosphere that is respectful and inclusive, with an emphasis on you, the student. All faculty and staff have open-door policies and will communicate office hours; scheduling a one-on-one meeting is the best way to ensure staff availability.
Graduate Students
The program expects that all graduate students will conduct themselves with the utmost integrity in academics, research, service and outreach. Regular class attendance is key to success in the program. As a graduate student, you will have more freedom in setting your research schedule. Be sure to respect your lab’s culture and requirements, such as lab meetings. There are a number of department events throughout the month and year; please see the Events section of this document for more details.

Email
Email is the official form of communication at the university. Instructions will be sent before your first semester on how to access your university email account. You will use this login for your campus email, UCDAccess, and other UNIVERSITY domain resources such as computers and the wireless network.

Grievances
If you have an issue or concern with an instructor, faculty, staff or fellow student, please try addressing that person directly first. If you are unable to resolve the problem or feel uncomfortable confronting the person, you may go to the Graduate Program Manager, your advisor, the Department Chair or the Graduate Affairs Committee for advice. If you are unable to resolve your issue through these avenues, additional resources are available through the College of Engineering and Applied Science, the Graduate School and the University (see “Campus Resources” on page 28 and the College of Engineering and Applied Science website for more information).

Time
Bioengineering is a very rigorous program. Previous students report that a full course load often results in 40+ hours of class, homework and study time per week. Combined with research, graduate students can expect to spend upwards of 50-60 hours per week at their studies and research. You may find that your research demands that you visit the lab on evenings and weekends, and even in the middle of the night or during holiday time.

Vacation
Please see Appendix 1: Graduate School Policy for Vacation and Leave for PhD Students. The Department of Bioengineering does not have a formal process for documenting vacation leave for PhD students, so you are encouraged to discuss your plans with your PhD advisor. MS students working in a lab do not receive paid time off and should discuss leave requirements with their mentors.

Funding, Tuition and Residency
Master’s Students
The Department of Bioengineering does not have formal research assistantships for MS students. However, some students have been able to find mentors with research funding. Students may also be hired as teaching assistants or graders for undergraduate or graduate level courses. Job postings for such positions are usually distributed by the department 4-6 weeks prior to the start of the term.
Scholarship information is available at CU Denver's Financial Aid and Scholarships office. Please visit http://www.ucdenver.edu/scholarships.

Many students work on- or off-campus in order to pay for their studies. Others may choose to take student loans to cover all or part of their expenses. The Downtown Campus Financial Aid Office is located in the North Classroom Building on Auraria Campus. Their phone number is 303-315-1850. You may also visit them online: http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FA/Pages/FinancialAid.aspx

**Tuition & Fees**

It is difficult to predict exactly how much a student will spend in tuition and fees in a given semester because not all students take the same number of classes. Students also find that some classes have additional instructional fees. Students should visit the CU Denver Bursar's Office website – Costs and Financing section for the College of Engineering and Applied Sciences Graduate and Professional tuition and fees for current costs per credit hour.

Currently, Bioengineering graduate students pay Denver Campus tuition and Anschutz Medical Campus fees. As students on the Anschutz Medical Campus, Bioengineering graduate students must enroll in student health insurance or, if eligible, request a waiver. More information can be found on the Anschutz Medical Campus’ Student Health Insurance website.

**PhD Students**

Most new PhD students are offered a stipend plus tuition, fees, and health insurance at the time of admission. Continued funding, however, is dependent on a number of factors including but not limited to mentor funding availability, successful grant applications; residency status, and satisfactory academic and research progress.

The PhD is a pathway to a career as an independent researcher and most of the available funding for research comes from public (NIH, NSF) and private research and philanthropic organizations. As part of the degree path, PhD students are strongly encouraged to write and apply for grants in their first year. This process prepares the student for success in early career funding and allows mentors to fund more students as their students start to fund themselves. Your mentor and the department's Grants Manager will provide grant-writing guidance.

The following list is not exhaustive, but should give you ideas of where to look for grant and fellowship opportunities. Each program is going to have its own application requirements, deadlines and review processes. However, many applications are due in fall for funding the following school year and review can often take 6-12 months. Please plan accordingly.

**Internal CU Denver Programs:**
- Colorado Clinical and Translational Sciences Institute TL1 (T32) Predoctoral Fellowship
- Bioscience Discovery and Evaluation Grant

**Federal Government:**
- National Defense Science and Engineering Graduate Fellowships
- NSF Graduate Research Fellowship
- NIH NRSA Predoctoral Fellowship (F31)
- NIH PA-12-149 Research Supplements to Promote Diversity in Health-Related
- NIH R36 Dissertation Award

**Other Organizations:**
- Graduate Women in Science Fellowship
- American Heart Association
- Juvenile Diabetes Research Foundation
- American Association of University Women
- American Association of Cancer Research travel grants
- L’Oreal USA for Women in Science

Many professional organizations will have travel awards to support students who will be attending annual meetings to present research. In addition to award application deadlines, pay attention to abstract submission deadlines as well.

### Travel Funding

The department does not have specific travel funds for graduate students. However, your research mentor likely has funds if he or she is suggesting that you attend a conference. The Graduate School has small travel awards available, and often the professional associations that sponsor conferences have travel awards. If you are planning to attend a conference, please explore all these options.

### Colorado Residency

If you came to CU Denver from outside of Colorado, you may want to establish Colorado residency to be eligible for in-state tuition. **Funded PhD students may only be eligible for continued funding if Colorado residency is established prior to their second year in the program.**

By law, an “in-state” student, or student's parents, must be domiciled in Colorado for 12 or more continuous months immediately preceding the first day of classes. You can establish domicile in Colorado only if you are residing in Colorado with the present intention to reside permanently in the state. Evidence of domicile includes actions that in your circumstances would normally be expected of, or that would be characteristic of, any permanent resident.

If you intend to apply for Colorado residency, please reach out to the Residency Officer on the Downtown Campus for more information and direct any questions to residency@ucdenver.edu.

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### Academic and Research Integrity (from the Graduate School Honor Code)

The University of Colorado Denver | Anschutz Medical Campus has a student academic honor and conduct code that is endorsed and enforced by the Department of Bioengineering. Refer to Appendix 4 for the College of Engineering and Applied Science Honor Code.

#### Academic Honesty

We expect that you will adhere to the highest standards of academic honesty and integrity. We expect you to do graded homework and exams alone and individually unless the instructor specifically approves group collaboration. In general, group work on homework is allowed and even encouraged to support peer learning, but be sure that submitted work reflects individual student effort. Examples of unacceptable behavior that will result in disciplinary action include plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of ethical standards for conducting research, and falsification of official records.
Professional Conduct

As a future bioengineer, you should adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresenting effort, credentials, or achievement in either the academic or professional setting; any action that compromises the quality or safety of patients, research subjects or colleagues; violation of patient or student confidentiality; and falsification of data. Lab benches and equipment set up for research should be respected at all times.

Alcohol and Drug Use

Students must adhere to current University policy governing alcohol consumption on campus and at official functions. Access to University of Colorado Hospital and the Children’s Hospital Colorado require passing a standard drug test. In addition, the Anschutz Medical Campus is a smoke-free zone.

Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a researcher and is thus considered unprofessional conduct. Students who attend class and appear to be cognitively impaired as a result of drug or alcohol intoxication may be dismissed from class and/or referred to University Student Services for further action.

Respect for the Rights and Property of Others

Students should conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include: theft, damages to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, and any conduct that threatens the health or safety of others.

PhD Program Milestones

Choosing Your Dissertation Project

Your dissertation project may form the foundation of your future research career, with all your future projects stemming from it. More likely, you will find yourself engaged in many different projects throughout your career. It is important that you enjoy your research project so that you remain motivated to complete the work necessary for your dissertation. However, you do not have to see yourself doing this same research for the rest of your career.

Some projects are higher risk than others, and it is important to take this into consideration as you are choosing your project. High risk, cutting edge projects may yield high rewards for you and your mentor. However, if the project fails, it may also delay your completing your PhD.

Bioengineering students should also give special consideration to the intellectual property aspects of their projects. If you are working with an industry partner, it is important to set expectations early. As a PhD student, you must produce a publicly publishable dissertation.

PhD Timeline Table

This table summarizes the PhD program milestones and may help you to plan your program of study. Your plan may differ from the one below, but all students must meet the preliminary and comprehensive examination deadlines in order to progress in the program.
Bioengineering Program Requirements

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Spr</td>
<td>Su</td>
<td>Fall</td>
</tr>
<tr>
<td>Identify Funding &amp; Advisor</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Decision</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Classes (21 CR)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Preliminary Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective Classes (15 CR)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation (30 CR)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td></td>
<td></td>
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</tbody>
</table>

Identify Funding & Advisor

Note that only 10 dissertation credits should be taken in all semesters before the semester of the Comprehensive exam. Additional credits won't count toward the degree. All post-comp PhDs must take 5 credits of dissertation in Fall and Spr and 1 credit in summer until defense.

Identify Funding & Advisor

Application

X

Admission Decision

X

Core Classes (21 CR)

X
X

Preliminary Exam

X

Elective Classes (15 CR)

X
X

Comprehensive Exam

X

Dissertation (30 CR)

X
X
X
X
X
X

Dissertation Defense

X

Predoctoral Fellowship Applications

Deadlines below are based on a submission deadline in the fall and rejection of the first application.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spr</td>
<td>Su</td>
<td>Fall</td>
</tr>
<tr>
<td>Identify possibilities and submission deadlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Write &amp; Revise</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Submit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Resubmit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Predoctoral Fellowship Applications

X

Write & Revise

X
X

Submit

X

Decision

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Spr</td>
<td>Su</td>
<td>Fall</td>
</tr>
<tr>
<td>Identify Journal for MS 1</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Write</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Submit</td>
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<td></td>
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<tr>
<td>Decision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revise</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Resubmit</td>
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<td></td>
<td></td>
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<tr>
<td>Published</td>
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</tbody>
</table>

Publications

Bioengineering PhD students must publish at least one peer-reviewed publication, but mentors may expect more (e.g. three). Timing will depend on pace of research, review and publication.

Year 1: Preliminary Examination

At the end of your first year in the bioengineering PhD program, you will take the first of three major examinations: the preliminary (prelim) examination.

The main purpose of this exam is to test your competency in key knowledge areas required for success in Bioengineering. You can expect to be examined on any content from your undergraduate career through your first year coursework. The core competency topic areas track with the core classes: life sciences, quantitative methods, technology, and research methods. Expectations should be discussed with your Exam Committee.

Your preliminary Exam Committee consists of at least three faculty members, including your Research Advisor, Academic Advisor (if different) and one other member. The committee must include at least two core bioengineering faculty.

Students must submit a Preliminary Exam Committee Proposal to the Graduate Affairs Committee prior to moving forward with a Request for Exam. Please see the PhD Candidate Preliminary Examination Description and Committee Proposal Documents for more details.
Establishing Your Dissertation Advisory Committee

By the end of your second Fall semester, you will need to establish your Dissertation Advisory Committee (DAC). Working with your Dissertation Advisor, you will select at least four other faculty members to serve on this committee. The purpose of the DAC is to advise you and your Dissertation Advisor to ensure that you make timely progress toward the completion of your research and dissertation. You will also likely choose your Comprehensive Examination and Dissertation Defense Committee members from your Dissertation Advisory Committee. The Committees can be the same.

The Chair of the DAC must be a bioengineering core faculty member and may not be your Dissertation Advisor. This will allow the DAC to provide more objective guidance to you and your Dissertation Advisor. Note that the majority of the committee must consist of faculty who are affiliated with our program.

**You must meet with your DAC twice per year following your preliminary examination.** Failure to do so may impact your academic progress.

The purpose of these meetings is to monitor your progress toward your Comprehensive Examination and ultimately your final Defense Examination. Every other meeting will correspond to a public Methods & Research Seminar and may also correspond to planning your major examinations.

*Please notify the Graduate Program Manager whenever you meet with your DAC, as this information must be documented in your record.*

Years 2-3: Comprehensive Examination

Between the end of your second and third years in the Bioengineering PhD program, you will take your second major examination: the comprehensive examination. Details about this exam can be found in the Comprehensive Examination Document.

The comprehensive exam is a major stepping-stone for PhD students. The first part of the exam is an open seminar, followed by a closed-door portion with your committee. Once you pass the exam you will be admitted to candidacy and will officially become a PhD Candidate. In order to take this exam, you must have completed all your didactic coursework (36 credit hours) and have made progress on your research (as determined by your DAC.) You may earn no more than 10 credits of dissertation prior to your comprehensive examination, which must be taken by the completion end of your third year. Your advisor and committee will have specific requirements, but generally, you should have produced at least preliminary data by this point, have a clear plan for the remainder of your research, and some sense of where you will publish and/or present your work. See the PhD Candidate Comprehensive Examination Document for more details.

Your Comprehensive Examination Committee must consist of at least four members of the Graduate Faculty. These members may be the same or different than your DAC members. The chair of your comprehensive Exam Committee must be a bioengineering core faculty member and may not be your Dissertation Advisor.

The Graduate School is responsible for documenting the comprehensive exam. **You must submit your completed application for admission to candidacy and request for exam to the Graduate School following their instructions and deadlines.** The Graduate School will generate your signature form for recording the exam outcome. Please copy the Graduate Program Manager on any communications regarding your comprehensive exam paperwork.
Years 4-5: The Defense Exam

The defense exam is the last major milestone of your doctoral studies and there are several important deadlines to consider that precede the defense.

1. declare your intent to graduate in UCDAccess by Census Day;
2. submit your dissertation for formatting review six weeks after Census;
3. submit your request for an exam two weeks before the exam;
4. take your final defense exam no later than four weeks before the end of the semester;
5. submit your final dissertation with corrections made to the Graduate School two weeks before the end of the semester.

Many of these deadlines come earlier than you may expect, so please plan carefully. Also note that if you do not declare your intent to graduate by Census, you will not be able to graduate in that semester and will have to delay your graduation (if not your exams) until the subsequent semester. There are no exceptions made to the graduation deadline and convening your committee can be challenging so please plan accordingly.

Your defense exam will begin much like your comprehensive examination, with an open seminar about 45 minutes in length. This seminar should focus entirely on your research. Closed-door examination by your defense committee will follow.

Your final defense committee may be the same as or include different members than your Dissertation Advisory Committee. You must have at least five members who hold Graduate Faculty appointments and your Committee Chair must be a member of the bioengineering core faculty but not your Dissertation Advisor. Please see the earlier section on Graduate Faculty appointments for more information.

The defense exam is scheduled by the Graduate School and you must submit your request for exam form to the Downtown Campus Assistant Dean for the Graduate School.

Publication Guidelines

As publications are the currency of research, you are strongly encouraged to publish your work. Each Dissertation Advisor will set their own requirements, but a typical dissertation will result in at least one first-author, peer-reviewed journal article. For many students, the first publication may come in the form of a literature review that will also serve as the introduction to the dissertation. By the time of your comprehensive examination, you should have a good idea what your publications will be; ideally, one would already be submitted.

Time Limit for PhD Completion

Doctoral students, whether enrolled full-time or part-time, must complete all degree requirements within eight (8) years of matriculation. Students who fail to complete the degree in this eight (8) 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 and include (1) reasons why the program faculty believes the student should be allowed to continue in the program and (2) an anticipated timeline for completion of the degree. Normally, extensions for time to degree are for one year or less, but under rare circumstances, a second extension may be requested. Complete the Graduate School’s Extension of Time Limit form. 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.
**Master's Program Milestones**

**MS Timeline Table**

This table summarizes the MS program milestones and may help you to plan your program of study. Your plan may differ from the one below, but this will give you a sense for how to graduate in two years.

<table>
<thead>
<tr>
<th>Bioengineering Program Requirements</th>
<th>Pre-app</th>
<th>Year 1</th>
<th>Year 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spr</td>
<td>Su</td>
</tr>
<tr>
<td>Application</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Decision</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Classes (21 CR)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Identify a project/thesis mentor &amp;</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective Classes (3-6 CR)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Project/Thesis (3-6 CR)</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Defense</td>
<td></td>
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</tbody>
</table>

**Choosing Your Advisor**

Each incoming Bioengineering student is assigned an Academic Advisor from the Bioengineering core faculty. This faculty member may also be your project/thesis advisor; alternatively, he/she will help you identify a project/thesis advisor.

**Choosing Your Project/Thesis**

As a Master's student, you have the choice between a Master's project and a Master's thesis. The Master's thesis is a traditional academic document. If your work will result in a peer-reviewed publication, you are likely doing a thesis. Master's theses are subject to the same formatting guidelines as doctoral dissertations and must be filed with the Graduate School. Master's theses are acknowledged on your transcript with the inclusion of your title, whereas Master's projects are not. If you are working on a Master's thesis, register for at least 3 credits (and no more than 6 credits) of BIOE 6950 during your studies. Your grade will be IP (in progress) until your final defense. See the *Masters Thesis Guidelines Document* for more details.

A Master's project is more flexible than the Master's thesis and is likely more appropriate if your project involves an industry partner. Examples of Master's projects include product designs, product testing, regulatory and policy review, market analysis, business plans, and patent applications (though these may still be involved in theses). Because the project does not have to be filed with the Graduate School, it does not have to follow the same formatting guidelines. This does not mean the project should be viewed any more lightly than a thesis. You will still be expected to produce a well-written, professional document. If you are working on a Master's project, register for at least 3 (and no more than 6 credits) of BIOE 6960 during your studies. Your grade will be IP until your final defense. See the *Masters Project Guidelines Document* for more details.

**Choosing Your Committee**

Your Master's committee must consist of at least three Graduate Faculty members, two of whom must be part of the Bioengineering Core Faculty (effective Fall 2016). Should your research advisor be a member of the BIOE Core Faculty, they may serve also as your committee's chair. If not, you will need to select another BIOE faculty member to serve as the Chair of your Committee. Use the *Committee Planning Form* to help you with this important task.
If you are working on a project with an industry partner your Industry Advisor may not already have a Graduate Faculty appointment. Work with Bioengineering’s Student Services team to seek such an appointment. Alternatively, you may have three Graduate Faculty members plus your Industry Advisor. Your Master’s committee will provide guidance to you and your research mentor, as well as administer your final defense exam.

Some students choose to begin working on a research project immediately, whereas others choose to focus on coursework in their first year and focus on research in their second year. Talk with your advisor about what is right for you. This decision may be based on project availability and the nature of the work. For example, if the project is projected to take a long time, you may want to get started immediately and spread your coursework out over the two years. Alternatively, if there is a project coming up in the future that is appropriate, it may be a wise plan to get most of your coursework finished so that you can dedicate more time to the project.

**Years 2-3: Final Defense Exam**

Regardless of whether you do a Master's project or Master's thesis, you will undergo a final defense examination. However, there are several important deadlines to consider that precede the defense. You can find the specific dates of these deadlines on the Graduate School’s website under Student Services -> Academic Resources -> Masters Student Services. Generally, you need to:

1. declare your intent to graduate in UCDAccess by Census Day;
2. submit your thesis (if applicable) for formatting review six weeks after Census;
3. submit your request for an exam two weeks before the exam;
4. take your final defense exam no later than four weeks before the end of the semester;
5. submit your final thesis with corrections made and a Statement of Approval Form to the Graduate School two weeks before the end of the semester; projects may be submitted to the Department up to the last day of the semester.

Many of these deadlines come earlier than you may expect, so please plan carefully. Also note that if you do not declare your intent to graduate by Census, you will not be able to graduate in that semester and will have to delay your graduation (if not your exams) until the subsequent semester. There are no exceptions made to the graduation deadline and convening your committee can be challenging so please plan accordingly.

Your defense exam will begin much like a PhD comprehensive or defense examination, with an open seminar about 45 minutes in length. This seminar should focus entirely on your research. Plan on about two hours of closed-door examination by your Master's committee.

**Publication Guidelines**

As publications are the currency of research, you are strongly encouraged to publish your work. It is not unusual for a Master's Thesis to result in one or more first-author, peer-reviewed journal articles. Talk with your advisor about your career plans and your desire to publish.

**Time Limit for Master's Completion**

Master's students, whether enrolled full-time or part-time, have seven years from matriculation to complete all degree requirements, including filing the thesis with the Graduate School, if required. Students who fail to complete the degree in this seven-year period are subject to termination from the Graduate School upon recommendation from 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 and include (1) reasons why the program faculty believes the student should be allowed to continue in the program and (2) an anticipated timeline for completion of the degree. Normally, extensions for time to degree are for one year or less, but under rare circumstances, a second extension may be requested. Complete the Graduate School’s Extension of Time Limit form. 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.

**Continuing from the MS to the PhD**

You may begin your MS and realize that you would like to earn a PhD. The BIOE MS is a great stepping stone to a PhD in Bioengineering at CU Denver or elsewhere. If you would like to continue at CU Denver for your PhD, here are some important things to know:

1. You should have identified a mentor with whom you will be studying for your PhD. This person must have guaranteed funding for a PhD student and may or may not be your MS advisor.
2. You will need to apply to the PhD program following the standard application process. You will probably do this in your second year of your MS. Please note that the PhD application window closes on December 1, regardless of whether you are already a MS student or not.
3. You may wish to apply for certain pre-doctoral fellowships while you are finishing your MS so that funding may be possible at the start of your PhD.
4. You must finish (defend) your MS. It is recommended that you do a MS Thesis if you think you will go on to the PhD. Thus, plan your defense no later than the term before you start your PhD. Pay attention to Graduate School deadlines; the last day to defend is NOT the last day of the semester!
5. If you cannot finish your MS in time to start your PhD in fall, you may defer your enrollment for up to one year, provided your prospective PhD advisor agrees.

**Campus Resources**

A complete list of campus life student resources for the Downtown Campus can be found here: [www.ucdenver.edu/life/services/Pages/index.aspx](http://www.ucdenver.edu/life/services/Pages/index.aspx). Bioengineering is academically and administratively a downtown department and program, so students have access to resources through the Downtown Campus student services offices.

**Badging & Security**

All campus community members are issued access control cards (IDs) and are required to wear them visibly at all times. You will get your University of Colorado Denver badge at orientation from the Security Badging Office in Building 500 on the Anschutz Medical Campus. Students bear the costs of replacement badges.

Your badge serves the dual purpose of identification and access to many interior and exterior locations. All Bioengineering students are granted regular student access to campus. All other access is added on a need-only basis, and usually takes some time to get the proper approvals, so please plan ahead!

Additional badges (i.e. hospital badges) may be necessary to conduct research. Badging requests will only be made at the request of your PI and upon the approval of the badging authority.

Badge sharing is not permitted.
**Bursar's Office**

The Bursar is responsible for all financial activities related to student billing, tuition collection, institutionally managed loan programs and coordination with the state. You can contact them at [bursar@ucdenver.edu](mailto:bursar@ucdenver.edu)

**Denver Campus**  
Student Commons Building  
303.315.1800

**Anschutz Medical Campus**  
Education 2 North  
303.724.8032

**Campus Bookstores**

The Anschutz Medical Campus Bookstore is located in Education 2. If your instructor has ordered textbooks, you will find them here. However, many bioengineering instructors do not send their booklists to the Bookstore. Rather they will direct you to other resources prior to or at the start of class. You may contact instructors with specific questions.

If you'd like to purchase a computer at academic discount prices, visit the Auraria Campus Bookstore on Downtown Campus. You can also get academic pricing directly from Apple or Dell.

**Medical Campus Bookstore**  
Ed 2 South  
303.724.2665 (4-BOOK)

**Auraria Campus Bookstore**  
Tivoli Building, Suite 105  
303.556.4286

**Room Scheduling**

Student Services Staff can assist with room scheduling. Please speak with the office staff should you have questions.

**Food Services at the Anschutz Medical Campus**

The main locations for food in buildings on the medical campus are: Etai's in Research 2, the food court in Building 500, and Intermission Café in Education 2 North. There are a number of fast food restaurants along E 17th Ave. (just west of Administrative Offices 1 on the first floor of the parking structure) including: Dazbog Coffee, Jimmy John's, Subway, Pudge Brothers Pizza, Chik-fil-a, and Chai & Chai. In addition, Food Trucks occasionally line up in the quad outside Building 500.

There are cafeterias in the Children's Hospital Colorado and University of Colorado Hospital.

You'll also find that restaurants located under 21 Fitzsimmons are popular destinations as well.

Student discounts may be available with some on-campus food vendors.

**Health and Wellness Center**

The Medical Campus is home to the Anschutz Health and Wellness Center. It offers state-of-the-art research, education and wellness services in one facility. The Center’s mission is to transform the lives of individuals and communities through science-based wellness strategies. In addition to high quality gym facilities and group fitness, the Center features a bistro that serves healthy food, cooking classes and wellness services such as massage. Student membership to the Center requires a monthly fee.
**Health Insurance Office** *(from the Student Health Insurance website)*

All degree and specific approved, certificate-seeking students on the Anschutz Medical Campus must enroll in the university's Student Health Insurance (SHI) Plan unless they can provide evidence of enrollment in other comparable insurance. Students enrolled in less than five credit hours in a degree program are eligible to purchase the SHI Plan by submitting a selection/waiver form by the deadline.

The Student Insurance Office is available to assist with selecting or waiving the SHI Plan. They can help you evaluate your insurance needs so you choose the best plan available. If you have questions or problems please contact the office.

Please note that for SHI, bioengineering students are considered Anschutz Medical Campus students and should contact the Medical Campus office. Funded PhD students who are required to enroll in the SHI Plan will have insurance premiums paid as part of their tuition and fees. Please direct all plan specific and coverage specific questions to the Student Health Insurance Office.

**Health Sciences Library** *(from the Health Sciences Library website)*

The University of Colorado Anschutz Medical Campus Health Sciences Library links people, reliable health sciences knowledge and technology in support of effective learning, quality health care, vital research, and community service. The staff of the library strives for the highest quality services as they enhance access to the knowledge base of the health sciences, instruct users in information retrieval and management techniques, and acquire and organize a specialized collection of electronic, print and other resources in a cost-effective manner.

Please note that the library will not get textbooks for you through interlibrary loan. Your instructors can put textbooks on hold or you can request textbooks to be added to the collection. However, it is unlikely that will occur quickly enough for you to avoid buying the textbook. Try the Denver Public Library.

**University of Colorado Anschutz Medical Campus Health Sciences Library**

12950 E. Montview Blvd.
303.724.2152
[hslibrary.ucdenver.edu](http://hslibrary.ucdenver.edu)

**Housing**

The Anschutz Medical Campus Office of Campus Student Services maintains listings of students who are looking for roommates. You can find these listings by going to the Student Housing section of the Campus Student Services website ([http://www.ucdenver.edu/anschutz/studentresources/Pages/Life/Housing.aspx](http://www.ucdenver.edu/anschutz/studentresources/Pages/Life/Housing.aspx)). Many of the area apartment complexes have preferred employer/student programs that give application discounts to AMC students.

**Office of Campus Student Services**

Education 2 North (Anschutz Medical Campus), Room 3123
303.724.2866

**Parking and Transportation**

Depending on where you live, you may choose to walk, drive, bike or transit to campus. The Parking and Transportation Services office is located in Building 500 on the 2nd floor (west side of the food court eating area). Go here if you need a parking pass.
If you will be taking classes at the Downtown Campus or Boulder campus, ask the parking office for a “Reciprocal Parking Pass” which will allow you to park in specific lots (check their parking maps) on those campuses at no additional charge if the pass is hung from the vehicle mirror.

If you have issues with lot entry, call the security office at 303-724-2555 to regain access. The parking office will not notify you when your paid parking period expires; your badge will simply not open the gate.

If you are actively enrolled as a degree-seeking student, you will notice a charge for the RTD College Pass on your account. This mandatory fee supports the RTD pass for all students, which includes all regular fixed route services, including bus (local, express, regional), light rail, call-n-Ride, and skyRide service (free to Medical Campus students with RTD College Pass). Services not included in College Pass are access-a-Ride, BroncosRide, RockiesRide and other special event services. Your pass will not be available to you until you complete orientation and get a badge. You’ll be able to get your College Pass from Badging and Security after you get your picture taken. Campus is well-served by the 20, 121, 15 and 89 buses with easy connections to the 105 as well as the R-line lightrail.

If you are interested in carpooling to campus, check out UC Denver Zimride, a new fun and easy way to find rides where you need to go or coordinate your daily commute. Zimride uses Facebook integration and Google Maps technology to make it easy for you to find a friend or fellow CU Denver classmate to share the ride with.

The University runs a shuttle between the Anschutz Medical and Downtown Denver Campuses with stops at the VA and National Jewish Health (NJH). The shuttle runs from right in front of Building 500 to the Lawrence Street Center (LSC). The shuttles leave from either end at 10 after the hour and arrive at about 10 to the hour. The first eastbound shuttle leaves LSC at 8:10 am and the last leaves at 6:10 pm. The first westbound shuttle leaves the Medical Campus at 7:10 am and the last leaves at 5:10 pm. Download a printable shuttle schedule to see the departure and arrival times at the VA and NJH. Be prepared to show your ID.

http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/ShuttleService.aspx

Registrar's Office

The Registrar is responsible for all grade & course scheduling activities, including transcripts, schedule adjustments, course catalog & curriculum management, changes of record, residency, and personal student information including name change.

<table>
<thead>
<tr>
<th>Denver Campus</th>
<th>Anschutz Medical Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Commons Building</td>
<td>13120 E. 19th Ave.</td>
</tr>
<tr>
<td>303.315.2600</td>
<td>303.724.8059</td>
</tr>
</tbody>
</table>

Student Lockers

Students may claim a locker in Bioscience 2. The lockers are for semester-long use. To claim a locker, students must provide their own lock and then register the locker by emailing their name; department; email address; phone number; and locker number to allison.ferreri@ucdenver.edu. Unregistered lockers will be emptied and contents thrown away. Students must empty out the locker at the end of the academic year (spring semester). Lockers that have not been cleaned out at the end of the year will be emptied and all contents thrown away.
Printing and Copying on Campus

A student printer is available for all students to use in the Bioscience 2 Student Lounge. In addition, Anschutz Printing Services offers copying, printing and binding services and there are computer lab locations across campus, including the Education Buildings, RC1 and the Health Science Library.

Commencement Policy

Bioengineering students may participate in commencement ceremonies on either or both campuses. The Downtown Campus holds commencement ceremonies in December and May; the medical campus has only one ceremony in May. Which ceremony you attend will depend on when you defend, your degree and whether you can be in Denver on ceremony day. Typically, spring defenders will attend the May ceremonies. Summer MS defenders may be permitted to participate in May ceremonies in advance of defense or asked to wait until the December and following spring ceremony. Fall defenders can attend the downtown ceremony in December and the Anschutz Medical Campus ceremony the following May. Note that PhD students can only participate in commencement and be hooded if they have successfully defended their dissertation.

In order to be listed in the medical campus’ program, you must let the Graduate Program Manager know that you intend to graduate. The program for DC is generated automatically from the list of students who declare their intent to graduate.

Bioengineering graduate student diplomas will list both the University of Colorado Denver and University of Colorado Anschutz Medical Campus.

Department Events

To foster a sense of community, the department holds several events each year.

New Student Welcome & Orientation

The Monday before classes start, the department will host a new student breakfast & orientation for all new MS and PhD students. The day’s events are designed to help new students begin to get to know one another, current students, staff, and faculty. Be prepared to have your picture taken as we will get your badges during the day. The remainder of the week will be spent in a MatLab boot camp.

Student Methods & Research Seminars and Examination Talks

BMES sponsored Student Methods & Research Seminar talks take place throughout the academic year. Student examinations (PhD comps & defenses, MS defenses) will be advertised by individual students. Please make every effort to attend these talks, as they are good learning experiences as you prepare for your own exams.

Open House

Each fall and spring, Bioengineering hosts an Open House for prospective students and community members. The highlight of the Open House is the research showcase, where Bioengineering and affiliated lab groups set up tables to showcase their research activities. Undergraduate students also showcase their projects. Other events include an informational talk from the Graduate Program Manager, and a greeting from the Chair.
Appendix 1: Grad School Policy for Vacation & Leave (PhD)

Graduate school is a privilege; working in the biomedical research/academic field, whether as a graduate student, a postdoctoral fellow, or an independent investigator, is a time-honored and challenging profession that requires a high level of commitment and responsibility. Students who receive full-support stipends from CU Denver | Anschutz Medical Campus 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 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 may 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.

Vacation and Holidays

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 at CU Denver, the times between academic terms and the summers are considered active parts of the training period and are not necessarily free times. Students taking courses are expected to attend all classes and take all exams as scheduled. They should not take vacations when classes or exams are scheduled.

Sick Leave and Other Leave

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 be used for the medical conditions related to pregnancy and childbirth.

Parental Leave. 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 the 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. 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 in the program. A copy of this agreement must be submitted to the Graduate School.

Termination. 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.
Appendix 2: Graduate Faculty Appointments

In order to serve as a mentor or primary advisor, on a thesis or examination committee or as a program or course director, a faculty member must be appointed to the faculty of the Graduate School ("Graduate Faculty"). The Graduate Faculty is comprised of individuals who have been nominated by a graduate program on the basis of their research and scholarship, mentoring or teaching, and who demonstrate a commitment to graduate education and students. The Graduate School maintains a directory of Graduate Faculty on their website. Please consult the list and work with the Graduate Program Manager to ensure that all of your committee members have current Graduate Faculty appointments. Please note that Bioengineering may nominate industry partners or researchers from other institutions for special appointments, if necessary.
## Appendix 3: Directory of Services

### Anschutz Medical Campus Badging Office
Phone: 303.724.0399 · Email: security.badgeoffice@ucdenver.edu · Office: Building 500 First Floor  
*Go to for:* badge replacements, badge holders

### Anschutz Medical Campus Parking Office
Phone: 303.724.0399 · Email: security.badgeoffice@ucdenver.edu · Office: Building 500 First Floor  
*Go to for:* parking permits, parking tickets, RTD pass questions

### Anschutz Medical Campus University Police Department
Phone: 303.724.4444 (police dispatch or non-emergencies) or 911 · Office: Bldg. U-09, 12454 E. 19th Place  
*Go to for:* campus security, lock-out problems

### Stephanie Puello, Student Progress Coordinator, Graduate School (Downtown)
Phone: 303.315.0074 · Email: stephanie.puello@ucdenver.edu · Office: Lawrence Street Center 1250 1380 Lawrence Street, Denver CO 80204  
*Go to for:* graduate school logistics (e.g. application for admission to candidacy, request exam, transfer credits, transfer programs)

### Student Health Insurance Office
Phone: 303.724.7674 · Email: CUAnschutzStudentInsurance@ucdenver.edu · Office: Ed 2 North 3213  
*Go to for:* all things student health insurance

### Office of Campus Student Services, Anschutz Medical Campus (Cheryl Gibson, Lia Nelson-James)
Phone: 303.724.2866 · Office: Ed 2 North 3123  
*Go to for:* student housing

### Student Mental Health Service
Phone: 303.724.4716 (M-F); 720.848.0000 (On-call psychiatrist for emergencies)  
*Go to for:* Identify yourself as a student so that you get routed properly
Appendix 4: College of Engineering & Applied Sciences Honor Code

College of Engineering and Applied Sciences Honor Code for Students

The Honor Code outlined below is the College of Engineering and Applied Science statement on academic integrity. The Code articulates the College’s expectations of its students and faculty in establishing and maintaining the highest standards in academic work.

Honor Code:
The Honor Code of the College of Engineering and Applied Science is a statement of its students, individually and collectively:

- Students will not give or receive aid during examinations.
- Students will not use any prohibited electronic devices during examinations.
- Students will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading.
- Students will uphold the spirit and letter of the Honor Code and they will take an active role to ensure that others uphold the Honor Code and if they observe violations of the Honor Code they must report violations to their Department Chair.
- The Faculty of the College will do its part to ensure its confidence in the honor of its students. Faculty must ensure that precautions are in place to prevent the forms of dishonesty mentioned above. Faculty will also avoid, as far as practical, academic procedures that create temptations to violate the Honor Code. Faculty alone has the right and obligation to set academic requirements. However, the students and faculty will work together to establish optimal conditions for honorable academic work.

Violations of the Honor Code
Examples of conduct that will be regarded as being in violation of the Honor Code include:

- Copying from another’s examination paper or allowing another to copy from one’s own paper.
- Plagiarism in any shape or form. Plagiarism is defined as the use, without giving reasonable and appropriate credit to or acknowledging the author or source, of another person’s original work, whether such work is made up of code, formulas, ideas, language, research, strategies, writing or other form(s).
- Giving or receiving unpermitted aid either in person or via electronic devices.
- Engaging in unauthorized collaboration on academic assignments or examinations.
- Representing as one’s own work the work of another.

Penalties for Violating the Honor Code
Most student disciplinary cases have involved Honor Code violations. Of these, most cases arise when a student submits another’s work as his or her own, gives or receives unpermitted aid, or engages in unauthorized collaboration. If a violation occurs during a quiz or on a homework assignment, the student will receive a zero for that quiz or assignment. If a violation occurs on an examination, the student will receive a failing grade for the course. The standard penalty for a first offense may include suspension from the College of Engineering and Applied Science for a severe infraction of the Honor Code. The penalty for a second violation will be expulsion from the College of Engineering and Applied Science.

It is the responsibility of the student to seek clarification from the instructor when in doubt about these guidelines.

College of Engineering and Applied Sciences Honor Code – Faculty Responsibilities

Academic honesty is one of the foundations of the educational mission of our College and University. Academic dishonesty as outlined in the College of Engineering and Applied Science Student Honor Code is corrosive to the intellectual principles and is inconsistent with the ethical standards of our University.
Academic dishonesty damages the sense of trust and community among students, faculty and administrators. The Faculty of the College must assume responsibility for ensuring academic integrity in their classrooms and develop tools to ensure the success of this mission.

The Student Honor Code sets forth the standards of honesty which student members of the College are expected to follow. Faculty members of the College are bound to adhere to the strictest standards of academic honesty and must enforce the Honor Code when they observe violations. All members of our academic community have an obligation to familiarize themselves with these standards and to conduct themselves in accordance with both their letter and their spirit. Our College has committed to implementing these standards and to educate all faculty, staff and students on the importance of academic honesty and on the application of these standards in a variety of academic settings.

Accompanying this policy are procedures that set forth a system for enforcement of these standards, including the application of sanctions where violations have been found. Sanctions are necessary to demonstrate that the College treats violations of academic honesty seriously and will act aggressively, when necessary, to deter wrongdoing. The effectiveness of the enforcement scheme depends in large measure on the conscientious cooperation of faculty members in the implementation of the standards. Faculty members are therefore charged with the responsibility assuring student compliance with the requirements of the Student Honor Code and initiating enforcement proceedings where appropriate.

Faculty members have the responsibility to:

- Report all incidences of academic dishonesty to the Department Chair.
- Review classroom expectations regarding academic honesty with their students and clearly state the academic consequence of a student’s academic dishonesty.
- Describe these expectations clearly in the class syllabus.
- State clearly in the course syllabus that any student seen with an electronic device (cell phone, iPad, etc.) of any kind on their person or within reach during an examination or quiz will be in violation of the Student Honor Code and will be reported to the Department Chair for academic dishonesty.
- Distribute two or three different examinations during testing, particularly in large classes.
- Inform the student immediately and directly of any charges of academic dishonesty.
- Require (for large classes) their Proctor or TA to assist in ensuring academic honesty. If the Proctor or TA observes cheating, they must notify the Instructor of Record immediately.
- Submit separate allegation reports if academic dishonesty is suspected or observed for each suspected student, unless the suspicion is that the students colluded in the incident.
- Keep the suspected student’s original examination as well as any students sitting near the student if academic dishonesty occurs during the examination or quiz.
- Report all of the students when multiple students are suspected of academic dishonesty in order to allow the process to unfold fairly. Allegations made against students who are determined not to have been involved can be withdrawn.
Appendix 5: Equal Opportunity and Non-Discrimination

Notice of Non-Discrimination

The University of Colorado Denver | Anschutz Medical Campus does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

Students may report allegations of discrimination or harassment to the Employment Rights Compliance and Investigation Manager, 303-724-9694.

Title IX Notice of Non-Discrimination

The University of Colorado does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual assault.

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint; the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Contact the Campus Title IX Offices:
Phone: 844-288-4853
Email: equity@ucdenver.edu

Anschutz Medical Campus
Education 2 North
13120 E. 19th Ave, Room 5221
Aurora, CO 80045

Denver Campus
Lawrence Street Center
1380 Lawrence Street, Rooms 1238-1226
Denver, CO 80217

Additional information regarding Title IX is available at: http://equity.ucdenver.edu/

Disability Resources

It is the policy of the University and the Program to provide reasonable accommodations to qualified students with a disability so they are able to meet their program requirements. Whether an accommodation is reasonable is determined on an individual case-by-case basis. Qualified students in need of accommodations must contact the University’s Disability Resources and Services Office for eligibility and accommodation determinations. More information may be found on the Disability Resources and Services website located at: http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx.