The Program in
Structural Biology & Biochemistry
2017-2018

GRADUATE STUDENT HANDBOOK

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Graduate School Handbook
http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/graduate-student-handbooks.aspx

Information contained in this handbook is subject to change at any point without prior notice.
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## Academic Calendar


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Last Update 8/9/17
Note—All UCD-AMC Graduate students receive 2 weeks leave in total. And all leave must be approved by your mentor prior to making travel arrangements. Students do not receive automatic time off inbetween semesters nor at spring break. UCD-AMC receive both common holiday dates as well as AMC dates however students often will come in on holidays to take care of necessary experiments in the lab.

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   The Structural Biology and Biochemistry program teaches five lecture-based courses of which students are required to take 5 credit hours of the available lecture bases coursework. Students must take a minimum of 30 semester credit hours of required/elective didactic coursework and a minimum of 30 semester credit hours of doctoral thesis research........................................................................... 11
   Gain an in depth understanding of the underlying principles of an NMR experiment, so that student can turn NMR theory into NMR practice for their research................................................................. 11
   Understand the theory and practice of structural determination using x-ray crystallography ................................................................. 11
   The purpose of this course is to provide students with a concise understanding of biological mass spectrometry and it application to study and characterize various classes of biomolecules in state of the art research................................................................. 11
   Seminar series provides a forum for the presentation of scientific experiments and information in structural biology by external and internal faculty, postdoctoral fellows and graduate students................................................................. 11
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# Program Directory

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**STRUCTURAL BIOLOGY AND BIOCHEMISTRY MISSION**

- Foster scientific excellence and innovation in the field of bimolecular structure and function.
- Develop and advance expertise and technology to support cutting-edge research in biomedical sciences
- Provide training and career development for outstanding scientists
- Identify and characterize molecular targets and develop innovative therapeutics and diagnostic tools
- Exploit discoveries and intellectual properties through strategic partnerships with the industry.
Faculty Program Committees

Steering Committee
This committee will meet at least once a year to oversee the direction of the program and its operation. The Graduate Training Committee will make recommendations to the Steering Committee regarding changes to the operation of the Program for approval by the Steering Committee. The Steering Committee, through the Program Director, will make recommendations to the Dean of the Graduate School. The Director of the Program represents the program on the Graduate School Executive Committee.

Mair Churchill, Director of the Program
Mark Johnston, Chair of Biochemistry & Molecular Genetics
Andrew Thorburn, Chair of Pharmacology
David Ross, Chair of Pharmaceutical Sciences
Robert Hodges, Professor, Biochemistry & Molecular Genetics
Robert Murphy, Distinguished Professor, Pharmacology
Arthur Gutierrez-Hartmann, Professor, Director MSTP Program

Graduate Training Committee
The Director of the Program in Structural Biology and Biochemistry will form a Graduate Training Committee that coordinates the day-to-day activities of the program. This committee will be appointed annually by the Program Director and will include the Chairs of each of the other committees. This Committee will meet monthly to oversee the direction of the Program and its operation.

Mair Churchill, Director of the Program
Carlos Catalano and David Jones, Co-Chairs, Student Admissions and Recruitment Committee
Rui Zhao, Chair, Faculty Membership and Recruitment Committee
Jeff Kieft, Chair, Student Advisory Committee
Kirk Hansen, Chair, Strategic Planning Committee
David Bain, Chair, Curriculum Committee
Francisco Asturias, Chair, Seminar Committee

Student Admission and Recruitment Committee
The primary focus of the Program in Structural Biology and Biochemistry is student education. The Student Admissions and Recruitment Committee is charged with making policy proposals to the Graduate Training Committee and the faculty, as well as implementing the approved policies to enable recruitment of the top students in the country that seek graduate education in the diverse structure-oriented fields represented by our "training faculty" (see Program Membership). The committee is charged with devising strategies for "promoting the program," for informing prospective applicants and advisors of the advantages of our program, for actively pursuing qualified students who express an interest in structural biology and biochemistry, for collecting application materials, coordinating student interview visits, informing faculty and students of the purpose of these visits in order to maximize their recruiting utility, for making admissions decisions, and for conducting post-admissions surveys to allow our recruiting to improve in the future. The committee should coordinate efforts with the Student Advisory Committee so that special conditions, deficiencies, etc. can be recognized and rectified or accommodated. Membership to this committee is restricted to training faculty and student representatives.

Faculty Membership and Recruitment Committee
Maintaining a faculty who are committed to graduate education and who effectively conduct imaginative research programs is critical to the health of the program. The Membership and Recruitment Committee is charged with reviewing members’ credentials as part of the two and five year reviews and advising the Graduate Training Committee. The committee serves as a resource for the departments to help them attract researchers interested in structural biology and biochemistry to the University of Colorado Denver | Anschutz Medical Campus. The committee also serves as the initial contact regarding inquiries for membership, advises potential applicants of the program requirements and criteria for membership and makes recommendations to the Graduate Training Committee regarding the suitability of an applicant for consideration by the general membership. Membership to this committee is open to general members, training faculty and student representatives.
Student Advisory Committee
Membership on this committee is open to training faculty and students. The Student Advisory Committee (consists of one to three members) advises students on and approves their individual curricula, explains program and graduate school regulations and meets with the students regularly to discuss their progress, problems, questions, concerns and suggestions.

Seminar Committee
Membership on this committee is open to all members of the program. The structural biology and biochemistry seminar series is a key element that bonds the program on a regular basis. It should be organized to maximize participation and be an enjoyable, scientifically stimulating experience for the speakers and the audience. This committee is charged with soliciting suggestions from students and participating faculty regarding potential seminar speakers, formulating policy recommendations regarding the seminar program, selecting quality outside speakers that will give the audience a balanced and interesting seminar series.

Curriculum Committee
Membership on this committee is open to training faculty. The curriculum offered to our students should provide them with a foundation in basic knowledge and an opportunity to develop the skills necessary to continue their education throughout their careers. Coursework should provide students with skills necessary to critically evaluate the literature. With beginning students, these skills will need to be further developed with the assistance of their respective advisors and Thesis Advisory Committees. Course work should provide a firm foundation to enable this development. The Curriculum Committee is charged with making recommendations to the Graduate Training Committee (and the faculty) regarding course offerings for trainees. The committee should annually evaluate the quality of our current courses, make specific recommendations to the course directors and instructors and evaluate proposals for new courses. The committee should evaluate the curriculum and make recommendations for improvement. The committee's responsibilities also include running the annual structural biology and biochemistry mini-course or one-day symposium, including coordinating student participation, registration and timely announcements regarding the course or symposium. The committee should solicit input from faculty, students and graduates in evaluating our didactic accomplishments and needs.

Student Activities Committee
All second year and above students
The Graduate School

Directory

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Webpage

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Rules

Ph.D. Comprehensive Examination Packet information:

After completing or registering for all program-required non-dissertation coursework, and concurrently with applying for admission to candidacy for the Ph.D., students must take a comprehensive examination in their respective disciplines. This examination (written or oral or both) will test a student's mastery of a broad field of knowledge, not merely the formal coursework which he/she has completed. This examination must be completed no later than the end of the student's third year. Individual programs may establish an earlier deadline. Instructions and deadlines for completion of the forms are provided on the graduate school website.

Ph.D. Thesis Defense Packet information:

Once a student has completed his or her dissertation and before the degree is conferred, a final examination 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. Instructions and deadlines for completion of the forms are provided on the graduate school website. As an additional requirement of the STBB program students must submit a final draft of the written thesis to their committee 3 weeks in advance of their defense date.

Policies

Academic policies and procedures can be found in the Graduate School handbook, located on their website.
http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/PhDEdDResources.aspx
Other Important Numbers
AMC Student Assistance Office ..........................................................Education 2 North, Room 3123, 303-724-2866
Student Health Insurance/Services..........................................................Education 2 North, Room 3208, 303 724 7674
studentlife.healthinsurance@ucdenver.edu

Registrars Office ..........................................................................................Education 2 North, Room 3123, 303 724 8059
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Ombudsman's Office ..................................................................................Building 500, Room C7005, 303 724 2950
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Keeping In Touch
Email
Instructions for obtaining an account in the system, workstation hardware requirements, and accessing the system are available. In addition to remote access, computer workstations are located at the Health Sciences Library in the Learning Resources Center.
http://hslibraryguides.ucdenver.edu/email-help/

Graduate students may obtain help in creating their account by contacting the Student Email Coordinator, Lori Williams Lori.Williams@ucdenver.edu 303-724-5463. Lori is also available for help in person in the Health Sciences Library room 1105A.

Information regarding setting up your email account is included in Appendix D.

Email is the primary method of communication on campus and students are expected to check their email daily and respond within a 24-hour period.

Email Listserves
After receiving your firstname.lastname@ucdenver.edu email account, you will be added to the STBB mailing list with the Program Administrator. This list will inform students of pertinent program information.

Department Website
http://www.ucdenver.edu/academics/colleges/Graduate-School/academic-programs/biomol/Pages/PrograminStructuralBiologyandBiophysics.aspx

Mailing Address
Your Name
University of Colorado School of Medicine
Structural Biology & Biochemistry Program
MS 8303
12800 East 19th Avenue
Aurora, CO 80045
(This address is particularly useful in your first year prior to final selection of a lab.)
**Weekly Program Seminar**

Students are required to attend seminar, scheduled every Wednesday at 12pm, in RC1-S, P18-9105. Students must also register for STBB 7660 in both Fall and Spring semesters to receive academic credit for seminar during your first two years. Your grade is based on attendance.

Student Presentation in Seminar – students are required to chose a laboratory for thesis research by the summer semester of the first year and will begin work in this laboratory under the mentorship of the laboratory’s Principal Investigator (PI). Starting with the second year, students will give a 45-minute presentation on their research work followed by a 10 to 15 minute question and answer period. An informal guideline provided by the Graduate School is below. This seminar will be scheduled preferably in late April or early May at the end of spring semester. Students will present a seminar at the end of each year thereafter. Students should also meet with their Thesis Advisory committee after their seminar (see below).

**Public Seminar Guidelines**

Although public presentations are not separately “graded”, there are certain things that the faculty who attend will be looking for and will influence their assessment of how well you did. The following is a list of things that they may consider.

1. Were the project background and rationale adequately presented?
2. Was the hypothesis clearly stated?
3. Was the experimental approach adequately explained?
4. Were the data analyzed appropriately?
5. Were conclusions rationally drawn from data presented?
6. Were slides displaying data clear and easy to understand?
7. In general, were slides well organized and simple?
8. Did you add value to the slides rather than reading them?
9. Were your voice, volume, and mannerisms appropriate?
10. Did you respond appropriately to comments and questions from the audience?

**Travel**

HIRS Travel Fellowship

A major gift to the Graduate School at the Anschutz Medical Campus has allowed the establishment of an endowed award for graduate students in the basic biomedical sciences at the Anschutz Medical Campus. The C. Werner And Kitty Hirs Graduate Student Enrichment Fund Awards may be used for any one of the following three specific purposes:

1. Travel awards to supplement support for Ph.D. students to attend national meetings,
2. Travel awards to facilitate Ph.D. students learning new techniques either through a visit to an out-of state laboratory or by signing up for a hands-on technique course, such as the MBL course, and
3. Merit scholarships to aid in recruiting the “best and the brightest” Ph.D. students into the basic sciences at the HSC.

The travel awards can be made for up to $500 each. In accordance with Dr. Kitty Hirs’s expressed wishes, the travel award for meeting attendance will be divided into two parts: $400 to be applied to travel expenses (e.g., registration, lodging, travel) and $100 directly to the student for personal expenses at the meeting (e.g., making it possible for the student to attend extra-meeting social events in which science is part of the conversation). Up to 20 “meeting” awards will be made each academic year. The travel awards for visiting another laboratory or attending a techniques course are to be applied only to travel expenses (e.g., travel and lodging). Up to 10 “techniques” awards will be made each academic year.

**Tutoring**

Tutoring is available on an individual basis. Dr. Jeff Kieft should be contacted immediately if you need assistance with any course work, English, or writing. Depending upon your needs, some tutoring may be paid by the Graduate School or program to help ensure your success.

**Advising**

Dr. Jeff Kieft & Elizabeth Wethington do general academic advising. Be sure to meet with them prior to registration and before completion of program milestones (prelims, comps, etc.) to ensure you are adhering to the graduate school rules. Once students have passed their comprehensive exam, they are admitted to candidacy for their Ph.D. At this point, the thesis advisor advises students.
Priorities in the first few weeks

**Orientation**
All new students must review the online orientation per Graduate School rules as well as attend all in-person orientations after arrival on-campus.

**ID Badge**
Every person on campus must carry a UCD picture ID. This ID serves many purposes, including enabling students to access the laboratory areas on the Anschutz Medical Campus, the library, to obtain parking, and to attend special University functions. After arriving on campus, student identification photographs will be taken. If you arrive prior to orientation, the Department badging official and/or the Program Administrator will assist you in arranging an appointment with the ID Access Office.

**Payroll**
It is important to establish a checking account as soon as possible. The University issues all paychecks, including student fellowship and stipends, as direct deposits. Students should be sure to have a voided check available when filling out payroll forms. Each student is required to produce a driver's license (or state ID) and a social security card for payroll purposes. [https://www.cu.edu/employee-services/payroll/student-employee/payroll](https://www.cu.edu/employee-services/payroll/student-employee/payroll)

**Taxes**
Students are encouraged to stay informed as to their tax liability based on their funding source. For more information visit the Payroll and Benefits website at: [https://www.cu.edu/employee-services/student-employee/taxes](https://www.cu.edu/employee-services/student-employee/taxes)

**Establishing Residency**
(The following pertains only to out-of-state/US Permanent Residents) Additional information/forms are included in Appendix D.

New non-resident students must immediately obtain documentation to support the Petition for State Residency. First-year students must make collecting this documentation a priority. Funding will be available, assuming satisfactory academic progress, only if the student qualifies as an in-state resident after the first year of study. To be awarded in-state tuition status at the beginning of your second year you must establish that you have resided in the state for a year and established several kinds of "connections" to the state. It is important that these connections be established as soon as you arrive in Colorado in order to show the one-year history required by state law.

Prior to the start of your second academic year you must fill out and have notarized the Petition for In-State Tuition Classification and submit this along with your supporting documentation to the Office of Admissions. Petition forms are available in the Admissions office. Notaries can be found in the Financial Aid Office, and the Chancellor’s office.

Failure to complete the in-state tuition classification process could jeopardize your continued financial support in the Structural Biology & Biochemistry program.

For driver's license offices, license plate offices and voter registration please consult the local city phone book. For complete directions on establishing Colorado in-state residency for tuition purposes please consult the Registrar’s website at: [http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/tuition07.pdf](http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/tuition07.pdf)

**Get Connected**

**Log into the UCD Access Portal – Register for Classes**
The Student Center is the central location for you to view personalized information about things like grades, class schedules, and financial aid. You can use the Student Center to register for classes, post payments, see your class schedule, check the status of your financial account, view and update your contact information, find information on your advisors, and view admissions information. The portal uses the same credentials you established for your university email account. Log in at [https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html](https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html).
**Enroll in Student Health Insurance**

All degree and specific, approved, certificate-seeking students enrolled in five or more credit hours must take the School of Medicine’s Student Health Insurance (SHI) Plan unless they can prove enrollment in other comparable insurance. As a fully supported PhD student, the University pays for the cost of your health insurance. You must however annually complete the plan selection form by the September 1. Additional information can be found: 

http://www.ucdenver.edu/life/services/studentlife/healthandrecreation/HealthInsurance/Pages/default.aspx

**Student Financial Support**

As a Ph.D. student in the Structural Biology and Biochemistry Program you are provided full tuition, health and dental insurance, and a stipend of $30,000 for living expenses (for the academic year 2017-2018). All future funding is dependent on satisfactory academic progress in the program and the selection of thesis advisor at the end of the first-year. Once accepted into a thesis laboratory, your advisor will fund your tuition, stipend, and benefits. It is very important that you successfully complete the required research rotations during the first year in order to maintain funding. Students are encouraged to rotate only with faculty who are able to provide future funding to the student.

Each student is responsible for books, housing, and any other expenses not specifically mentioned above. The Program Administrator will obtain a copy of the students’ bills following registration for the current semester. The Program Administrator will ensure that all appropriate charges on the student bills are paid. It is only necessary to deliver a copy of your bill to the Program Administrator if there is a problem or question. Each student is personally responsible for late fees and fines, so it is critical that students register on time. Please note that students registering after the semester registration deadline set by the Office of Admissions & Records are assessed a $60 late registration fee, which is the student’s responsibility to pay pursuant to Graduate School policy.

Student expenses, including the stipend, will be paid until graduation as long as the following conditions are met:

1. Student maintains satisfactory academic progress
2. Student becomes eligible for in-state tuition after the first year.
   a. Students who fail to qualify for in-state residency will be responsible for the difference between in-state and out-of-state/international tuition.
3. Student passes the Preliminary Examination at the end of the first year.
4. Student completes the University Comprehensive Examination by the end of the second academic year.
   a. If the advisor can no longer fund the student, it is the student’s responsibility to make other arrangements. The program staff will assist in this effort to the best of their ability.
5. Student schedules the Dissertation Defense within approximately five years of entering the program.

**Academic Calendar**


Note—All UCD-AMC Graduate students receive 2 weeks leave in total. And all leave must be approved by your mentor prior to making travel arrangements. Students do not receive automatic time off inbetween semesters nor at spring break. UCD-AMC receive both common holiday dates as well as AMC dates however students often will come in on holidays to take care of necessary experiments in the lab.
Degree Requirements and Coursework

Required Courses

The "required" credit hours in the Structural Biology and Biochemistry Program, which must be completed at UCD-AMC, include a minimum of 30 semester credit hours of required courses and 30 semester hours of doctoral thesis research. Students may transfer up to 20 semester hours from prior institutions.

Biomedical Sciences “Core” Courses

<table>
<thead>
<tr>
<th>Biomedical Sciences Core Course</th>
<th>Course Information</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations in Biomedical Sciences IDPT 7806</td>
<td>Foundations in Biomedical Sciences</td>
<td>6</td>
</tr>
<tr>
<td>*Structural Biology and Biophysics Core Course II STBB 7807</td>
<td>Structural Biology and Biophysics Core Course II</td>
<td>2</td>
</tr>
<tr>
<td>Core Topics A in Biomedical Sciences IDPT 7810 (then appropriate section)</td>
<td>Held for 3 weeks-starting in November</td>
<td>1 to 2</td>
</tr>
<tr>
<td>Core Topics B in Biomedical Sciences IDPT 7810 (the appropriate section)</td>
<td>Held last 3 weeks of the semester starting after Thanksgiving</td>
<td>1 to 2</td>
</tr>
</tbody>
</table>

This is a set of interdisciplinary courses required for first year graduate students enrolled in basic science Ph.D. programs at UCD\AMC. The objective of the courses is to provide the basic science information and introduction to the skills required for a successful research career in all disciplines of modern biomedical sciences. Topics cover the fundamentals of biochemistry, molecular biology, cell biology, developmental biology, molecular genetics and biomolecular structure. Specialty topics required by individual programs are taken usually during the spring semester of the first year, and in some cases in the second year to round out the curriculum.

Administrative Assistant/Office of the Dean of the Graduate School

Pat Goggans, Events Coordinator in the Graduate School, is the administrative assistant for the IDPT Core Courses. Ms. Goggans office is located in Academic Office 1, Room 1501. 303-724-5878; email: Pat.Goggans@ucdenver.edu

Graduate School. Please contact Ms. Goggans for administrative matters including problems downloading course documents.

*In years that STBB 7807 is not offered (2017-2018), students MUST take “Discovering Protein Structure and Function with Rui Zhao in the CORE TOPICS A section. Topic B is student choice.

* STBB 7807—Structural Biology and Biophysics Core Course II  2 Credit Hours

Provide first year students enrolled in the core course the opportunity to obtain or review background material in the fields of structural biology and biophysics.
**Required Program Specific Courses**
The Structural Biology and Biochemistry program teaches five lecture-based courses of which students are required to take 5 credit hours of the available lecture bases coursework. Students must take a minimum of 30 semester credit hours of required/elective didactic coursework and a minimum of 30 semester credit hours of doctoral thesis research.

**STBB 7608—Molecular Interactions 3 Credit Hours**
Provide chemical/physical basis for protein structure, folding, function and stability. Presents methods/principles of protein/peptide purification and enzyme catalysis including electron transfer and mutagenesis. The role of molecular dynamics and use of molecular simulations in the investigations of protein-ligand/protein-protein interactions.

**STBB 7609—Biophysics & Spectroscopy 3 Credit Hours**
The Biophysics and Spectroscopy course will teach fundamentals of modern molecular spectroscopies and biophysical techniques as applied to biomolecules and the structural/dynamic information they afford.

**STBB 7631—Molecular Structure A (NMR) 1.5 Credit Hours**
Gain an in depth understanding of the underlying principles of an NMR experiment, so that student can turn NMR theory into NMR practice for their research.

**STBB 7632—Molecular Structure B (X-ray Crystallography) 1.5 Credit Hours**
Understand the theory and practice of structural determination using x-ray crystallography.

**STBB 7633—Molecular Structure C (Mass Spectrometry) 1.5 Credit Hours**
The purpose of this course is to provide students with a concise understanding of biological mass spectrometry and it application to study and characterize various classes of biomolecules in state of the art research.

**STBB 7650—Research in Structural Biology & Biochemistry 1-10 variable Credit Hours**
Research work in Structural Biology and Biochemistry.

**STBB 7660—Structure Seminar 1 Credit Hour**
Seminar series provides a forum for the presentation of scientific experiments and information in structural biology by external and internal faculty, postdoctoral fellows and graduate students.

**STBB 7807—Structural Biology and Biophysics Core Course II 2 Credit Hours**
Provide first year students enrolled in the core course the opportunity to obtain or review background material in the fields of structural biology and biophysics.

**STBB 8990—Doctoral Thesis 1-10 variable Credit Hours**
Doctoral thesis work in Structural Biology and Biochemistry.
Elective Courses
Course must be approved by the Student Advisory Committee and the Student’s Thesis Advisor
  • Any STBB didactic course in addition to the 5 credit hours required
  • Any HMGP, IMMU, MICB, MOLB, PHCL, of School of Pharmacy course.

Specific Structural Elective Courses are as follows:

**STBB 7620—Advanced Genome Analysis 2 Credit Hours**
An introduction to the theory and practice of genomics. Topics include sequencing and mapping overview of genomes, transcriptomes, bioinformatics and statistics, population-level variation, ethics, evolutionary genomics, epigenomics, proteomics, metagenomics, and function genomics.

**STBB 7670—Independent Study in Structural Biology 1-3 Variable Credit Hour(s)**
This course is listed for the benefit of the advanced student who desires to pursue one or more topics in Structural Biology & Biochemistry in considerable depth. Supervision by a full-time faculty member is necessary.

Students must receive a B or higher in all STBB and required coursework. If a minimum grade is not received, then the student must discuss with the program director how this low grade would be resolved. A B minus is not an acceptable grade.
### Academic Planning

#### 1st Year Curriculum & Milestones

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDPT 7806</td>
<td>IDPT 7806</td>
<td>Foundations in Biomedical Sciences</td>
<td>6</td>
</tr>
<tr>
<td>IDPT 7810</td>
<td>IDPT 7810</td>
<td>Core Topics in Biomedical Sciences A Discovering Protein Structure and function</td>
<td>2</td>
</tr>
<tr>
<td>IDPT 7810</td>
<td>IDPT 7810</td>
<td>Core Topics in Biomedical Sciences B</td>
<td>1 or 2</td>
</tr>
<tr>
<td>STBB 7650</td>
<td>STBB 7650</td>
<td>Research in Structural Biology and Biochemistry (Rotation #1)</td>
<td>1</td>
</tr>
<tr>
<td>STBB 7650</td>
<td>STBB 7650</td>
<td>Research in Structural Biology and Biochemistry (Rotation #2)</td>
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</tr>
<tr>
<td>STBB 7660</td>
<td>STBB 7660</td>
<td>Structural Seminar</td>
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Fall 2017 Total: 14/15

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<tbody>
<tr>
<td>STBB 7608/09</td>
<td>STBB 7608/09</td>
<td>Molecular Interactions or Biophysics &amp; Spectroscopy</td>
<td>3</td>
</tr>
<tr>
<td>STBB 7650</td>
<td>STBB 7650</td>
<td>Research in Structural Biology and Biochemistry (Rotation #3)</td>
<td>1</td>
</tr>
<tr>
<td>STBB 7660</td>
<td>STBB 7660</td>
<td>Structural Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Dept. Varies</td>
<td>Dept. Varies</td>
<td>Elective Course</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Spring 2017 Total: 6-8

Milestone - Preliminary Examination (Date TBA—Typically Early June)

| Summer 2017 | Enroll in STBB 8990 1 credit hour-- Milestone - Enter thesis laboratory |

### 2nd Year Curriculum & Milestones

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>STBB 763 (123)</td>
<td>STBB 763 (123)</td>
<td>Choose 2 of 3 Molecular Structure courses A,B or C</td>
<td>3</td>
</tr>
<tr>
<td>STBB 7660</td>
<td>STBB 7660</td>
<td>Structural Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PHCL 7605</td>
<td>PHCL 7605</td>
<td>Ethics in Research</td>
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Fall 2017 Total: 5

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<tr>
<th>Spring 2018</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>STBB 7608/09</td>
<td>STBB 7608/09</td>
<td>Molecular Interactions or Biophysics and Spectroscopy</td>
<td>3</td>
</tr>
<tr>
<td>STBB 7650</td>
<td>STBB 7650</td>
<td>Research in Biochemistry &amp; Molecular Genetics</td>
<td>2-3</td>
</tr>
<tr>
<td>STBB 7660</td>
<td>STBB 7660</td>
<td>Structural Seminar</td>
<td>1</td>
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<tr>
<td>Dept. Varies</td>
<td>Dept. Varies</td>
<td>Elective Course</td>
<td>1-2</td>
</tr>
</tbody>
</table>

Spring 2018 Total: 7-8

Comprehensive Exam (must be completed by the end of the Fall semester of the 3rd year)—Do not take more than 10 STBB 8990 Thesis credits before taking the Comprehensive exam.

### Years 3-5 Curriculum & Milestones

| STBB 8990 | Doctoral Thesis** (5 credits in the fall & spring, 1 credit in the summer) | 11 credits/year |

Dissertation Committee meeting and Dissertation update talk – 2 per year each at ~ 6 month intervals

Dissertation Defense (You must complete 30 credits of STBB 8990 before or in the semester you defend)
Total Credits = 60 (30 from coursework and 30 Doctoral Thesis)

- At least 5 credit hours of the following STBB courses are required to be taken for the Structural Biology & Biochemistry Program:
  - STBB 7608 Molecular Interactions (3 credit hours)
  - STBB 7609 Biophysics and Spectroscopy (3 credit hours)
  - STBB 7631 Molecular Structure A [NMR] (1.5 credit hours)
  - STBB 7632 Molecular Structure B [X-Ray Crystallography] (1.5 credit hours)
  - STBB 7633 Molecular Structure C [Mass Spectrometry] (1.5 credit hours)
Research Rotations

**STBB 7650 Research in Structural Biology and Biochemistry:** Directed laboratory research in an area selected by the faculty. Students are required to complete three 1-credit rotations lasting one academic “quarter” each, starting in the fall semester of their first year.

Research rotations are designed to introduce students to research methodologies, to teach approaches to scientific problem solving, and to provide the opportunity to explore various laboratories as potential homes for thesis research. Students should approach the research rotations with the primary goal of identifying their future thesis advisors. Research rotations also provide students with the opportunity to accumulate a variety of different research experiences.

The Pre-rotation Laboratory Proposal, a two-page formally written paper, must be submitted to the Graduate Training Committee at least two weeks prior to the start of the rotation to ensure that the proposal is appropriate (see Appendix A). An individual faculty member cannot have more than one Structural Biology & Biochemistry student doing a research rotation in his or her laboratory at any given time.

There are several considerations, which a student should keep in mind when choosing a rotation advisor. Rotations must be performed with a member of the program faculty (see p. 5). It is the student’s responsibility to take the initiative to contact a rotation advisor and arrive at an agreement with the advisor in a timely manner.

At the completion of each required rotation, students must present a post-rotational seminar. This seminar will be presented on a predetermined Wednesday during the regular Seminar Series. The actual dates of the post-rotational seminar series for any given year are available from the Program Administrator. In the post-rotational seminar, the student presents the rationale, methods, and results obtained from the rotation project, as well as an interpretation and a discussion of the rotation project results. The post-rotational presentation usually lasts fifteen to twenty minutes, with the last five minutes customarily devoted to questions from the audience.

**Rotation Grades**

Each rotation is assigned a letter grade and formally evaluated (see Appendix A). The rotation advisor assigns the initial grade following the post-rotational seminar. Based upon subsequent faculty input, the grade for the seminar may be adjusted up or down by one-half grade.

Each student must complete at least three research rotations by the end of the first year in the program. Failure to do so will result in dismissal from the program. The possibility of a fourth rotation during the summer between first and second year will be considered for students unable to decide upon a thesis advisor after three rotations.

**NSF Proposals—1st Year Students Submission Required**


Workshop that discusses submission process September 22 at 12noon. Students must write a proposal and submit to the program director for review. Students with approved proposals can formally submit to NSF for funding. Students who plan to formally submit their proposals should see Elizabeth Wethington for routing through the graduate school.
Preliminary Exam
The general format for the Preliminary Exam administered by the Structural Biology and Biochemistry program is an oral examination designed to test the general knowledge base of the student, with particular emphasis on areas deemed necessary to pursue studies in structural biology and biochemistry. The knowledge level expected is that appropriate for a first year student.

At least two months prior to the exam, students will be presented with a set of 4-5 broad topics that they will be expected to discuss during the examination. In general, these topics will be gleaned from the learning objectives of the coursework the student completed during their first two semesters in the Program.

A committee consisting of three faculty members from the program will administer the oral exam to all students in a given year. During the exam, the student will be asked to answer questions and explain concepts based on the topics previously presented to the student. The membership of this committee will rotate annually.

The exam is designed to test concepts and approaches important for the structural biologist or biochemist. The emphasis will not be on memorization, although basic facts important to the field (e.g. the structures of the amino acids or nucleotides) may also be the subject of questions.

Students will be graded on a Pass, Pass with Conditions, or Fail basis.

If a student fails, he/she will have the option to re-take the exam in the next 1-3 months. The examination committee may choose to reexamine only a single area of concern, or may choose to reexamine the student more generally. The committee may choose to request a written review of a particular area in which the student’s knowledge level was weak (in lieu of another oral examination). The expectations of the committee will be clearly communicated to the student in written form.

Comprehensive Exam
The University-based Comprehensive Examination is an orally defended grant proposal taken at or near the end of the second year. It is generally based on the student’s thesis proposal, but can include other areas of study as well. This exam typically takes the format of presenting the problem, defending its innovation and demonstrating a workable knowledge of the field of study to assure that independent work is eminent.

The student's comprehensive exam committee judges the quality of the examination and makes recommendations for further academic advancement.

This examination must be completed no later than the end of Fall semester of your 3rd year. Under extenuating circumstances, and with the recommendation of the Program Director and concurrence of the Dean, the examination may be taken during spring of third year. A student cannot take the comprehensive examination with less than a 3.00 G.P.A. or before the Graduate School application is submitted and approved. The complete policy and procedure for taking the comprehensive exam is listed on the Graduate School website at www.ucdenver.edu/academics/colleges/Graduate-School under the Students Services, Academic Resources, Ph.D. Resources page.

You must be registered for at least one doctoral thesis credit hour (STBB 8990) during the semester in which the examination is taken.

The Comprehensive Exam contains three major components:
   1. The written grant proposal
   2. The grant proposal presentation
   3. The oral defense of the proposal
General Guidelines for University Comprehensive Examination

The necessary steps to schedule and take the comprehensive exam are as follows:

1. Form a Comprehensive Exam Committee & Thesis Advisory Committee (TAC)
   Shortly after selecting a thesis advisor, you, in collaboration with your mentor and student advisor, shall recommend a Comprehensive Examination Committee, which is subject to the approval of the Graduate Training Committee and your Program Director. The examination committee shall consist of a minimum of five (5) Graduate Faculty members. At least one of the members must be outside your program’s core training faculty. The majority of the members, including the chair, must be from your program’s core training faculty. The student’s dissertation advisor/mentor may not chair the examination committee. The student will hold a pre-comps meeting of the full committee plus their mentor where a specific aims page will be discussed and approved. Once approved a date of the exam can be set. Note: the TAC is typically formed from members of the Comprehensive Examination Committee, but the two committees need not be identical.

   The TAC will serve as an advisory function to you and your mentor, and shall also monitor your progress in generating and/or collecting data to be used in the writing of the doctoral thesis. The TAC will give you formal permission to write the thesis once sufficient data have been collected and analyzed. The TAC shall meet at least once each year, usually during the students thesis update talk. Records of the meetings and of your progress will be kept in your file in the Program Administrators office. If you fail to have a TAC meeting in the preceding 12 months, you will not be permitted to register for Spring Semester, or for subsequent academic terms. Once you are in compliance with this rule, you will be permitted to register.

2. Submit a Written Doctoral Thesis Proposal
   Before taking the Comprehensive Examination, you must submit a doctoral thesis proposal to the Program Director and to the TAC at least two weeks prior to the scheduled examination date. A doctoral thesis (written presentation of novel research) is based on original investigations and showing innovation in Structural Biology and Biochemistry methodology. The doctoral thesis proposal should be in a format comparable to a National Institutes of Health (NIH) R01 grant submission (http://grants.nih.gov/grants/funding/r01.htm).

3. Complete the Graduate School Comprehensive Exam forms
   The Graduate School requires three forms be submitted in order to take the University Comprehensive Exam. All forms and information are located on their website at http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/resources.aspx

   The following must be submitted to the graduate school at least 2-weeks prior to your exam
   1. Application for admission to candidacy
   2. Request for scheduling exam
   3. Transfer of credit (if applicable)

Proposal

The student will be expected to write an original research proposal in an NIH R01 grant format to contain the following sections; specific aims, background and significance, preliminary data, experimental design and approach and a supporting bibliography. The written document produced must be solely the writing of the student. Students should consult with NIH guidelines for how to structure the written portion of the exam. The student then defends the proposal orally at the examination.

Specifications for Written Document

1. Page length maximum 15 pages including figures and table, excluding reference list and title page.
2. 12-point font for text (single space).
3. 10 point font for figure legends (single space)
4. Margins 1” top and bottom; ½” side margins
5. Suggested sections and page length:
   - Specific Aims (1 page maximum)
Presentation
The presentation format is generally a thirty-minute formal summary of the students’ proposal. This presentation also provides an opportunity for the candidate to clarify any changes in thinking between submission of the proposal and the actual defense. At the end of the presentation, the candidate will accept questions from the audience in attendance. Following this public question and answer session, the general audience will be dismissed, and the candidate will be examined by the Comprehensive Exam Committee members.

Oral Defense
During the oral defense portion of the exam, faculty members will test the candidate’s knowledge not only regarding the proposal topic, but with respect to structural biology & biochemistry as a whole. Good performance on this section of the exam is critical to the successful outcome of the exam. The student should be prepared for broad-ranging questions covering any topic. Among the several purposes of the exam will be to probe the depth of the candidate’s knowledge as well as the student’s ability to “think on his or her feet.”

At the conclusion of oral defense, the candidate will be excused, and the committee will deliberate to determine the result of the examination.

Clarification of Graduate School Rule for Examination Results
(Subject to change)
Pass
You must receive the affirmative votes of a majority of the members of the committee in order to pass.

- You will need to pay attention to the rules regarding registration for the correct number of thesis hours in the semester during which you will take the comprehensive exam in order to be eligible for it.

Pass with Conditions
The committee may feel that, although you have passed the examination, you should complete additional work. This may be in the form of rewriting submitted work, additional coursework, etc. These conditions must be satisfied within six months. You will be considered to have "passed" when these conditions are met. Failure to meet the conditions will result in failure of the examination.

- You should register for thesis hours as if you had passed without conditions (see the notes under PASS above).

Fail
In the event that you fail the examination, you are subject to immediate dismissal from the Graduate School. At the discretion of your program, you may be allowed to retake the examination once. The remedial exam will be in a form designated by the committee and must be completed within six months.
You will be required to meet registration requirements for the new examination.

Entering a Thesis Laboratory
Selecting A Mentor
The selection of a thesis advisor is one of the most important decisions a student will make during the course of his or her graduate career. Each student must select a thesis advisor from among the Program Faculty (see p. 5). The first year of the training program is designed to provide each student with an opportunity to interact with the faculty so that he or she feels familiar with the faculty members and their respective research interests. The student should know which laboratory he or she wishes to enter on or about the date of the Preliminary Examination; however, a thesis advisor may be selected at any time during the first year. Selection of advisors is on a first-come-first-served basis. In the unlikely event that a student is unable to select a thesis advisor prior to the beginning of the fall semester of the second year of graduate training the program reserves the right to dismiss the student from the program.

Seminar – 2nd Year Students and Update Seminars
No more than 12 months after entering a thesis laboratory, each student will schedule a Thesis Proposal Seminar outlining the rationale for and method of approach to the student’s proposed thesis research project. The student’s tac and members of the faculty, student body and staff attend this seminar. The open attendance provides both the student
and the advisor with an opportunity to receive ideas and criticism from a broad spectrum of individuals, ensuring that the proposed project is both suitable and achievable.

Thesis proposal seminars are followed by thesis update seminars on an annual. Update seminars provide a good opportunity for the student’s TAC to review the student’s progress and to invite input from the faculty as a whole, as well as afford the student opportunities to polish presentation skills. A student in consultation with his or her advisor, and with the approval of the Chairman of the gtc, should select an outside committee member (see below) by the date of the first thesis update (i.e., on or around one year in thesis laboratory). Following each committee meeting, the student and TAC chair will complete the Thesis Advisory Committee Meeting Summary we form (see above).

Prior to scheduling a final defense, each graduate student must publish (or at least submit for publication) one primary, or first-author, major publication. This requirement does not include a technique paper or an invited review.

**Thesis Advisory Committee (TAC) Meetings**

After completion of the comprehensive exam, the TAC meets at least once each year with the student and his or her thesis advisor to monitor progress of the project and to provide additional input and suggestions. The student must take the initiative in scheduling TAC meetings. After each committee meeting, the student will complete the Thesis Advisory Committee Meeting Summary with his or her TAC chairman. This web form must be no later the two weeks following the TAC meeting. If the TAC meeting is accompanied by an annual presentation, then both the presentation and the meeting forms must be completed at http://predocprogress.ucdenver.edu. If you fail to have a TAC meeting in the preceding 12 months, you will not be permitted to register for Spring Semester, or for subsequent academic terms. Once you are in compliance with this rule, you will be permitted to register.

**The Thesis Defense**

As per Graduate School rules, the Thesis Examination Committee shall consist in a minimum of five Graduate Faculty members. At least one of the members must be outside the program’s core training faculty. The majority of the members, including the committee chair, must be from the core-training faculty of the degree-granting program.

Structural Biology and Biochemistry students must present a complete draft to their mentor no later than 3 weeks prior to the defense date. At that time the mentor is to quickly review the document and determine if it is ready to be passed along to the full committee. If the document is given the approval by the mentor, the student will send the draft to the full committee no later than two weeks prior to the defense date.

Per Graduate School rules, the Program Director must approve the student’s final Thesis Examination Committee membership and the examination schedule. The Graduate School must be notified, using the appropriate forms, at least two weeks before the exam. Forms are included in the Ph.D. graduation packet (available on the Graduate School website). The Graduate School will send announcements of the examination to the appropriate faculty members and the signature form will be sent to the Program Administrator’s Office to be placed in the student’s file for use at the examination. The Graduate School and the Program Administrator will also post the notice of the examination.

For the defense, the student presents at least a thirty-minute seminar highlighting the contributions made to the understanding of a particular scientific problem by his or her dissertation work. The seminar is open to the public and a brief period for questions will follow. Thereafter, everyone attending the public seminar that is not on the student’s Thesis Examination Committee will be dismissed. The Committee will then examine the student about the thesis work. In order to pass the examination, the student must receive affirmative votes from the majority of the members of the Thesis Examination Committee. Thesis Examination Committee members, as with the University Comprehensive Examination committees, may impose conditions before conferring a passing evaluation, or may require a more extensive remedies before considering passing the student.

All members of the committee must be present for the examination. One member, but not the chairman nor the student, may participate by interactive video if absolutely necessary. The examination form is signed by each member of the Thesis Examination Committee and returned to the Program Administrator. The student must receive votes from the majority of the Examination Committee for one of the following outcomes:

1. Pass
2. Pass with stated conditions
3. Fail
If a student passes the examination with conditions, those conditions must be satisfied within sixty days of the defense. The special conditions must be stated on the examination form and subsequently monitored by the committee chair in order to ensure that the conditions can be completed within the sixty days allotted. If a student fails the examination outright, he or she will be, at the discretion of the examination committee, dismissed from the program effective immediately.

**Disciplinary Actions**

The University of Colorado Anschutz Medical Campus, consistent with most other educational institutions, has a student honor code. The Structural Biology & Biochemistry Program endorses and enforces this honor code. A student who violates the honor code will be called before the Program Director and Student Advisor who may assign disciplinary action, up to and including dismissal from the program.

Each student is expected to maintain satisfactory academic progress. A student whose grade point average drops below a 3.0 is placed on academic probation. To be removed from academic probation, a student must achieve a GPA of 3.0 or above for the academic semester following the semester for which the student was placed on probation, and must achieve a cumulative GPA of 3.0 or above within two semesters of being placed on probation. A student who fails to be removed from academic probation within two semesters will be dismissed from the program.

Doctoral students are expected to complete all degree requirements within seven years of matriculation. 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 time limit, the Program Director must petition the Graduate School and include 1) reasons why the program faculty believe the student should be allowed to continue in the program and 2) an anticipated timeline for completion of the degree. Students who cannot complete requirements in the 7-year period will be required to retake a second comprehensive examination. The Graduate School may approve extensions for up to one year.

The student requirements described in this handbook must be met by the deadlines stated. The Program Administrator & Director monitor the progress of each student. If they conclude that a student is not meeting the program’s requirements in a timely manner, they may request a meeting with that student. After review, the Program Administrator & Director may take any actions deemed appropriate, including placing conditions on the student’s continuance in the program or dismissing the student from the program. If a student is in jeopardy of missing a deadline or believes he or she is not achieving acceptable progress, the student should contact the Program Director immediately. Failure to notify the Program Director of problems in completing requirements can result in dismissal from the program.
Campus Resources

AMC Bookstore
http://www.ucdenver.edu/AMCbookstore

The Anschutz Medical Center Bookstore provides the most complete inventory of Medical and Scientific books in the Rocky Mountain area. Over 3,000 titles are available for immediate shipment including an extensive selection of Medical titles in CD-ROM and PDA formats. Software is available at discounted education prices for faculty and students. Special orders for books and software are available for titles not in stock. The bookstore carries all books and products necessary for course work at the University of Colorado Denver Anschutz Medical Center.

Location:
Anschutz Medical Campus
Building 500; 1st Floor
13001 East 17th Place
Aurora, CO. 80045
303-724-2685 (4-BOOK)
The AMC Bookstore is located on the 1st floor of Building 500. When you enter building 500, go up one floor by elevator or stairs from the lobby entrance, from the stairs/elevator go north, until you see a set of double doors to enter the food court (old hospital cafeteria space) and turn east (right) to enter the bookstore.

Hours:
Monday - Friday
8:00 am - 5:00 pm

Health Sciences Library
http://hslibrary.ucdenver.edu/

The UC Denver 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.

Location:
Health Sciences Library | University of Colorado Denver
Mail Stop A003
12950 E. Montview Blvd.
Aurora, CO 80045 | USA
Phone: 303-724-2152

Hours:
Monday - Thursday 7:00 am – 12:00 Midnight
Friday 7:00 am – 6:00 pm
Saturday 10:00 am – 6:00 pm
Sunday 10:00 am – 12:00 Midnight
Exceptions are posted on their website.

Recreation

Lounge 500, in Building 500 is a lounge for all Anschutz Medical Campus students – it is accessible 24/7 with your student ID (which you will receive during your school/program orientation). The lounge includes billiards, ping pong, foosball, seating, and privacy rooms which can be used for breastfeeding, prayer, naps (!), etc. Check out the space – it’s right next to the Bookstore/ Food Court area on the first floor of Building 500. There are a few quadrangle areas which are good gathering places for volleyball, frisbee, football and other outdoor activities. You may checkout volleyball net sets, frisbees, etc., from the Student Assistance Office. 303-724-7686.

The Fitzsimons Golf Course is available for everyone to use. Call (303) 397-1818 for a tee time. Visit their web site at https://www.auroragov.org/ThingsToDo/Golf/GolfCourses/Fitzsimons/index.htm.

Intramural Sports

Flag Football - Fall – Commissioned by AMC Campus
Volleyball - Fall and Winter – AHEC
Basketball - Fall and Winter - AHEC
Flag Football is commissioned by AMC students.
Basketball and volleyball utilize the services of the Auraria Campus.

Fees for team sports at Auraria are typically $30/student player on a team, $50/guest (spouse, friend, roommate, etc.). Watch the [www.ucdenver.edu/studentassistance](http://www.ucdenver.edu/studentassistance) website, as well as your @ucdenver.edu email for upcoming sports announcements.

Anschutz Medical Campus students are able to use the Recreation Facilities at the Downtown Campus of UC Denver.
The Recreation Center is actually the property of Metropolitan State College of Denver, but all of Auraria and Anschutz Medical Campus students are able to use the facilities. You need to have your Anschutz Medical Campus ID (that means you can participate AFTER orientation). Go to [http://www.msudenver.edu/campusrec/#](http://www.msudenver.edu/campusrec/#) for more information.

Other facilities and parks close to the Anschutz Medical campus include:

- **Moorhead Recreation Center**
  2390 Havana Street, Aurora, CO 80010 (303) 366 1718

- **Parklane Pool**
  3200 Tucson Street, Aurora, CO 80011 (303) 341-2650

- **Aurora Parks and Recreation:**
  General's Park (at the corner of Colfax and Peoria) Cottonwood Park, Sand Creek Park, Moorhead Park, Spencer Garrett Park, and Havana Park.

**AMC Student Health Insurance Office**
[http://www.ucdenver.edu/life/services/student-health](http://www.ucdenver.edu/life/services/student-health)

The Anschutz Medical Campus at the University of Colorado provides varied student needs in the area of health. The Student Health Insurance (SHI) Plan is designed to provide students with health care coverage offering a PPO accident and sickness health plan.

All degree and specific approved, certificate-seeking students enrolled in five or more credit hours must take the School of Medicine’s Student Health Insurance Plan unless they can prove enrollment in other comparable insurance. Forms are located online at [http://www.ucdenver.edu/life/services/student-health/Documents/AMC_StudentEnrollWaiver.pdf](http://www.ucdenver.edu/life/services/student-health/Documents/AMC_StudentEnrollWaiver.pdf).

The Student Insurance Office is available to all students at the School of Medicine to assist with selecting or waiving the Student Insurance Plan. The Student Health Insurance Coordinator can help you evaluate your insurance needs so you choose the best plan available. If you are having problems understanding a bill, or you think an error has been made, don't hesitate to contact the Student Insurance Office. One of the functions of the Student Insurance Office is to help you resolve billing issues.

**Location:**
Student Health Insurance Office | University of Colorado Denver
Mail Stop A035, Education II, North Room #3208
Aurora, CO 80045
Phone: 303-724-7674
E-mail: studentlife.healthinsurance@ucdenver.edu

**Hours**
Monday through Friday
8:00am-5:00pm (Friday open until 3:00pm)

**Parking and Transportation**
The parking office is in Building 500 on the 1st Floor (west side of the Food Court seating area). Parking permit are available for the student rate. They also have maps and information on where to park, bike rack/bike locker locations, maps to get there, and other commuting options [http://www.ucdenver.edu/life/getting-to-campus/Pages/ParkingandMaps.aspx](http://www.ucdenver.edu/life/getting-to-campus/Pages/ParkingandMaps.aspx).
Public Transportation
The RTD College Pass is available to all active (enrolled) Anschutz Medical Campus degree seeking students (including the Dental ISP Program). A mandatory, student use fee per semester supports the pass. This fee is covered by the program along with tuition and other fees.

The AMC RTD College Pass INCLUDES all regular fixed route service, including bus (local, express, regional), light rail, call-n-Ride, and skyRide service (free to AMC students with RTD College Pass). Services NOT included in the RTD College Pass program are: access-a-Ride, BroncosRide, RockiesRide and other special event services.

For any term in which the degree-seeking student enrolls for academic credit at Anschutz Campus, the fee will be assessed. Waivers out of the College Pass Program will be allowed only for individual students who meet specific criteria, which are outlined in the Fee Waiver Application form. Detailed information about the Waiver process may be found on the Student Assistance website. For degree seeking students new to campus, the College Pass will not be available until the student their AMC ID Badge. For new students, the College Pass will be distributed by the Badging / Security Office during matriculation.

UC Denver Shuttle Service
The University offers a bus service to the Faculty, Staff and Students that runs between the Anschutz Medical Campus (AMC) and the Lawrence Street Center Building downtown (LSC). There are two designated BUS STOPS for pick up and drop off:

- In front of Building 500 on the Anschutz Medical Campus (south side)
- In front of the main entrance to the Lawrence Street Center Building downtown

This service is free to UC Denver faculty, staff and students with University ID.

For more information & updates visit their website—also see additional information in Appendix D. [http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/ShuttleService.aspx](http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/ShuttleService.aspx).

Student Assistance Office
[http://www.ucdenver.edu/life/services/student-assistance](http://www.ucdenver.edu/life/services/student-assistance)

The Student Assistance Office’s mission is to enhance student life at the Anschutz Medical Campus of the University of Colorado Denver by providing excellence in specific non-academic and academic student services.

Students who have been admitted into their respective school/program or who are currently enrolled can utilize the Student Assistance Office’s many services during their tenure at the Anschutz Medical Campus. All students may utilize the services of this office.

Location:

Anschutz Medical Campus  
Education II North  
3rd Floor #3123  
Aurora, CO 80045  
303-724-7686

Hours:

Monday through Friday  
8:00 a.m. - 5:00 p.m.

The Student Service Suite includes several offices -

- Bursar/Cashier  
- Diversity and Inclusion  
- Financial Aid  
- Registrar  
- Student Assistance  
- Student Health Services/Student Health Insurance
These offices are centrally located on the 3rd floor of Ed II North. The Student Assistance Office is responsible for maintaining smooth access to the variety of services utilized by students. In addition, the Student Assistance Office offers a variety of programming and services to all students at the Anschutz Medical Campus.

The Student Life Handbook contains a wealth of information about the services within the suite, as well as general information about other campus departments and services. Hard copies are available in the Student Assistance Office, or you can download a copy from their website, http://www.ucdenver.edu/life/services/student-assistance/Documents/U%20of%20CO%20Denver%202012.pdf.

University Policies

Honor Code
The Structural Biology & Biochemistry Program, while housed in the School of Medicine is governed by the Graduate School, and follows guidelines, policies and calendars for the Basic Science departments. For clarification on specific policy questions you can contact the Graduate School by phone 303-724-2911, email Graduate.School@ucdenver.edu or in the office (Academic Office 1 building, Room 1506).

The student academic honor and conduct code and forms are located online at http://ucdenver.edu/academics/colleges/Graduate-School/student-services/Documents/HonorCode.pdf

Vacation and Holiday Policy
Students who receive full support stipends from the Structural Biology & Biochemistry Program are required to pursue their training on a fulltime 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 fulltime student status, the Graduate School has established the following guidelines for vacation and leave time. These represent the leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often results in students using less than the allotted leave. The program does not have a formalized system for accounting for vacation and sick leave; therefore monitoring falls under the honor system and is the responsibility of the student.

Vacation and Holidays Reporting
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. The times between academic terms, spring break, and the summers are considered active parts of the training period and do not count as free times. Vacation days must be taken for all dates away from campus outside of holiday dates. Students taking courses should not take vacations when classes or exams are scheduled. Vacation time must be arranged with the dissertation advisor or program advisor ahead of time.

Sick and Other Leave Reporting
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.

Disclaimer
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 nor with the Structural Biology and Biochemistry Program, either expressed or implied. Both the Graduate School and the Structural Biology and Biochemistry Program reserve the right at any time to change, delete, or add to any of the provisions or contents at their sole discretion. Furthermore, the provisions of this document are designed to serve as firm guidelines rather than absolute rules and exceptions may be made on the basis of extenuating circumstances.
Appendix A

Pre-Rotation Laboratory Proposal
Rotation Evaluation
Thesis Committee Report
University of Colorado Anschutz Medical Campus  
Structural Biology & Biochemistry Program  
Pre-Rotation Laboratory Proposal

Student Name ________________________________________________________________
Signature ________________________________________________________________
Advisor ________________________________________________________________
Signature ________________________________________________________________
Date __________ ____________________________________________________________________________
Project Title ________________________________________________________________

________________________________
________________________________
________________________________

1) Background

________________________________
________________________________
________________________________

2) Hypothesis to be tested

________________________________
________________________________
________________________________

Pre-Rotation Laboratory Proposal, p. 1 of 2
3) Specific Aims

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
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4) Approach to the Problems

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Graduate Training Program Director
Rotation Evaluation

Faculty Advisor: ___________________________ Student: ___________________________
Rotation Number __________ Year __________

Rate the Student’s performance in the following areas using a 0-10 (0 poor; 10 outstanding) scale:
1. Commitment and enthusiasm for the project. ________
2. Appropriate time commitment to the rotation. ________
3. Understanding of the project. ________
4. Ability to design and interpret experiments. ________
5. Ability to communicate about the project, including post-rotation talk. ________
6. Positive response to feedback. ________
7. Maintenance of lab notebook/write-up of experiments. ________
8. Professional behavior. ________

Please expand on your answers where necessary.

Who was responsible for the day-to-day supervision of the student (you, a postdoc, a student, a technician, or no-one)?

How effectively was the student’s time used in the laboratory?

Did the student include the correct controls in their experiments?

Did the student generate interpretable data?

Did the student actively participate (e.g., ask questions) during lab meetings?

When appropriate, did the student seek assistance from, and work well with, other lab members?

When given feedback, did the student actively incorporate suggestions into future experiments?

If the student presented their results at lab meeting, how effective was the presentation?

Would you take this student in your lab for a thesis project?

Overall grade (Outstanding A, average B, poor C; can also use +/-, except there is no A+) _______

Signatures:

_________________________________________  _______________________________________
Faculty Member (P.I.)  Student
University of Colorado Anschutz Medical Campus
Structural Biology & Biochemistry Program
Thesis Committee Report

Student: ___________________________ Date of Meeting: ___________________________

Faculty Advisor: ___________________________ Committee Chair: ___________________________

Committee Members in Attendance: ___________________________

(Student’s summary of their project to be attached)

1. Has the student made satisfactory progress since the last meeting?

Which of the specific experiments and/or goals set forth at the last meeting were accomplished?

Which of the specific experiments and/or goals set forth at the last meeting were NOT accomplished? Why were they NOT accomplished?

2. Is there evidence that the student is sufficiently committed to the research?

3. Does the student have sufficient knowledge of the current literature? Does the student actively seek advice/help, as needed, from the mentor and other faculty? From others in the laboratory?

4. Has the student communicated the data clearly in committee meetings and RIP?

5. What are the specific concerns of the committee related to the project/student?

6. The committee recommends the following experiments and/or goals that should be accomplished by the next meeting:
7. Have the student and mentor been made aware of the concerns, the expectations or the recommendations of the committee? __________

Are there any disagreements within the committee; or between the committee, the student and the mentor? If so what are they?

8. Date by which next meeting should be held? ________________

Scoring Matrix

Rate the Student’s performance in the following areas using a 0-10 (0 poor; 10 outstanding) scale:

1. Does the student exhibit an appropriate level of knowledge of the project? ______
2. Does the student demonstrate an ability to analyze experimental results? ______
3. Were the results presented in a clear and concise fashion; were the data convincing? ______
4. Are future experiments proposed by the student well designed and address the hypothesis? ______

TOTAL ____________________________________________________________
Appendix B

Specialty Tracks

Molecular Biology
Pharmacology
Molecular Biology Program track in Structural Biology and Biochemistry

Graduate students entering the Program in Molecular Biology will have the opportunity to train in a specialty track in “Structural Biology and Biochemistry”. This track provides additional course work in advanced protein chemistry and structural analysis of biomolecules and the opportunity to conduct thesis research in laboratories that have expertise in the application of NMR spectroscopy, X-ray crystallography, mass spectrometry, computational biochemistry and biophysical biochemistry to problems of structure/function of biomolecules. Students will receive their Ph.D. degrees from the Molecular Biology Program. The Molecular Biology Program will have the responsibility and complete control of monitoring and administering the progress of students. The minimum requirements established by the Molecular Biology Program will apply; that is, a B or better in the Core course and all required courses. A curriculum will be designed that strikes a balance between meeting requirements of both Programs without overburdening students with having to participate in every course and activity of both Programs.

The Molecular Biology and Structural Biology and Biochemistry programs may recruit first-year students jointly or independently who meet the requirements and standards established between the two programs.

Course requirements:
- Ethics Course PHCL 7605 (Fall 1 credit)
- Biomedical Sciences Core Course IDPT 7811-7815 (Fall 10 credits)
- Mol Biology 7800 Advanced Topics (Spring, 4 credits)
- At least 5 credit hours of the of the 5 courses offered by the Structural Biology & Biochemistry Program:
  - STBB 7608 Molecular Interactions (3 credit hours)
  - STBB 7609 Biophysics and Spectroscopy (3 credit hours)
  - STBB 7631 Molecular Structure A [NMR] (1.5 credit hours)
  - STBB 7632 Molecular Structure B [X-Ray Crystallography] (1.5 credit hours)
  - STBB 7633 Molecular Structure C [Mass Spectrometry] (1.5 credit hours)
- Elective courses to complete credit hours required for Ph.D. candidacy are the choice of the student. Electives may include remaining courses offered by Biomolecular Structure.

Program Activities:
- Students in the first year will do three laboratory rotations for 1 hr of credit each. Faculty in both Molecular Biology and Structural Biology and Biochemistry are eligible to mentor lab rotations.
- Lab rotation seminars will be required and given along with other Molecular Biology Students. Faculty from both Programs will be invited and encouraged to attend rotation seminars.
- Weekly seminars. Students will have the choice of attending the weekly seminar series of either Program, but will not be expected to attend both in any given week. Students will be required to attend at least one of the two seminar series each week.
- Mini-course and Retreat. Students will be required to participate in the annual mini-course and retreat sponsored by the Molecular Biology Program. The Molecular Biology Program will cover the student expense for these annual activities.
- Student seminars. After the first year, students will be required to give an annual research seminar on the progress of their work. This seminar will be given on alternate years in the Molecular Biology and Structural Biology and Biochemistry seminar series. Faculty from both Programs will be invited and encouraged to attend these student seminars.

Thesis laboratory and mentor:
- Students will select and enter a thesis laboratory on July 1st after successful completion of the first year requirements including courses, laboratory rotations and preliminary examination. The criteria established by the Molecular Biology Program will apply for students to pass on to the second year and to enter a thesis laboratory.
- Thesis mentor. A student must select a faculty member from the Program in Structural Biology and Biochemistry as his/her thesis advisor or co-advisor.

Exam/thesis committees:
- Comprehensive examination and thesis committees will have at least 5 faculty members with the majority from Molecular Biology, (at least 3) and the remainder from Structural Biology and Biochemistry. The chair of the committee will be the choice of the student (can be faculty from either Program). Thesis committees will meet at least annually and will file written reports of each meeting according to Molecular Biology guidelines.
- Thesis requirements regarding the written and oral portions of the examination will be according to Molecular Biology guidelines.

Financial responsibilities:
- Graduate School will absorb the cost of funding students in their first year, including recruitment, stipend, tuition, fees and health insurance.

After entering the thesis laboratory on July 1 of the second year, financial responsibility is solely that of the thesis mentor.
Pharmacology Program track in Structural Biology and Biochemistry

Graduate students entering the Pharmacology program will have the opportunity to train in a specialty track in “Structural Biology and Biochemistry”. This track provides additional course work in advanced protein chemistry and structural analysis of biomolecules and the opportunity to conduct thesis research in laboratories that have expertise in the application of NMR spectroscopy, X-ray crystallography, mass spectrometry, computational biochemistry and biophysical biochemistry to problems of structure/ function of biomolecules. A student will receive his/her Ph.D. degree from the Pharmacology program. The Pharmacology program will have responsibility and complete control of monitoring and administering the progress of students. The minimum requirements established by the Pharmacology program will apply; that is a B or better in the Core course and all required courses.

A curriculum will be designed that strikes a balance between meeting requirements of both Programs without overburdening students with having to participate in every course and activity of both Programs. The Pharmacology and Structural Biology and Biochemistry programs may recruit first-year students jointly or independently who meet the requirements and standards established between the two programs.

**Course requirements:**
- Biomedical Sciences Core Course IDPT 7811-7815 (Fall 10 credits)
- Graduate Pharmacology-PHCL 7620 (Spring 6 credits)
- Receptors and Cell Signaling-PHCL 7606 (Spring 3 credits)
- Frontiers in Pharmacology-7600 (Fall 1 credit)
- At least 5 credit hours of the 5 courses offered by the Structural Biology & Biochemistry Program:
  * STBB 7608 Molecular Interactions (3 credit hours)
  * STBB 7609 Biophysics and Spectroscopy (3 credit hours)
  * STBB 7631 Molecular Structure A [NMR] (1.5 credit hours)
  * STBB 7632 Molecular Structure B [X-Ray Crystallography] (1.5 credit hours)
  * STBB 7633 Molecular Structure C [Mass Spectrometry] (1.5 credit hours)
- Statistical Methods in Pharmacology PHCL 7610 (Spring 2 credits)
- Ethics in Research-PHCL 7605 (Fall 1 credit)
- Elective courses to complete credit hours required for Ph.D. candidacy are the choice of the student. Electives may be remaining courses offered by Biomolecular Structure.

**Program Activities:**
- Students in the first year will do three laboratory rotations for 1 hr of credit each. Faculty in both Pharmacology and Structural Biology and Biochemistry are eligible to mentor lab rotations.
- Lab rotation seminars will be required and given along with other Pharmacology Students. Faculty from both Programs will be invited and encouraged to attend rotation seminars.
- Weekly seminars. Students will have the choice of attending the weekly seminar series of either Pharmacology or the Program in Structural Biology and Biochemistry, but will not be expected to attend both in any given week. Students will be required to attend at least one of the two seminar series each week.
- Journal Club
- Students will be required to participate in the retreat sponsored by the Pharmacology program. The Pharmacology program will cover the student expense for these annual activities.

**Thesis laboratory and mentor:**
- Students will select and enter a thesis laboratory after successful completion of the first year requirements including courses, laboratory rotations and preliminary examination. The criteria established by the Department of Pharmacology will apply for students to pass on to the second year and to enter a thesis laboratory.
- Thesis mentor. A student must select a faculty member from the Program in Structural Biology and Biochemistry, who is also a member of the Pharmacology training faculty, as his/her thesis advisor or co-advisor.

**Major seminar:**
- During the second year students will present a seminar to the Department and a Major seminar committee. The topic will be an area of contemporary scientific investigation based on 2-3 research articles.

**Comprehensive Exam:**
- During the second year students will prepare their comprehensive exam to the Department and committee. Comprehensive examination committees will have at least 5 faculty with the majority from Pharmacology (at least 3) and the remainder from Structural Biology and Biochemistry. The chair of the committee will be the choice of the student (can be faculty from either the Department or Program).
- Thesis requirements regarding the written and oral portions of the examination will be according to Pharmacology guidelines.
Thesis proposal and evaluation:
- During the second year students will present their thesis proposal to the Department and thesis committee. Thesis committees will have at least 5 faculty with the majority from Pharmacology (at least 3) and the remainder from Structural Biology and Biochemistry. The chair of the committee will be the choice of the student (can be faculty from either Program). Thesis committees will meet biannually and will file written reports of each meeting according to Pharmacology guidelines.

Financial responsibilities:
- Graduate School will absorb the cost of funding students in their first year, including recruitment, stipend, tuition, fees and health insurance.

After entering the thesis laboratory on July 1 of the second year, financial responsibility is solely that of the thesis mentor.
Appendix C

Online Assessment

- Predoc Progress Evaluation Directions
- Rotation Work
- Rotation Presentation
- 2nd year Seminar (Major Seminar)
- Comp Exam
- Thesis Presentation
- Thesis Meeting
- Thesis Defense
Navigate to http://predocprogress.ucdenver.edu, where you'll be prompted to log in with your UNIVERSITY credentials.

Click the create/edit assessment button (to the left of the label text)
When entering the Student and Preceptor name, a list of valid people will appear. You must select the appropriate people from this list.

After selecting the Program from the drop down list, and selecting the Student and Preceptor from the pop-up list, choose what type of evaluation you'd like to submit by clicking on the appropriate button. In this case, I chose thesis meeting.
You will now be presented with the evaluation. Make sure the dates are correct, enter the committee member names, and proceed with the evaluation by clicking the rating buttons (1 is the best rating). Additional documentation in pdf form can be attached if necessary by clicking the Browse button. Otherwise, once the evaluation is complete, click the submit button.

![Thesis Committee Meeting Assessment form](image)

**Meeting Date:**
- Date of the meeting: [yyyy-mm-dd]
- Date by which next meeting should be held: [yyyy-mm-dd]

**Committee Chair:**
- Example: Person Last name, First name

**Committee Members (up to 5):**
- Example: Person Last name, First name

**Student Progress:**
- Student has made satisfactory progress since the last meeting.
- Which of the specific experiments and/or goals set forth at the last meeting were accomplished?

**Evidence:**
- There is evidence that the student is sufficiently committed to the research project.
- Student has sufficient knowledge of the current literature.
- Student actively seeks advice/help, as needed, from the mentor and other faculty.
- Student actively seeks advice/help, as needed, from others in the laboratory.
- Student has communicated the data clearly in committee meetings and RFP (research in progress meetings).

**Committee Recommendations:**
- What are the specific concerns of the committee related to the project and/or student?

**Committee Actions:**
- The committee recommends the following experiments and/or goals that should be accomplished by the next meeting.

**Student and Mentor:**
- Student and mentor have been made aware of the concerns, the expectations and/or the recommendations of the committee.
- Are there any disagreements within the committee, or among the committee, the student, and the mentor?

**Evaluation of the Literature:**
- Student has sufficient knowledge of the current literature.

**Program Concepts:**
- Student exhibits an appropriate level of knowledge of the project.

**Conducting Research:**
- Student demonstrates an ability to analyze experimental results.
- Future experiments planned by the student are well designed and test the stated hypotheses/hypotheses.
- The results and interpretations are convincing.

**Oral Communication:**
- The results were presented in a clear and concise fashion.

**Additional Documentation:**
- Attach additional documentation (must be a pdf file < 50MB) with the Browse button.

**Submit**

*NOTICE*: The contents of this form are emailed to you, the student, and the indicated program's administrator and director.
**Predoc Progress Assessment Dashboard**

![Image of Predoc Progress Assessment Dashboard]

**Rotation Lab Work Assessment**

- **Rotation number**: Pull down
- **Year**: 2012

**Evaluating Literature**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the assigned reading related to the project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Topics**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conducting Research**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to design and interpret experiments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of lab notebook/write-up of experiments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Oral Communication**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to communicate in general on a day-to-day basis about the project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance in rotation (or lab meeting) presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Who was responsible for the day-to-day supervision of the student?**

<table>
<thead>
<tr>
<th></th>
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<th>3</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Overall Impression of the Student**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student demonstrated commitment to, and enthusiasm for, the project.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student devoted the appropriate time commitment to the rotation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student responded positively to feedback.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student exhibited professional behavior.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student used time effectively in the laboratory.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student included the correct controls in experiments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student generated interpretable data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student actively participated (i.e., asked questions) during lab meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When appropriate, the student sought assistance from, and worked well with, other lab members.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When given feedback, the student actively incorporated suggestions into future experiments.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If the student presented results at lab meeting, the presentation was effective.
You would take this student into your lab for a thesis project.

comments:

Attach additional documentation (must be a pdf < 50MB).

NOTICE: The contents of this form are emailed to you, the student, and the indicated program’s administrator and director.
### Predoc Progress Assessment Dashboard

**Welcome, Jim Finster | logout**

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Year 1</th>
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<th>&gt; = Year 3</th>
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<tbody>
<tr>
<td>Rotation Work</td>
<td>rotation present</td>
<td>major seminar</td>
<td>comp exam</td>
</tr>
<tr>
<td>Thesis Present</td>
<td>thesis meeting</td>
<td>thesis defense</td>
<td></td>
</tr>
</tbody>
</table>

**Rotation Presentation Assessment**

- Rotation number: [Pull down](#) to select
- Year: 2012

**Rotation Advisor:** (Unlike above, advisor need not be in suggestion list)

<table>
<thead>
<tr>
<th>Knowledge of Project Concepts</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project background and rationale were adequately presented.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ability to Conduct Research Project**

- Hypothesis was clearly stated.
- Experimental approach was adequately explained.
- Quality of data.
- Data were analyzed appropriately.
- Conclusions were drawn logically from data presented.

**Oral Communication**

- Slides displaying data were clear and easy to understand.
- In general, slides were well organized and simple.
- Student’s comments added value to the slides rather than merely reading them.
- Voice, speaking volume, and mannerisms of the student were appropriate.
- Student responded appropriately to comments and questions from the audience.

**Overall Grade**

- A
- B+
- B
- B-
- A-

**Comments:**

- Attach additional documentation (must be a PDF < 50MB).
NOTICE: The contents of this form are emailed to you, the student, and the indicated program's administrator and director.
Predoc Progress Assessment Dashboard

Welcome, Jim Finster | logout

Student: Last name, First
(You MUST CLICK on a selection from the drop-down list)

Program: Pull down to select ↓

Mentor: Last name, First
(You MUST CLICK on a selection from the drop-down list)

Evaluate:

- year 1
  - rotation work
  - rotation present
- year 2
  - major seminar
  - comp exam
  - thesis present
- > year 3
  - thesis meeting
  - thesis defense

Major Seminar Assessment

Exam date: 2012-08-15 yyy-mm-dd
Seminar title:

Seminar advisor*: (Unlike above, committee members need not be in suggestion list)

Lower numbers are better

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
</table>

Insight demonstrated in review of the scientific literature

Ability effectively to answer questions raised

Quality of presentation

Independence in preparation of the seminar

Disposition

PASS

FAIL

Comments:

Attach additional documentation (must be a pdf < 50MB),

Browse...

Submit

Clear

Notice: The contents of this form are emailed to you, the student, and the indicated program's administrator and director.
### Predoc Progress Assessment Dashboard

**main menu**

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name, First</th>
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<tbody>
<tr>
<td>Program</td>
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</tr>
<tr>
<td>Mentor</td>
<td>Last name, First</td>
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</table>

**evaluate:**

<table>
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<th>year 1</th>
<th>year 2</th>
<th>&gt;= year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>rotation work</td>
<td>rotation present</td>
<td>major seminar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>comp exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>thesis present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>thesis meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>thesis defense</td>
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</table>

#### Comprehensive Exam Assessment

**exam date:** 2012-08-15

**presentation title:**

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<th>committee chair</th>
<th>Last name, First</th>
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<tbody>
<tr>
<td>committee members (up to 5):</td>
<td></td>
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<td>Last name, First</td>
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<td>Last name, First</td>
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<tr>
<td>Last name, First</td>
<td></td>
</tr>
</tbody>
</table>

Lower numbers are better

<table>
<thead>
<tr>
<th>Knowledge of Program concepts/Quality of ideas</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of writing in proposal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to communicate in the format of a NIH grant proposal</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**comments:**

Attach additional documentation (must be a pdf < 50MB):

```
Browse...
```

☐ Place form in "Collaboration Mode"
NOTICE: The contents of this form are emailed to you, the student, and the indicated program's administrator and director.
## Predoc Progress Assessment Dashboard

**Main Menu**

<table>
<thead>
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<th>Student</th>
<th>Last name, First</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Pull down to select</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Last name, First</th>
</tr>
</thead>
<tbody>
<tr>
<td>(You MUST CLICK on a selection from the drop-down list)</td>
<td></td>
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</tbody>
</table>

### Evaluation

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<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>&gt; = Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Work</td>
<td>Rotation Present</td>
<td>Major Seminar</td>
</tr>
<tr>
<td>Comp Exam</td>
<td>Thesis Present</td>
<td>Thesis Meeting</td>
</tr>
<tr>
<td>Thesis Defense</td>
<td></td>
<td></td>
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</table>

### Thesis Research Presentation Assessment

<table>
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<th>YYYY-MM-DD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-08-15</td>
<td>yyyy-mm-dd</td>
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<thead>
<tr>
<th>Presentation Title</th>
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<table>
<thead>
<tr>
<th>Committee Chair</th>
<th>Last name, First</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Unlike above, committee members need not be in suggestion list)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Members (Up to 5)</th>
<th>Last name, First</th>
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</table>

### Knowledge of Project Concepts

<table>
<thead>
<tr>
<th>Knowledge of Project Concepts</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project background and rationale were adequately presented.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

### Ability to Conduct Research Project

<table>
<thead>
<tr>
<th>Ability to Conduct Research Project</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hypothesis was clearly stated.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Experimental approach was adequately explained.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Quality of data.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Data were analyzed appropriately.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Conclusions were drawn logically from data presented.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

### Oral Communication

<table>
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<tr>
<th>Oral Communication</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slides displaying data were clear and easy to understand.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>In general, slides were well organized and simple.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Student’s comments added value to the slides rather than merely reading them.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Voice, speaking volume, and mannerisms of the student were appropriate.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
Student responded appropriately to comments and questions from the audience.

Comments:

Attach additional documentation (must be a pdf <50MB).

Note: The contents of this form are emailed to you, the student, and the indicated program’s administrator and director.
Predoc Progress Assessment Database Dashboard

Student | Last name, First
--- | ---

Program | Pull down to select ↓

Mentor | Last name, First

evaluate:

<table>
<thead>
<tr>
<th>year 1</th>
<th>year 2</th>
<th>&gt;= year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>rotation work</td>
<td>rotation present</td>
<td>major seminar</td>
</tr>
<tr>
<td>comp exam</td>
<td>thesis present</td>
<td>thesis meeting</td>
</tr>
<tr>
<td>thesis defense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thesis Committee Meeting Assessment

meeting date: | yyyy-mm-dd |
--- | --- |
2012-08-15 | yyyy-mm-dd |

date by which next meeting should be held: | yyyy-mm-dd |
--- | --- |
2013-02-15 | yyyy-mm-dd |

committee chair: | Last name, First |
--- | --- |

committee members (up to 5):

| Last name, First |
--- |
| Last name, First |
| Last name, First |
| Last name, First |
| Last name, First |
| Last name, First |

Student has made satisfactory progress since the last meeting.

Which of the specific experiments and/or goals set forth at the last meeting were accomplished?

<table>
<thead>
<tr>
<th>1st mtg</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

There is evidence that the student is sufficiently committed to the research project.

Student has sufficient knowledge of the current literature.

Student actively seeks advice/help, as needed, from the mentor and other faculty.

Student actively seeks advice/help, as needed, from others in the laboratory.

Student has communicated the data clearly in committee meetings and RIP (research in progress meetings).

What are the specific concerns of the committee related to the project and/or student?
The committee recommends the following experiments and/or goals that should be accomplished by the next meeting:

Student and mentor have been made aware of the concerns, the expectations and/or the recommendations of the committee.

Are there any disagreements within the committee; or among the committee, the student and the mentor?

If so, what are they?

Evaluation of the literature

Student has sufficient knowledge of the current literature.

Program concepts

Student exhibits an appropriate level of knowledge of the project.

Conducting research

Student demonstrates an ability to analyze experimental results.

Future experiments proposed by the student are well designed and test the stated hypothesis/hypotheses.

The results and interpretations are convincing.

Attach additional documentation (must be a pdf <50MB).

 rulings. Would you like to print your selections or have them emailed to the indicated program’s administrator and director?

submit

clear

NOTICE: The contents of this form are emailed to you, the student, and the indicated program’s administrator and director.
Predoc Progress Assessment Dashboard

Student: [Name] Last name, First name

Program: Pull down to select

Mentor: [Name] Last name, First name

Evaluate:
- Year 1
  - Rotation work
  - Rotation present
  - Major seminar
  - Comp exam

- Year 2
  - Thesis present
  - Thesis meeting
  - Thesis defense

- > = Year 3

Thesis Defense Exam Assessment

Exam date: 2012-08-15

Committee chair: [Name] Last name, First name

Committee members (up to 5):
- [Name] Last name, First name
- [Name] Last name, First name
- [Name] Last name, First name
- [Name] Last name, First name
- [Name] Last name, First name

Knowledge of Program concepts/Quality of ideas
- 1
- 2
- 3

Ability to conduct research
- 1
- 2
- 3

Quality of writing in dissertation
- 1
- 2
- 3

Ability orally to present and defend ideas
- 1
- 2
- 3

Comments:

Attach additional documentation (must be a pdf < 50MB):

Browse...

☐ Place form in “Collaboration Mode”
NOTICE: The contents of this form are emailed to you, the student, and the indicated program's administrator and director.
Appendix D

Forms and Additional Information
Graduate School
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Application for Admission to Candidacy

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy:

- Master's
- EdD
- PsyD
- PhD

Name as on University Records (Last, First Middle):

Student Number:

Mailing Address:

Email Address:

Telephone Number:

Option/Emphasis (If Applicable):

Certificate (If Applicable):

Examination Committee (Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)

Chair:

Member:

Member:

Member:

Student Signature:

To be Completed by the Student's Graduate Program:

The admission of ___________________________ to candidacy for the _____ degree is recommended by the

Name:

program upon completion of the minimum requirements of _____ semester hours. The courses

listed on the following pages have been approved for use toward the degree.

Advisor Signature: ___________________________

Department Head Signature: ___________________________

Advisor's Name: ___________________________

Department Head Name: ___________________________

For Graduate School Use Only

Grad School Approval: ___________________________
List courses below that will apply toward your degree in chronological order (beginning with the oldest and ending with the most current). Course numbers must match those on your transcript and instructors name must be included. YOU MAY NOT SIMPLY ATTACH A TRANSCRIPT. Transfer courses and thesis/dissertation/project/report hours should be listed in the appropriate sections of this form.

<table>
<thead>
<tr>
<th>Instructor (First Initial, Last Name)</th>
<th>Semester</th>
<th>Year</th>
<th>Title of Courses Taken at University of Colorado</th>
<th>Department and Course Number</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
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For Graduate School Use Only
Subtotal:
### Thesis, Dissertation, Research Paper, Project or Report Hours

<table>
<thead>
<tr>
<th>Instructor (First Initial, Last Name)</th>
<th>Semester</th>
<th>Year</th>
<th>Thesis/Dissertation Project/Report</th>
<th>Department and Course Number</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Notes</th>
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For Graduate School Use Only
Subtotal: 

### Transfer Credits

Courses taken as non-degree at other CU campuses are not considered transfer, since they appear on your transcript.

<table>
<thead>
<tr>
<th>Institution at Which Courses were Taken</th>
<th>Semester</th>
<th>Year</th>
<th>Title of Courses to be Transferred</th>
<th>Department and Course Number</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Notes</th>
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For Graduate School Use Only
Subtotal: 

Total: 

Request for Graduate Examination/Thesis Defense

This form is due AT LEAST two weeks prior to the date of the examination. See the instruction sheet for information on filling out this form.

Student Name: __________________________ Student Number: ____________

Degree/Program: _________________________

Type of Examination: (Check One)
- Master’s Thesis Defense (Plan I)
- Master’s Non-Thesis (Plan II)
  Choose one of the following:
  - Project  □  Report  □  Comp Exam
- Doctoral-Comprehensive Examination
- Doctoral-Thesis Defense

Date of Exam: ____________ Time of Exam: ____________ Room Number: ____________

Examination Committee (type names, no signatures):

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Program Affiliation</th>
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<td>Chair:</td>
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ALL students must obtain the signature of their graduate program director, approving the above information.

Grad. Prog. Director: ___________________________ Date: ____________
The Final Examination of

for the Degree

Doctor of Philosophy

Date of Oral Examination: 

Examination Committee (type names, no signatures):

<table>
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<tr>
<th>Faculty Name</th>
<th>Program Affiliation</th>
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Program: 

**Biographical Notes**

Previous Degrees:

(Degree, Institution, Year)

Publications:
Title of Dissertation:

Prepared Under the Direction of:

Summary
(Including statement of the problem, approach, results or conclusion and their significance)
### Request for Transfer of Credit

**Date:**

**Student Name:**

**Student Number:**

**Campus**
- AMC
- DDC

**Degree, Program:**

**List courses exactly as they appear on the transcript, including course title, course number, and credit hours.**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Title of Course</th>
<th>Course Number</th>
<th>Grade</th>
<th>Sem/Qtr Hours</th>
<th>Term/Year Taken</th>
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**Graduate School Use Only**

**Approval Notes:**

The above student has requested that graduate work from the institution listed below be transferred to his/her record at the University of Colorado Denver I Anschutz Medical Campus. It is recommended that the following course(s) be transferred:

**Recommended By:**

**Student’s Advisor:**

**Date:**

**Department Chair/Program Director:**

**Date:**

**Transfer of Credit Approved:**

**School/College Dean:**

**Date:**

**Grad. School Dean:**

**Date:**

**Official Transcripts showing courses recommended for transfer must be attached to this request.**
Request for Leave of Absence

Student Name: ___________________________________________ Student Number: __________

Degree, Program: _______________________________________

Term Admitted: _________________________________________

Requested Terms for LOA: (No more than 1 year)

LOA Start Term: ____________ LOA End Term: ____________

Have you previously taken a leave of absence?  ○ Yes  ○ No

If yes, please indicate the term(s) and year(s) in which the leave was taken: ______________________

Are you registered for any class/es during the semester/s you are requesting an LOA?  ○ Yes  ○ No

State the reason for requesting the LOA:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I understand there is a time limit for the completion of the degree, and I verify that the degree requirements will be completed within the prescribed time limit.

I understand if I am registered for classes, it is my responsibility to officially drop these classes by completing and submitting a drop/add form. I understand if I request a LOA after the designated drop/add period, I am responsible for full payment of tuition.

I understand if I am receiving Student Financial Aid, I must contact the Office of Financial Aid.

I understand that I must contact my graduate program office prior to my return.

Student Signature ___________________________________________ Date: ____________

Advisor Signature __________________________________________ Date: ____________

(Only if PhD and post-comps)

Program Director Signature __________________________________ Date: ____________

Graduate School Dean or Assistant Dean __________________________ Date: ____________

For Graduate School Use Only:

○ Approved  ○ Rejected  If approved, attendance to resume no later than: ____________

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

BROWSERS MUST BE SET TO ACCEPT COOKIES AND POP-UPS.

CLAIM YOUR EMAIL ACCOUNT FIRST  
https://myaccount.ucdenver.edu

1. Type your ID Number, Legal Last name, birth date, click SUBMIT
2. Answer the security questions, Click the SUBMIT button
3. Type your password twice, click the SUBMIT button

PASSWORD REQUIREMENTS:
- at least 8 characters,
- not your name or dictionary word over 4 characters
- at least 3 variables such as:
  - capital letters, lowercase letter, numbers, and symbols

USERNAME – usually first 6 characters of your last name & first initial.
Duplicate names cause the system to drop letters from your last name and add letters from your firstname.

THE SAME USERNAME AND PASSWORD PROVIDE ACCESS TO:
» Class evaluations
» Computer Workstations on Campus such as student labs and the Health Sciences Library workstations
» UCDAccess Student Portal https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html
» student printing & other UNIVERSITY domain resources (Wi-Fi connection)

CAMPUS EMAIL ADDRESS - This is a return address and the address you will give to others.
Example: firstname.lastname@ucdenver.edu: Middle initials are used in cases of name duplication.

MAILBOX SIZE - All mail will remain in the INBOX until it is moved. 300 MB OF SPACE IS ALLOWED PER STUDENT. Check and empty DELETED ITEMS & SENT ITEMS folders regularly. Office 365 - more storage - coming after June 1 so STAY Tuned!

ONLINE ASSISTANCE, INCLUDING FAQ, AND INFO ABOUT THE EMAIL UPGRADE:
http://hslibraryguides.ucdenver.edu/email-help

TELEPHONE ASSISTANCE - A telephone tree to direct you quickly, 303-724-2171; or leave a message, 303-724-5463. Please provide contact information; include a telephone number or an alternate email address. Speak clearly; spell your name; your Student ID # assists with quicker resolutions.

EMAIL MESSAGES MAY BE SYNCHRONIZED. Settings are available online for using email software and handheld devices. Forwarding email is less secure and therefore discouraged. Instructions at this site: http://hslibraryguides.ucdenver.edu/email-help

VIRUS PROTECTION – An important part of secure computing. Read reviews for free and low cost software - http://www.pcmag.com/article2/0,2817,2369749,00.asp, and http://www.pcmag.com/reviews/security-software

24 HOUR PASSWORD ASSISTANCE - Campus security policy requires a password change every 90 days. A reminder is sent to your campus email addresses. Expired and forgotten passwords may be reset, too.

Visit the MY ACCOUNT website for 24x7 self-help - https://myaccount.ucdenver.edu

Student Email tips 01/2021
http://hslibraryguides.ucdenver.edu/email-help
Lori Williams • 303-724-5463 • student.postmaster@ucdenver.edu
IT Services Helpdesk 7:30am – 5:30pm M-F • 303-724-4357 • UCD-ITS-helpdesk@ucdenver.edu
Email Support - Anschutz Medical Campus

Primarily designed for students, faculty, and staff to access email and other resources.

Campus Email is Official Communication

UPGRADE to Microsoft Office 365 coming after June 1st - STAY Tuned!

Campus Email is an official means of communication between students and University Administration.

- Email sent using online classes is limited to those enrolled in the class and their instructors.
- Outlook Web Access (OWA) is the officially supported means of accessing student email. It is more secure than forwarding, POP or IMAP access.
- Your email browser must be set to accept cookies and allow pop-ups.
- The password expires every 90 days. The system will send a notification 30 days before the password expires.
- Press ENTER and Outlook Web Access (OWA) will open to your INBOX.

Forgot my Password

Contact Us

Lori Williams
Contact Info
Health Sciences Library
Room 1109a
303-724-5465
lori.williams@ucdenver.edu

Links:
- Health Sciences Library
- Room Info
- Contact Information

More Contacts for Email Help

- CON
- SODM
- SOM
- SOP
- GRAD
- CSPH

Student Email Tips 04/2013

Lori Williams • 303-724-5463 • student.postmaster@ucdenver.edu
IT Services Helpdesk 7:30am – 5:30pm M-F • 303-724-4357 • UCD-ITS-helpdesk@ucdenver.edu
HOW TO ADD LOCAL ADDRESS (NEW EMERGENCY CONTACT REQUIREMENT)

Addresses

I verify that the address(es) below are accurate and up to date:  

HOME and LOCAL are required.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
</table>
| Home         | 1250 14th St.  
                      Denver, CO 80202  
                      United States     |
| Mail         | 1250 14th St.  
                      Denver, CO 80202  
                      United States     |

ADD A NEW ADDRESS  

Click here

Edit Address

enter local information, then click 'OK'

Country: United States  

Address 1:  

Address 2:  

Address 3:  

City:  

State:  

Postat:  

County:  

OK    Cancel

Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address

1250 14th St.  
Denver, CO 80202  
United States

Date new address will take effect  03/28/2013  
(example: 12/31/2000)

SAVE

Address Types

- Home  
- Mail  
- Campus  
- Local

Check box, then click 'Save'

Return to Current Addresses
The following forms of identification are acceptable for compliance with proof of lawful presence within the United States, effective August 1, 2007. Any document that is presented must have, or be accompanied with, a recent state or federal form of photo identification (University of Colorado photo IDs cannot be used).

For U.S. Citizens and Permanent Residents

Check document provided:

☐ Unexpired Colorado Driver's License. A valid Colorado driver's license includes a current driver's license, minor driver's license, probationary driver's license, commercial driver's license, restricted driver's license, or instruction permit.

☐ In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires that the applicant prove lawful presence prior to issuance of a document. Currently, states that do not require lawful presence checks are HI, IL, MD, NM, UT, WA, NE. Documents from these states are not acceptable.

☐ Unexpired Colorado Identification Card issued by the Department of Motor Vehicles.

☐ Unexpired United States Military Card.

☐ Unexpired United States Military Dependent Identification Card.

☐ Unexpired United States Coast Guard Merchant Mariner Card.

☐ Native American Tribal Document.

☐ Copy of applicant's birth certificate from any state, the District of Columbia and all United States Territories. U.S. Territories including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Puerto Rico and US Virgin Islands.

☐ United States Passport, except for "limited" passports issued for less than five years.


☐ Certificate of birth issued by a foreign service post (FS-545) or Certification of Report of Birth (DS-1350). These are available from the Department of State.

☐ Certificate of Citizenship (N-560 or N-551). This document is issued to those persons who derive U.S. Citizenship through a parent. The N-551 is issued upon loss or damage of original document or following an individual's name change.

☐ U.S. Citizen Identification Card (1-97). These were last issued in 1974.

☐ Northern Mariner Identification Card. Those born in the Northern Mariner Islands prior to November 3, 1986 were collectively naturalized.

☐ Statement provided by a U.S. consular officer certifying that the individual is a United States citizen. (This document is provided to an individual born outside the U.S. who derived citizenship through a parent, but does not have form FS-240, FS-545, or DS 1350).

☐ American Indian Card with Classification code "KIC" and a statement on the back identifying U.S. Citizen members of the Texas Band of Kickapoos.

☐ INS Form I-551 (Alien Registration Receipt Card), commonly called or known as a "green card" or

☐ INS Form I-551 (Alien Registration Receipt Card), commonly known as the "Green Card" with the code CU6, CU7, or CH6.

☐ Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

☐ Unexpired Temporary I-551 Stamp in foreign passport or on INS Form I-94 with code CU6, CU7, or CH6.

For those with Immigration Documents

Check document provided:

☐ INS Form 1-94 annotated with stamp showing grant of asylum under section 208 of the Immigration and Nationality Act (INA) or

☐ INS Form 1-94 annotated with stamp showing admission under Section 207 of the INA or

☐ INS Form I-94 with stamp showing admission for at least one year under section 212(d) (5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one year admission requirement). or

☐ INS Form I-94 with stamp showing admission under Section 203(a)(7) of the INA or

☐ INS Form I-94 with a stamp showing parole as "Cuba/Haitian Entrant" under section 212(d) (5) of INA.

☐ INS Form I-688B (Employment Authorization Card) annotated "247a. 12(a)(5)" or

☐ INS Form I-688B (Employment Authorization Card) annotated "247a. 12(a)(3)" or

☐ INS Form I-688B (Employment Authorization Card) annotated "247a. 12(a)(10)" or

☐ INS Form I-688B (Employment Authorization Card) annotated "A3" or

☐ INS Form I-776 (Employment Authorization Document) annotated "AS" or Grant Letter from the Asylum Office or INS or

☐ INS Form I-776 (Employment Authorization Document) annotated "A10" or

☐ INS Form I-776 (Employment Authorization Document) annotated "A3." or

☐ INS Form I-571 (Refugee Travel Document). or

☐ Order from an immigration Judge showing deportation with hold under Section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Section 241(b)(3) of the INA.

For office use only:

➢ Make sure a type of identification is checked.

➢ Provide date of expiration of document:

__________//__________//__________

➢ Date Accepted:

__________//__________//__________

➢ Accepted by (Initials): __________________________
HOW TO ESTABLISH COLORADO DOMICILE 
FOR TUITION PURPOSES 
UNIVERSITY OF COLORADO 
-- ANSCHUTZ MEDICAL CAMPUS --
OFFICE OF THE REGISTRAR

Introduction

The requirements for establishing residency for tuition purposes are defined by Colorado law. (See Colorado Revised Statutes 23-7-101 et. seq. View online at http://www.michie.com/colorado/).

The statutes require that a qualified individual must be domiciled in Colorado twelve (12) consecutive months immediately preceding the term for which resident status is claimed.

An individual is “qualified” to begin the process of establishing residency by virtue of adulthood and emancipation at age 22, marriage, or enrollment in a post-baccalaureate graduate or professional degree program. An unemancipated minor is qualified through the residency of his or her parents or legal guardians. (See below “Emancipation and Residency.”)

Attention M.D. and D.D.S. applicants: Your residency status and its effective date may affect your status as an “accountable” or “sponsored” student and the cost of your training. Please talk to your Admissions director (School of Dental Medicine or School of Medicine) for current information about “accountability” and whether it applies to you.

A person’s tuition classification status initially is determined from the Verification of Residency form submitted during the application process for admission to a Health Sciences program. If a person is classified as a “nonresident,” he or she must wait until eligible for a change in tuition classification and then file a petition for the change. Petitions that are denied may be appealed. (See below: “Petitions and Appeals.”).

The information provided here summarizes the basic components of residency classification. Please read the following material carefully and thoroughly. Questions regarding specific circumstances should be addressed to the Tuition Classification Officer at 303-724-8054.

Establishing Domicile

An individual must have been domiciled in Colorado for one calendar year before he or she is entitled to in-state tuition. A domicile is a person’s true, fixed and permanent home. Having a domicile in Colorado involves more than mere physical presence or “residence” in the state. A person may have several places of residence but can have only one true domicile at any given time. In order to establish a domicile for tuition purposes, there must be 1) physical presence for at least 12 months within the state along with 2) demonstrated intent to make Colorado one’s permanent home. Intent is demonstrated by several kinds of connections with the state dated one year prior to the beginning of classes. There is no formula or checklist to follow in establishing domicile. Generally, physical presence (as shown by rent receipts, leases or statements from landlords, home ownership, etc.) plus one connection with the state will not be sufficient to establish domicile. Several connections are necessary, and the more connections that are made, the more assurance a person has of qualifying for residency. Any connections maintained with any other state during the 12-month period for establishing domicile may be viewed as negative intent to make Colorado one’s permanent home.
Objective evidence of physical connections with the state of Colorado includes

-- Driver's license, as governed by the Colorado Motor Vehicle Operator's Licensing Law.

-- Automobile registration and license plates, as governed by the Colorado Motor Vehicle Registration Law.

-- Voter registration and voting in the most recent (Colorado) election.

-- Colorado employment and payment of Colorado income tax. Permanent, full-time, off-campus employment and payment of Colorado State income taxes are considered highly persuasive evidence of intent to make Colorado one's permanent home. Student employment or temporary work is not considered as persuasive. It is the actual official acceptance of employment that forms the connection with the state. Income earned in another state by a resident of Colorado is taxable in Colorado.

-- Ownership of residential real property in the state, particularly if petitioner resides in the home. Petitioners should provide documentation of the contract date, as well as of the closing date.

-- Graduation from a Colorado high school and/or continued presence in Colorado during periods when not enrolled in college, or during periods between academic sessions.

-- Any other factor(s) peculiar to the individual that show intent to make Colorado one's permanent home (for example, obtaining licensure or certification to practice a profession in Colorado). Bank accounts, seeking dental or medical care, marrying or divorcing in the state are matters of convenience because one happens to be present in the state and are therefore not the kinds of connections with the state that show intent to make Colorado one's permanent home. Leases and rent receipts prove physical presence but do not otherwise qualify as connections with the state.

Note: It is the student's responsibility to be fully informed of the laws of Colorado that govern any of the "connections" made in establishing domicile, including vehicle ownership and operation, voter registration, payment of income tax, property ownership, etc. Noncompliance with these laws establishes a negative presumption of intent to make Colorado one's permanent home and will be weighed against any affirmative evidence of a Colorado domicile.

Evidence indicating domicile outside Colorado includes:

-- Failure to pay Colorado state income tax (if your income is sufficient to be taxed). Income earned in another state by a resident of Colorado is taxable in Colorado. Filing a nonresident Colorado tax return is persuasive evidence of domicile outside Colorado.

-- Failure to comply with any law imposing a mandatory duty on a permanent resident of Colorado. Examples include failure to register a motor vehicle and failure to change your driver's license to Colorado within the statutory periods.

-- Return to your former state of residence for a substantial period of time during the summer or during other periods when not enrolled as a student or between academic sessions.

-- Maintenance of a home in another state.

-- Prolonged absence from Colorado, except for military or civilian government service or for temporary absences required by an employer.
-- Any other factor particular to your situation that indicates non-Colorado domicile. Examples include applying for a loan or receiving college financial aid from another state where domicile in that state is a condition for receiving funds, and voting or registering to vote in another state.

Emancipation and Residency

A person must be legally emancipated before he or she is "qualified" to establish a domicile separate from the domicile of one's parents. Emancipation for tuition purposes takes place automatically when a person turns 22 years of age, or marries, or commences a post-baccalaureate degree-granting program. The clock then starts for establishing domicile (physical presence and intent) and the student must wait 12 months to become eligible for in-state tuition.

A person who is unmarried and under 22 years of age at the beginning of the one-year waiting period and who wishes to claim "emancipated minor" status must prove that he or she is completely self-supporting and financially independent of his or her parents or legal guardian(s).

The following constitutes evidence of emancipation; however, no one criterion, taken alone, can be considered conclusive evidence of emancipation.

-- Affidavit from parents or legal guardian(s) (found on the back page of the petition) stating relinquishment of any claim or right to the care, custody, and earnings of the minor, as well as of the duty to support the minor, with documentation of the fact that the minor has not been claimed as a tax deduction on income tax returns. (If a minor claims emancipation as of August 1 of a given year, and the parents have supported the minor from January 1 to August 1, the minor may be claimed for that given year, since the parents provided more than half of the support of the minor for that year.) Emancipation under these circumstances is the act of the parent and not of the child. If there is a duty to support the minor, as, for instance, a court order in a divorce decree, there is no emancipation.

-- Lack of any financial support provided by the parents (including trust funds), coupled with proof that the minor can independently meet all of his or her own expenses, including the cost of education.

-- Entry into military service.

Unemancipated minors may qualify for in-state tuition only when their parent(s) or legal guardian(s) are domiciled in Colorado. An unemancipated child of divorced or separated parents can be immediately classified as in-state if either parent has been domiciled in Colorado the requisite period of time, regardless of which parent was granted custody or duty to support the minor by court decree. The parent in this instance is always the one to complete the petition for in-state classification, based on the parent's domicile and connections with the state.

Four-Year Rule

Students whose parents maintain a Colorado domicile for four years and then establish domicile elsewhere, will remain eligible for in-state tuition if:

a) The parents leave Colorado after the student completes his or her junior year of high school and if the student enrolls at a Colorado public college or university within three years and six months after the parents leave Colorado. The student need not remain in Colorado when the parents leave or be emancipated from the parents.

OR

b) The student maintains continuous Colorado domicile. The student need not be emancipated. This provision generally will be met if the student continues to reside in Colorado after the parents leave
or if the student resides outside the state only temporarily (for example, to attend college or for military service) while maintaining Colorado domiciliary connections such as voter registration and income tax filing.

**Military Service and Residency**

Active-duty members of the armed forces of the United States and Canada on permanent duty stationed in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in Colorado, as certified by their military command, by the first day of class of the applicable academic term. To obtain this in-state tuition rate, the student must submit a Certification of Military Status Form signed by their Base Education Officer verifying their active military status and permanent duty assignment in Colorado, along with a copy (both front and back sides) of the military identification card. Dependents must present verification of the active military person on permanent duty, along with a copy of the military dependent identification card. This certification must be signed and submitted to the Registrar’s office no earlier than 90 days prior to the first day of classes and no later than 10 working days from the first day of the term. The certification must be completed and submitted each semester.

Unless the student meets the requirements for domicile in Colorado for one year as detailed above, this eligibility expires as of the first term that begins after retirement or discharge from the military or loss of dependent status.

If the parent was on active duty in Colorado at any time during the student's senior year of high school in Colorado, the student retains in-state status if the parent is transferred outside Colorado (but not if the parent retires). The student must enroll in a public institution of higher education in Colorado within 12 months of graduation, but cannot have attended college outside Colorado.

Military dependents continuously enrolled in a Colorado college continue to qualify for in-state tuition if the military member is transferred outside Colorado (but not if the parent retires).

Unless the student meets the requirement for domicile in Colorado for one year as detailed above, this eligibility expires as of the first term that begins after retirement or loss of dependent status.

To retain domicile during an absence from Colorado due to military orders, military personnel must maintain Colorado as their state of legal residence for tax purposes, and voters must maintain Colorado voter registration.

Military personnel may retain legal residence in their original state, or they may establish a new legal residence in a state in which they reside due to military orders. They may not establish domicile in Colorado while residing elsewhere or while being physically present in the State only on a temporary basis.

Persons domiciled in Colorado for one year who enter active duty military service, and who return permanently to Colorado within 6 months of discharge, and their dependents, qualify for in-state tuition regardless of changes of domicile while on active duty.

**New Law: House Bill 09-1039 C.R.S. § 23-7-108.5 and In-State Tuition Status (effective Fall 2009 semester)**

House Bill 09-1039 allows higher education institutions to grant in-state tuition status for any enrolled student who provides documentation (such as DD 214 form) that he/she has been honorably
discharged from the United States military and who meets, for any length of time, the presumptions and rules for maintaining Colorado domicile.

**Civilian Absences from the State**

 Civilians who accept overseas employment, governmental or otherwise, or temporary employment in another state, or who are temporarily absent from Colorado for other reasons, must continue to file Colorado state income tax returns as residents for each and every year of their absence from the state. They must claim and pay taxes on all of their earnings, wherever earned, and will receive a credit for taxes withheld by or paid to another state. Civilians, like military personnel, are allowed to back file for all years of absence, and refusal to back file is sufficient evidence by itself to determine that the civilian has relinquished, renounced, and abandoned his or her Colorado domicile for tuition purposes. This is so even if the civilian has retained Colorado driver's license, license plates and voter registration.

**Permanent Resident Aliens and Visa-Holders**

Persons who are lawful permanent residents or who are admitted as refugees are eligible to establish domicile for tuition purposes. Nonimmigrant aliens who are residing in Colorado for purposes other than education may qualify for in-state status after one year of Colorado residence. The nonimmigrant categories subject to this provision are determined by the Colorado Commission on Higher Education. Nonimmigrants in the following categories cannot qualify for in-state tuition: F-1, F-2, H-3, H-4 (if the visa holder is the spouse or child of an H-3), J-1 and J-2 (if the J-1 visa holder is a student or trainee), M-1, and M-2.

**Petitions and Appeals**

Petition forms for requesting in-state residency status are available online from the Office of the Registrar Website:

http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/TuitionPetitionAMC.pdf or from the Office of the Registrar, Student Services Center, Education 2 North building, third floor, on the Anschutz Medical Campus. The petition must be notarized and should be filed one or two months before the start of the term for which one wishes to qualify. The deadline for submitting petitions for a given term is the last day of late registration for the student's program of study. The date of the last day of late registration is also the date that is used to determine whether or not a person has been domiciled in Colorado for the requisite twelve months in order to qualify for residency status. At all times in the classification procedure, it is the student's responsibility to present all requested information and to meet the appropriate deadlines. Only photocopies of requested documents should be submitted with the petition because all information submitted becomes part of the student's file and cannot be returned to the student. Failure to provide all requested information and documents will invalidate a request or petition for in-state status. The student is notified of the University's decision by e-mail and regular mail.

Any student who is denied in-state tuition classification by the Tuition Classification Officer may appeal that decision to the Residency Appeals Committee. The Residency Appeals Committee is composed of a representative from each University of Colorado campus. A student wishing to appeal a decision should contact the Registrar's Office for instructions. The decision of the Residency Appeals Committee is final. Residency appeals must be submitted, in writing, to the Office of the Registrar no later than 10 working days after the student receives the Tuition Classification Officer's decision. There will be no retroactive changes in classification.
Frequently Addressed Points and Important Legal Notes

Because Colorado residency status is governed solely by Colorado regulations, lack of eligibility for in-state status in another state does not guarantee in-state status in Colorado. The tuition classification statute places the burden of proof on the student -- not the University -- to provide clear and convincing evidence of eligibility.

Information submitted to qualify for in-state classification is subject to independent verification. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and university disciplinary proceedings.

Tuition classification is governed by state law and by judicial decisions that apply to all public institutions of higher education in Colorado. The University of Colorado does not have discretion to make exceptions to the rules as established by state law.

There are many different kinds of residency. A person can be a resident for voting purposes or motor vehicle law purposes and still not be a resident for tuition purposes because each kind of residency is governed by a separate state statute.

Marriage to a resident does not automatically qualify a student for in-state tuition. Colorado has passed a state Equal Rights Amendment to the Colorado Constitution -- which means that each person is treated equally. Each person, male or female, must qualify based on his or her own legal connections with the state.

New Law: Proving Eligibility for State Benefits (Effective August 2006)

In 2006 The Colorado State Legislature passed HB1023, which requires the University to gather additional information for any student who applies for and receives any form of federal, state or local public benefits, including in-state tuition and merit, need, or other institutional financial assistance through a state institution of higher education. Any student who has not applied for financial aid by filing the FAFSA, or applied for the College Opportunity Fund must also sign an affidavit stating that he/she is lawfully present in the United States and present appropriate identification to the Registrar's Office in order to receive benefits.

You can find more information at:

http://ucdenver.edu/student-services/resources/registrar/students/policies/Pages/ProofofLawfulUSPresence.aspx

Updated: June 2011
HISTORY TOUR: THE GREEN LOOP

3200 steps (1.6 miles)  Approximately 30-35 minutes
With one extra loop - 3800 steps (1.9 miles)  Approximately 35-40 minutes
With both extra loops - 4400 steps (2.2 miles)  Approximately 45-50 minutes

A. Here we are at Building 500, which was built in 1941, just days before the attack on Pearl Harbor. It was built as part of the Fitzsimons Army Medical Center, and was formally dedicated in the fall of 1918. It was used heavily during World War II to treat tuberculosis, and became one of the Army's premier medical training centers.

B. Go up to the eighth floor of Bldg. 500 to see where the Eisenhower Suite is located. In 1955, President Dwight D. Eisenhower was vacationing in Colorado when he suffered a heart attack. He was brought here where he stayed for seven weeks in order to recover.

C. And, since you’re up here, head outside onto the West Deck of the roof to get a breathtaking view of the campus. When you’re done, head back downstairs.

D. Stop now at the southwest end of the Ed lb building. Notice how the corner is cut out of the building. It was constructed intentionally this way, in order to preserve the tree in the corner, which is one of the oldest trees on campus, dating back to the 1920s.

E. This is the NCH, one of seven national centers that cover the developmental lifespan in terms of research, training, continuing education, technical assistance, and information dissemination to the health of Native Americans. Half of their faculty and staff are American Indian.

At 17th Avenue, head west (take a right) and cross Ursula Street. Now go south (toward Colfax) and watch for a large stone monument to your right approximately 110 steps away.

F. This is the Sharon A. Lane monument. Serving as an army nurse, First Lieutenant Lane was the only American servicewoman killed as a direct result of enemy fire throughout the Vietnam war.

Continue heading south toward Colfax and make your right (through the parking lots) toward the Cancer Pavilion. Enter through the main entrance (directly above you), the sign should read “Anschutz Centers For Advanced Medicine, and the doors should say 1633 and 1665 N. Ursula St.”.

G. The Cancer Center was the first building constructed on the Anschutz Medical Campus. In fact, the entire area south of the building was originally alfalfa fields, and in the year 2000 when the Cancer Center was built, it was completely surrounded by these alfalfa fields. By the way, you’ve already gone over half a mile!

H. Directly ahead is the information booth, and to the right you will find the patient resource center, and sometimes music coming from the piano. To the left of the info desk is the Lobby Latte coffee cart, the pharmacy, and the gift shop, where you can purchase your very own America On the Move® pedometer for just $5. Use the exit directly behind the information booth. Exit the doors directly behind the information booth, and walk through a covered area along a brick path. Follow the path north toward the open green area. When you get to 17th Avenue, turn left (head west toward the log cabin-like buildings). Cross Quentin Street.

I. Here now at the corner of Quentin Street and 17th Avenue, head south for an extra 200 steps, and to see the original general’s house, as well as Ike’s pond, or skip that loop and continue north (skip to J).

J. As you head south notice the Center for Dependency, Addictions, and Rehabilitation (CeDaR) on the right. CeDaR is a 50-bed residential evaluation and treatment facility for adults. The center is world class for both the buildings’ architecture and the programs offered. Walk south toward Colfax past the main building and look through the trees to see a white two-story house. The house, “Park Lodge,” dates back to 1897, and was built as the residence for Alfred H. Guthrie, who owned an orchard and nursery on this site spanning 100 acres. Some of the original orchard trees are still here, toward the south end near the wooden fence. Denver Chamber of Commerce bought this land from Guthrie for $140,000 and then leased it to the federal government for $1.00 per year in order to bring the army medical hospital to Denver. From 1918 until 1996 the house was used as the army commander’s residence.

K. Continue south along the path to the entrance of General’s Park, and take a loop around the pond, which was created in the 1920s as a wild fowl refuge, after the commanding officer at Fitzsimons received two mallard ducks as a gift. The pond was stocked with fish for recreational fishing. The most famous of these fishermen was President Dwight D. Eisenhower, who spent time here recovering from a heart attack in 1955.

L. Head north (away from Colfax) and you will pass Colonel’s Row on your left. Built in the 1920s, these remained residences for senior army officers until 1999.

Cross Quentin Street and head east on 17th Place. Head north now (turn left) on Racin and notice the open space to your left.

M. This large open space was the original parade grounds for the Fitzsimons Army Hospital where many festivals and ceremonies took place.

At 19th Avenue, head east (turn right) and walk along this path. There will be parking lots to your left and the Research Complex II (RCII) to your right.

N. Here at the corner of 19th Ave. and Scranton, you have the option one again to take an extra loop. Head north and you will have a chance to see the chapel and historic Red Cross Building, along with the new library. Otherwise, walk past Research Complex I (RCI) and head south (in between RCI and Bldg. 500) and follow the path back to Bldg. 500 to complete the tour.

O. If you choose to take the extra loop, go north and walk past the parking structure on your right. At Montview, look across the street and see the Historic Fitzsimons Post Chapel. Built in 1942, this historic building is filled with stained glass windows depicting saints, prophets, and insignias of various Army branches.

Now head east on Montview. You should be walking in the direction of the large smokestack.

P. To your right is the Historic Red Cross Building. Built in 1918, the Red Cross was the social and entertainment center of the Army Medical Center. It is the site of the future 30-acre urban village. As you walk, notice the trees in the surrounding area. Many of these were transported from Pike National Forest as early as 1926.

Q. Now walk along the east side of the Red Cross Building, and the library will be to your left. The library has been designed to really emphasize natural light. There are many windows, an atrium, and interior glass walls that allow light to fill the interior of the building. The aluminum structure on top is meant to represent the Colorado Columbine with its five “leaves.” At 113,000 square feet, it’s nearly twice the size of the Denver Memorial Library on 9th Avenue.

Finally, walk south and then west. Walk in between RCI and Bldg. 500, back to Bldg. 500’s entrance, to complete the tour.

For more information on taking small steps to a healthier way of life, visit www.americainthemove.org.
A. We begin our tour at the Bookstore Brew II. This restaurant is located in the northwest corner of the Research Complex I North, (RC1) right next to the Hansel Phelps auditorium, “Jim the hot dog guy” who has been serving both hospital patients and employees for over 17 years is also located here. They are open M-F from 7:30-2:30. Healthy options are available! Exit to the south of the building, where you should be looking at open green space.

Head south and follow the path (left) east toward building 500 (Bldg. 500). Wondering what the giant doors are? ... The “Opening Doors” artwork was done by Colorado artist Christopher Weed in 2005. One of his goals in creating these was to draw a connection between the educational and research missions of the facility as well as to provide humor and visual relief from the intensities of everyday life on campus. Next stop: Bldg. 500.

B. Here we are at Bldg. 500, which was built in 1941, just days before the attack on Pearl Harbor. It was built as part of the Fitzsimons Army Medical Center, which was formally dedicated in the fall of 1918. It was used heavily during World War II to treat tuberculosis, and became one of the Army’s premier medical training centers. Go up to the eighth floor of Bldg. 500 to see where the Eisenhower Suite is located. In 1955, President Dwight D. Eisenhower was vacationing in Colorado when he suffered a heart attack. He was brought here where he stayed for seven weeks in order to recover. And, since you’re up here, head outside onto the west deck of the roof to get a breathtaking view of the campus. When you’re done, head back downstairs.

C. Exit Bldg. 500 and head to your left (east). The building directly east of Bldg. 500 is the Education Ib (Ed. 1B) building. Stop now at the southwest end of the Ed Iib building. Notice how the corner is cut out of the building. It was constructed intentionally this way, in order to preserve the tree in the corner, which is one of the oldest trees on campus, dating back to the 1920s when 200 trees were transported from Pike National Forest to the army hospital grounds.

D. From the tree, continue east to the open space between the Ed buildings and The Children’s Hospital. This area was created to foster interaction between students and faculty on campus. It also gives Children’s Hospital patients a great view and a nice place to walk.

E. As you continue east, to your left you’ll notice the Preservation and Access Service Center for Colorado Academic Libraries, better known as PASCAL. This building is a library storage facility, providing climate-controlled housing for the library collections of the Downtown Denver Campus and CU Boulder. The current capacity for storage is 1.6 million volumes. The average temperature inside is 55°F, with 37% humidity.

F. Continue east. At the corner of 17th Pl. and Wheeling, look southeast to see the site of the future Veterans’ Affairs Hospital.

G. Go north on Wheeling Street now. At the corner of Wheeling and 19th Place is the Fiske Center. The Fiske Center is open for lap swimming from 6am to 7:30pm M/W/F, and 6am to 7pm on T/TH. Daily drop-in rate is $3.50, and discounted punch passes are available. Swimming is a great way to be active!

H. Now head west on 19th Place. To your left is the Campus Services Building, where the mail center is now located. This building also houses planning offices, facilities, and operations.

I. This 2-story building with the flat roof is the Vincent A. and Shirley Fulginiti Pavilion for Ethics and Humanities. It is the only building on campus that was built solely because of the generosity of their donors. No tax dollars, debt financing, or university funds are being used to help construct it.

Continue west and then north. Walk along the west side of the Frisco Parking Lot and make your way toward the library. For an extra 500 steps, take the optional loop around the library. (If not, just skip to L.)

J. Here at the north end of the library, look across Montview, where the future light rail station will be located.

K. As you head south back toward the main path, notice the historic Red Cross building to your right. Built in 1918, the Red Cross was the social and entertainment center of the Army Medical Center. It is the site of the future 30 acre urban village. As you walk, notice the trees in the surrounding area. Many of these were transported from Pike National Forest as early as 1926. Keep heading south to the library.

L. The library has been designed to really emphasize natural light. There are many windows, an atrium, and interior glass walls that allow light to fill the interior of the building. The aluminum structure on top is meant to represent the Colorado Columbine with its five “leaves.” At 113,000 square feet, it’s nearly twice the size of the Denison Memorial Library on 9th Avenue.

From here, follow the map (west), past Bldg. 500, back to the North end of RC1 North, where you can enter the building and head back to the Bookstore Brew II to finish the tour.

For more information on taking small steps to a healthier way of life, visit www.americanonthemove.org.
A. We begin our tour at the Bookstore Brew II. This restaurant is located in the northwest corner of the Research Complex I North, (RCI) right next to the Hensel Phelps auditorium. "Jim the hot dog guy" who has been serving both hospital patients and employees for over 17 years is also located here. They are open M-F from 7:30-2:30. Healthy options are available! Exit to the south of the building, where you should be looking at open green space.

Follow the path south, and when you get to 17th Avenue, head west (right) toward the log cabin-like buildings.

B. As you're walking, notice on your right the seven-story parking structure. The bottom level of this parking garage is becoming Centre Point Plaza, a convenient, pedestrian-friendly collection of restaurants for patients, staff, and visitors. Stop into Salad Creations to try one of their healthy salads or wraps. At this point, you've already walked a quarter of a mile!

Continue west along the path and cross Quentin St, so that you are standing in front of the log cabin-like buildings.

C. Here we are at the Center for Dependency, Addiction, and Rehabilitation (CeDAR), a 50-bed residential evaluation and treatment facility for adults. The center is world class for both the buildings' architecture and the programs offered. Walk south toward Colfax past the main building, and look through the trees to see a white two-story building. This house, "Park Lodge," dates back to 1897, and was built as the residence for Alfred H. Guthel, who owned an orchard and nursery on this site spanning 100 acres. Some of the original orchard trees are still here, toward the south end near the wooden fence. Denver Chamber of Commerce bought this land from Guthel for $140,000 and then leased it to the federal government for $1.00 per year in order to bring the army medical hospital to Denver.

From 1918 until 1996 the house was used as the army commander's residence.

D. Continue south toward Colfax. At the corner of Quentin and 16th Avenue, you have the option to get about an extra 700 steps. (If you have kids, you'll definitely want to take the extra loop which includes a playground. If you decide not to take the extra loop, skip to E.) Follow the path into General's Park. Take a stroll around the pond, and be sure to step on the floor of the kids' playground area. It's really squishy! The pond was created in the 1920s as a wild fowl refuge, after the commanding officer at Fitzsimons received two mallard ducks as a gift. The pond was stocked with fish for recreational fishing. The most famous of these fishermen was President Dwight D. Eisenhower, who spent time here recovering from a heart attack in 1955.

E. At 16th Avenue, head east toward the hospital, walking along the north side of 16th. When you come to a black sign that reads "University of Colorado Hospital" on the top, go north toward the hospital building.

Here at the southwest corner of the inpatient hospital building, enter the path into the healing gardens, and take a walk through this beautiful and relaxing area. Enjoy the award-winning gardens, with their beautiful plants, flowers, and soothing water features.

Continue to follow the path around the Anschutz Outpatient Pavilion. Enter in the main entrance (directly above you, the sign should read Anschutz Centers for Advanced Medicine, and the doors should say 1635 and 1665 N. Ursula).

F. Directly ahead is the information booth, and to the right you will find the patient resource center, as well as music coming from the piano. To the left of the info desk is the Lobby Latte coffee cart, the pharmacy, and the gift shop, where you can purchase your very own America On the Move® pedometer for just $5. Use the exit directly behind the information booth. You will walk north through a covered area with a brick path.

Follow the path north toward the open green area. When you get to the sidewalk, head east and pass the Anschutz Cancer Pavilion and Rocky Mountain Lions Eye Institute on your right.

G. When you get to the corner of Ursula and 17th Avenue, look south (toward Colfax) and notice the RTD stop. Routes 15 and 20, and the DM from Boulder all stop here (M-F). If you take the bus, try getting off one stop early to add extra steps to your day!

H. Head north now (in the direction of Building 500) and walk along side the Barbara Davis Center for Childhood Diabetes (BDC). When you get to the stairs in front of the main entrance (the northeast corner) head inside. As you walk along the north end of the building, notice the plaques along the wall with the names of famous donors to the Center. Among these are President Gerald and Betty Ford, Jimmy Buffett, Usher, and Barbara and Frank Sinatra.

I. As you exit at the northwest corner of the BDC, notice the "Opening Doors" artwork done by Colorado artist Christopher Weed in 2005. One of his goals in creating these was to draw a connection between the educational and research missions of the facility as well as to provide humor and visual relief from the intensities of everyday life on campus.

Now, head back toward the Bookstore Brew II to complete the tour.

For more information on taking small steps to a healthier way of life, visit www.americaonthemove.org.
REVISED- Intercampus Shuttle Bus Schedule

By popular request the intercampus shuttle bus schedule has been revised so that it offers a more convenient and time sensitive service. The new schedule will now get passengers to the Lawrence Street Center and to the Anschutz Medical Campus prior to the hour instead of just after the hour. Additionally, we have extended the service to start 15 minutes earlier and run another hour later. We look forward to increased ridership as result of these adjustments.

Effective Monday, October 3, 2011 the University shuttle bus will run the following revised schedule. The bus will continue to run between the Anschutz Medical Campus, National Jewish Health and the Lawrence Street Center downtown. The designated bus stops for pick up and drop off are:

- In front of Building 500 on the Anschutz Medical Campus (south side)
- National Jewish Health in the Rosen Parking lot at the west end (northeast corner of Garfield Street and Colfax Avenue)*
- In front of the main entrance to the Lawrence Street Center Building downtown

The new departure and arrival schedule from each stop is listed below:

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<tr>
<th>Monday – Friday</th>
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<tr>
<td>AMC</td>
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<td>Depart AMC to NJH</td>
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<tr>
<td>7:15</td>
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<td>8:15</td>
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There is no charge for this bus service! Just simply show the driver your University ID. Please arrive at the bus stop 2 to 3 minutes before the scheduled departure.

If you have any questions with regard to the bus service or new schedule please visit the website at: http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/UCDSuttleService.aspx or contact the University of Colorado Denver | Anschutz Medical Campus Manager of Parking and Transportation at (303)724-0049.

* For your safety we ask that you use the crosswalk at Garfield Street and Colfax to get to the bus at National Jewish Health.
# IDPT 7806 Foundations in Biomedical Sciences

2.5 weeks each block; Mo – Thr., 8-10 AM; 6 credits, starting 8/28

<table>
<thead>
<tr>
<th>Session</th>
<th>10 days, not Fridays</th>
<th>Subject Area</th>
<th>Block Director</th>
<th>Block Instructors</th>
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<td>BLOCK I</td>
<td>8/28 - 9/12</td>
<td>Basic Biochemistry</td>
<td>David Jones</td>
<td>David Jones</td>
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<td>David Bain</td>
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<td>Molecular Biology</td>
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<td>Michael McMurray</td>
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<tr>
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<td>Cell Biology</td>
<td>Rytis Prekeris</td>
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Concurrently: NRSC 7501 - 8 weeks -Tue and Thu, 3-5 PM, 1 credit, 8/29- 10/26

# IDPT 7810 Core Topics in Biomedical Sciences

(about 3 weeks; Mon-Fr -2 credits)

## CORE TOPICS A

11/6 – 11/28 (22, 23, and 24 off for Thanksgiving)
14 two-hour classes, 5 days/week

<table>
<thead>
<tr>
<th>Topic</th>
<th>Instructor</th>
<th>Time</th>
<th>Credit(s)</th>
<th># Stud. max</th>
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<tbody>
<tr>
<td>Stem Cell Biology to Regenerative Medicine</td>
<td>Maranke Koster, Peter Koch</td>
<td>8-10 AM</td>
<td>2</td>
<td>18</td>
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<tr>
<td>Microbiology in Biomedical Research</td>
<td>Linda van Dyk and Mike Schurr</td>
<td>8-10 AM</td>
<td>2</td>
<td>25</td>
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<tr>
<td>Discovering Protein Structure and Function</td>
<td>Rui Zhao</td>
<td>8-10 AM</td>
<td>2</td>
<td>60</td>
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<tr>
<td>Cancer Biology</td>
<td>John Tentler</td>
<td>8-10 AM</td>
<td>2</td>
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## CORE TOPICS B

11/29 – 12/15 (last day of classes)
13 two-hour Classes, 5 days/week

<table>
<thead>
<tr>
<th>Topic</th>
<th>Instructor</th>
<th>Time</th>
<th>Credit(s)</th>
<th># Stud. max</th>
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<tbody>
<tr>
<td>Introduction to Animal Models and Experiments in Developmental Biology</td>
<td>Linda Barlow, Kristin Artinger</td>
<td>8-10 AM</td>
<td>2</td>
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<tr>
<td>Exploratory Data Analysis with R/RStudio</td>
<td>Jay Hesselberth</td>
<td>1-3 PM</td>
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<td>25</td>
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<tr>
<td>Evolution/evolutionary genetics &amp; genomic</td>
<td>S. Martin, J. DeGregori, D. Pollock</td>
<td>8-10 AM</td>
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<tr>
<td>Inflammation</td>
<td>Raul Torres et al.</td>
<td>8-10 AM</td>
<td>2</td>
<td>25</td>
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<tr>
<td>Genetics in Clinical Research</td>
<td>Johan van Hove</td>
<td>Not yet confirmed</td>
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