

University of Colorado Denver

Anschutz Medical Campus

GRADUATE SCHOOL

GRADUATE STUDENT ADVISOR'S HANDBOOK



Revised - Oct 2009

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## **SECTION I: APPLICATIONS**

### **APPLICATION MATERIALS**

#### **Regular Applications**

An admissions packet to the Graduate School consists of the following:

- \*Part I.
- \*Part II.
- \*Three or four recommendation letters.
- \*Colorado Residency Form.

All of these documents are combined and submitted during the on-line application process.

#### **Foreign Applications**

An admissions packet for a foreign applicant consists of the following:

- \*Part I.
- \*Part II.
- \*Three or four recommendation letters.
- \*Financial Affidavit (I-20) with supporting documentation.
- \*Colorado Residency Form.

All of these documents are combined and submitted during the on-line application process.

#### **Application Forms**

##### Application Part I

This form is essentially demographic in nature. It should be completed by the applicant on-line, signed, and dated electronically on the bottom. The application incorporates information necessary for foreign or domestic applicants and can be used for either category of applicant.

##### Application Part II

This form asks a series of questions and enables applicants to explain in more detail their reasons for wanting to attend graduate school.

##### Letters of Recommendation

Three or four letters are required (as determined by the individual programs) to enable the program to evaluate the candidate's ability to succeed in graduate school and his/her fitness for the particular program. Applicants have the ability through the on-line application to have their recommenders submit on-line or by paper. The paper

recommendation form is available to download from the on-line application website. The Graduate School will not accept "faxed" recommendation letters, as determination of origin and confidentiality is difficult.

#### Colorado Residency Form

The Colorado Residency form is completed by the applicant as part of the on-line application. The program is responsible for submitting the form to the Registrar's Office for official determination of residency status prior to sending the student's file to the Graduate School. **All** applicants, foreign and domestic, are required to submit this form as part of their application.

#### Financial Affidavit (I-20)

For international applicants only. When properly completed, this form shows that the applicant has the financial resources to attend the first year of graduate studies at the UCDAMC. Without this form or other official financial disclosure documentation, the International Office cannot issue the forms necessary for a student visa. If the applicant is to be supported in part or in full by the program, a letter from the program outlining the extent of support should be attached (support must be equal to at least one year tuition/fees and living expenses as evaluated on the *Financial Affidavit*).

#### **Where to Obtain Materials**

The Graduate School has an on-line application process (paper applications are not accepted). Applicants can complete and submit the application on-line by going to <https://app.applyyourself.com/?id=UCHSC-G>. A blank application form can be obtained on both the application website and on the Graduate School website under Graduate School Admissions in the Forms section. The form is for draft purposes only to help prepare the applicant for the type of information they will need to complete for the on-line application.

### **APPLICATION PROCEDURES**

#### **Applicant**

##### From Applicant via On-line Application

The following materials are provided by the applicant as part of the on-line application process. Programs are responsible for downloading the materials from the application website.

- Part I.
- Part II.
- Colorado Residency Form.
- Financial Affidavit (if applicable).
- Application fee of \$65.

### Direct From Source to Program

Receipt of the following should be from the source. The applicant may not have possession of these items at any time.

Transcripts (2 per college/university attended).  
Letters of Recommendation (3-4 total).

### Direct From Source to Graduate School

#### Graduate Record Exam (GRE)

All admitted students must have taken the GRE or MCAT (Medical College Admissions Test) or earned a graduate level degree (M.S./M.A. or Ph.D.). In some cases, 15 units of transferable graduate level coursework taken at the UCDAMC will be substituted for the GRE.

The UCDAMC Graduate School GRE Code Number is R4877.

#### Test of English as a Foreign Language (TOEFL)

This test is offered by computer (in remote areas where the internet is not available, a paper/pencil test is available). The minimum TOEFL score required for admission to a graduate program at UCDAMC is 550 (paper test) / 213 (computer test) / 80 (internet test). A score of 570 (paper) / 230 (computer) / 89 (internet) or higher is preferred. **Only** official scores from the Educational Testing Center will be allowed for use for admission. Applicants whose native language is not English or who have not completed a bachelor's degree or higher at an institution where the country's native language and the language of instruction is English must demonstrate language proficiency by submitting scores on the Test of English as a Foreign Language (TOEFL).

The UCDAMC Graduate School TOEFL Code Number is 4877 (same as GRE). The applicant's TOEFL scores are available in paper format in the Graduate School office.

### **Program - To Applicant**

The program should inform each applicant when the application has been received in its entirety. Applicants receive an automatic email from the on-line application when their initial application is submitted (Part I, Part II, and Colorado Residency Form). This email is also copied to program personnel. Other admission documents are received from the applicant's recommenders or undergraduate institutions separately. The graduate program should communicate with the applicant concerning the status of their outstanding application materials and the completion of their admission file.

## Graduate School

### To Applicant

As per the statement above, the on-line application system sends the applicant and automatic email when their application has been submitted. This email is copied to graduate program personnel as well as to personnel in the Graduate School. The Graduate School also tracks missing applications fees when they opted to pay by check or money order.

### To CU System

The applicant's information is automatically uploaded into the University of Colorado's Student Information System to help track applicant statistics.

## COMMON PROBLEMS

### Application Fees

Problem: Applicant has not sent in the application fee.

Solution: The Graduate School will track payment of the \$65.00 application fee. Application fees are sent directly to the Graduate School. Email reminders are sent to the applicant and copied to the program. If the applicant fails to pay the application fee within a month of their application submission, the graduate program will be notified and the applicant will be withdrawn from further admission consideration.

Problem: Applicant requests a waiver of the application fee.

Solution: If the applicant has given reasons for the request, the program may forward these on to the Graduate School for review and approval or denial. If applicant has not given reasons, request them before continuing processing. **By order of the Board of Regents, only the Graduate School can approve waivers. Waivers will not be considered for domestic students.**

Problem: Applicant has applied to two (or more) programs.

Solution: Only one application fee (per academic year) is required. Applicant must indicate that the fee has been paid to another program. Verification can be obtained from the Graduate School that the application fee has been paid.

### Foreign/International Applications

Problem: Foreign applicant has not completed Financial Affidavit (I-20) and will not be supported by program.

Solution: The I-20 form will be completed as part of the on-line application process for all F visa students, but if the applicant does not declare that they need

the appropriate type of visa, they will not be routed through the I-20 process. Thus, you should send them the form immediately with instructions. The form is available on the Graduate School website in the Admissions Section on the Forms page. Students who require a certificate of eligibility (I-20) must also provide an affidavit of financial support adequate to meet the estimated academic and living costs for the first year of study. Additional financial resources may be required for admission. Students should consult the International Scholars and Student's Office (ISSO). No admission decisions can be made without proper financial support documentation.

### **Previous Applications**

**Problem:** Applicant applied to our program for admission previously and was rejected and is reapplying.

**Solution:** If the applicant was denied admission and the program is reevaluating them for a new term or admission cycle, a new application will have to be completed on-line. Previous letters of recommendation, transcripts or other admission materials may be used from the first application.

**Problem:** Applicant applied to our program for admission last year and was accepted but chose to defer their admission to a later term.

**Solution:** If applicant was offered admission and approved by the Graduate School and simply deferred their admission to a future term, no further action is necessary (mark file to indicate deferment and notify the Graduate School of the deferral). A new Part I and Residency Form may be required if those documents are dated more than one prior to the new term of admission.

### **Letters of Recommendation**

**Problem:** The letter of recommendation is not on the University form.

**Solution:** Programs can establish guidelines in addition to those imposed by the Graduate School. If your program allows recommendations to be submitted without the University form, admission evaluation can proceed.

## SECTION II: ADMISSIONS

### ADMISSIONS CRITERIA

The following criteria are the minimum standards necessary for admission into the Graduate School at the University of Colorado Denver Anschutz Medical Campus:

1. Part I and Part II of the Graduate School application (combined in the on-line application).
2. Two (2) official transcripts of all academic work completed to date. To be considered "official", the transcripts must come from the issuing institution directly to the UC DAMC graduate program. Do not send transcripts to the Graduate School.
3. A \$65 non-refundable application fee [credit card (on-line only), check, or money order]. No application will be processed unless this fee is paid.
4. Four (4) letters of recommendation. (NOTE: some programs require 3 letters).
5. GRE test scores (or equivalent) and other materials as required by specific programs. Use GRE code 4877.
6. TOEFL scores and financial support verification (international students).
7. State of Colorado residency form (part of the on-line application).

#### **Baccalaureate Degree**

##### Completion of Degree

The student **must** have completed the baccalaureate degree prior to matriculating into the Graduate School.

##### Science Degree

It is not required by the Graduate School that an applicant have a degree specifically in the sciences to be admitted. It is each program's responsibility to ensure that all students admitted have met all program admission prerequisites.

##### Foreign Degree

To ascertain if a foreign applicant has the equivalent of a U.S. bachelor's degree, the applicant must have an outside profession evaluation of their international higher education credentials. This evaluation must include an analysis of courses, grades and grade point average, and U.S. degree equivalency. Exception to this requirement: courses taken and degrees earned in the U.S. or some parts of Canada. Evaluations will be accepted from any reputable professional company.

## **Undergraduate GPA of 3.00**

A cumulative undergraduate GPA of at least 3.00 is required for regular admission. Additionally, if the applicant has completed a graduate level degree (M.A./M.S. or Ph.D.) they must have a 3.00 graduate GPA. The program may still admit an applicant who otherwise has appropriate credentials, but has a GPA of less than 3.00 in either the baccalaureate or graduate degree, as a "provisional" student (see below). A provisional admission would not be required if the baccalaureate GPA was below 3.00 and the graduate GPA was above 3.00.

## **Graduate Record Exam (GRE) Scores or their Equivalent**

The Graduate School requires the GRE.

### Low GRE Scores

As noted above, the Graduate School requires the GRE. However, the Graduate School does not have a minimum GRE score for admission, although each program can, at its discretion, require such a minimum or publish recommended scores.

### Old GRE Scores

ETS (Educational Testing Service) retains GRE scores for only five years. For applicants who took the GRE more than five years ago, programs may elect to accept the student copy of the scores or a certified letter from a previous graduate program listing the scores or required the applicant to retake the GRE.

### GRE Equivalent

The Medical College Admissions Test (MCAT) score or 15 hours of prior UCDAMC graduate coursework may be accepted in lieu of the GRE. When the applicant's file is sent to the Graduate School for final admission approval, it must indicate what is being used as the GRE equivalent.

### Waiver of the GRE

The GRE may be waived, at the program's discretion, only if a student has already completed a graduate level (M.S./M.A. or Ph.D.) degree.

## **Test of English as a Foreign Language (TOEFL)**

Any applicant whose native language is not English or who has not completed a bachelor's degree or higher at an institution where the country's native language and the language of instruction is English must demonstrate language proficiency by submitting scores on the Test of English as a Foreign Language (TOEFL). The University of Colorado Denver Anschutz Medical Campus code is 4877. The minimum TOEFL score required for admission to a graduate program at UCDAMC is 550 (paper test) / 213 (computer test) / 80 (internet test). A score of 570 (paper) / 230 (computer) / 89 (internet) or higher is preferred.

Applicants who have a score below 550 / 213 / 80 are encouraged to apply to the University of Colorado's Intensive English Program (IEP) in Denver. IEP offers six levels of academic language instruction plus TOEFL preparation classes, as well as a University of Colorado I-20 for the F-1 student visa. The IEP I-20 would be transferable to the University of Colorado Denver when the student attains a TOEFL score of at least 550/213 / 80 and is accepted into a UCDCAMC program.

## **PROVISIONAL ADMISSIONS**

A student can be admitted provisionally to the Graduate School when he/she does not meet the minimum criteria as defined either by the Graduate School Rules or the program. Provisional admissions forms are available on the Graduate School website under Program Resources - Forms or from your program administrator.

Admission of the applicant as a provision student requires the approval of the Graduate School. Provisional students are subject to the same standards of performance required of regular degree students and must maintain a 3.00 grade point average or higher, according to the terms of their provisional admission. This GPA must be maintained each term in all courses taken. Provisionally admitted students who fail to meet the conditions of their admission are subject to immediate dismissal from the Graduate School.

### **Low Undergraduate GPA**

If the student has a low undergraduate cumulative GPA (>3.00), he/she will be required to achieve a cumulative Graduate School GPA of at least 3.00 after the first 6 hours of coursework taken after matriculation. Coursework taken after the bachelor's degree or at the graduate level can not be included in this GPA calculation, however it may be used as support for the provisional admission.

### **Graduate Coursework**

#### Graduate Degree Completed

A student who has completed a graduate degree (M.A., M.S., or Ph.D.) with a graduate GPA of less than 3.00 can only be admitted provisionally.

#### Graduate Courses Taken after the Bachelor's Degree

Graduate coursework taken that does not result in a graduate degree can not compensate for a low undergraduate GPA, but could be used as evidence for a provisional admission.

### **Inadequate Preparation**

If the student is admitted provisionally for another reason, the program should state what conditions must be met for the student to be removed from provisional status. Conditions may include the completion of a particular course, satisfactory scores upon retaking of

the GRE, or just successful completion (with GPA of at least 3.0) of the first term of Graduate School. A time limit for completion should be stated as part of the criteria.

## **PROGRAM ADMISSIONS PROCEDURES**

The program should review each application for completeness.

### **Transcripts**

Transcripts received must be 1) complete and 2) official (received directly from school to the UC DAMC and not from applicant). Transcripts must be received from every college or university attended (no matter how many courses taken or even the type of courses taken). The Graduate School will require final transcripts if the student is still completing the degree or other coursework at the time of admission.

### **Letters of Recommendation**

Letters of recommendation must have been received directly from the recommender. "Fax" copies are not acceptable. Applicants have the option of having recommendation letters sent electronically through the on-line application or by paper. The paper recommendation form is available to download within the on-line application.

### **GPA Calculations**

Each transcript should be evaluated for Grade Point Average and then combined for a total undergraduate GPA, post-baccalaureate GPA, and/or graduate GPA which utilize **all** courses from **all** transcripts. Special care should be taken with these calculations as many schools do not have the same grade point system as CU. All GPAs are evaluated based on the semester system and not the quarter system (see Appendix A for GPA evaluation procedures). A *Graduate School Admission Coding Sheet* is required for each student's admission file. This form requires demographic information, as well as specific information about each school attended and GPA calculations. Training to assist program personnel in completing this form is available yearly in March or by special arrangement.

### **Notice to Applicant**

As soon as possible once the program has decided to recommend admission or deny admission to an applicant, written notice should be sent to the applicant/student. Any letter of admission must contain a statement that admission is "pending formal approval by the Graduate School" (until approved by the Graduate School, all admissions are pending).

Important information regarding program degree requirements also should be sent to accepted applicants at this time, or given to them upon arrival. These should include, but

are not limited to: Course requirements, preliminary exam information and consequences, comprehensive exam information and consequences, availability of Masters degrees to students leaving Ph.D. programs. If students are offered financial support of any kind, the type and amounts (e.g., stipend of \$25,000, full tuition, health insurance, etc.) should be described as well as any expectations (e.g., satisfactory academic progress, research/teaching duties) related to continued program support.

### **From Program to Graduate School**

The program should send a file containing the following to the Graduate School as soon as possible after notification to the applicant of pending acceptance but no later than the deadline established by the Graduate School for admission folders:

1. Graduate School Admission Coding Sheet/Checklist.
2. Part I (signed by the Program Director at the bottom).
3. Part II.
4. Three or four Letters of Recommendation.
5. One **official** transcript from each college or university attended. If your program wants an original for your files, you will need to have two official copies of each transcript. (**Keep envelopes** from transcripts).
6. GPA calculation sheets for each transcript.
7. Letter of acceptance from the program to the student. The letter must list the status of the student (regular or provisional), the admission term, and that their acceptance is conditional pending Graduate School approval.
8. GRE or MCAT scores.
9. AMC Residency form approved as Res or NonRes by the Registrar's Office.

### Additional Items if International

1. TOEFL scores.
2. Financial support affidavit.
3. Foreign transcript evaluation by credential service.

### Additional Items if Provisional

Provisional Acceptance form (with proper signature).

### Graduate School Admissions Coding Sheet

The program is to complete the Graduate School Admissions Coding Sheet for all students being considered for admission. The coding sheet summarizes various information about the student, including demographic and academic. Training classes to assist department personnel in preparing this form correctly are offered yearly in March or by special arrangement. Coding sheets incorrectly prepared will result in the files being returned to the program for corrections, thus delaying the Graduate School's review of the student for admission.

### Part I

The bottom of the Part I must be completed and signed by the Graduate Program Director (the faculty member charged by the program with the responsibility for the graduate program oversight - not a staff member).

### Part II

Should be essentially complete; any additional materials (CV, reprints, theses, etc) sent by applicant do not have to be included.

### Provisional Form

This is a form that is available on the Graduate School website under Department Resources - Forms or can be obtained from your program administrator. The program is to complete the form with a narrative statement justifying why the student should be admitted with credentials that are below the minimal Graduate School admission standards. Additional information is required on the form to state the conditions a student must meet to order to attain regular student status. This statement usually reads: "Completion of the first 6 semester hours after matriculation with a 3.00 GPA or higher" for all students. Students admitted provisionally for reasons other than a low undergraduate GPA may have other criteria to meet to attain regular status.

### Letters of Recommendation

Three or four letters of recommendation should be included in the file. Applicants have the option of having recommendation letters sent electronically through the on-line application or by paper. The paper recommendation form is available for download within the on-line application.

### Transcripts

Two official transcripts from each college or university attended are required. If the applicant has had only one official transcript sent, the program should have the original and a copy in the file sent to the Graduate School. As the Graduate School is required to have an original in its official files, any original will be retained and the copy returned to the program. If only one transcript is in the file, the Graduate School will retain the transcript (and assume that the program has made a copy). Transcripts are only official if they are received directly by the University from the issuing institution. Transcripts that have been issued to the student in a sealed envelope are not official.

### Foreign Transcripts

Translated foreign transcripts, along with transcript evaluations, TOEFL scores (if required), should be obtained early in the admissions process for review by the program. Please, do not take an applicant's word that they have the equivalent of a bachelor's degree and are eligible for graduate studies. Most are – but a few are not. In some cases, Canadian transcripts should be treated like foreign transcripts and should be evaluated.

### GPA Calculations

Admission folders received without the GPA evaluations accurately completed will be returned to the program, thereby delaying the admissions process. Instructions on how to evaluate transcripts for GPA are in Appendix A of the training document that has been provided to all program administrators (it can also be found on the Graduate School website under Department Resources - Training). If further clarification is required, please contact the Graduate School. The Graduate School also has an Excel file that has been programmed to assist with the GPA calculations and conversions of quarter hours to semester hours that is available on our website under Department Resources - Forms.

### Residency Form

A residency form is required for **all** admitted students, regardless of their current resident status or citizenship. Forms must be sent to the Registrar's Office for evaluation and residency determination prior to submission of the folder to the Graduate School for final review and approval.

### Financial Disclosure

Foreign students who do not have Permanent Resident status and are requesting a student visa (F1) must complete a Financial Affidavit (I-20). These forms are available as part of the on-line application that the application completes and are tailored for different graduate programs based on the different tuition structures. Visa documents can not be issued to foreign students without this completed form.

### Official GRE Scores or Equivalent

The Graduate School requires GRE scores or their equivalent. Equivalent measures would be: MCAT scores, unofficial copies of GRE scores (for students who have scores from more than five years ago), completion of a graduate degree (domestic M.A., M.S., or Ph.D.) or completion of 15 hours of transferable graduate level coursework taken at the UC DAMC. Indication of a GRE equivalent **must** be in the file submitted to the Graduate School. GRE scores are maintained by the Educational Testing Service for only five years. Students who have scores from more than five years ago may be required to retake the test.

### TOEFL

Students whose native language is not English or who have not completed a bachelor's degree or higher at an institution where the country's native language and the language of instruction is English must demonstrate language proficiency by submitting scores on the Test of English as a Foreign Language (TOEFL). TOEFL scores are available for only two years and must be sent directly from the Educational Testing Service to the University.

### Letter of Acceptance/Offer of Support

A copy of the letter of acceptance/offer of support that was sent to the student must be included in the admission file. The letter must contain a statement that admission is "pending formal approval by the Graduate School." If students are offered financial

support of any kind, the type and amounts (e.g., stipend of \$25,000, full tuition, health insurance, dental insurance, etc.) should be described as well as any expectations (e.g., satisfactory academic progress, research/ teaching duties) related to continued program support.

### Deadlines

The deadlines for admission folders to be received by the Graduate School for consideration for admission are below. Admissions received after these deadlines will be processed for the next available term (e.g., admission folders received five weeks prior to the fall semester will be processed for spring admission). Program directors and program administrators are notified via email by the Graduate School of the exact deadline dates for each admission term.

#### Regular and provisional admissions

Eight weeks prior to the first day of the term to which the student is to be admitted.

#### International student admissions

Three months prior to the first day of the term. This is the **last** day – many countries require sufficient time to process visa applications, so the sooner the file is received at the Graduate School the sooner the student can be processed and receive the visa information.

### Updating Information

The programs should keep the Graduate School informed of changing information concerning students recommended for admission who have declined to enter, deferred to another term, changed their address or email address, changed their name, etc.

## **GRADUATE SCHOOL ADMISSIONS PROCEDURES**

### **Graduate School Admissions Packet**

A generic orientation/admissions packet from the Graduate School consists of the following:

1. Letter of Admission
2. Notice of Eligibility for Admission form
3. Copy of Provisional Admission form (if applicable)
4. Background Check Consent Form
5. Immunization Letter
6. Immunization Certification Form
7. TB Screening Form
8. Admissions Checklist
9. Basic Information Sheet (tailored to different programs)
10. Acceptance Form (Blue Card)
11. Campus Map

12. Library Fact Sheet
13. Orientation Information (basic science students only)

### **Admission Deficiencies**

Incoming students will be informed (via the Notice of Eligibility for Admission form) of any deficiencies in their applications that will need to be completed before they can register for their second term in the Graduate School. **This will not include program deficiencies such as required coursework.** Examples of these deficiencies might be:

- \$200 incoming deposit (required prior to any enrollment);
- Background Check Consent form and \$65.00 background check fee; (basic science students)
- Immunization Certification Form (basic science students)
- Official GRE (if no equivalent has been determined);
- Official or missing transcripts;
- Transcripts showing final degree conferral.

### **Orientation/Admissions Packets**

#### Basic Science Programs

Students entering the basic science programs (all programs excluding Nursing), will receive the above materials in their admissions packet.

#### Nursing Program

The Nursing students will participate in their own on-line orientation at the beginning of the each semester. The Nursing program will monitor the data submission and distribution of student I.D. cards, enrollment confirmation, and registration information in its orientation packet. Applicants admitted to the College of Nursing will receive items 1 - 3, 9, 11, 12 and 13 from the list above.

### **Distribution From Graduate School to Program**

The Graduate School will return the complete program file after retaining the following originals:

- Admission Coding Sheet
- Part I
- One official transcript from each school attended
- GPA calculation sheets
- Provisional form
- Residency form
- GRE scores
- TOEFL scores (if applicable)

Program offer letter  
International Transcript Evaluations (if applicable)  
Financial Affidavit (I-20) and any supporting documentation (if applicable)

The Graduate School will place copies of the originals in the program file (please note that transcripts will not be copied):

Admission Coding Sheet  
Part I  
Notice of Eligibility for Admission form  
Provisional admission form  
Residency form (copy of front and back page)  
GRE scores  
TOEFL scores (if applicable)  
Program offer letter  
International Transcript Evaluations (if applicable)  
Financial Affidavit (I-20) and any supporting documentation (if applicable)

## **ADMISSIONS DEADLINES**

### **Regular Admissions**

All folders recommending an applicant for regular admissions to the Graduate School must be received by the Graduate School office **at least** eight weeks prior to the first day of the term to which the student is to be admitted. Any admission folders received after that time will be processed for the next term. Program directors and program administrators are notified via email by the Graduate School of the exact deadline dates for each admission term.

### **Foreign Admissions**

All folders recommending a foreign applicant for regular admissions must be received by the Graduate School **at least** three months prior to the beginning of the term to which the student is being admitted. The added time allows for evaluation of credentials and processing and mailing of visa forms.

### **Late Admissions**

Admission folders received after the above deadlines will be processed for the next term.

## **RESIDENCY STATUS**

It takes a full year for a nonresident student to be declared a resident for tuition purposes in the State of Colorado. Any student declared a non-resident should begin to establish

residency as soon as possible **before** the beginning of the term to which they are admitted. Reliable information regarding establishment of residency is available in the Registrar's Office staff. Students should not take the word of other students, staff or even faculty as to what constitutes establishment of residency. After having their residency form evaluated by the Registrar's Office staff, and being declared a non-resident, students will receive a information entitled "How to Establish Domicile" that outlines all the requirements.

## **DEGREE VS NON-DEGREE SEEKING STUDENT STATUS** (previously entitled special students)

### **Non-degree Seeking**

If an applicant wishes to enroll but does not wish to earn an advanced degree from the University of Colorado he or she can apply to the Registrar's Office, UC DAMC, 3120 E. 19<sup>th</sup> Avenue, Box A054, Aurora, CO 80045 as a non-degree student. The applicant will be allowed to register only on the campus to which they have been admitted.

### **Degree Seeking**

Non-degree students desiring to pursue a graduate degree at this University are encouraged to submit the complete graduate application and supporting credentials as soon as possible to the appropriate program. There are limits on the number of hours that a non-degree student can transfer into a program for use toward a degree.

#### Non-degree Student Transfer Hours

A program may recommend to the graduate dean the acceptance of as many as 12 semester/18 quarter hours credit toward the requirements of a master's degree, or 30 semester/45 quarter hours toward the Ph.D. degree, for courses taken either as a student at another recognized graduate school, as a non-degree student at the University, or both. See Section III on "Transfer Hours" for other restrictions.

In addition, the program may recommend to the graduate dean the acceptance of credit courses taken as a non-degree student at this University during the term for which the applicant applied for admission to the Graduate School, provided such admission date was delayed through no fault of the applicant.

#### GPA for Transferred Coursework

A grade of "B" or better must be obtained in any course work transferred in this manner. Grades earned in transferred courses are not included in the graduate student GPA calculations.

## COMMON PROBLEMS

**Problem:** The applicant has good credentials, with the exception of a low GPA in undergraduate work.

**Solution:** The applicant may be admitted on a provisional basis.

**Problem:** Foreign applicant wants visa forms sent.

**Solution:** Visa forms are sent only after the Graduate School admissions process is completed, the student has been approved for admission, and only if all documentation has been received. In order to issue visa forms, the applicant must have completed the appropriate I-20 form and supporting financial documents. In many cases the reason for the delay is the admit did not submit sufficient financial documents or did not submit the I-20 form.

**Problem:** Not all transcripts received are official.

**Solution:** Students can be admitted with unofficial (issued to student) transcripts to be used for evaluation purposes only. The student will be required to provide official transcripts prior to their registration for the second term after matriculation. If these transcripts are not received during the student's first term of attendance, a registration hold will be placed on the student until the transcripts are received.

**Problem:** Not all transcripts have been received.

**Solution:** If the missing transcript only reflects a couple of courses and is not reflective of any prerequisite coursework, then the applicant can be admitted "pending receipt of the transcript". The student will be required to provide official transcripts prior to their registration for the second term after matriculation.

**Problem:** GRE scores are more than five years old and the student does not have a previous graduate degree.

**Solution:** The student could retake the GRE exam or if he or she still has the student issued copy of the GRE scores, the program could choose to accept that copy. Also, if a previous graduate program from another university still has the scores, the student could request that the previous university provide a certified copy of the scores mailed directly to the Graduate School.

**Problem:** No residency form has been received.

**Solution:** This should not happen with the on-line application system. The residency form is part of the on-line application and should be completed as part of the application. In the rare event that a student misses the information in the on-line application and does not complete that section, the student will be declared a non-resident until such time as the form is completed and evaluated. Since this evaluation results in the student obtaining the

information concerning how to establish residency, the timing may be critical.

### **SECTION III: GENERAL INFORMATION**

The Graduate School attempts to keep all graduate faculty and students informed of essential resources, policies, procedures, and regulations related to student matriculation, progression, and graduation. When in doubt, consult with Graduate School staff regarding any problem or issue associated with your program or students. The information provided here is current to the best of our knowledge but is not exhaustive. Other important information of interest to all faculty and students is in the University of Colorado Denver Anschutz Medical Campus (UCDAMC) Coursebook and Graduate Student Handbook. The UCDAMC Coursebook lists all of the graduate program course offerings, their term, credit hours, description, and instructor. It can be accessed at on-line through the Registrar's website at <http://www.ucdenver.edu/student-services/resources/registrar/faculty-staff/Courses/Pages/CourseDescriptions.aspx> . The Graduate Student Handbook is available on the Graduate School website on the Deans' Office website. You are encouraged to obtain these publications, which are updated every academic year.

#### **ACADEMIC CALENDARS**

The official UCDAMC academic calendars are published each spring for the coming academic year by the Registrar's Office:  
<http://www.ucdenver.edu/student-services/resources/registrar/Pages/AcademicCalendar.aspx> . They are also available on the Graduate School website under Student Services - Coursebook and Calendars.

#### **ACADEMIC PROGRESS**

Each UCDAMC graduate program will establish written guidelines for measuring satisfactory academic progress in activities not covered by the Graduate School grading and probation policies. Such activities might include clinical responsibilities and research activities or skills not reflected in course grades. At the beginning of their studies, students must be informed of these guidelines as well as specific program policies on retaking courses and making up deficiencies, academic suspension, termination, and reinstatement.

#### **ADVISING/MENTORING**

The student-mentor relationship lies at the center of graduate education. While there is not yet a formal procedure for evaluating mentoring, there are a number of sources that provide helpful guidelines for successful mentoring. One of the most useful is a brief publication from the National Academy Press entitled: *Advisor, Teacher, Role Model Friend: On being a Mentor to Students in Science and Engineering*. The book is also available on line at <http://www.nap.edu/readingroom/books/mentor>. The following are brief excerpts from the publication that highlight central concepts for successful mentoring.

## **Tips For Mentors**

**Listen patiently.** Give the student time to get to issues they find sensitive or embarrassing.

**Build a relationship.** Simple joint activities — walks across campus, informal conversations over coffee, attending a lecture together — will help to develop rapport. Take cues from the student as to how close they wish this relationship to be.

**Don't abuse your authority.** Don't ask students to do personal work, such as mowing lawns, baby-sitting, and typing.

**Nurture self-sufficiency.** Your goal is not to “clone” yourself but to encourage confidence and independent thinking.

**Establish “protected time” together.** Try to minimize interruptions by telephone calls or visitors.

**Share yourself.** Invite students to see what you do, both on and off the job. Tell of your own successes and failures. Let the student see your human side and encourage the student to reciprocate.

**Provide introductions.** Help the student develop a professional network and build a community of mentors.

**Be constructive.** Critical feedback is essential to spur improvement, but do it kindly and temper criticism with praise when deserved.

**Don't be overbearing.** Avoid dictating choices or controlling a student's behavior.

**Find your own mentors.** ...Advisers, like ...students, benefit from guidance by those with more experience.

## **Building Respect**

A successful mentoring relationship is founded on mutual respect between mentor and student. Here are some guidelines on promoting respect:

**Take students seriously.** A question or problem that seems trivial or irrelevant to you might not be, or it might mask a more serious issue. Listen carefully.

**Don't dictate answers.** Suggest various “road maps,” but allow students to choose the destination.

**Be frank and direct.** Let students know what you can (and can't) offer in the mentoring relationship.

**Help students develop self-esteem.** Provide praise as well as suggestions for improvement.

**Invite other mentors.** Acknowledge that no single person can fill all a student's needs.

**Address fears without belittling.** Know about a student's money worries, low self-esteem, fear of failure, parental pressures, and doubts about belonging. Don't wait for fears to grow into problems that might cause a student to stumble or even leave your program.

**Meet on "neutral ground."** Don't always meet in your office; a student might be more comfortable at a laboratory bench, local cafeteria, or jogging track.

### **Summary Points**

In a broad sense, a mentor is someone who takes a special interest in helping another develop into a successful professional.

A good mentor seeks to help a student optimize an educational experience, to assist the student's socialization into a disciplinary culture, and to aid the student in finding suitable employment.

A fundamental difference between a mentor and an adviser is that mentoring is more than advising; mentoring is a personal as well as a professional relationship. An adviser might or might not be a mentor, depending on the quality of the relationship.

An effective mentoring relationship is characterized by mutual trust, understanding, and empathy.

The goal of a mentoring relationship is to advance the educational and personal growth of students.

Everyone benefits from having multiple mentors of diverse talents, ages, and personalities.

A successful mentor is prepared to deal with population-diversity issues, including those peculiar to ethnicity, culture, sex, and disability.

## **APPEAL RIGHTS AND PROCESS**

Students who wish to appeal an adverse action or file a grievance should contact the Assistant Dean of the Graduate School for further information and forms. The appeal/grievance process is described in **APPENDIX C**.

## **CONFLICT OF INTEREST POLICY**

In some situations Graduate students may hold employment positions within the Anschutz Medical Campus in addition to their positions as graduate students at UCDAMC. When this situation occurs, there is the potential for conflicts of interest to arise. This policy governs such situations.

1. A graduate student may not also be a regular faculty member (Instructor or above) in the same program in which s/he is enrolled as a student.
2. If two individuals exist in a student-faculty relationship in a graduate program, they may not both hold faculty (Instructor or above) appointments in the same graduate program, even though that graduate program is different from the one in which the student is enrolled.
3. Recent graduates can be granted a graduate faculty appointment in the graduate program from which they graduated. In this situation, the new faculty member must not direct courses taken by individuals who were students when the new faculty member was also a student. (In programs where independent student cohorts exist, then the new faculty member must not direct a course taken by students from his/her cohort.) The new faculty member may not serve on an examination committee of any individual who was a student in the program (regardless of cohort) when the new faculty member was still a student.
4. A faculty member who employs a graduate student as a PRA:
  - a) Can be an "in" graduate faculty member of the student's program and can serve on the student's graduate degree examination committee(s) with the approval of the Graduate Program Director; or
  - b) Can serve as an additional (but not sole) "outside" graduate faculty member of the student's program and examination committee with the approval of the Graduate Program Director; but
  - c) Cannot serve as Chair of the student's examination committee(s).
5. Despite the allowable participation on examination committees described above (#4), the Graduate School discourages such involvement and suggests that the employer not serve on the committee, but attend all committee meetings as an invited guest.

## **COURSES**

### **Graduate Level**

Graduate level courses are those numbered 5000 and above at the UCDAMC campus. The Graduate School in general numbers courses 6000 and above. 6000 level courses are primarily for masters level students; 7000 and 8000 level courses are primarily for doctoral students.

### **New Courses**

Proposal forms for new courses are available from the Graduate School website under Program Resources - Forms. All Graduate School courses are approved by the respective school Curriculum Committees and the Dean; approval may take anywhere from one to four months. Any new course to be included in the next *Course Book* must be submitted to the Graduate School by early spring (about March 1).

## **DEADLINES**

Deadline dates for admission, graduation, comprehensive examinations, thesis defenses, etc. may be obtained from the Graduate School on the website under Student Services in the MS Resources or PhD Resources page. Deadline dates for registration should be obtained from the Registrar's Office.

## **DISABILITY RESOURCES AND SERVICES**

The Office of Disability Resources and Services Office (DRS) serves the needs of a large and diverse community of students with disabilities who attend the University of Colorado Denver. The DRS staff have a strong commitment to equal access and oversee the provision of a full range of accommodations for students with disabilities. The DRS staff also work closely with faculty and staff in an advisory capacity, assisting in the development of reasonable accommodations that allow students with disabilities to demonstrate their abilities. Accommodations include: assistance in identifying volunteer notetakers, alternative testing (extra time, scribe, reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreters services.

For assistance and/or information, please contact their office, temporarily located in Room W1103 of Building 500, at (303) 724-5640.

## **DIVERSITY OFFICE**

The Office of Diversity (previously the Center for Multicultural Enrichment) is located in room 3117 of ED2 North. The office staff is available to help minority, female, and other

students with tutoring, advocacy, scholarship opportunities, etc. Some social activities are planned throughout the year.

### **E-MAIL ACCESS**

Graduate students may obtain an account in the electronic mail and World Wide Web access system by contacting the Student Email Coordinator, Mary Mauck [Mary.Mauck@uchsc.edu](mailto:Mary.Mauck@uchsc.edu), 303-724-2129. Students will need to know both their nine-digit Student Identification Number and their four-digit Personal Identification Number (PIN) to obtain an account in the system. If they do not know your PIN, they may obtain it at the UC DAMC Registrar's Office by going there in person with a picture ID.

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.

### **FINANCIAL AID**

Information regarding financial assistance is available at the Financial Aid office on the third floor of ED2 North (303-556-2886). Students should plan to fill out all forms early. Short-term, emergency loans are available. Types of financial aid include: grants, loans, work-study, and scholarships.

#### **Graduate School Fellowship Competition**

Each Spring the Graduate School conducts a fellowship competition for doctoral and master's degree students. Judging is based upon undergraduate and graduate GPAs, GRE scores, letters of recommendation, and a statement of intent from the student. Information announcing the start of the competition is sent to each Program Director in late March or early April. Awards range from \$500 for Master's students to \$5,000 for Ph.D. students.

#### **Deferring a Loan**

Students should contact the Registrar's Office for assistance.

#### **Other Grant, Fellowship, and Foundation Funding**

Grant and scholarship information for graduate students is also listed on the Graduate School web site. Students (primarily Ph.D.) are also strongly encouraged to apply for NRSA and external private foundation fellowships

## GRADES AND QUALITY OF GRADUATE WORK

### Minimum GPA

Graduate students are required to maintain at least a "B" (3.00) average in **all** work attempted while enrolled in the Graduate School.

### Repeating Coursework

A graduate student who receives an unsatisfactory grade in a course (as determined by the Graduate School or individual programs) may repeat that course once, **upon written recommendation by the Program Director and approval by the Graduate School Dean**, provided the course has not been previously applied toward a degree. The two grades received will be averaged in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the unit requirement for the degree.

### Ph.D. Courses Below a "B-"

Courses in which grades **below** a "B-" (2.70) are received are not acceptable for the Ph.D. degree. **HOWEVER:** This is a minimum. Graduate programs may establish more stringent requirements.

### Master's Courses Below "C"

Courses in which grades **below** a "C" (2.00) are received are not acceptable for the Master's degree. **HOWEVER:** This is a minimum. Graduate programs may establish more stringent requirements.

### GPA Below 3.0

If a student's cumulative GPA falls below 3.00, they will be placed on academic probation (see **PROBATIONARY STATUS** below).

### Transfer Courses

Grades received in courses transferred from another institution and/or from non-degree student coursework are not included in the calculation of the grade point average.

### English Deficiency

If students are noticeably deficient in the use and spelling of the English language, they may not obtain an advanced degree from the University of Colorado. Each program will judge the qualifications of their students in the use of English.

## Pass/Fail Courses

Graduate courses or any courses used toward a graduate degree may not be taken on a pass/fail basis.

## Incomplete Coursework

An incomplete grade of "I" will automatically be changed to an "F" if not completed within one year. A grade of "IP" is given for thesis or research work in progress and will be changed to a letter grade when that work is completed.

## Grade Changes

Grade changes will be authorized for incomplete coursework that has not met the specifications of the instructor within the one year time limit for completion. In addition, letter grades may be changed due to clerical or administrative error. However, no other grade changes are allowed by the Graduate School; i.e., students are not allowed to perform additional work for a course already completed in order to have their grade improved.

## GRADING SYSTEM

The grading system at the University of Colorado Denver Anschutz Medical Campus is based on letter grades as follows:

A	=	4.00	IP = In Progress (used for thesis, 6950 and 8990, and research rotations)
A-	=	3.70	
B+	=	3.30	I = Incomplete (changes to F automatically after one year)
B	=	3.00	
B-	=	2.70	
C+	=	2.30	
C	=	2.00	
C-	=	1.70	
D+	=	1.30	
D	=	1.00	
D-	=	0.70	
F	=	0.00	

A student is assigned a grade of IP for all thesis hours. The Graduate School will submit a final grade card to the thesis advisor after the student has submitted the final thesis and it has been approved by the Graduate School.

## **Minimum GPA**

The minimum cumulative GPA required for all graduate students is 3.00 (B). Any student whose cumulative GPA falls below 3.00 (B) will be placed on probation.

### Minimum Course Grade for Ph.D.

The minimum course grade that a doctoral student can receive and still use toward the degree is a "B-" or 2.7.

### Minimum Course Grade for Masters Level

The minimum course grade that a masters student can receive and still use toward the degree is a "B-" or 2.7.

## **Pass/Fail**

Students may not take any course intended for use toward an advanced degree on a pass/fail (credit/no-credit) basis. Students may not take any course at the 5000 level or above on a pass/fail basis. After the official drop-add period of registration has passed, no course may be changed to pass/fail.

## **Thesis Grades**

The Graduate School will submit a final grade card to the student's thesis advisor for all IP's received for thesis hours once the thesis has been submitted and formally approved by the Graduate School.

## **Two-term Courses**

The first term of a two-term course will be given a grade of "I" unless the instructor submits a grade. If the instructor opts to let the second term determine the grade for the course a change of grade form must be submitted for each student. The Registrar's Office **will not** automatically change the incomplete of the first term to match the grade of the second term. If you do not want the student to be assigned an incomplete for the first term of the course and the course grade cannot be determined until the end of the second semester, notify the Registrar's Office when the course is established that the grading for the course will be given at the end of the second semester. This will result in no incomplete grade for the student and the final grade being applied to both semesters.

## **GRADUATE SCHOOL**

Graduate School staff are always available to help you with any questions or concerns. Forms you may need from the Graduate School office include those to transfer courses from another school; to take your comprehensive Final Examination (if you are a Master's student); to take your Comprehensive and Thesis Defense examinations (Doctoral); to

graduate; to write your thesis; etc. The Dean, Dr. John Freed or the Assistant Dean, Fran Osterberg, are also available to help you if you are having difficulties that you feel you cannot discuss with your program or thesis advisor. All forms are available on-line at [http://www.uchsc.edu/gs/gs/student\\_services.htm](http://www.uchsc.edu/gs/gs/student_services.htm). Additional forms are available on-line on the Graduate School website on the Program Resources page in the Forms library.

## GRADUATION/CONVOCATION

### Paperwork

Graduation packets containing all necessary paperwork are available from our website at <http://www.uchsc.edu/gs> and then click on Student Services. Instructions are included. **This packet should be reviewed and downloaded approximately 6 months in advance of the student's anticipated graduation date.** Also see Section V of this handbook for information concerning M.S./M.S.C.S. student graduation requirements or Section IV for information concerning Ph.D. students.

Some students can also access information concerning their degree completion progress through the degree audit system available on the web. The degree audit information can be accessed from web address: <http://www.uchsc.edu/registrar/> - click on Web Registration Records. The degree audit system is not tailored for Nursing students.

### Commencement Ceremonies

The UCDAMC campus-wide Commencement exercises are held only once each year, in May on the Friday preceding Memorial Day weekend. All M.S./M.S.C.S. graduates for that May, the preceding December, and the preceding August are invited to attend. All Ph.D. graduates from the previous December, August and those that have defended by April 1 are invited to attend. Faculty are invited to participate in all of the graduation ceremonies. Students and faculty members interested in attending the ceremonies should contact the Registrar's Office in March to make sure you obtain a cap and gown and to receive further instructions. All participants must wear a cap and gown (regalia) to participate in all the ceremonies. Emails are sent out to faculty, staff and students in February and March each year with graduation information and registration information for the ceremony(ies). As you register for the ceremony(ies) you can also order your regalia on-line.

Additionally, many programs offer separate ceremonies for their graduates. The Graduate School also holds a separate convocation for all graduate students who received or are receiving the M.S.,M.S.C.S. or Ph.D. degrees.

## Cap and Gown Information

Faculty and students should contact the Registrar's Office in February or March to obtain a cap and gown information and to receive further instructions. **All students and faculty must wear a cap and gown in order to participate in commencement activities.** Email notices are sent out to faculty, staff and students in February and March each year with graduation information and registration information for the ceremony(ies). As you register for the ceremony(ies) you can also order your regalia on-line.

## Diplomas

Students should fill out the diploma card before the deadline established by the Registrar's Office (usually about 5 months before graduation). They must have completed all coursework and the final examination/thesis defense and cleared academically in order to receive the diploma. The diploma will be held if the student has not met academic and financial obligations. Students must verify that all tuition, fees, fines, etc., have been paid and that the Bursar's Office and Financial Aid Office has conducted an exit interview. There is a \$15.00 fee for mailing diplomas.

### May

Diplomas are available for pick-up following the Graduate School Convocation. Any student who does not wish to attend the Graduate School Convocation can pick up their diploma in the Graduate School office beginning the Tuesday following the ceremony and for two weeks thereafter. After this period, the Registrar's Office will monitor the distribution.

### December/August

The Graduate School will distribute diplomas on the first working day following graduation and for two weeks thereafter. After this period, the Registrar's Office will monitor the distribution.

## Transcripts

Students with outstanding financial obligations with the University at the time of graduation will have a hold placed on their academic record and will not be able to obtain transcripts until the financial obligations are met and the hold is removed.

## Ph.D. Graduates

Ph.D. graduates wishing to attend the main Commencement exercises **must** inform the Graduate School by **April 1**. A Ph.D. student attending the ceremonies without prior approval by the Graduate School will **not** be allowed to participate.

## **Clearance - Academic**

All students must have cleared academically. All course work listed on the reverse of the *Application for Graduation* (for M.S./M.S.C.S. students) must be completed or all course work listed on the *Application for Admission to Candidacy* (for the Ph.D. students) as well as the required thesis hours, thesis defense, and approval of submitted thesis.

### "Incompletes" From Previous Terms

"Incompletes" from previous terms must be completed and the grades submitted to the Registrar's Office before graduation. Under no circumstances will a student be allowed to graduate with an incomplete grade if the course is listed on the *Application for Graduation* or *Application for Admission to Candidacy*. If the course is not listed, and therefore not used for the degree, the student may graduate with the incomplete on their record. Courses may not be dropped from the *Application* without the written permission of the program director.

### "Incompletes" Received in Final Term

Any student receiving an incomplete in his or her final term in a course listed on the reverse of the *Application for Graduation* will not be allowed to graduate until such incomplete has been removed and will automatically move the student to the next graduation cycle. Removal of an incomplete after the official graduation date will not allow the student to graduate retroactively (e.g., changing an "I" to a letter grade in June will allow the student to graduate in August, not in May.)

### Thesis Grades

Thesis grade cards will be sent by the Graduate School to the thesis advisor when the thesis has been submitted and formally approved to be compliant with the Graduate School specifications. Any advisor who has not received a thesis grade card should consult the Graduate School no later than the week prior to the graduation date.

## **Clearance - Financial**

All students are required to have cleared financially in order to receive transcripts showing the degree. Students must verify that all tuition, fees, fines, etc., have been paid and that the Bursar's Office and Financial Aid Office have conducted an exit interview.

## **HEALTH INSURANCE**

Students will automatically be billed for student insurance if they are registered in the fall for 5 or more credits. Information on the student insurance is available at the Student Health Insurance Office located in ED2 North, Room 3207 (303-724-7674). Information packets concerning health insurance are sent out by e-mail to all full-time students before the beginning of each Fall term. If they already have insurance, they must fill out an Insurance Waiver form to waive the Student Insurance. Waivers are available at the Student Health Insurance Office.

## **Waivers**

All full-time students (registered for 5 credits or more) are required to enroll in the UCDAMC Student Insurance Plan unless they belong to a comparable plan. If students already have insurance, they must fill out an Insurance Waiver form each fall to waive the Student Insurance for that school year. Waivers are available at the Student Health Insurance Office.

## **Dependents**

If students have dependents that they wish to include on their student insurance plan, they will need to contact the Student Health Insurance Office at the beginning of the term for information on enrollment. There is an extra charge for each dependent.

## **HEALTH SERVICES**

### **Registration**

All students are automatically registered to use the Student Health Clinic (if registered for 5 or more hours). The Student Health Clinic is located at the A.F. Williams Family Medicine Clinic at University of Colorado Hospital, 3055 Roslyn Street, Denver, CO 80238. Appointments can be made by calling A.F. Williams at (720) 848-9000. The Health Service is separate from, but supplemental to, health insurance.

### **Health Screening**

All students are required to have a health screening before or soon after they arrive. For incoming Fall students, information will be sent by mail and distributed during orientation. For further information on the locations and fees of the health screens please contact the Student Insurance Office.

## **HONOR CODE**

All entering students are expected to abide by the University of Colorado Graduate School Academic and Professional Honor Code that was instituted in the Fall of 1988. The code includes specific procedures, including hearings, rights of appeal, when violations are reported. Any violation of this code may subject the student to dismissal from the Graduate School. A copy of the Code is located in **APPENDIX B**. Questions and concerns may be directed to the Graduate School.

## **Acceptance of Code**

By accepting admission into a Graduate School program, the student agrees to abide by the provisions of the Honor Code. A copy of the Code is included in the *Graduate Student Handbook*. A component of the on-line orientation requires that incoming students read and agree to adhere to the Honor Code.

## **Violations Hearings**

Any student accused of a violation of the Honor Code will be requested to attend a hearing before the Graduate School Student Conduct and Academic Appeals Committee. A formal hearing will be convened as soon as possible at a time convenient for the committee members and the student. The recommendation of the Committee is forwarded to the Dean of the Graduate School for a final ruling.

## **HOUSING**

There is no on-campus housing at UCDAMC. However, a computerized database of apartments, townhomes, houses, etc., is available for student use. Searches can be printed out based on parameters such as rent, number of bedrooms, distance from UCDAMC, etc. Information on roommate situations is also available. Students may call 303-724-7684, or drop by the Student Assistance Office, Room 3204, ED2 North. Housing request forms may be submitted by accessing the website at [http://www.uchsc.edu/gs/gs/life\\_in\\_denver.htm](http://www.uchsc.edu/gs/gs/life_in_denver.htm).

## **IDENTIFICATION/ACCESS BADGES**

If a student enters in a term other than the fall or did not receive an ID, they can obtain one either through your program (e.g., College of Nursing) or through the Graduate School. After the appropriate data is sent to the ID badging office, students should schedule an appointment to obtain an ID. Student badges provide photo identification, after-hours access to designated buildings, and library privileges. University buildings are locked every evening and on weekends and holidays to enhance safety for persons and property. Each building has at least one card reader entrance so that persons having after-hour access privileges to that area can use their badges to enter. Students are granted access to the buildings needed for their particular course of study. ID Access privileges to buildings at the Anschutz Medical Campus are determined in smaller space areas and granted to students by their program as needed. Student badges also serve as library cards.

Students who withdraw or graduate they will be required to return the card. Lost cards can be replaced by the ID Access Office for a small fee.

## INTERNATIONAL STUDENTS

### General Information

The International Scholars and Students Services, part of the Office of International Affairs (ISSS) on the combined University of Colorado Denver, Anschutz Medical campus can assist students in obtaining the appropriate visa and answer questions related to their status and needs as an international student. ISSS is located at the Downtown Denver Location in the Lawrence Street Center, 1380 Lawrence Street, 9<sup>th</sup> Floor. Telephone: (303) 315-2230, Fax: (303) 315-2246. Office hours are 8 a.m. to 5 p.m. Monday through Friday. The student should call and schedule an appointment with an advisor if they have any questions or concerns about immigration topics. ISSS advisors are occasionally at the AMC campus and will email student's about their scheduled visit. Please visit the ISSS website at

<http://www.cudenver.edu/International/International%20Education/International%20Students%20and%20Scholars/Pages/default.aspx> for additional information.

### Travel

When traveling within the United States, internationals holding non-immigrant visas should carry their I-94 cards, passports, visa and current I-20 form (for F students) or DS-2019 form (for J students) form. When in Denver or on campus, international students should have a copy of their I-94 card with them at all times. International students who leave the U.S. and plan to re-enter at a later date must have their I-20 or DS-2019 validated for travel before leaving. International students should contact the ISSS office at least a week before their scheduled travel to obtain a travel signature.

To re-enter the United States they will need the following documents:

1. Valid passport;
2. Valid visa;
3. Valid form I-20 or DS-2019 with a current travel validation; and
4. Current proof of financial support if it does not come directly from UCDAMC.
5. Proof of enrollment.

### Full Course of Study

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

## **Employment**

International students have restricted ability to work in the United States. Most employment opportunities require the approval of either the ISSS or the Department of Homeland Security. For any questions about employment in the United States, international students should contact an advisor in ISSS.

## **Change of Address**

Department of Homeland Security (DHS) regulations mandate that all non-citizens report any change of home address within 10 days of that change. All international students will need to update their address at UCDAMC using the student information web page. For F and J students, change of address information submitted through the student information web page will be automatically sent to DHS.

## **LEAVE USAGE**

Graduate school is a privilege; working in the biomedical research/academic field, whether as a graduate student, a postdoctoral fellow, or an independent investigator, is a time-honored and challenging profession that requires a high level of commitment and responsibility. Students who receive full-support stipends from UCDAMC Ph.D. programs are required to pursue their training on a full-time basis, devoting each day of the normal work week, plus any additional time required by their research projects and academic courses. Additionally, for a student to maintain full-time student status, the following guidelines for vacation and leave time have been established by the Graduate School. These represent the leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. Individual graduate programs might not have a formalized system for accounting for vacation and sick leave; if so, vacation and leave monitoring falls under the honor system and is the responsibility of the student.

## **Leave of Absence**

Leaves of absence are arranged with and approved by Program Directors. The Graduate School should be informed on the official Leave of Absence form, signed by the Program Director and approved by the Graduate School. The form can be found on the Graduate School website in the Program Resources page in the Forms section. A leave of absence may be approved for a maximum of one year. Students who fail to register or submit a Statement of Academic Intent after an absence of one academic year will be withdrawn and required to reapply for admission to the Graduate School through their program and be considered with all other applicants. A leave of absence does not extend the time limit set forth for graduation.

Doctoral students who have passed their Comprehensive Examination are required to be registered continually for the Fall and Spring semesters. Failure to do so will result in the

student being required to retake the Comprehensive Examination or reapply to the Graduate School. An official leave of absence may modify this registration requirement during the leave period.

### **Vacation/Holiday Leave - (Stipended PhD Students)**

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

### **Sick Leave and Other Leave - (Stipended PhD Students)**

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

### **Parental Leave**

Graduate students may also receive stipends for up to 30 calendar days (counting all days Monday through Sunday) of parental leave per annum for the adoption or the birth of a child. Either parent is eligible for parental leave. Parental leave must be approved by the student's Program Director. Sick leave may not be used to supplement parental leave, except as noted above.

### **Unpaid Leave**

Individuals requiring more than 15 calendar days of sick leave or more than 30 calendar days of parental leave, must seek approval from their program for an unpaid leave of absence. Approval for a leave of absence must be requested in advance by the student and approved by the program. The leave period and conditions must be documented, both at the time of leave and at the time of re-entry into the program. A copy of this agreement must be submitted to the Graduate School.

## **Termination**

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

## **LETTER OF COMPLETION**

Any student who has completed all requirements for his/her degree (all coursework, passed their final exam, submission of thesis, etc.) and who needs proof that he/she has done so prior to receiving the actual diploma, may request a "Letter of Completion" from the Graduate School office. At least one week should be allowed for processing.

## **MALPRACTICE INSURANCE**

Students in clinical training programs are considered "employees" under the Colorado Governmental Immunity Act and receive coverage through the malpractice trust. The University Counsel Office (303-315-6617) will supply a certification letter if necessary.

## **NON-DEGREE STUDENT HOURS**

A program may recommend to the Graduate School Dean the acceptance of as many as 12 semester hours credit toward the requirements of a Master's degree for courses a student may have taken either as a student at another recognized Graduate School, as a non-degree student at the University, or both. In addition, the program may recommend to the Dean the acceptance of credit courses the student may have taken as a non-degree student at this University during the term for which the student applied for admission to the Graduate School, provided such admission date was delayed through no fault of their own. A grade of B (3.00) or better must be obtained in any coursework transferred in this manner.

## **OFFICE OF DIVERSITY**

UCDAMC is committed to increasing the number of health professionals from ethnic minority and disadvantaged backgrounds. The Office of Diversity is involved in the recruitment, admission, and retention of minority and other disadvantaged individuals to the various schools and programs offered at UCDAMC. The Office of Diversity assists with campus-wide efforts to increase the diversity of the student body by offering activities and services such as:

1. Provide academic counseling, entrance exam preparation, identifying mentors, and admissions committee advocacy (enhances the admissibility of minority and other disadvantaged applicants).

2. Provide academic support in the form of supplemental instruction, diagnostic testing, and related services which will assist students to successfully complete their academic programs.
3. Support the Minority Student Organization and sponsor programs designed to enhance diversity at UC DAMC.

For more information regarding the services of the Office of Diversity, please call 303-724-8003.

### **OMBUD'S OFFICE**

The Ombudsperson is available to faculty and students to help resolve problems or conflicts in an informal, confidential manner. This office operates outside the usual review or appeal procedures and is totally independent of any other department. The Ombudsperson is impartial and will not take sides, but will help to clarify concerns and direct faculty and students to the appropriate resources. Mediation services are also available. The Ombud's Office is located in Bldg. 500, room C7005. Melissa Connell, the Ombudsperson, can be reached at 303-724-2950.

### **PROBATIONARY STATUS**

If, at any time, a student's cumulative graduate grade point average (the GPA since the student entered Graduate School at the Anschutz Medical Campus) falls below 3.00, the student will be placed on academic probation. Probationary students have two semesters in which to raise their cumulative GPA to a 3.00 or above for removal from academic probation. In addition, a minimum GPA of 3.00 must be maintained in each probationary term. Students who fail to meet the conditions of probation are subject to dismissal from the Graduate School.

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

### **Retaking Coursework**

If a student receives an unsatisfactory grade in a course (as determined by the Graduate School or individual programs) they may repeat that course once, **upon written recommendation by the Program Director and approval by the Graduate School Dean**, provided the course has not been previously applied toward a degree. The two grades received will be averaged in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the unit requirement for the degree.

## **Notification of Removal from Probation**

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

## **Probation and Graduation**

No student can obtain a degree from the University of Colorado Denver Anschutz Medical Campus while on academic probation.

## **PROVISIONAL STATUS**

If an applicant does not meet the minimum requirements for admission to a Graduate School program (due to low GPA, low test scores, or inadequate preparation) he/she may be admitted to the Graduate School on provisional status. Requirements to be removed from provisional status are stated on the provisional form, a copy of which the student will receive with their admissions information from the Graduate School. The conditions of provisional status must be met to progress to regular status. Failure to meet these conditions can lead to dismissal.

### **Removal from Provisional Status**

#### If Admitted With Low GPA

The student will need to achieve a GPA of at least 3.00 during the first 6 semester hours. When this is accomplished the student will be removed from provisional status and granted status as a regular degree-seeking student.

#### If Admitted With Low Test Scores or Other Deficiencies

The student will need to accomplish the requirements as described on the provisional form (a copy of which was included in their admissions packet from the Graduation School).

### **Failure to Change from Provisional to Degree Status**

Failure to complete the requirements for obtaining degree status within the stated period of time can result in dismissal from the Graduate School.

### **Graduation and Provisional Status**

Students cannot obtain a degree from the University of Colorado Anschutz Medical Campus while on provisional status. Students also cannot be approved as a candidate for a degree while on provisional status.

## REGISTRAR'S OFFICE

### General

The Registrar's Office is located in Room 3123 of the ED2 North Bldg. (303-724-8059). Their office provides information on registration, loan deferrals, non-degree student status, transcripts, Colorado residency, PIN number, etc.

### Coursebook

The Coursebook is published in the late spring or early summer by the Registrar's Office. In addition to course descriptions, contains important information and rules and regulations related to course enrollment, affirmative action, educational and student services, the Family Educational Rights and Privacy Act (FERPA), financial aid, grades and grading policies, student government, health services and insurance, transcripts, tuition and fees, veteran's benefits, and withdrawal. It is available on-line at <http://www.uchsc.edu/registrar/coursebook/index.php>. It is also available on the Graduate School website under Student Services - Coursebook and Calendars.

### Web Access to Student Records

The student records inquiry Web site is interactive. Among other things, on the website students can change their address, change their PIN, view and print an unofficial transcript, or view and print a degree audit for graduation. This information can be accessed from web address: <http://www.uchsc.edu/registrar/> - click on Web Registration Records.

## REGISTRATION

Students should register for classes in the term for which they are accepted into the Graduate School (the Statement of Eligibility Form, sent to them in their formal admission letter from the Graduate School, indicates the term of acceptance). If unable to attend that term, they should notify the program and the Graduate School.

### Forms

Registration forms are obtained from the Registrar's Office , ED2 North, Room 3123, (303-724-8059). Students should consult with the Program Director or advisor regarding the classes they should take. Both they and their advisor must sign the registration form before it is returned to Registrar's Office the first semester. Paper registration is restricted to graduate students in their first semester. The remaining graduate students register via the web. College of Nursing students register by phone and should contact the College of Nursing for additional information (303-724-1812).

## **Auditing a Course**

A student may not audit courses at UCDAMC. Instead, a student (who has been officially accepted) may register for a course for no credit and pay the appropriate tuition and fees. Request for no credit forms are available in the Registrar's Office, ED2 North, Room 3123. Students must indicate no-credit registration at the time of registration or during the drop/add period.

## **Changes in Registration**

Drop/Add forms are available in the Registrar's Office. Additionally, students wishing to take a course for credit/non-credit, should follow the Drop/Add procedures found in the current Coursebook (available on-line at <http://www.uchsc.edu/registrar/coursebook/index.php> . **Note** that after the second week of classes students may not drop, add, or change a course to non-credit without the permission of the Assistant Dean of the Graduate School.

## **Concurrent Registration**

A student may enroll for not more than 2 courses or 6 semester hours (whichever is greater) on another CU campus with the approval of the Assistant Dean of the Graduate School. Tuition and fees will be assessed at the student's home campus rate; however, the student must be enrolled for courses on the home campus. Concurrent registration forms must be obtained from the Registrar's Office, taken to the Graduate School for the appropriate approval and signature, and returned to the Registrar's Office. Students may register concurrently during the drop/add period of the host campus.

Questions concerning concurrent registration may be directed to the Registrar's Office, ED2 North, Room 3123, 303-724-8059.

## **Coursework and Examinations**

Master of Science students that have taken all of their required coursework and simply need to be registered for the comprehensive final examination should register for "Candidate for Degree" (CAND 6940 or NURS 6940).

PhD students taking the comprehensive examination and already registered for a course or thesis hours do not have to register for anything else. If not registered, they may register for 1 to 10 thesis hours. After passing the examination, they must begin registering for a minimum of 5 thesis hours each Fall and Spring semester.

PhD students defending their thesis must register for at least five (5) hours of thesis (8990) at the time they defend. It does not matter how many hours they have been

registering for previously or how many total thesis hours they already have. Students defending between semesters must register for the subsequent semester.

### **Late Registration**

If students miss the regular registration dates, they may register during the drop/add period. If their registration is later in the term, however, it will be subject to a late fee of \$60. This fee will be applied to the late registration of any course, including thesis hours or Candidate for Degree registration. Generally, programs that provide the tuition and fees benefits for their students do not cover this late fee.

### **Limitation of Registration**

#### Full Load

A student will be considered to be carrying a full load during a regular term for purposes of determining residence credit if they are registered for 5 hours in coursework numbered 6000 or above or any number of thesis/research paper hours.

#### Maximum Load

Students may not receive graduate credit toward a degree for more than 15 semester hours in a regular term. Petitions to exceed this limit will be considered by the Graduate School Assistant Dean.

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

### **No Grade Enrollment**

Students wishing to enroll for courses on a non-graded basis must complete regular registration and then change from credit to a no grade option by obtaining a “no grade form” and appropriate signatures during the first five days of classes. This form is available in the Registrar’s Office. Persons enrolling for no grade status must pay the same tuition per credit hour as they would if they were taking the course(s) for credit. Non-graded courses may not be used to fulfill graduation requirements.

### **Thesis Hours**

See please see the section on **THESIS HOURS** later in this handbook - Section IV (Ph.D. students) and Section V (Master’s students).

## **RESIDENCE REQUIREMENTS**

### **General Requirement**

For Master's degree candidates the residence requirements can be met only by residence at this University for at least two semesters or three quarters; for Ph.D. candidates, a minimum of six semesters of scholarly work beyond the attainment of a bachelor's degree is required to meet residence requirements. Two semesters of residence credit may be allowed for an earned master's degree from another institution of approved standing; however, at least four semester of residence credit must be earned for work taken at the UCDAMC. For full residence, the student must be registered within the time designated at the beginning of the semester and must carry the equivalent of not fewer than five-six hours of work in courses numbered 5000 or above, or at least a combination of eight hours of other course work acceptable for graduate credit. If the student is noticeably deficient in the general training or in the specific preparation required by the program, they cannot expect to obtain a degree in the minimum time specified.

### **Employees**

Employees of the University may fulfill the residence requirements of one year in two semesters provided their duties do not require more than half time. Full-time employees may not satisfy the residence requirement of one year in fewer than four semesters.

### **Registration**

The student must be properly registered to earn residence credit. Mere attendance shall not constitute residence as the word is used here. Residence must be earned for course work completed with distinction, for participation in seminars, or for scholarly research performed here or elsewhere under the auspices of the University of Colorado.

### **Determining Residence Credit**

#### Employees

As a guiding policy in determining residence credit for employed students, if the student is employed in three-fourths to full-time work which does not contribute directly to their program toward a degree, they may not earn more than one-half residence credit in any semester. If the student is employed more than one-fourth time and less than three-fourths time in work that does not contribute directly to the degree, they may earn not more than three-fourths residence credit. If the student has one-fourth time employment or less, they may earn full residence credit. (All these provisions are subject to the definition of residence credit given above). In case the interpretation of residence credit needs to be clarified, a decision will be made by the chair of the student's advisory committee, the chair of the major program, and the dean of the Graduate School.

### Previous Master's Degree Used Toward Ph.D. Degree

Two semesters of residence credit may be allowed for a master's degree from another institution of approved standing, but at least four semesters of residence credit, two of which must be consecutive in one academic year, must be earned for work (course and/or dissertation) taken at the Anschutz Medical Campus toward the Ph.D. degree.

### **RESIDENCY STATUS - COLORADO**

It takes a full year for a student to be declared a resident for tuition purposes in the State of Colorado. Any student declared a non-resident should begin to establish residency as soon as possible. Information regarding establishment of residency is available in the Registrar's Office. Students should not simply take the word of other students or faculty as to what constitutes establishment of residency.

International students who do not have permanent alien residence status **cannot** be declared residents of the State of Colorado.

### **SEXUAL HARASSMENT POLICY**

It is the policy of UCDAMC to maintain the community as a place of work, study, and residence free of sexual harassment or exploitation of students, faculty, house-officers, staff, and administrators. Sexual harassment is prohibited on campus and in UCDAMC programs. The UCDAMC is committed to taking appropriate action against any member of the University community who violates the policy. No reprisal or retaliation will be taken against any individual for making a bona fide complaint. However, it is also a violation of UCDAMC policy to knowingly make a false accusation through the University's procedure. More complete information, including definitions of sexual harassment and reporting procedures, is provided by the Office of Diversity, ED2 North, Room 3117 or 303-724-8003.

### **STUDENT ASSISTANCE OFFICE**

The Student Assistance Office is located in ED2 North, Room 3204. This office provides students with assistance in the areas of housing and child care, as well as coordinating other services and activities for UCDAMC students. Contact Cheryl Gibson (303-724-7684) for further information.

### **STUDENT GOVERNMENT**

#### **Student Senate**

The Student Senate is the student governing body of the UCDAMC campus. It is composed of elected representatives from each of the various disciplines of the Anschutz Medical Campus: College of Nursing, Graduate School, School of Dental Medicine,

School of Medicine, School of Pharmacy, School of Public Health, Child Health Associate Program, Dental Hygiene Program, and the Physical Therapy Program. All Senate meetings are open to any interested student (not just representatives) and participation is encouraged. Information regarding the Student Senate can be obtained from the Registrar's Office and the Student Assistance Office. Other information will be posted and distributed throughout the academic year.

### **Basic Science Graduate Student Council**

This organization is comprised of students who are interested in promoting interdisciplinary basic science research and ideas. Activities have included journal clubs, sponsored speakers, and social activities such as picnics, rafting, skiing, and camping trips. For further information refer to their website at <http://www.uchsc.edu/gsc>.

### **STUDY AREAS**

Study areas available to students include the Health Sciences Library (during the hours posted), program or departmental libraries (if applicable), and the student lounge (available 24 hours). The student lounge is open to all students. It is for students only and is always locked.

### **THESIS HOURS**

#### **Master's Thesis**

Students working toward a master's degree, and expecting to present a thesis in partial fulfillment of the requirements for the degree, must register for a minimum of 4 semester thesis hours or a maximum of 6 semester hours. Students may register for any specific number of hours in their term of residence, but the total number of hours for all terms must equal the number of credits they expect to receive for the thesis. The final grade will be withheld until the thesis is completed and approved by the Graduate School. If the thesis is not completed at the end of the term in which they are so registered, an "in progress" (IP) will be reported by the thesis advisor. If the student completes registration for all of the thesis hours prior to the term of defense (reaches the max hours), and finds that they need to be registered for the semester in which they defend, they should register for the candidacy course CAND 6940.

#### **Doctoral Thesis**

Students working toward a doctoral degree must register continuously for a minimum of 5 hours of thesis following the successful completion of the Comprehensive Examination. Continuous registration is considered to be registration during the Fall and Spring semesters. A minimum of 30 semester hours of thesis are required for the degree.

Students conducting thesis research out-of-state may petition to decrease enrollment to 3 credits per term until the term in which they graduate.

## **TRANSCRIPTS**

Transcripts of all work at the University of Colorado may be ordered through the Registrar's Office . There is no charge, but expect up to a 10 day waiting period. If students need an emergency transcript, the Registrar's Office may be able to accommodate them for a fee. It is recommended that students order a transcript once a year to make sure that their coursework is up-to-date. They can also order transcripts through the AMC Student Records web site (see the Web Access to Student Records section on page 2) or contact the Registrar's Office for further information.

## **TRANSFER OF CREDIT**

For more information, see the **Transfer of Credit** sections within Section IV: Information and Requirements for Ph.D. Students or Section V: Information and Requirements for M.S. Students later in this handbook. If needed, the Transfer of Credit form is available from the Graduate School website in the Program Resources section on the Forms page.

### **Type of Work Which May Be Transferred**

Resident graduate work of high quality earned at another institution of approved standing will not be accepted for transfer to apply toward the Ph.D. degree until the student has established, in this Graduate School, a satisfactory record in residence. In other words, the student must satisfactorily complete at least one term after matriculation in order to transfer in coursework. However, such credit must be transferred before the student makes application for admission to candidacy or graduation for the degree. Such transfer will not reduce the minimum residence requirement at this University, but it may reduce the amount of work to be done in formal courses.

### **Maximum Amount of Credits**

Below are the maximum number of credits a student may transfer toward a degree. Program requirements may differ, but cannot exceed the maximum listed.

#### Master of Science

The maximum number of credits that may be transferred for use toward the M.S. or M.S.C.S. degree is 12 semester credit hours. These may be non-degree student credits, credits from another university, or a combination of both.

### Doctor of Philosophy

The maximum number of credits that may be transferred for use toward the Ph.D. degree is 30 semester credit hours. These may be non-degree student credits, credits from another university, or a combination of both but may not include thesis hours.

### **Time Limit on Transfer Work**

All work accepted for transfer must have been taken within five years of graduation for M.S./M.S.C.S. students or five years of the Comprehensive Examination for Ph.D. students **or be validated by special examination**. The nature of the examination is the prerogative of the program. The program will inform the Graduate School in writing of the results of the examination.

### **Use of Excess Undergraduate Credits**

Undergraduate credits may not be transferred to apply for any degree within the Graduate School.

### **GPA Requirements**

To be eligible to transfer courses, the student must have an overall grade point average of 3.00 in all courses taken at the University of Colorado in the Graduate School. A course in which a grade lower than "B" was received is not acceptable for transfer toward the degree; a "B" is the lowest acceptable grade for a transfer course. Only grades received after matriculation are included in the calculation of the graduate grade point average. Grades received in transferred courses are not included in the graduate GPA. This would include courses taken at the University as a non-degree seeking student as well as courses taken at another institution.

### **Transfer of Non-Degree Student Hours**

A program may recommend to the Graduate Dean the transfer of courses taken as a Non-Degree Student (previously special student hours) at this University. These credits will count toward the 12 semester maximum number of transfer hours. Grades received in courses taken as a special student are not included in the calculation of the grade point average.

### **Transfer of Pass/Fail Hours**

Courses taken on a pass/fail or credit/no-credit basis are not eligible for transfer.

## Transfer of Coursework Taken in Last Term

Transfer of coursework must be approved prior to the term of graduation or the Ph.D. Comprehensive Examination. Graduation will be delayed pending final approval of transfer of credit. For example, courses taken in Fall Semester for transfer will delay graduation until the end of Spring Semester (May).

## Registration

The student must be currently registered in UC DAMC graduate coursework in order to transfer credits.

## Transfer Procedures

### Courses from Outside the CU System

The student should:

1. Obtain and complete a *Transfer of Credit* form from the graduate program.
2. Attach a transcript showing course title, grade and course level (must show that the course is graduate level.) A transcript will not be required if it was part of the original admission materials. An official transcript will be required if the requested transfer course was taken after matriculation.
3. Obtain the approval of the advisor and program director.
4. Return the signed form to the Graduate School prior to the request for approval of the *Application for Admission to Candidacy* for a Ph.D. student or the *Application for Graduation* for M.S. students and at least one term prior to the anticipated comprehensive examination date or graduation date.

The Graduate School will approve or disapprove the request.

1. If approved, the form will be forwarded to the appropriate office for inclusion of the course(s) on the student's official transcript. A copy of the computer printout showing the transferred courses will be sent to the student.
2. If not approved, the form will be returned to the student with a written explanation.

### Courses Taken at This University

The M.S./M.S.C.S. student should:

Include the courses they wish to transfer (non-degree student hours or courses taken at another CU campus) and complete the procedure outlined above for Courses From Outside the CU system. A transcript will not be required. The Graduate School will respond as noted above except that no change will appear on the student's official CU transcript.

The Ph.D. student should:

1. Include the courses they wish to transfer (non-degree student hours or courses taken at another CU campus) with the courses they wish to use for their degree when they complete the *Application for Admission to Candidacy* form. These courses should be marked as "transfer". By signing the front of the *Application* the advisor and program director will be approving the transfer.
2. Submit the *Application* to the Graduate School.

For the Ph.D. student, the Graduate School will:

1. Check all the courses being used for the degree and all courses offered for transfer will be marked as such and counted toward the total number of transfer hours. The approval of the admission to candidacy will count as acceptance of the transfer hours.

## **TUITION AND FEES**

The schedule of tuition and fees is available from the Bursar's Office in ED2 North, room 3120A or you may call them at 303-724-8032. You can also access tuition and fees at <http://www.cudenver.edu/Admissions/CostsFinancing/AnschutzMedicalCampus/StudentBillingBursarsOffice/Pages/StudentBilling.aspx>

### **Tuition**

#### Billing

A tuition bill is generated by the Bursar's Office, ED2 North, room 3120A (303-724-8032) and mailed to the student's home address early each term. Any problems with billing should be directed to the Bursar's Office.

#### Payment (and non-payment)

If the tuition bill is not paid, a registration stop will be placed on the student's future registration. Tuition can be paid by mail or in person at the Cashier's Window, 8 a.m. to 3 p.m., Monday through Friday. There is also a drop box outside their office.

### **Fees**

1. A \$200 incoming student deposit is required of all graduate students. Basic science students pay directly to the Graduate School office. Nursing students pay directly to the Student Services Office in the College of Nursing. This deposit is applied toward the student's last term tuition or refunded after official graduation or withdrawal.

2. A \$140 one-time only matriculation fee is required of all students new to the University of Colorado system and will be added to the tuition bill generated by the Bursar's Office.
3. A \$65 background check fee is charge to all incoming graduate students.
4. A \$20 student activity fee is billed to each student in the Fall term.

### **WITHDRAWAL**

Students wishing to withdraw from the University should obtain a withdrawal form from the Registrar's Office. If the student discontinues attendance in a course without official withdrawal, he/she will receive a failing grade. Students who do not complete the official University withdrawal procedure, or who are administratively withdrawn by the Graduate School, will not be refunded their \$200 incoming student deposit.

## SECTION IV: DOCTOR OF PHILOSOPHY

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

### MINIMUM REQUIREMENTS

The technical requirements stated below are minimal requirements of all candidates for the degree; additional conditions may be set by the program. Any program may make additional regulations consistent with these general rules.

A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses ordinarily will exceed this minimum. Students are also required to complete 30 semester hours of dissertation credit.

All courses offered toward the minimum requirements for a Ph.D. degree must be graduate level. Graduate-level courses are:

- a) Taught by a Regular or Special member of the graduate faculty;
- b) Graded on the A-F system (not pass/fail); and
- c) Offered within the degree program at the 5000-level or above; or
- d) If offered outside the degree program (including transfer credits), are 5000-equivalent level or higher and are approved for a specific degree plan by faculty of the degree-granting program and by the Dean.

Early in the year the student plans to graduate plan to graduate, s/he are responsible for obtaining current deadline dates from the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services. The responsibility falls to the student and the program to see that all requirements and deadlines are met (i.e., changing of I (incomplete) grades, notifying the Graduate School of final examinations, etc.).

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

## PRELIMINARY EXAMINATION

Each program is responsible for ensuring that students are qualified for doctoral study through a preliminary examination. The means by which the program makes this evaluation will be specified in their program requirements. The program will notify the student of the results of this examination. The results of this preliminary examination (Pass/Fail) will be reported to the Graduate School. Students who fail the examination are subject to immediate dismissal from the Graduate School upon recommendation of the program and concurrence of the Dean. At the program's discretion, the student may retake a failed examination once.

## RESIDENCE REQUIREMENTS

Students must be properly registered to earn residence credit. The minimal residence requirement is six semesters of scholarly work beyond the attainment of an acceptable bachelor's degree. Mere attendance shall not constitute residence as the word is used here. Residence must be earned for coursework completed with distinction, for participation in seminars, or for scholarly research performed here or elsewhere under the auspices of the University of Colorado.

Two semesters of residence credit may be allowed for an earned master's degree from another institution of approved standing, but at least four semesters of residence credit, two semesters of which must be consecutive in one academic year, must be earned for work (course and/or dissertation) taken at this University.

## LEAVE OF ABSENCE

A Leave of Absence is arranged with and approved by the Program Director. The Graduate School should be informed on the official Leave of Absence form, signed by the Program Director and approved by the Graduate School. The form can be found on the Graduate School website in the Program Resources page in the Forms section. A leave of absence may be approved for a maximum of one year. Students who fail to register or submit a Statement of Academic Intent after an absence of one academic year will be withdrawn and required to reapply for admission to the Graduate School through their program and be considered with all other applicants. A leave of absence **does not** extend the time limit set forth for graduation.

## APPLICATION FOR ADMISSION TO CANDIDACY

Students must make formal application for admission to candidacy for the Ph.D. degree on forms supplied on the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services. This should be done **at least** two weeks before the comprehensive examination is scheduled.

Any coursework taken more than five years prior to the date of the comprehensive exam must be validated by a process determined by the student's respective Program Director. The Director will advise the Graduate School in writing that such courses have been validated prior to the student's advancement to candidacy.

Students must have earned at least three semesters of residence, complete or register for all program-required, nonthesis coursework, and passed the comprehensive examination before admission to candidacy for the degree.

**Completing the required courses for a program does not automatically admit a student to candidacy for the degree.** Students will need to complete the Application for Admission to Candidacy form (from the Ph.D. Comprehensive Examination Packet found on the Graduate School website above). This form requires students to:

1. Complete some background information on themselves and the program;
2. List, on the back, all courses they will use toward their degree (NOTE: this does not necessarily mean all courses taken as a graduate student. Therefore, students **cannot** simply attach a copy of their transcript). OR students can print their degree audit from the Web (see degree audit under Graduation Paperwork - page 28); and
3. Obtain the approval of the program advisor and the Program Director.

Students must complete this form carefully to avoid delays in processing. They cannot simply attach a copy of their transcript. This form is due to the Graduate School at least two (2) weeks before the student's Comprehensive Examination.

Once approved the student, program and committee members will receive notification by email.

### **Coursework Timelimits**

All courses listed on the *Application for Candidacy* must be completed or registered for at the time of application. Additionally, all courses listed on the *Application* should have been taken within five years of the time of submission of the form. Coursework listed that was taken prior to this timeframe must be validated by the student's program. This validation can take the form of a written or oral exam, or any other means that the program deems necessary. The graduate program advisor will notify the Graduate School in writing that such courses have been validated prior to the student's *Application* being approved.

## **Deadlines**

The *Application for Admission to Candidacy* is due at least two (2) weeks prior to the date of the Comprehensive Examination.

## **Notification**

Once the *Application for Admission to Candidacy* has been approved, a student receives notification by email at the student's University email address.

Students must have earned at least three semesters of residence, completed or registered for all program-required, non-thesis coursework, and pass the comprehensive examination before being admitted to candidacy for the Ph.D. degree.

## **COMPREHENSIVE EXAMINATION**

After completing or registering for all program-required non-thesis coursework, and concurrently with applying for admission to candidacy for the Ph.D., a student is required to take a comprehensive examination in the field of concentration and related fields.

### **Format of the Examination**

This examination may be written or oral or both, and should test the student's mastery of a broad field of knowledge, not merely the formal coursework completed. The oral part of the comprehensive examination is open to members of the Graduate Faculty. The student should discuss the format of the examination with the program advisor.

### **Timeframe for the Examination**

This examination must be completed no later than the end of the student's third year. Individual programs may establish an earlier deadline. Under extenuating circumstances, and with the recommendation of the Program Director and concurrence of the Dean, the examination may be taken during the fourth year. A student cannot take the comprehensive examination with less than a 3.00 G.P.A. and before the *Application for Admission to Candidacy* is submitted to and approved by the Graduate School.

### **Paperwork to Schedule the Exam**

The forms to schedule this exam are in a packet on the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services. These materials should be downloaded the term prior to the student's anticipated examination date. The student should print their unofficial CU transcript to assist in filling out the *Application for Admission to Candidacy*. The *Application for Admission to Candidacy* (see above) is due at least two weeks prior to the student's expected examination date.

The student should:

1. Download and complete the "*Application for Admission to Candidacy*".
2. Complete the "*Request for Scheduling Exam*" form.
3. Sign the application and obtain the signature of the program advisor/mentor on the "*Application for Admission to Candidacy*" and of the Program Director on both the "*Application for Admission to Candidacy*" and the "*Request for Scheduling Exam*" form; and
4. Submit both forms to the Graduate School at least two weeks prior to the exam. (Note: Forms submitted after the two week deadline will not be accepted and the student will have to reschedule the exam).

The student's major advisor and program advisor should:

1. Examine carefully each course listed on the reverse of the *Application for Admission to Candidacy*, making sure that
  - a. the total number of courses is equivalent to the total number required by the program for the degree and **at least** the minimum required by the Graduate School (30 semester); and
  - b. all required coursework is listed (any coursework not listed will not be considered for use toward the degree.)
2. Fill out the bottom front section of the application, indicating the student's name, program, and the **program's** minimum number of didactic hours for graduation. The number of hours listed for graduation **must** be equal to the number of hours listed on the back; if not, the form will be returned to the program advisor.

The Graduate School will:

1. The Graduate School will prepare and distribute the "Notice of Examination" to the student, the academic program, and committee members.
2. The program will receive not only the "Notice" but all necessary forms to complete the examination.

## Registration

All students must be registered at the time they take the comprehensive examination. They may register for either coursework or thesis work. If the examination is scheduled between terms, they must register for the subsequent semester.

## **Examining Committee**

The student should contact their program advisor regarding the makeup of the Examination Committee as well as the format the exam will take. The examination shall be conducted by a committee of graduate faculty members appointed by the director of the program and approved by the Dean of the Graduate School. At least one of the members must be outside the program's core training faculty. The majority of the members, including the chair, must be from the core training faculty of the degree-granting program. The student's dissertation advisor/mentor may not chair the examination committee. The current list of graduate faculty can be found on the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Graduate Faculty.

### Committee Chair

The Chair of the examining committee must have a Regular Graduate Faculty appointment or have received permission from the Graduate School Dean to serve as chair. Requests for permission must be made in writing prior to the exam. The student's dissertation advisor/mentor may not chair the examination committee.

### Other Committee Members

The majority of the committee members must be from within the student's program. All members must have current Graduate Faculty appointments. In determining program affiliations for various Graduate Faculty, students should consult the Graduate School web site at <http://www.ucdenver.edu/graduateschool> and then click on Graduate Faculty or by contacting their graduate program office for a list of current Graduate Faculty. Each committee must have one outside committee member. An outside committee member is defined as one whose Graduate Faculty affiliation is not in the student's program (not on the program's "IN" list). Graduate Faculty affiliations are based on decision making authority that faculty have to influence a program. Faculty members that have been identified as "IN" their program cannot be utilized as the outside member of a committee. In many cases, faculty members have been identified as "IN" in more than one program. In this case, they cannot be utilized as the outside member of a committee for students in any of the "IN" programs. Special circumstances may require the student's program to request a special faculty appointment for the outside member; if this is the case, the program should notify the Graduate School in writing concerning the influence of the faculty member on the program (e.g., should they be on the "IN" list for that program).

## **Results**

All members of the committee must be present for the examination. One member, but not the chairperson or the student, may participate by interactive video. The student must receive affirmative votes from the majority of the examination committee for one of the following outcomes:

### Pass

The student must receive the affirmative votes of a majority of the members of the committee in order to pass.

### Pass with Conditions

The committee may feel that, although the student has passed the examination, they 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. The student will be considered to have "passed" when these conditions are met. Failure to meet the conditions will result in failure of the examination.

### Fail

In the event that the student fails the examination, they are subject to immediate dismissal from the Graduate School. At the program's discretion, they may be allowed to retake the examination once. The retake will be in a form designated by the committee and must be completed within six months. The student will be required to meet registration requirements for the new examination. Another option may be qualifying for the Master's degree in Biomedical Basic Science. Students should check with their program faculty.

## **Distribution of Materials**

The Graduate School will prepare and distribute the *Notice of Examination* to the student, the academic programs and the committee members. The program administrator will receive the Notice, information on the examination process and the Pass/Fail/Continue form that requires all committee members signatures and results. These forms should be placed in the student's program file to be picked up by the committee chair prior to the exam.

## **Results of the Examination**

### Pass

The student must receive affirmative votes from a majority of the members of the examination committee in order to pass.

### Pass With Stated Conditions

The committee may feel that, although a student has essentially passed the examination, additional work is required. This may be in the form of additional coursework, the rewriting of exam materials, etc. These conditions must be satisfied within **six months**. The student will be considered to have "passed" when these conditions are met. Failure to meet the conditions will result in failure of the examination. The committee should sign the form as passing with stated conditions, and stipulate the conditions and timeframe for completion on the bottom. The form is returned to the Graduate School after the exam and given to the chair for final approval of conditions upon the chair's request. Once the student has completed the conditions to the satisfaction of the committee, the chair

should contact the Graduate School and sign approval of the conditions at the bottom of the original examination form or the chair can sign the bottom of the departmental copy and forward it to the Graduate School for filing.

### Fail

If a majority of the committee votes "fail", the student is subject to immediate dismissal from the Graduate School. At the program's discretion, the student may be allowed to retake the examination once. The retake will be in a form designated by the committee and must be completed within six months. The student will be required to meet registration requirements for the new examination. Another option may be qualifying for the Master's degree in Biomedical Basic Sciences.

## **CONTINUOUS REGISTRATION REQUIREMENT**

### **Minimum Hours**

Students must register continuously for a minimum of 5 thesis hours following successful completion of the comprehensive examination. Continuous registration is considered to be both Fall and Spring semesters each academic year. The academic year begins in the Summer. Continuous registration for dissertation hours during the academic year will be required until completion of the thesis defense. The student and his/her advisor should consult each term as to the number of hours for which the student will register, consistent with the classifications identified above.

### **Off-Campus Hours**

If a student is doing their research out-of-state, they may petition the Graduate School for approval to register for only 3 credit hours. This petition must be renewed each academic year and is only applicable to terms other than the student's defense term. During the term of the student's defense they will be required to register for a minimum of 5 thesis hours, regardless of the number of accumulated hours.

### **Thesis Defense**

Students taking the thesis defense must be registered for a minimum of 5 thesis hours. Registration after the successful completion of the defense is not required. Students do not have to be registered simply to turn in the completed thesis to the Graduate School office. If the student does not turn in the completed thesis **to the Graduate School** within **60 days** of the defense, the student will be required to redefend and, subsequently, reregister.

## **Number of Hours**

Students completing the Ph.D. must have a **minimum** total of 30 semester hours of dissertation credits. It is expected that the student and his/her advisor will consult each term as to the number of hours for which the student will register to enable the student to achieve at least the minimum number of hours required for graduation (a minimum of 5 hours each term is required, see "Minimum Hours" above.)

## **POST-COMPS COMMITTEE MEETINGS**

Shortly after selecting a dissertation advisor, the student, in collaboration with the mentor, shall recommend a Dissertation Advisory Committee subject to approval of the Program Director. Although it is recommended that the Dissertation Advisory Committee be the same as the Dissertation Examination Committee, the two committees need not be identical. The Dissertation Advisory Committee will serve an advisory function to student and the mentor, and shall also monitor the student's progress in generating and/or collecting data to be used in the writing of the dissertation. The Dissertation Advisory Committee will give the student formal permission to write the dissertation once sufficient data have been collected and analyzed. The Dissertation Advisory Committee shall meet at least once each year. Individual Programs may require – and the Graduate School encourages – a greater frequency of meetings. Records of the meetings and of the student's progress will be kept in the student's file in the Graduate Program office. If the student fails to have a Dissertation Advisory Committee meeting in the preceding 12 months, he/she will not be permitted to register for Spring Semester, or for subsequent academic terms. Once the student is in compliance with this rule, they will be permitted to register.

## **THESIS DEFENSE**

### **Scheduling the Examination**

After the thesis has been accepted by the program and before the degree is conferred, a final examination of the thesis and related topics will be conducted in two parts, an oral presentation of the thesis research that is open to the public, and a closed examination conducted by the examination committee. The program director will approve the student's thesis defense committee and examination schedule.

### **Registration**

The student must be registered at the time of the thesis defense for a minimum of 5 thesis hours, regardless of the number of thesis hours that have been taken to date. If the defense is scheduled between terms, the student must register for the subsequent semester.

## **Paperwork to Schedule the Thesis Defense**

The Graduate School must be notified of the thesis defense on the appropriate forms at least two weeks in advance of the examination. Forms are available in the Ph.D. Graduation Packet on the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services. The examination must be taken no later than three weeks prior to the date on which the degree is to be conferred. Student's should check with their program and the Graduate School website listed above for specific deadlines.

## **Draft Thesis Submission**

Student's must submit finalized draft copies of the thesis to the defense committee at least two weeks before the examination date. The program may require an earlier deadline.

## **Committee Selection**

The thesis defense committee shall consist of 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 chair, must be from the core training faculty of the degree-granting program.

### Committee Chair

The Chair of the examining committee must have a Regular Graduate Faculty appointment or have received permission from the Graduate School Dean to serve as chair. Requests for permission must be made in writing and approved prior to the exam. The student's dissertation advisor may not chair the examination committee.

### Outside Faculty Members

An outside committee member is defined as one whose **Graduate Faculty affiliation** is not in the student's program. Graduate Faculty affiliations are based on decision making authority that faculty have to influence a program. Faculty members that have been identified as "IN" their program cannot be utilized as the outside member of a committee. In many cases, faculty members have been identified as "IN" in more than one program. In this case, they cannot be utilized as the outside member of a committee for students in any of the "IN" programs. Special circumstances may require the student's program to request a special faculty appointment for the outside member; if this is the case, the program should notify the Graduate School in writing concerning the influence of the faculty member on the program (e.g., should they be on the "IN" list for that program).

## **Results of the Examination**

All members of the committee must be present for the examination. One member, but not the chairperson or the student, may participate by interactive video. The student must receive affirmative votes from the majority of the examination committee for one of the following outcomes:

### Pass

The student must receive the affirmative votes of a majority of the members of the committee in order to pass.

### Pass with Conditions

The committee may feel that, although the student has passed the examination, they should complete additional work on the thesis. These conditions must be specified to the student and on the examination form and must be satisfied within 60 days of the defense.

### Fail

If a student fails the examination outright, they may not continue in the program.

## **THESIS**

All doctoral students are required to submit a thesis (dissertation) to the Graduate School as partial fulfillment of the requirements of the degree Doctor of Philosophy. The form and scope of this thesis is determined by the student, the thesis advisor, the advisory committee, and the program. The thesis should be based upon original investigation and show mature scholarship and critical judgment, as well as familiarity with tools and methods of research. To be acceptable, this dissertation should be a worthwhile contribution to knowledge in the student's special field. The thesis need not be published in a peer-reviewed journal to be considered acceptable. The student must submit finalized draft copies of the thesis to the Final Exam Committee at least two weeks prior to the final examination date. Some programs may require a longer time frame for review. The draft should be formally approved by the examining committee before the final examination can be taken.

### **Specifications**

All theses must comply with the specifications of the Graduate School regarding formatting, style and paper. These specifications are found in the "Thesis Specifications" handbook is available on-line at <http://www.ucdenver.edu/graduateschool> and then click on Student Services and scroll down to the Ph.D. Resources section. Thesis seminars are also offered in March and October to assist students in the format preparation of their thesis. Students are also required to schedule a thesis precheck with the Graduate School prior to submission of the final thesis.

## **Precheck of Thesis**

Students are required to schedule an appointment to have a precheck of their thesis prior to submitting the final copy to the Graduate School. This precheck will help the student to avoid unpleasant surprises later on. The student should call call 303-724-2915 at, least two weeks prior to their scheduled defense, to schedule an appointment. Prechecks will not be done the week before the theses submission deadline. Students are encouraged to not wait until the day of the deadline to turn in their thesis; to give themselves some breathing room.

## **Thesis Seminar**

The Graduate School conducts a Thesis Seminar twice a year, in October and March, to assist students in completing their thesis. Notification of the date of the seminar will be posted in the departmental office and disseminated through the campus student email system.

## **Submission of Thesis**

One or two formally approved (see the thesis specs), laser printed copy(ies) of the thesis, plus one additional copy of the title page and abstract, must be submitted to the Graduate School office at least two weeks before the date on which the degree is to be conferred. See the Graduate School website at <http://www.ucdenver.edu/graduateschool> for the specific date for each graduation period. Regardless of the thesis submission deadline date for any graduation period, the final thesis must be submitted to the Graduate School no later than 60 days after the thesis defense. Students who fail to meet this deadline may be asked to re-defend their thesis.

## **Abstract**

The abstract, not to exceed 350 words, will be published in Dissertation Abstracts International. The determination of what constitutes an adequate abstract shall rest with the program.

## **Signatures on Thesis**

Per the thesis specifications, a formal approval page, signed by all committee members, must accompany the thesis upon submission.

## **Library Copies**

All approved theses are kept on file in the Anschutz Medical Campus Library, with a microfilmed copy available upon request.

## **Other Copies of the Thesis**

Binding and distribution of copies of the thesis for the program, committee and student are the responsibility of the student.

## **Binding and Microfilming Fees**

When the thesis is submitted to the Graduate School, student's must pay the thesis binding fee and sign an agreement with University Microfilms International to allow for publication in Dissertation Abstracts International and to grant University Microfilms International the right to reproduce and sell (a) copies of the manuscript in microform and/or (b) copies of the manuscript made from microfilm. Students retain all rights to publish and/or sell the dissertation by any means at any time except by reproduction from negative microfilm.

## **Submission and Deadlines**

All doctoral students are required to submit a thesis to the Graduate School as partial fulfillment of the requirements of the degree Doctor of Philosophy. The form and scope of this thesis are determined by the student, thesis advisor, advisory committee, and the program.

Theses turned in to the Graduate School **after** the published deadline will be applied toward the next graduation period. It is strongly suggested that the student **not** wait until the deadline date to submit the thesis.

## **THESIS HOURS**

### **Registration**

Course work and work on the thesis may proceed concurrently throughout the doctoral program. Students must have earned at least three semester or five quarters of residency before admission to candidacy. To complete the requirements for the Ph.D., student's must register for a total of at least 30 semester hours of doctoral thesis credit, with no more than 10 of those hours in any one term. No more than 10 semester thesis hours may be taken preceding the comprehensive examination.

### After the Comprehensive Examination

Doctoral students must register continuously for a minimum of 5 hours of thesis following the successful completion of the Comprehensive Examination. Continuous registration is considered to be either Fall/Spring semesters. In addition, up to, but not exceeding, 10 semester hours taken before the term in which the student passes the comprehensive exam may be used toward the minimum required thesis hours. Thesis hours taken in excess of the pre-comp limit will not be counted toward the minimum thesis units required

for graduation. Additionally, thesis credit does not apply toward the minimum 30 semester hours of required coursework specified previously.

#### During Thesis Defense

The student must register for at least 5 thesis hours at the time of the thesis defense. Students defending between terms will be required to register for 5 thesis hours for the following term.

#### Off-campus Hours

Students conducting thesis research off-campus may petition to decrease enrollment to 3 credits per term until the term in which they graduate. If this petition is granted the student will still be required to register for at least 5 hours of thesis at the time of the thesis defense.

#### **Thesis Grades**

The final thesis grade will be withheld until the thesis is completed and approved by the Graduate School. An "in progress" (IP) will be reported by the thesis advisor for all terms. Once the thesis has been approved by the Graduate School, a final grade card will be sent directly to the advisor to change all "IP" grades to a letter grade.

#### **TIME LIMIT FOR COMPLETION OF THE Ph.D.**

Doctoral students are expected to pass the comprehensive examination and advance to candidacy within four years and 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. Extensions may be approved by the Graduate School for one year.

Any course work taken more than five years prior to applying for candidacy for the Ph.D. must be validated by a process determined by the student's respective program director. The director will advise the Graduate School in writing that such courses have been validated for a particular student prior to the student's advancement to candidacy.

#### **TRANSFER OF CREDIT**

See the section entitled "Transfer of Credit" earlier in this handbook concerning general information regarding the type of course work which may be transferred and the transfer procedures. Resident graduate work of high quality done in a recognized graduate school elsewhere, and coming within the time limit, may be accepted up to a limited amount,

provided it is recommended by the student's program and approved by the Dean of the Graduate School.

### **Maximum Amount of Credits**

The maximum number of hours that may be transferred for use toward the Ph.D. degree is 30 semester hours (program rules may restrict this to fewer hours). These credits may apply to the coursework portion of the Ph.D. degree requirements only. Thesis hours from other schools will not be approved for transfer.

### **GPA Requirements**

To be eligible to transfer courses, the student must have an overall grade point average of 3.00 in all courses taken at the University of Colorado in the Graduate School. A course in which a grade lower than "B" was received is not acceptable for transfer toward the degree; a "B" is the lowest acceptable grade for a transfer course. Grades received in courses transferred from another institution are not included in the calculation of the grade point average at UCHSC.

## SECTION V: MASTER OF SCIENCE

A student admitted as a degree student to the Graduate School and later accepted as a candidate for the Master of Science or Master of Science in Clinical Sciences, may be recommended for the degree **only** after the following requirements are met. In general, only graduates of an approved institution with a thorough preparation for their proposed field of study and who do graduate work of high quality are able to attain the degree with the minimum amount of work specified below.

### MINIMUM REQUIREMENTS

All studies offered toward the minimum requirements for the degree must be of graduate level. Courses will have graduate rank only if they are taught by members of the graduate school faculty and are in one of the two following categories:

1. courses within the major department at the 5000 level or above;
2. courses outside the major department at an equivalent graduate level, provided they are approved for a specific degree plan by the faculty of the degree-granting program and the Dean of the Graduate School.

The requirements stated below are minimum requirements; additional conditions set by the program may be obtained directly from the program office. Any program may make further regulations consistent with the general rules.

Prior to the term in which the student is planning to graduate, they should obtain current deadline dates and a graduation packet from the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services, MS Resources. **The responsibility rests with the student to see that all requirements and deadlines are met concerning the completion and submission of the appropriate graduation documents to the Graduate School (i.e., Application for Graduation, Diploma Card, Request to Schedule Final Exam, etc.).**

Departments or program committees may have additional deadlines which must be met by graduate students in that department or program. It is the student's responsibility to ascertain such requirements and to meet them as designated by the department or program chair.

The **minimum** requirements for the degree Master of Science may be fulfilled by following either Plan I or Plan II below:

### **Plan I (thesis)**

By presenting 30 semester hours of graduate work, including 4-6 semester thesis hours (see thesis hours below). Total hours, including thesis, will be 30 semester.

### **Plan II (non-thesis)**

By presenting 30 semester hours of graduate work, without a thesis.

Plan II **does not** represent an automatic option for the student. It is only upon the recommendation of the program that a student may graduate without completing a thesis.

## **GRADUATE LEVEL COURSEWORK**

All studies offered toward the minimum requirements for the degree must be of graduate level. Courses will have graduate rank only if they are taught by members of the graduate school faculty and are in one of the two following categories:

1. courses within the major department at the 5000 level or above;
2. courses outside the major department at an equivalent graduate level, provided they are approved for a specific degree plan by the faculty of the degree-granting program and the Dean of the Graduate School.

## **APPLICATION FOR GRADUATION**

Completing the required courses for a program **does not** automatically admit the student to candidacy for the degree. The student will need to complete the "Application for Graduation" form (from the "M.S. Comprehensive Examination and Graduation Packet" available online at <http://www.ucdenver.edu/graduateschool> and then click on Student Services, MS Resources). This form requires the student to:

1. complete some background information on themselves and the program;
2. list, on the back, all courses the student will use toward their degree (NOTE: this does not necessarily mean all courses the student has taken as a graduate student. Therefore, they **cannot** simply attach a copy of their transcript) **OR** the student could print their degree audit from the Web (see degree audit under Graduation Paperwork - page 28); and
3. sign the application and obtain the approval of the program advisor and Program Director.

The *Application for Graduation* may include coursework that the student has yet to complete. It is the program's responsibility to make sure that all required courses are

listed. Once approved, the *Application* cannot be altered without written approval of the program. The student will graduate once all **listed** courses have been completed (including incomplete or outstanding grades) and the Final Examination/Thesis Defense has been successfully passed. Thesis grades, if applicable, will be assigned **after** the thesis has been approved by the Graduate School.

## **Coursework**

Coursework over five years old cannot be used toward the degree until and unless it has been validated by special examination. The form of this examination is left to the program. Indication of the results of this exam must be attached to the *Application*.

## **Deadlines**

The student should complete this form carefully to avoid delays in processing. This form is due in the Graduate School with all the appropriate signatures **at least** 1 month prior to the date the student has scheduled for their Comprehensive Examination or prior to each of the following graduation deadlines - **WHICHEVER DATE COMES FIRST**. Late submission will result in the student's graduation date being advanced to the next graduation cycle. Thus, the application is due 1 month before the student's comps or by:

March 1 - for May Graduation,  
June 1 - for August Graduation, or  
October 1 - for December Graduation,

### **WHICHEVER DATE COMES FIRST.**

Deadline dates for the following can also be obtained on the Graduate School website at <http://www.ucdenver.edu/graduateschool> and then click on Student Services, Master's Resources.

1. Last day for requesting **transfer of credit**. Also see the section on **Transfer of Credit** below.
2. Last day to submit applications for graduation. Students are urged to submit this form prior to the beginning of the term in which they expect to graduate. Generally the rule is 90 days prior to graduation, however, the student's deadline may be earlier depending on the scheduling of the final examination. See the section addressing the **Application for Graduation** a few pages previously.
3. Last day for **scheduling of final examination**.
4. Last day for **taking of final examination**.

5. Last day for **filing of thesis** in the Graduate School. At the time of filing, the thesis must be complete in all respects and must meet thesis specifications in order to be accepted by the Graduate School. If the student's thesis is received after the deadline date, they will graduate in the subsequent graduation cycle (e.g., if the student misses the deadline for May graduation, they will graduate in August).

### **Probation and Provisional Students**

Student's on Graduate School probation or on provisional status, are not eligible to be awarded a degree until they are removed from probation or admitted to regular degree status.

### **Distribution of Materials**

The Graduate School will prepare and distribute the *Notice of Examination* to the student, the academic programs and the committee members. The program administrator will receive the Notice, information on the examination process and the Pass/Fail/Continue form that requires all committee members signatures and results. These forms should be placed in the student's program file to be picked up by the committee chair prior to the exam.

## **M.S. FINAL EXAMINATION OR THESIS DEFENSE**

After all other requirements for the degree have been substantially completed and after advancement to candidacy (approval of the Application for Graduation), all candidates for the master's degree are required to take a final comprehensive examination or thesis defense. This examination may be given near the end of the last term of residence while the student is still taking courses, provided satisfactory progress is being made in those courses.

### **Registration**

The student must be registered when the examination is taken. If the student has completed all required course work and/or the student has previously registered for the maximum number of thesis hours, he/she may register for **Candidate for Degree (CAND 6940 or NURS 6940)**. This "course" has one credit and is Pass/Fail. If a student is scheduled to take their exam in between terms, they must register for the subsequent term. The Candidacy course does not apply to any graduation credit hour requirements.

### **Paperwork**

The forms to schedule this exam are in the graduation packet in the Graduate School Office and should be picked up **the term prior to taking the Exam**. The *Request to*

*Schedule Exam* form is due at least two (2) weeks prior to the Exam. The *Application for Graduation* is due on the stated deadlines **or** at least one month prior to the exam (WHICHEVER COMES FIRST). Failure to submit these forms to the Graduate School by the appropriate deadline will delay the students graduation until the next graduation period (if the *Application for Graduation* form is late) or will result in the student having to reschedule their final examination (if the *Request to Schedule the Exam* form is late).

## **Examining Committee**

The examination is to be given by a committee of at least three graduate faculty members appointed by the student's program, with approval of the Dean of the Graduate School. The majority of the members, including the chair, must be from the core training faculty of the student's degree-granting program. The chairperson is also required to have a Regular Graduate Faculty appointment. In determining program affiliations for various Graduate Faculty, you should consult the Graduate School web site at <http://www.ucdenver.edu/graduateschool> and then click on Graduate Faculty or contact the graduate program office for a list of current Graduate Faculty. All members of the committee must be present for the examination. One member, but not the chair or the student, may participate by interactive video.

### Committee Chair

The chair of the examining committee must have a Regular Graduate Faculty appointment or have received permission from the Graduate School Dean to serve as chair. Requests for permission must be made in writing **prior** to the exam.

### Other Committee Members

A majority of the members must have primary appointments in the student's program. All members must have current Graduate Faculty appointments.

## **Format of the Examination**

The examination, which may be oral or written or both, must cover the thesis (if applicable), which should be essentially complete at the time, as well as other work done in the University in formal courses and seminars in the major field. The examination must include all work presented for the degree. The examination on transferred work should be given by representatives of the corresponding fields of study in this University.

## **Results of the Examination**

All members of the committee must be present for the examination. One member, but not the chairperson or the student, may participate by interactive video. A majority of the graduate faculty members comprising the examination committee must vote affirmatively for one of the following examination outcomes:

### Pass

The student must receive the affirmative votes of a majority of the members of the committee in order to pass.

### Pass with Stated Conditions

The committee may feel that, although a student has passed the examination, s/he should complete additional work. 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 satisfied within **four months**. Failure to satisfy these conditions will result in failure of the examination.

### Fail

If the student fails the examination s/he is subject to immediate dismissal from the program on the recommendation of the graduate program and concurrence of the Dean. At the program's discretion, the student may retake the examination once. The retake must be completed by the end of the next academic term. The student will be required to meet registration requirements and be registered during the term in which the repeated exam is taken.

## **LEAVE OF ABSENCE**

A Leave of Absence is arranged with and approved by the Program Director. The Graduate School should be informed on the official Leave of Absence form, signed by the Program Director and approved by the Graduate School. The form can be found on the Graduate School website in the Program Resources page in the Forms section. A leave of absence may be approved for a maximum of one year. Students who fail to register or submit a Statement of Academic Intent after an absence of one academic year will be withdrawn and required to reapply for admission to the Graduate School through their program and be considered with all other applicants. A leave of absence **does not** extend the time limit set forth for graduation.

Some Master of Science students may not wish to register while working on their theses or masters projects. In order to keep both the program and the Graduate School informed, they must submit a Statement of Academic Intent, which is simply a letter to the Graduate School outlining their plans. Students should be informed that this does not affect the time limit for graduation as set forth in this handbook. Regardless, these students must maintain registration at least once a year in order to stay active in the program and not be withdrawn from the program and the Graduate School.

## **RESIDENCE REQUIREMENTS**

In general, the residence requirements can be met only by enrolling at the Anschutz Medical Campus for at least two semesters or at least three summer terms. For full residence, students must be registered within the time designated at the beginning of the

semester and must carry the equivalent of not fewer than 5 hours of work in courses numbered 5000 or above, or at least a combination of 8 hours of other coursework acceptable for graduate credit. If students are noticeably deficient in their general training, or in the specific preparation required by the program, they cannot expect to obtain a degree in the minimum time specified.

## THESIS

A thesis based on original investigation is required of every master's degree candidate under Plan I. Every thesis presented in partial fulfillment of the requirements for an advanced degree must:

1. Deal with a definite topic related to the major field;
2. Be based upon independent study and investigation;
3. Represent the equivalent of from 4 to 6 semester hours of work;
4. Receive the approval of one's major program;
5. Be essentially complete at the time the final examination is given; and
6. Comply in mechanical features with specifications of the *UCDAMC Graduate School Style and Policy Manual for Thesis and Dissertations* and be approved by the Graduate School.

At least two weeks prior to the date on which the degree is to be conferred, two formally approved, laser printed copies of the thesis must be submitted to the Graduate School. Students should contact the Graduate School or refer to the deadline materials that are in the graduation packet on-line regarding the specific date for each graduation period. Regardless of the thesis submission deadline date for any graduation period, the final thesis must be submitted to the Graduate School no later than 60 days after the thesis defense. Students who fail to meet this deadline may be asked to re-defend the thesis.

Per the thesis specifications, a formal approval page, signed by all committee members, must accompany the student's thesis upon submission. All approved theses are kept on file in the Anschutz Medical Campus Library. The thesis binding fee must be paid when the thesis is submitted to the Graduate School.

### Specifications

Students should review the "Thesis Specifications" handbook on-line at the Graduate School web site at <http://www.ucdenver.edu/graduateschool> and then click on Student Services and Master's Resources. Students are **required** to bring a copy of their thesis

to the Graduate School for a review **before** it is finalized by the student. This precheck will help student's to avoid unpleasant surprises later on. Students should call 303-724-2915 to schedule an appointment. Students should plan ahead when scheduling their precheck as the calendar fills up quickly. Prechecks will not be done the week before the theses submission deadline. We also suggest that students not wait until the day of the deadline to turn in their thesis; to give them some breathing room.

### **Signatures on Thesis**

Per the thesis specifications, a formal approval page, signed by all committee members, must accompany the thesis upon submission.

### **Precheck of Thesis**

This precheck is mandatory. It has been designed to help the student to avoid unpleasant surprises later on. The student should call 303-724-2915 at, least two weeks prior to their scheduled defense, to schedule an appointment. Prechecks will not be done the week before the theses submission deadline. Students are encouraged to not wait until the day of the deadline to turn in their thesis; to give themselves some breathing room.

### **Thesis Seminar**

The Graduate School conducts a Thesis Seminar twice a year, in October and March, to assist students in completing their thesis. Notification of the date of the seminar will be posted in the departmental office and disseminated through the campus student email system.

### **Deadlines**

The deadline to submit the thesis to the Graduate School is two weeks prior to graduation. Theses turned in to the Graduate School **after** the published deadline will be applied toward the next graduation period. It is strongly suggested that the student not wait until the deadline to submit the thesis. Specific deadline dates may be obtained by calling the Graduate School. Regardless of the thesis submission deadline date for any graduation period, the final thesis must be submitted to the Graduate School no later than **60 days** after the thesis defense. Students who fail to meet this deadline may be asked to redefend the thesis.

## THESIS HOURS

### Registration

If the student is doing a thesis, they will need to register for thesis hours (6950). A **minimum** of 4 semester hours is required, with a **maximum** of 6 semester hours. The student may register for thesis hours in one term or spread it out over several terms. If they have used up all their thesis hours and need to be registered to take their Final Examination/Thesis Defense, they may register for CANDIDATE FOR DEGREE (CAND 6940 or NURS 6940). This is a one credit course graded on a Pass/Fail basis. This course does not apply to any graduation credit hour requirements.

### Grading

The final grade will be withheld until the thesis is completed and approved by the Graduate School. An "in progress" (IP) will be reported by the thesis advisor and a final grade card issued to the advisor only after the thesis has been approved by the Graduate School.

### TIME LIMIT FOR COMPLETION OF MASTER'S DEGREE

Master's students have five years from matriculation (formal admission into the Graduate School) to complete all degree requirements, including the filing of the thesis with the Graduate School if Plan I is followed. If the student fails to complete the degree in this five-year period, they are subject to termination from the Graduate School upon the recommendation of the Program Director and concurrence of the Dean.

### Extensions of the Time Limits

Continuations beyond this time frame will only be considered by petition from the Program Director. The petition must 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. Approved extensions are for no more than one year and can not be extended further.

### Coursework

Coursework more than five years old will not be accepted for the degree unless validated by a special examination. Students are expected to complete their work with reasonable continuity.

## **TRANSFER OF CREDIT**

See the previous section entitled "Transfer of Credit" (page 45) earlier in this handbook concerning general information regarding the type of course work which may be transferred and the transfer procedures.

### **Maximum Amount of Credits**

The maximum number of hours that may be transferred for use toward the M.S. or M.S.C.S. degree is 12 semester/18 quarter hours. Transfer credit is defined as any graduate level credit earned at another accredited institution, credits earned at another campus of the CU system, or credits earned as a nondegree student within the CU system.

### **GPA Requirements**

To be eligible to transfer courses, the student must have an overall grade point average of 3.00 in all courses taken at the University of Colorado in the Graduate School. A course in which a grade lower than "B" was received is not acceptable for transfer toward the degree; a "B" is the lowest acceptable grade for a transfer course. Grades received in transferred courses are not included in the calculation of the grade point average.

# **APPENDIX A**

## **GRADE POINT AVERAGE CALCULATION PROCEDURES**

## GRADE POINT AVERAGE CALCULATION PROCEDURES

The idea is to make the GPA calculations as fast and easy as possible.

1. Check to make sure you have a complete transcript. (A complete transcript will cover all years that a student attended the school. Check for date of matriculation for the beginning date and the date of withdrawal or graduation for the ending date.)
  
2. For Calculation of Grades on the letter grade system:  
For your convenience, an Excel spreadsheet, complete with columns and formulas is available from the Graduate School web site at [www.ucdenver.edu/graduateschool](http://www.ucdenver.edu/graduateschool) under Program Resources, Forms. This spreadsheet also has a field to convert the units and points from quarter hour to semester hour.

OR

On an Excel spreadsheet make 4 to 5 columns labeled "A", "B", "C", "D", and/or "F". Under each column label list the **credits earned** with that particular grade. Add the columns vertically and multiply the total by the grade points (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0) Plus/minus in grades are discounted; i.e., A- is counted as A, C+ is counted as C. All grades are counted, even if the student retook the course (some schools will mark out the original grade if this happens, however the grade will still be used in our calculations) or the course is not required (e.g., basketweaving.) An example of a GPA calculation would be:

- a. Put all grade points in the appropriate grade column:

Grades	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
	3	2	3	4	1
	2	2	2	1	
	3	5	2		
	<u>1</u>	<u>2</u>	<u>1</u>	—	—
Total Credits	<b>9</b>	<b>11</b>	<b>8</b>	<b>5</b>	<b>1</b>
	<u>x4.0</u>	<u>x3.0</u>	<u>x2.0</u>	<u>x1.0</u>	<u>x0.0</u>
Total Points	<b>36</b>	<b>33</b>	<b>16</b>	<b>5</b>	<b>0</b>

- b. Add up the totals and the totals of the column multipliers:

$$\begin{aligned} \text{Credits} &= 9 + 11 + 8 + 5 + 1 = 34 \text{ (total credits)} \\ \text{Points} &= 36 + 33 + 16 + 5 + 0 = 90 \text{ (total points)} \end{aligned}$$

c. Divide the TOTAL points by the TOTAL credits (this is the GPA):

$$\frac{\text{Points}}{\text{Credits}} = \frac{90}{34} = 2.65 \text{ (carried to only 2 decimal places)}$$

3. For Calculation of Grades on the 4.0 system:

If the grades on the transcripts are on the 4.0 scale and not letter grades, simply round the grade to the appropriate level without the decimal point.

Example:

Course #1	5 credits	Grade of 3.7	Round to 4 x 5 = 20 points
Course #2	3 credits	Grade of 2.6	Round to 3 x 3 = 9 points
Course #3	5 credits	Grade of 3.1	Round to 3 x 5 = 15 points

$$20 + 9 + 15 = 44 \text{ Total Points} \quad 44/13 \text{ Total credits} = \text{GPA of } 3.38$$

4. For Calculation of Grades on the 100% system:

If the grades on the transcript are on the 100 point scale, they are converted as shown:

90 - 100	= A or 4.0
80 - 89	= B or 3.0
70 - 79	= C or 2.0
60 - 69	= D or 1.0
59 and below	= F or 0.0

The GPA is then calculated using the formula in #2 above.

5. Calculation of Grade Point Average Combining Two or More Schools:

The Graduate School requires separate GPAs for undergraduate, graduate, and postbaccalaureate work.

**Undergraduate** work is defined as: All work completed prior to the granting of the bachelor's degree (or, in the case of two bachelor's degrees, all work completed prior to the granting of the last bachelor's degree.)

**Graduate** work is defined as: All work completed while a student is in a graduate degree program (not just taking graduate level courses) and culminates in the awarding of a graduate degree.

**Postbaccalaureate** work is defined as: All work completed after the granting of a bachelor's degree that is not taken toward a graduate degree (both graduate and undergraduate level).

Transcripts must be checked carefully, particularly since many students will take coursework after the granting of their bachelor's degree - these courses are included in postbaccalaureate GPAs and not undergraduate GPAs. Use the following example to combine GPAs for two or more schools:

Example

School #1 Credits=34 and Points=90  
School #2 Credits=45 and Points=165

Assuming both schools are on the quarter or the semester system, see #6 below, the combined GPA would be:

$$\frac{\text{Points\#1} + \text{Points\#2}}{\text{Credits\#1} + \text{Credits \#2}} = \text{Combined GPA}$$

$$\frac{90 + 165}{34 + 45} = \frac{255}{79} = 3.23$$

6. Quarter/Semester Conversion of Grade Points:

You cannot calculate the combined GPA of two or more schools if School 1 is on the quarter system and School 2 is on the semester system. For consistency, all calculations sent to the Graduate School must be in the semester system.

To convert **to the semester system** if school uses quarters:

School 1 from example above:

$$\begin{array}{l} \text{Credits=34/Points=90} \quad 34 \times \underline{.667} = 22.67 \text{ (new Credits)} \\ \quad \quad \quad \quad \quad \quad \quad \quad 90 \times \underline{.667} = 60.03 \text{ (new Points)} \end{array}$$

Once everything is in semester hours, you can then proceed to find the combined GPA.

## **APPENDIX B**

# **STUDENT ACADEMIC HONOR AND CONDUCT CODE**

**STUDENT ACADEMIC HONOR AND CONDUCT CODE  
UNIVERSITY OF COLORADO DENVER ANSCHUTZ MEDICAL CAMPUS  
GRADUATE SCHOOL**

**A. ACADEMIC HONOR AND CONDUCT CODE**

Education at the Anschutz Medical Campus is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times.

Although it is not possible to list every situation that violates the UCDAMC academic honor and conduct code, the following examples will provide a reference point:

1. Academic Honesty  
Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.
2. Professional Conduct  
As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action which compromises the quality or safety of patient care; violation of patient confidentiality; and any other conduct unbecoming a professional health practitioner or biomedical researcher.
3. Alcohol and Drug Use  
Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider or researcher and thus is considered unprofessional conduct. Students who have a problem with alcohol and/or drugs should seek assistance from services available on campus. The sale of drugs or the possession of narcotics is against the law.  
  
In order to minimize the potential for alcohol abuse at campus functions, students (as guests and/or hosts) must adhere to current University policy governing the consumption of alcohol on campus.
4. Respect for the Rights and Property of Others

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

**The primary responsibility for reporting violations of the student honor and conduct code rests with the individual student who has violated them. However, fellow students and members of the faculty also share in this responsibility.**

## **B. RELATIONSHIP OF HONOR AND CONDUCT CODE TO LOCAL, STATE AND FEDERAL LAWS**

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

## **C. GRADUATE SCHOOL HONOR AND CONDUCT COMMITTEE**

The committee generally consists of four faculty members and two student representatives. The primary focus of this advisory committee is to examine alleged violations of the honor and conduct code, to hear testimony, and to make recommendations to the Dean as appropriate.

## **D. PROCEDURES**

1. Alleged violations by faculty or students of the student honor and conduct code are first reported to the Dean or Assistant Dean. Normally, disciplinary action should not be taken against the alleged violator until the Honor and Conduct Committee and Dean have reviewed the case and arrived at a decision. However, if the alleged violation threatens the welfare or safety of others or is against the law (see B above), appropriate action should be taken immediately.
2. The Dean or Assistant Dean will review the information submitted concerning the alleged violation. If the alleged violator has been confronted with the violation and admits having violated the honor code, the case may be referred immediately to the Dean for review and action. If there is no admission of wrongdoing, the case will be referred to the Honor and Conduct Committee for a hearing. The Assistant Dean will coordinate the hearing process. Legal counsel will **not** be present for

either the student or the University parties. The hearing will adhere to the following minimum guidelines:

- a. Adequate notice to all concerned parties.
  - b. An opportunity provided for the student accused of the violation to be heard and to question the person alleging the violation.
  - c. A detailed confidential record of the proceedings.
3. Following its deliberations, the Honor and Conduct Committee will submit its findings and recommendations to the Dean. The Dean will make a decision on the case in a timely manner and will communicate the decision to the student and to the appropriate faculty members.

# **APPENDIX C**

## **ACADEMIC APPEALS PROCESS**

**ACADEMIC APPEALS PROCESS  
UNIVERSITY OF COLORADO DENVER ANSCHUTZ MEDICAL CAMPUS  
GRADUATE SCHOOL**

(February 2003)

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

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

**GENERAL PROCEDURES**

1. The student should be informed in writing by the relevant instructor, faculty committee, program chair, or administrator (e.g., Dean or Assistant Dean) that he/she is not meeting the academic requirements to continue in that course or program. Written notices of course failures, unsatisfactory program progress, and intent to request dismissal or suspension from the Graduate School are distributed to the involved student, the student's academic advisor, the Program Director, the program progressions committee (if present), and the Assistant Dean of the Graduate School.
2. Should the student disagree with the decision made by the faculty, committee, Program Director, or administrator regarding course failure or intent to terminate progression in the program based on unsatisfactory academic performance, the student initiates a conference with the involved person(s) to determine if the disagreement can be resolved as soon as possible.
3. If the results of the first conference are not acceptable to the student, the student informs the involved faculty soon thereafter and requests a conference with the involved faculty and Program Director or school administrator. NOTE: This step is required only in situations in which the Program Director and/or school administrator have not already approved or concurred with the initial notice of failure or intent to terminate.

**FORMAL WRITTEN ACADEMIC APPEALS PROCEDURES:**

1. If the outcome of the second conference involving the student, the faculty, Program Director, or school administrator is not acceptable to the student, the

student formalizes the appeal by submitting a formal **Statement of Academic Appeal**, including the resolution sought. The student sends copies to the involved faculty, Program Director, and Assistant Dean, retaining one copy for personal reference.

The formal Statement of Academic Appeal and request for a hearing should be submitted by the student as soon as reasonably possible following the second conference with the Program Director, involved faculty, or school administrator (or the first conference if the second conference is not held).

NOTE: Statement of Academic Appeal forms are available in the Graduate School Office, Academic Office 1, room L15-2609.

2. It is the responsibility of the Assistant Dean (or designee) to contact the involved faculty member(s) and members of the **Graduate School Academic Appeals Committee** and to schedule a date, time, and place for the formal appeal/grievance hearing, which normally will be held as soon as reasonably possible after receipt of the formal appeal statement and request for hearing.
3. The involved faculty or administrators must submit a written statement supporting his/her/their decisions to the Dean at least one week prior to the scheduled appeal hearing. It is the responsibility of the Assistant Dean (or designee) to distribute the formal Statement of Academic Appeal submitted by the student and the written statements submitted by the involved faculty to members of the Academic Appeals Committee at least three (3) days prior to the grievance hearing.
4. The Academic Appeals Committee will meet to review the information submitted by the student and involved faculty to elicit facts of the appeal/grievance. The involved parties will not be present for the full hearing but will be offered a timespecific opportunity to present their views, including additional supporting information, before the Committee and to clarify any questions the Committee may wish to ask.
5. The Academic Appeals Committee chair will prepare a timely written recommendation to the Dean for disposition of the appeal. Copies will be distributed by the Assistant Dean (or designee) to:
  - a. involved student,
  - b. the involved faculty member(s), and,
  - c. the Program Director.
6. Should the student wish to appeal the Committee's recommendation, the student should submit a written response to the Dean (or Dean's designee) within two weeks of receiving the written recommendation of the Committee. The student also

may request a personal interview with the Dean (or Dean's designee) to discuss the situation.

7. The final decision within the Graduate School rests with the Dean of the Graduate School. At the Dean's discretion, he/she may discuss the Committee's recommendation with the involved faculty and student as well as any other persons affected by the recommended resolutions.
8. The Dean (or Dean's designee) will prepare a timely written decision and rationale for the student after receipt of the Committee's recommendations or interview with the student (whichever falls last).

#### **ACADEMIC APPEALS COMMITTEE:**

**Purpose:** The Academic Appeals Committee is a non-adversarial forum for the hearing and examination of information presented to the Committee by the involved parties, which have exhausted prior procedural channels without a resolution of the issue(s).

**Membership:** Membership of the Committee shall consist of:

- a. A graduate faculty member from the School of Medicine who has not had previous involvement with the student.
- b. A graduate faculty member from the College of Nursing who has not had previous involvement with the student.
- c. A graduate faculty member from the School of Pharmacy who has not had previous involvement with the student.
- d. A graduate faculty member from the School of Public Health who has not had previous involvement with the student.

One of the three faculty members, who are not from the school with which the student's graduate program is associated, shall serve as Chair of the Committee.

The Assistant Dean (or designee) will coordinate the activities of the Committee and attend the hearings as a non-voting observer.