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1. Introduction and General Information

1.0 Purpose of the Student Handbook
The purpose of the MSMHA Student Handbook is to acquaint students with the policies and procedures of the University of Colorado Denver Graduate School and the School of Medicine, and to provide resources and guidance for students in pursuit of a Master of Science degree in Modern Human Anatomy. Students are encouraged to read the contents of the handbook carefully, and direct questions regarding the handbook’s contents to their Faculty Academic Advisor, the Academic Services Program Director, or the Executive Director.

The policies, procedures, and guidelines contained in this handbook are subject to change, and may be affected by policy changes within the University of Colorado Denver, the Graduate School, and/or the School of Medicine. Policies set by these bodies must be adhered to, as they have precedence over MSMHA policies.

1.1 Department of Cell and Developmental Biology
The Department of Cell and Developmental Biology (CDB) is the home department of the Modern Human Anatomy Program. CDB is governed by the School of Medicine, and the MSMHA degree program is governed by the University of Colorado Denver Graduate School. CDB, the School of Medicine, and the Graduate School are located at the Anschutz Medical Campus.

The mission statement for the Department of Cell and Developmental Biology is as follows:

The primary missions of the Department are education (medical, dental and graduate programs); pursuit of scholarly work, both in education and research; and service to the university, the community, and to academia in general.

1.2 The MSMHA Degree and Mission
The Master of Science in Modern Human Anatomy at the University of Colorado Anschutz Medical Campus is an innovative and unique program that brings together the strengths of an established anatomy/developmental biology curriculum with the foundations of technology of the Visible Human Project. It is an evolving vision with the flexibility to generate a bridge between rigorous traditional training in anatomy and new technical demands in science and clinical medicine in the 21st Century.

The Master of Science in Modern Human Anatomy provides graduate level training and teaching experience in the physical and virtual anatomical sciences through human cadaver dissection, neuroanatomy, histology and embryology; all addressed from a modern perspective stressing
quantitative imaging, modeling, informatics and clinical applications. The curriculum is translational in integrating computer and engineering technologies into the domains of anatomy and developmental biology through a project oriented curriculum.

Through its project emphasis, the Master of Science in Modern Human Anatomy is designed to engage students in the intellectually creative processes necessary to develop applications that link virtual technology to human biological structure. The technical aspect of the curriculum is designed to extend the traditional aspects of the anatomical curriculum. It is structured to develop and refine skills in the following:

- Project design and effective presentation and proposal development
- Advanced image-processing of photographic, radiologic and microscopic images
- Large scale mosaic imaging
- Segmentation and 3-D surface and solid modeling
- 3-D animation
- Applied engineering through the construction of simulators or other devices based on modeling, finite element constructs and haptics that provide sensory feedback in virtual space

1.3 MSMHA Administration

Dr. Thomas Finger serves as the Executive Director of the MSMHA graduate program. Dr. Wendy Macklin serves as the Chair of the Department of Cell and Developmental Biology, the host department for the degree program. Jennifer Thurston is the Academic Services Program Director, and assists students with aspects of the program's administration and academic advising. MSMHA faculty serve on internal committees such as the Steering Committee, Curriculum Committee, Mentoring Committee, Seminar Committee, and the Admissions Committee. Please consult the MSMHA Faculty Committees website for updated committee membership information, as faculty service changes.

1.4 Student Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their educational records, such as:

- Students have the right to inspect and review their education records maintained by the school,
- Students have the right to request the correction of records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing.
• Generally, schools must have written permission from the student in order to release any information from a student’s education record. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Students who wish to request the prevention of this disclosure may complete the Request to Prevent Disclosure of Directory Information. Please submit this form to the MSMHA Academic Services Program Director, who will in turn submit it to the Registrar's Office.

The MSMHA program retains files for each matriculated student. The Academic Services Program Director maintains admissions files, and the student's assigned faculty Academic Advisor maintains student records upon matriculation. MSMHA students have the right to review their respective files upon request. The exception to this is recommendation letters submitted with the application, as a FERPA waiver agreement prevents disclosure.

1.5 Equal Opportunity and Non-Discrimination
The Modern Human Anatomy program is committed to equal opportunity, including opportunity for individuals with disabilities. The MSMHA program does not discriminate on the basis of gender, age, sexual orientation, race, religion, gender identity, or country of origin.

2. MSMHA Degree Requirements

2.0 MSMHA Curriculum and Credit Hour Requirements
The MS in Modern Human Anatomy degree requires the successful completion of 43 credits of coursework. Successful completion of a course is defined as a letter grade of 'B-' or better in all coursework, or the award of a "pass" grade. These 43 credit hours are detailed on the Curriculum webpages located here:

MSMHA Curriculum and Degree Requirements for Students Matriculating Fall 2015
MSMHA Curriculum and Degree Requirements for Students Matriculating Fall 2014
MSMHA Curriculum and Degree Requirements for Students Matriculating Fall 2013

Enrollment for a minimum of five (5) credits in the Fall and Spring semesters and three (3) credits in the Summer semester is required to be eligible for financial aid and full-time status.
2.1 Course Loads and Expectations
The first year of the MS in Modern Human Anatomy curriculum consists of a rigorous series of core courses that require lab work, project-based work, and commitments outside of the traditional classroom hours. Depending upon the student’s background and facility with anatomical information, significant additional study time should be allotted outside of the classroom hours for each course.

While the MSMHA curriculum is primarily designed for full-time students, it is possible, with the assistance of an Academic Advisor, to petition the Mentoring Committee of the MSMHA program to obtain permission to complete the curriculum on a part-time basis. Please consult regularly with your faculty Academic Advisor to create a road-map for your plan of study to ensure proper course sequencing while adhering to the course offerings schedule.

2.2 Course Descriptions
Course descriptions and syllabus information for all MSMHA core courses and electives can be located here by clicking on the appropriate course on the MSMHA Curriculum website.

2.3 MSMHA Core Requirements
The courses should be taken in sequence as listed on the MSMHA Curriculum page, which can be accessed here on the MSMHA Curriculum website. Substitutions may not be made for MSMHA core requirements.

2.3.1 ANAT 6111, Human Gross Anatomy (8 credits)
Course Director: Dr. Danielle Royer
Course Description: The Human Gross Anatomy course examines the form and function of the human body at a macroscopic level. Systems-based and regional anatomy lectures are complemented by full-body cadaver dissection. Medical imaging labs provide the opportunity to learn ultrasound skills.

MSMHA students enrolled in ANAT 6111, Human Gross Anatomy, will be joined in lecture and lab by first-year students in the Masters of Medical Science in Anesthesiology Program. This is a 15-week course offered only in the Spring semester, in conjunction with ANAT 6310, Fundamentals of Structure and Function in the Human Nervous System.

2.3.2 ANAT 6205, Imaging and Modeling (5 credits)
Course Director: Dr. Ernesto Salcedo
Course Description: This course covers major medical and scientific imaging modalities with
an emphasis on 3D scientific and medical visualization. Students will also receive instruction in advanced digital image processing and 3D modeling using industry-standard software such as MATLAB and Maya.

Imaging and Modeling is offered only in the Fall semester. It is a 15-week course, and consists of integrated lectures and laboratories throughout the semester.

2.3.3 ANAT 6310, Fundamentals of Structure and Function in the Human Nervous System (4 credits)
Course Director and Instructor: Dr. Maureen Stabio
Course Description: Basic neuroanatomy and neural systems with a workshop focus employing facilitated discussions and problem-oriented cases. Laboratory sessions will employ brain specimens, models, and image sets. Team-based projects are geared to in-depth exploration of selected topics with development of collaborative presentations.

Commonly referred to as Neuroanatomy, the course is only held in the Spring semester, and is offered as a 15-week class in conjunction with ANAT 6111, Human Gross Anatomy

2.3.4 ANAT 6320, Human Histology (4 credits)
Course Director and Instructor: Dr. Lisa Lee
Course Description: Histology is the study of tissues. By exploring the human structure, function and organization at the histological level, students will gain important pattern recognition skills to integrate microscopic knowledge with macroscopic gross anatomy and other foundational anatomical sciences.

Human Histology is offered only in the Fall semester. It is a 15-week course, and consists of integrated lectures and laboratories throughout the semester.

2.3.5 ANAT 6330, Human Embryology (2 credits)
Course Director and Instructor: Dr. Lisa Lee
Course Description: The graduate level, introductory human embryology course will emphasize developmental aspects of adult anatomy and congenital malformations. Educational value of three- or four-dimensional models and other ancillary learning resources for human embryology will also be explored.
Human Embryology is offered only in the Fall semester. It is a 15-week course, and consists of integrated lectures and laboratories throughout the semester.

2.3.6 ANAT 6411, Teaching and Communication in the Biomedical Professions (2 credits)
Course Directors: Dr. Maureen Stabio and Dr. Jennifer Stratford
Course Description: This course will provide students with training, practice, and constructive feedback in effective communication skills in order to be successful in the biomedical professions. Topics include teaching theory, the neurobiology of learning, professionalism, technology, PowerPoint, and scientific reading and writing.

Teaching and Communication in the Biomedical Professions is offered only in the Fall semesters and is a full-semester, 15-week course.

2.3.7 ANAT 6910, Teaching Practicum (1 credit)
Course Description: Hands-on teaching course in which students apply pedagogical theories to practice in a professional program as a teaching assistant, lecturer or other instructional position.

The MSMHA program will assist students with securing a teaching practicum experience. The student’s academic advisor and the faculty member directing the Practicum will have final approval the teaching practicum, and will need to sign the Teaching Practicum Request Form to approve entry into the course. The signed form should be submitted to the Academic Services Program Director for the issuance of a permission number for registration. This course is graded on a pass/fail basis. Students do not pay tuition for this 1-credit course.

2.4 MSMHA Electives
MSMHA students are required to take 9 credits of electives throughout the two years of the program. Electives which have been pre-approved by the MSMHA Curriculum Committee may be viewed by viewing the MSMHA Approved Electives webpage. Students may also present options for elective credits to his or her academic advisor for vetting and approval. These additional elective options can be chosen from the Graduate School Coursebook, from other AMC Coursebooks, or from course offerings at the Downtown Denver campus, the CU-Colorado Springs campus, or the CU-Boulder campus.

Students may use a maximum of 6 credits of Independent Study (ANAT 6840) AND Teaching Practicum (ANAT 6910) to fulfill the 9 credit MSMHA Elective requirement.
2.4.1 ANAT 6750, Special Topics, Modern Human Anatomy
Occasionally, MSMHA faculty will offer a Special Topics course. These topics vary, and will highlight the expertise and interest area of the respective faculty member. Special topics courses can range from 1-3 credits. ANAT 6750 credits may be used to satisfy the MSMHA Electives requirements.

2.4.2 ANAT 6840, Independent Study
ANAT 6840, Independent Study, provides students with opportunities to pursue research and exploration with faculty members within the MSMHA program and faculty not directly associated with the program. The aim is to allow students to collaborate with faculty in ways that are outside of the scope of formal coursework. ANAT 6840 is graded on a letter-grade basis.

The following steps must be taken to add this course:
1. Obtain and complete the Independent Study Request Form.
2. Obtain the signatures from the instructor/faculty advisor and your faculty academic advisor.
3. Submit signed form to the MSMHA Program Administrator for further processing.
4. The MSMHA Academic Services Program Director will email the student the permission number in order to register for the course.
5. The student is then responsible for signing up for the class prior to the posted add/drop deadline.
6. The original form will be placed in the student’s file.

2.4.3 ANAT 6910, Teaching Practicum
For students seeking additional teaching experience, ANAT 6910, Teaching Practicum, can provide just that opportunity. Students are permitted to take ANAT 6910 for a maximum of 3 credits: 1 credit is a degree requirement, with the tuition cost for that 1 credit covered by the department, and additional credits (a maximum of 2 additional credits) may be used toward MSMHA electives. You must have permission from your faculty academic advisor to add this course and use it toward MSMHA elective requirements. ANAT 6910 is graded on a pass/fail basis.

2.5 MSMHA Seminar Series
All first-year MSMHA students are required to attend the MSMHA Seminar Series. The seminar series is organized and provided to introduce first-year students to potential Capstone mentors and
projects, as well as to expose students to the breadth of opportunities available. Attendance at all MSMHA seminars is a prerequisite to the Capstone Project for first-year students. Students should speak to their faculty academic advisor if an absence from a seminar is anticipated.

Second-year MSMHA students are strongly encouraged to attend the MSMHA Seminar Series, as it will continue to expose students to dynamic research on campus and advances and innovations in the field.

2.6 MSMHA Capstone Project, ANAT 6950
All MSMHA students are required to complete the MSMHA Capstone Project in order to graduate. The Capstone Project, ANAT 6950, is an 8-credit, multi-semester endeavor, designed to highlight knowledge gained in the MSMHA curriculum, as well as independent work guided by a faculty mentor. Please refer to the MSMHA Capstone Project website for more detailed information on the project and scope.

Students will work with their respective capstone faculty mentor to determine the appropriate number of credit hours of enrollment for each semester of the project. For example, a student may wish to enroll in 2 credits of ANAT 6950 in the Summer semester, 3 credits of ANAT 6950 in the Fall, and 3 credits of 6950 in the Spring. Another student may enroll in 4 credits of ANAT 6950 in the Fall and 4 credits in the Spring.

Permission from the Capstone faculty mentor and the student’s Academic Advisor is required to add the course each semester, providing the student with an opportunity to meet with the mentor to determine the appropriate credit and work-load requirements. Students will complete the Capstone Registration Request Form, obtain a signature from their faculty mentor and academic advisor, then submit the form to the Academic Services Program Director to obtain a permission number for registration.

All Capstone related forms and resources are located on the MSMHA Capstone Project website.

The Capstone Project is graded on a whole letter-grade basis (A, B, C, D, F), as no + or – grades are awarded. While the project is in process, students will receive a grade of "IP," designating that the course is "In Progress." Upon completion of the Capstone Project, all previously awarded "IP" grades will be retroactively changed to reflect the letter grade awarded for the entire project.
3. MSMHA Academic Policies

3.0 Grading Policy

3.0.1 General Rules

Students enrolled in courses with an ANAT prefix that are letter-grade based will receive a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. The exception to this policy is the MSMHA Capstone Project, ANAT 6950, which will utilize whole-grades, with no + or – designations awarded. A grade of B- or higher is required for successful completion of each course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>not awarded</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<td>B-</td>
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<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade point averages are calculated with the following formula:

\[
\text{Grade Point Average} = \frac{\sum (\text{Course Quality Points} \times \text{Course Credit Hours})}{\text{Total Credit Hours}}
\]

To maintain satisfactory academic progress, advance to candidacy and earn a graduate degree, students are required to maintain at least a grade of “B” average, which is a 3.0 GPA, in all work attempted while enrolled in the Graduate School. All grades received will appear on the student's transcript and be included in the GPA calculation. Grades earned as a non-degree student are not included in the cumulative GPA.

3.0.2 Incomplete Work

Course directors will assign a letter grade, an Incomplete (I), or In Progress (IP) for multi-semester graduate level courses such as the Capstone Project. IP grades are changed to final letter grades when the student completes the required work. An Incomplete grade is automatically changed to an F grade after one calendar year unless a grade change is initiated by the course director.

Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. An incomplete is to be used in cases where extenuating circumstances beyond the student’s control prevent the student from completing a small portion (generally 25%) of the course in such a way that a final grade cannot yet be assigned.

The Course Completion Agreement Form for Incomplete Grade must be completed and signed by the student and the Course Director, and submitted to the Academic Services Program Director.
3.0.3 MSMHA Course Withdrawal Policy

After the add/drop date posted for each semester (after the 10th day for Fall & Spring semesters, and after the 5th day of the Summer semester), enrolled students will receive a grade for each course. Discontinuing enrollment in a course after the add/drop date will result in a withdrawal, and a "W" grade will be posted on the student’s transcript for that course.

3.0.3.1 Withdrawal from ANAT Courses

The deadlines for which a student may withdraw from a course are as follows:
- Fall and Spring semesters: 4 weeks prior to the end of the semester
- Summer semesters: 3 weeks prior to the end of the semester

To withdraw from a course, a student must first complete the Course Withdrawal Form. The Course Withdrawal Form must then be signed by the course instructor, the Executive Director, and the Assistant Dean of the Graduate School, Dr. Shawna McMahon. Please note that students are not eligible for a tuition refund after the add/drop period.

3.0.3.2 Withdrawal from AMC (non-ANAT) Courses

Students enrolled in a non-ANAT course on the Anschutz Medical Campus must adhere to the withdrawal policy of the department offering the course, as there is not a campus-wide withdrawal policy at AMC. If a withdrawal is permitted, the student must first complete the Course Withdrawal Form, which requires signatures of the course instructor, the Program Director, and the Assistant Dean of the Graduate School, Dr. Shawna McMahon. Please note that students are not eligible for a tuition refund after the add/drop period.

3.0.3.3 Withdrawal from downtown Denver, Boulder & Colorado Springs Courses

Students enrolled in a course offered at the downtown Denver campus, Boulder campus, or Colorado Springs campus will adhere to the posted add/drop and withdrawal dates for that campus. Please consult the campus’ academic calendar for the exact dates. A withdrawal from a downtown Denver course must be completed via UCDAccess. Please see the Academic Services Program Director when considering a withdrawal from a Colorado Springs or Boulder campus course offering.

3.0.3.4 International Students

International students should discuss the possibility of a course withdrawal with an advisor in the Office of International Affairs, as withdrawing from a class may impact full-time status and risks violating visa guidelines and requirements.
3.1 Academic Standing

Students must receive a B- or above in all coursework in order for the course to considered a completed degree requirement. Students with a 3.0 or greater cumulative GPA are considered in "Good" academic standing.

When a student's cumulative GPA falls below a 3.00, the Graduate School will notify the student and the MSMHA Executive Director that the student has been placed on academic probation. The Executive Director will then notify the student's Academic Advisor, so the student and advisor can work together to develop a strategy for success. The student must obtain a GPA of at least 3.0 or greater during each semester on probation. In addition, the student will have two semesters, if enrolled as a full time student or four (4) semesters if part time, in which to raise their cumulative GPA to at least a 3.0.

If the student on probation does not obtain a GPA of at least a 3.0 during each semester while on probation, he or she will be subject to dismissal upon recommendation of the Academic Progress Committee, Executive Director, and the concurrence of the Dean.

3.2 MSMHA Policy for Academic Appeals and Grievances

3.2.1 Academic Appeals and Grievances

The MSMHA program adheres to the Appeals Process that has been developed and implemented by the Graduate School. Those procedures address student appeals and grievances arising from grading decisions, suspension, termination, or dismissal from the Graduate School or its programs, or denial of progression based on unsatisfactory academic performances. Please review the Graduate School Appeals Process policies.

3.2.2 MSMHA Grievances

If a student has a grievance with a faculty member, staff, or fellow student, the student should immediately report the grievance to his or her assigned faculty Academic Advisor. Such a grievance can include (but is not limited to): perceived harassment, discrimination, unfair and/or disrespectful treatment, and unprofessional behavior. The Academic Advisor will then refer the grievance to the Executive Director, and the student will meet with both parties to discuss solutions. If a solution is not satisfactorily agreed upon, the grievance will be escalated to the Chair of the Department of Cell and Developmental Biology. If further escalation is required, the grievance will be reported to the Dean of the Graduate School for resolution.
3.3 Graduate School Academic Honor Code and MSMHA Honor Statement
Students are expected to adhere to the highest standards of personal integrity and professional ethics and to the UC Denver Graduate School Academic Honor and Conduct Code. It is imperative that every MSMHA student carefully review the Graduate School’s Student Academic Honor and Conduct Code, as students are responsible for adhering to these policies. In addition to the guidelines established by the Graduate School, each incoming class of MSMHA students is responsible for establishing and enforcing an Honor Statement appropriate to the class. This MSMHA Honor Statement will be defined by the class within the first week of the semester.

3.4 Credit and Payment for Work
Students are free to pursue paid opportunities on the Anschutz Medical Campus and elsewhere that utilize the students’ expertise and skill sets. Students are not permitted to receive both academic credit and payment concurrently for the same work.

4. Transfer Credits: Policies and Procedures

4.0 Definitions and Limits
Transfer credit is defined as any credit earned at another accredited institution either in the United States or abroad, or credits earned as a non-degree student within the University of Colorado system. Graduate courses taken while the student was enrolled in a graduate program anywhere in the University of Colorado system or an institution with established Memoranda of Understanding with UC Denver are considered resident, not transfer, and therefore fall outside the limits of transfer credits.

A student may apply a maximum of 16 credits of transfer coursework toward MSMHA degree requirements.

4.1 Transfer Course Requirements
All courses accepted for transfer must:

- Be graduate level (5000 and above),
- Have a letter grade - courses in which the grading is either satisfactory/unsatisfactory or pass/fail are not accepted,
- Have a grade of B- or better,
- Have been completed at an accredited college or university, but not used toward the completion of a Bachelor’s or Master’s degree,
- Be reviewed, evaluated, and approved by the Curriculum Committee,
• Be transferred prior to the semester of graduation.

All courses accepted for transfer must **NOT:**
• Be used toward a bachelor's degree if the course was taken at the University of Colorado while the student was an undergraduate,
• Be used in the receipt of another master's degree.

Additionally, once a student has matriculated into the MSMHA program, the student may not complete coursework at a different institution to be transferred and applied toward MSMHA degree requirements.

### 4.2 Process for Transferring Courses
Credit cannot be transferred until the student has established a satisfactory record of at least one term of enrollment at the CU Denver and earned a minimum 3.00 GPA. Transferred courses do not reduce the residency requirement but may reduce the amount of work required at UC Denver for the degree.

The process for requesting the transfer of credit to the MSMHA curriculum is as follows:
• The student must download and complete the Request for Transfer of Credit form,
• Verify in writing that the transfer request meets the requirements #1, 3, 4, 5, 6, and 7 as stated on the Request for Transfer of Credit form,
• Provide a statement in writing confirming that the courses were not used toward a bachelor's degree if the courses recommended for transfer were taken at the University of Colorado while the student was an undergraduate,
• Submit the form and a detailed syllabus to the Program Administrator,
• The course will be evaluated by the Curriculum Committee, and the Committee will determine how the course may be used to satisfy degree requirements within the MSMHA curriculum,
• Once the Curriculum Committee has approved the transfer of credits, the student must submit the approved Request for Transfer of Credit form to the Graduate School, along with an official transcript from the college/university where the course was completed.

### 5. MSMHA Graduation Procedures

#### 5.0 Time Requirements for the MSMHA Degree
Master's students, whether enrolled full time or part time, have five years from matriculation (the start of course work) to complete all degree requirements, including the completion of the
Capstone Project. Students who fail to complete the degree in this five year period are subject to termination from the Graduate School upon the recommendation of the Executive Director and the concurrence of the Dean. For students to continue beyond the time limit, the Executive Director must petition the Dean for an extension and include (1) reasons why the program faculty believes the student should be allowed to continue in the program and (2) an anticipated timeline for completion of the degree.

5.1 Course and Grade Requirements for Graduation
In order for a course to be used to satisfy graduation requirements, a grade of B- or better must be earned for all letter-grade based courses, and a pass grade must be earned for pass/fail courses. A cumulative grade point average of 3.00 or higher is required to graduate.

5.2 Graduation Procedures
Students who wish to receive the Master’s degree must first become candidates. After completing or registering for all program-required coursework, students must file an Application for Graduation with the University, and an Application for Admission to Candidacy for the Graduate School. Deadlines for all graduation requirements are located on the Graduate School’s Deadlines for Students Planning to Graduate website. Graduation forms and information are located on the Graduate School’s Masters Student Services website.

The student’s Academic Advisor and Executive Director must approve the completed Application for Admission to Candidacy before it is submitted to the Graduate School for final approval. An approved form certifies that a student’s work is satisfactory and that the program curriculum described in the Application for Graduation meets all of the requirements of both the Graduate School as well as the MSMHA program, and that the student is a candidate for the degree. The Academic Services Program Director is available to assist students with these documents and requirements.

5.3 Graduation Dates and Commencement
There are three graduation opportunities each calendar year: upon the completion of the Spring semester, Summer semester, and Fall semester. Please refer to the Graduate School’s Masters Student Services website for exact deadlines and graduation application materials. MSMHA graduates participate in the AMC Convocation and Graduate School Commencement, which are held at the completion of each Spring semester.
6. MSMHA Academic and Professional Integrity Policies

The University of Colorado Anschutz Medical Campus is an academic and professional community. As members of this community, and as future leaders in education and health professions, all MSMHA students are expected to take personal responsibility for understanding and observing the following policies.

6.0 Cell Phones, Tablets and Computer Usage

Students must have their own cell phone, tablet, or computer for academic purposes and for communication. Students with cell phones should turn them off during class or scheduled laboratory sessions. Use of tablets, computers, and other electronic devices in the classroom, laboratory, and small group settings must be for academic purposes only. Students should not use cell phones for personal text messaging in the classroom or laboratory settings.

6.1 Consensual Relationships Policy

- Consensual relationships between students and faculty are not allowed.
- Consensual relationships between students and staff members who are in a position of authority or who have access to student or testing information are not permitted.
- Please review the University of Colorado’s Administrative Policy 5015 for details-- http://www.cu.edu/ope/aps/5015

6.2 Sexual Harassment

- Sexual harassment at the institution is unacceptable behavior and will not be tolerated. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature toward a student and/or employee, by a person of authority or influence over that student or employee.
- No one will receive unfavorable treatment for presenting a complaint of sexual harassment. All complaints will be considered confidential to the extent possible. Only those individuals determined to be involved in the complaint or its resolution will have information concerning the complaint. All complaints of harassment may be reported to the Executive Director of the Program, the Chair of Cell and Developmental Biology, or the campus sexual harassment officer (please review CU Administrative Policy Statement 5014 for a detailed statement).
- Any individual violating the policy against sexual harassment may be subject to disciplinary action. Failure by anyone vested with the responsibility to report allegations of sexual harassment is considered a violation of this policy. It is the intent of this policy to comply with the requirements under Title VII of the 1964 Civil Rights Act and Title IX of the 1972
Education Amendments, as well as other applicable statutory laws and regulations of the State of Colorado.

6.3 Diversity
- The University of Colorado Master of Science in Modern Human Anatomy Program recognizes, values, and affirms that diversity contributes richness to the college and enhances the quality of education.
- It is the policy of the MSMHA Program that no student or employee shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the MSMHA Program.
- The MSMHA Program is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity.
- Commitment to the principles of non-discrimination includes the federally protected classes of age, gender, sex, race, color, creed, national origin, religion, ancestry, marital status, ethnicity, disability, sexual orientation, gender identification, or status as a protected veteran.

6.4 Dress Code
The MSMHA Program exists in a health professional school, including classrooms, laboratories and small group settings. Therefore, students are expected to dress and conduct themselves in a professional manner at all times.

Dress Code in the Classroom and Small Group settings:
Nice, casual attire is preferred. The student in the classroom and in small groups should dress professionally, demonstrating respect for fellow students and faculty.

Dress Code in the Anatomy Laboratory:
Students normally wear old clothes or scrubs and closed-toed shoes in the lab. Closed toed shoes are mandatory in the laboratory environment, per Department of Environmental Health and Safety requirements.

6.5 Email
Students must use the email address/system provided by the University of Colorado. Email is the main line of communication between campus administrative offices and students. Students must check their email on a regular basis.

6.6 Social Media Policy
The University of Colorado’s Guidelines & Best Practices on Social Media Usage are provided as clarification on how to best enhance and protect personal and professional reputations of MSMHA students when participating in the social media environment.
6.7 Course Evaluations
Students are required to complete course evaluations before they are due and without persistent encouragement by the faculty. Students who do not complete the course evaluations on time will be contacted by the Executive Director for corrective actions.

6.8 MSMHA Student Academic and Professional Integrity Policy Infractions
It is expected that students will observe the policies listed above in Sections 6.0 - 6.7. If a student is not adhering to one or more of these policies, the infraction(s) will be reported to the student’s faculty Academic Advisor. The student and advisor will meet to gain an understanding of the issue and develop a resolution. If the policy infraction is not resolved, the student and academic advisor will meet with the Executive Director to discuss acceptable solutions. Should an agreed upon outcome not be reached, the issue will escalate to the MSMHA Academic Progress Committee. If a resolution is not reached by the Academic Progress Committee, then the alleged violation will be reported to the Dean of the Graduate School as outlined in Section 6.10 below.

6.9 Graduate School Honor Code and MSMHA Honor Statement
As stated in Section 3.3, students are expected to follow the Graduate School Academic Honor and Conduct Code and the MSMHA Honor Statement at all times, including taking exams.

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

- Academic Honesty: Students should adhere to the highest standards of academic honesty and integrity. Foregoing these standards includes issues related to 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, and illegal or unauthorized use of University resources.
- Professional Conduct: Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either an academic or professional setting, as well as any other conduct unbefitting a professional or biomedical researcher.
- The AMC is a drug and tobacco free campus.
- Respect for the Rights and Property of Others: Students shall conduct themselves in a professional manner at all times that recognizes the rights and property of others.

6.10 Graduate School Honor Code, MSMHA Honor Statement Infractions
A student will be notified in writing if a breach of the Graduate School Honor Code or MSMHA Honor Statement is perceived. The student has an opportunity to gather information in order to
properly respond to the allegation. The student will meet with the MSMHA Executive Director, his or her academic advisor, and those directly impacted by the infraction. If there is no resolution from this meeting, the issue will be escalated to the Chair of the Department of Cell and Developmental Biology. If further escalation is required, the infraction will be reported to the Dean or Assistant Dean of the Graduate School. The Graduate School will then abide by the following procedures:

1. Alleged violations of the student honor and conduct code that were not resolved as described in section 6.8 above will be reported to the Dean or Assistant Dean. Normally, disciplinary action will not be taken against the alleged violator until the Honor and Conduct Committee (a committee generally consisting of four faculty members and two student representatives) 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 appropriate action will 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 wrong doing, 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, including the Executive Director of the MSMHA Program.

**6.11 Faculty Academic Principles, Professional Rights, and Responsibilities**

Faculty at the Anschutz Medical Campus are guided the University of Colorado Faculty Academic Principles, Professional Rights, and Responsibilities. If a student has a valid concern about a faculty member’s violation of these responsibilities, we encourage the student to report the matter to the MSMHA Executive Director or the Chair of the Department of Cell and Developmental Biology.
7. Academic Advising

The information provided below is included in the Academic Advising Guidelines.

7.0 Advising Philosophy
The purpose of pairing students with faculty advisors is to support the development of the student during their time in the MSMHA Program. Through several interactions between the advisor and advisee, a close relationship will be built with the aim of supporting the advisee to achieve his or her goals. The advisee is encouraged to be an active participant in their own intellectual development and to utilize the resources offered by their advisor and the institution.

7.1 Assignment of Advisors
A single advisor will be assigned to each advisee prior to matriculation. Advisors will be drawn from the membership of the MSMHA Mentoring Committee. Each advisor will have a minimum of three and a maximum of six advisees during any two-year span.

Advisees will be introduced to their advisor during the New Student MSMHA Orientation. Additional one-on-one time will be scheduled by the academic advisor, who will contact each student to setup a specific time for this meeting.

7.2 Advising Sessions
The advisor and advisee are required to meet at a minimum once per semester. However, students may also meet with their advisor beyond the required meetings should the need arise. One of the goals for advising sessions is to ensure that the advisee is making good academic progress and to ascertain whether the advisee believes that he/she is meeting the goals that have been established.

7.3 Advising and the Capstone Project
Each student will complete a capstone project as part of the MSMHA curriculum. Students wishing to graduate at the end of the Spring semester of their second year will identify a capstone mentor by the end of their first year (May), submit a preliminary capstone report to their capstone committee by December 1, and submit a final capstone project report to his or her capstone committee in April. After securing a capstone project and mentor, students should discuss their capstone progress with their advisor on a monthly basis.

7.4 Changing Advisors
A student may request to change advisors. The request must be made to the Chair of the Mentoring Committee in the form of an email. The advisee must state their rationale for the change request.
The chair of the committee will meet separately with both the advisee and the faculty advisor to discuss the request. Should the decision to change advisors be made, the student will be assigned to an advisor who has availability to take on a new advisee (i.e., the advisor currently has fewer than 6 total advisees). The student cannot request a specific replacement advisor.

It is not permissible for an academic advisor to serve as a capstone project mentor for the same student. If a student identifies their assigned academic advisor as their capstone project mentor, a new academic advisor will be assigned. Either the academic advisor or the student should contact the Mentoring Committee to request a change in academic advisor due to this situation.

7.5 Tracking Advisee Progress
If an exam grade received by a student is less than passing (<80%), the course director will notify the Mentoring Committee. The chair of the mentoring committee will then notify the student’s advisor and encourage that they meet to discuss strategies for improvement.

Students wishing to dispute a grade should refer to the MSMHA Student Handbook (section 3.2) for details on this process. The advisee may invite the advisor to attend meetings regarding grade disputes. The advisor may advocate for the student, as the advisor may be most knowledgeable of circumstances influencing a student’s performance.

A comprehensive review of the advisee’s academic progress is required to take place in the Fall and Spring semesters of year one. The progress of the advisee will be summarized using the MSMHA Program Progress Form, which is to be completed by the advisee prior to the meeting. The advisor and advisee will schedule a meeting time that suits their schedules, typically in the middle of each semester. In addition, advisors will be notified about any professionalism issues (see MSMHA Student Handbook) regarding the advisee, and will meet with the student to address these matters.

8. MSMHA Class Presidents
8.0 Election of Class President
Each class is responsible for electing a President and Vice President, using a voting method determined by the group. Elections should be held in the middle of the Fall semester of the class’ first year, on a date agreed upon by the group. At the conclusion of the first year of the program, the class will determine if the elected President and Vice-President will continue serving in the second year or if new leadership should be elected. The results of the elections shall be made available to the class and the Steering Committee of the Program.
8.1 Duties of Class Presidents

- Plan, publicize, prepare for, and preside over all class meetings.
- Attend and represent the class in relevant student, faculty, and administrative meetings, and participate in appropriate planning and decision-making procedures pertinent to the MSMHA Program. The Second Year President will be a voting member of the MSMHA Steering Committee.
- Assist with programmatic decision-making and provide student feedback when requested.
- Establish ad hoc committees to achieve the goals of the class.
- Work with student representatives from other programs to organize the annual Donor Memorial Ceremony, and publicize the event to fellow MSMHA students.

9. Faculty Members Affiliated with the MSMHA Program

9.0 Graduate Faculty Membership

Members of the faculty of the Modern Human Anatomy program may be viewed on the MSMHA Faculty webpage.

9.1 Faculty Committees

Faculty membership in MSMHA committees may be viewed on the MSMHA Faculty Committees webpage.

10. Anschutz Medical Campus & Program Logistics and Requirements

10.0 Modern Human Anatomy Suite

The MSMHA suite is located in the Center for Human Simulation on the 5th floor of Building 500 on the Anschutz medical campus. The suite provides: a study room, a technology lab, a conference room, faculty offices, a program administrator office, reception/lounge space, a break room, lab space, and lockers for all first-year students in the program.

The MSMHA suite is available to students 24-hours a day, 7-days a week. Outside of regular 8:00 AM – 5:00 PM business hours, access to Building 500 and the MSMHA suite can be obtained with the student’s badge.

10.0.1 Lockers

First-year students will be assigned a locker in the MSMHA suite, and a lock will be provided for each student. The MSMHA program is not responsible for items contained in the lockers, or
personal items left in and around the suite. Second-year students may secure a locker in one of the Education buildings, and must provide their own locks.

10.0.2 Copier and Printer
Each MSMHA student will be provided a copier/printer code, providing access to the full functionality of the machine in the MSMHA suite. While the program does not dictate a printing or copy limit, it is expected that students will use the resource only for academic purposes and only for the student's own copying and printing needs.

10.1 MSMHA Laptop Requirement
All MSMHA students are required to have access to a laptop throughout the curriculum. The MSMHA program does not have a preferred manufacturer or operating system. The following guidelines should be used when purchasing a laptop for the program:

   Critical:
   • 64-bit dual core CPU:
   • 8 GB RAM minimum (16 GB recommended)

   Highly Recommended
   • 64-bit quad core CPU
   • OpenGL-compatible graphics card (with at least 1 GB RAM)
   • SSD drive (solid state drives are much faster than ordinary drives, but hold less data)

10.2 Email Policy
The MSMHA program abides by the Graduate School's Student Email Policy. It is important for students to review the policy and abide by the guidelines.

As the Graduate School's Student Email Policy states, email is the official means of communication for the Graduate School. This holds true for the MSMHA program, and students are responsible for reviewing emails frequently. The expectations of the MSMHA program are the same as the Graduate School:

Not reading email does not absolve a student from the responsibilities associated with communication sent to his or her official email address. Students are expected to check their official email address on a frequent and consistent basis in order to stay current with University communications (at a minimum, once a week). Students have the responsibility to recognize that certain communications may be time critical. “I didn’t check my email,” error in forwarding email, or email returned to the University with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing University communication sent via email.
10.3 Parking
Parking passes are required for all locations on the Anschutz Medical Campus. Student parking fees and information follows:

- Students: $36/month. Permit parking after hours and weekends only: No Charge. 6:00pm to 6:00am – Access in or out of the lot will be denied outside of this time frame. Those still in the lot after 6:00am will be required to pay the hourly parking rate upon exit.
- Reserved Parking: $75/month
- Carpool: $36/month
- Short Term Weekly Parking (1 to 8 weeks): $10/week

Additional information can be found on the AMC Parking Office website.

10.4 RTD (Rapid Transit Denver) Passes
The RTD College Pass is available to all active (enrolled) Anschutz Medical Campus degree-seeking students. The pass is supported by a mandatory student use fee of $48.35 per semester. The AMC RTD College Pass includes all regular fixed route service, including bus (local, express, regional), light rail, call-n-Ride, and skyRide service (free to AMC students with RTD College Pass). Services NOT included in the RTD College Pass program are: access-a-Ride, BroncosRide, RockiesRide and other special event services.

The fee will be assessed for any term in which the degree-seeking student enrolls for academic credit at the Anschutz Medical Campus. Waivers out of the College Pass Program will be allowed only for individual students who meet specific criteria which are outlined in the Fee Waiver Application form, which can be located on the Student Assistance Office webpage. Waiver criteria include:

- Students whose capstone projects take them to hospitals or locations/buildings outside of the RTD service area must pay the per-term fee.
- In the event that a degree-seeking student is not enrolled in a particular term, per RTD regulations, the fee and associated transit services cannot be ‘opted into’ for that particular term.
- Non-degree seeking students are not eligible for the RTD College Pass.

Degree seeking students new to campus
For degree seeking students new to campus, the College Pass will not be available until the student completes orientation and receives their AMC ID Badge. For new students, the College Pass will be distributed by the Badging / Security Office during matriculation. Students will be scheduled for Anschutz Campus ID Pictures, and the RTD College Pass ID will be prepared and distributed at the same time.
**Continuing students**

For continuing students (those enrolled as degree seeking in an AMC degree program), the College Pass will be available before the beginning of the next term. For continuing students, the RTD College Pass will be distributed by the Student Assistance Office in 3123 of Ed II North. As always, announcements will be sent via email with instructions on picking up the College Pass ID / sticker.

**10.5 Badges and Access**

The Program Administrator will arrange a date and time in which new students will visit the badging office to receive their AMC ID Badges. Badges give students access to areas such as the MSMHA suite after hours and on weekends, dissection labs, parking lots (if a parking permit has been issued), and the student lounge in Building 500.

If your badge is lost, stolen, damaged, or is malfunctioning, please contact the Security Badging Office immediately. The Security Badging Office is located on the 1st floor of Building 500. Additional contact and badging information can be found on the Security Badging website.

**10.6 Colorado Residency**

Colorado residency and access to in-state tuition benefits is determined by the Registrar’s Office at the Anschutz Medical Campus.

An individual must have been domiciled in Colorado for one calendar year before he or she is can petition to receive in-state tuition benefits. For information on how to establish domicile in the state of Colorado, please read How to Establish Colorado Domicile thoroughly.

Once a student has established domicile in the state of Colorado, the student must complete a Petition for Residency and submit the petition to the Registrar’s Office.

**10.7 Academic Calendars**

The MSMHA program will adhere to the Graduate School's Basic Sciences academic calendar. The Basic Science academic calendars are published by the Graduate School, and are located on the Graduate School's Coursebooks and Academic Calendar website.

**10.8 Course Registration**

All students will use the UCD portal, UCDAccess, to add, drop, and/or withdraw from courses each semester. Only the student may alter his or her own academic schedule, and is responsible for all registration functions.

The start of registration for each semester, in general, is as follows:
- Fall Semester: First Monday in August
- Spring Semester: First Monday in December
- Summer Semester: Second Monday in May

The last day that you may add/drop courses from your schedule, in general, is as follows:
- Fall Semester: Friday of the second week of classes
- Spring Semester: Friday of the second week of classes
- Summer Semester: Friday of the first week of classes

To access registration functions, login to the [UCDAccess portal](#).

Please be sure to consult the [Basic Sciences Academic Calendar](#) for exact dates each academic year.

If a student needs to add a course after the add/drop deadline has passed, the student must complete the [Student Registration form](#), and obtain a signature of permission from the faculty member teaching the respective course(s) the student wishes to add. The form must then be hand-delivered to the AMC Registrar's Office (Ed 2-North, 3rd Floor). Please be aware that a late fee will be assessed.

Courses with an ANAT prefix are restricted for only MSMHA degree-seeking students, so registration in these classes will not "fill-up" for MSMHA majors. Please keep in mind that elective courses that are not offered with an ANAT prefix may fill, so be sure to register for those courses as soon as registration opens.

### 11. Admissions

#### 11.0 Admissions Requirements

The admission requirements for the Master of Science in Modern Human Anatomy are comparable to those of other basic science programs in the University of Colorado Graduate School. The selection of candidates will favor the diversity of talents or backgrounds that are complementary to the intended focus of the program. Consideration will be given to applicant profiles that promise to strengthen team-oriented project development as well as the technical and academic demands of the curriculum. Students applying to the MSMHA program should adhere to the Admissions Criteria listed on the [Admissions Criteria](#) webpage. The admissions process is outlined on the [Admissions Process](#) webpage.

#### 11.1 Provisional Admission Status

Applicants with an undergraduate grade point average below a 3.0 (on a 4.0 scale) from their undergraduate degree-granting institution must enter the MSMHA graduate program on Provisional Status, as required by the Graduate School. Provisional students must pass all first-semester courses
with a B or better in order to continue in the program. At the conclusion of the fall semester, the student’s performance will be reviewed to determine if Provisional Status may be removed and formal admission into the MSMHA program finalized.

11.2 Admissions Calendar
Students wishing to apply to the MSMHA program may access the University of Colorado Denver online application starting September 1st for matriculation into the program the following August. The deadline to complete an application to the Modern Human Anatomy program is March 25th for matriculation in August of that year.

11.3 Readmission of Former and Suspended Students
Former Students:
Students who have been admitted to the MSMHA program have five calendar years to complete the curriculum requirements. Occasionally, students will experience events that interrupt their course of study for one or more semesters.

If a student leaves the program for more than one calendar year, or three semesters including the summer, the student must contact the MSMHA Program Administrator to determine his or her eligibility to continue in the program. If continuation is recommended, the student is required to submit Part I of the University of Colorado Denver graduate application for the MSMHA program, as well as the $50 application fee.

Students who were accepted to the program and wish to defer enrollment must contact the MSMHA Program Administrator. If the accepted student wishes to enroll the following academic year, then completion of Part 1 of the University of Colorado Denver graduate application for the MSMHA program is required for the subsequent academic year, as well as the $50 application fee.

Suspended Students:
A suspended student is eligible to apply for readmission to the program no sooner than one full calendar year (3 semesters including the summer) following suspension from the MSMHA program. Part 1 of the University of Colorado Denver application must be completed, and the $50 application fee must be paid. A Statement of Purpose must also be submitted with the application. Please consult with the Program Administrator regarding the requirements of this document. Readmission to the program is at the discretion of the admissions committee, in conjunction with the Program’s Executive Director. Students who do not agree with the admission decision may appeal to the UCD Graduate Council.
11.4 Western Regional Graduate Program (WRGP)
The MSMHA program is a member of the Western Regional Graduate Program (WRGP), which allows Master's students who are residents of the 15 participating states to pay Colorado resident tuition for the duration of their studies in the MSMHA program. The participating states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands. A limited number of WRGP slots are awarded, based on merit, for each incoming class of students. Those wishing to apply for WRGP status must complete the WRGP Application and submit to the Academic Services Program Director at the same time that the UCDenver application is submitted online.