UNIVERSITY OF COLORADO AT DENVER
AND HEALTH SCIENCES CENTER

On July 1, 2004, the University of Colorado at Denver officially joined with the University of Colorado Health Sciences Center to create a new University. The University of Colorado at Denver and Health Sciences Center is currently located on three separate campuses in Downtown Denver, at 9th Ave. and Colorado Blvd., and at Fitzsimons at Aurora. This diverse new University is home to a full range of undergraduate degree programs, graduate degree programs and a wealth of options for pursuing the health sciences. The 9th & Colorado Campus, the Downtown Denver Campus and the growing Fitzsimmons Campus in Aurora put UCDHSC on the forefront of biotechnology development and innovation.

GENERAL INFORMATION
POLICIES AND PROCEDURES

This course book does not constitute a contract with the University of Colorado at Denver and Health Sciences Center, either express or implied, and the University reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this document are designed by the University to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances.

NOTE: Students will be held responsible for complying with all requirements and deadlines published in this course book.

ALCOHOLIC BEVERAGES AT OFFICIAL FUNCTIONS

UCDHSC official functions that include the serving of alcohol require the completion of an “Authorization for an Official Function with Alcohol” form and prior approval by the Vice Chancellor for Administration and Finance. Alcohol for personal consumption at official functions are allowed only if the source of the University funds is (1) gifts restricted for entertainment, donor cultivation, or personnel recruitment purposes and (2) approved by the Vice Chancellor of Administration and Finance in advance of the event. This authority cannot be delegated and no after the fact approvals are allowed or granted.

To ensure proper management of an activity where alcohol is provided at a pre-approved official function, the following rules include but are not limited to:

1. All persons being served alcoholic beverages must be at least 21 years of age and have proper identification for proof of age.
2. An Event Manager will be present and will monitor the alcoholic beverage service area. The Event Manager/Sponsor is a responsible and accountable individual who will be present for the entire event.
3. Food items and non-alcoholic beverages will be available. These items must be available at no cost, in the same general location, and of such a variety as to make them attractive alternatives to the alcoholic beverages provided.
4. Persons checking ID’s will have knowledge of proper identification techniques and are over 21 years of age.
5. Persons dispensing alcohol will monitor individual’s consumption and not continue to dispense to persons that show signs of impairment.
6. Alcoholic beverages will not be available for individuals to pour their own. There will be no open or unattended kegs, containers, or bottles.
7. If the event lasts more than two hours, alcohol will not be served during the last hour. For events lasting less than two hours, service will discontinue at least 30 minutes prior to the scheduled end of event.
8. The entrance/exit access area will be monitored so as not to allow persons to carry in or take alcoholic beverages from the consumption area.
9. Designated drivers or other means of alternate transportation will be available.
10. Campus Police are notified in advance for on-campus events, as applicable.

For a complete listing of the University rules for managing an official function with alcohol, contact the campus controller.

ALUMNI RELATIONS OFFICE

The Alumni Relations office at UCDHSC maintains alumni association programs for the Schools of Medicine, Nursing, and Dentistry, and the Physical Therapy program. It also supports program activities for the School of Pharmacy, the Graduate School, and for alumni of other allied health professions.

The Alumni Relations office maintains records of alumni; arranges alumni events throughout the U.S.; coordinates alumni boards’ meetings and activities; sponsors annual meetings, class and school reunions, and student/alumni programs; and works with the CU Foundation to assist with alumni giving. The Alumni Relations office also publishes magazines, newsletters, bulletins, and e-newsletters for all alumni associations of the Health Sciences Center Campuses.

For more information, contact the office of Alumni Relations at 303-315-8832 or toll free at 1-877-HSC-ALUM, email alumni@uchsc.edu or on the web at www.uchsc.edu/alumni.

ATTENDANCE
A student is expected to attend all sessions of each course in which he/she is enrolled. Failure to do so may result in academic penalty or withdrawal from the class. Absence in no way relieves the student of the responsibility for completing all work in the course to the satisfaction of the instructor.

AUDITING

A student may not audit courses at the Health Sciences Center Campuses. Instead, a student (who has been officially accepted) may register in a course for no credit and pay the appropriate tuition and fees. Request for no credit forms are available in the Registrar’s office, 9th & Colorado Campus (SOM 1801). Students must indicate no credit registration at the time of registration or during the drop/add period.

BOOKSTORE

The campus bookstore is located adjacent to the library. Normal business hours are:
- Monday 7:30 a.m. to 6 p.m.
- Tuesday through Thursday 7:30 a.m. to 5 p.m.
- Friday 7:30 a.m. to 4 p.m.
- Closed Saturday and Sunday

Check for extended and Saturday hours at the beginning of each new term. For online courses, please call the book desk at 303-315-5725 and we will be happy to ship your books to you.

The Bookstore has a wide variety of health sciences titles in stock. We can also special order any title. Name brand diagnostic sets, BP cuffs, stethoscopes, lab coats and scrubs are in stock at reasonable prices.

Additionally, we have a variety of CU emblematic goods and other novelty gift items. There is a small café that serves fresh-brewed coffee and espresso drinks as well as breakfast and lunch. The café is open Monday through Friday 7:30 a.m. to 4 p.m.

You can reach the Bookstore at 303-315-5735 or toll free at 1-800-591-2884. The Fax number is 303-315-5742 and the website is www.uchsc.edu/bookstore.

CANCELED CLASSES

Courses listed in this publication are those currently offered by the schools and programs at the Health Sciences Center Campuses. The Health Sciences Center Campus reserves the right to cancel, postpone, divide, change the time of, and combine scheduled classes, and/or change instructors. Students enrolled in classes which are canceled will have the opportunity to add another class.

COLLEGE OPPORTUNITY FUND (VOUCHERS)

An act of the Colorado State legislature in May, 2004 established a new way for the state to provide state tax dollar support for higher education at the resident undergraduate level. At the Health Sciences Campus this will pertain to resident students in the Bachelor of Science Nursing and Dental Hygiene programs. The state is no longer appropriating monies to institutions for these students, but is providing direct funding to these students through the "College Opportunity Fund" or "COF." This program is also known as "vouchers" or "stipends." Starting in fall 2006, provided that an undergraduate in-state student applies for and authorizes use of the voucher, COF vouchers will be applied to the student's university bill. For details, Bachelor of Science Nursing students should contact the School of Nursing at 303-315-4313. Dental Hygiene students should contact the School of Dentistry, Office of Academic Affairs at 303-724-7115.

The state, as it has in the past, will continue to provide state tax dollar support for all other resident students at the Health Sciences Center. There will be no financial impact on resident students who are not eligible for COF.

CONCURRENT REGISTRATION

A student may enroll for 2 courses or 6 semester hours (whichever is greater) on another CU Campus with the approval of the student's academic dean or designate. 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, 9th & Colorado Campus (SOM 1801), then taken to the student's school/program 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 at 303-315-7676.

DIPLOMAS

A student planning to graduate must submit an application for diploma (diploma card) to the Registrar's office, 9th & Colorado Campus (SOM 1801) according to the schedules below. The application for diploma is also available on the web at www.uchsc.edu/student/diplapp.htm.
Diplomas will be awarded to approved candidates for degrees at the Annual Commencement Ceremonies for students at the Health Sciences Center Campuses or after official degree awarding dates as approved by the Board of Regents. There is a $15 fee for mailing diplomas.

Diplomas which have been lost, stolen, or damaged may be replaced by writing to the Registrar’s office stating the reason for replacement. There is a $25 replacement fee for Ph.D., M.S., and B.S. The replacement fee for D.D.S., D.N.P., D.P.T., M.D., N.D., and Pharm.D. is $35.

DISABILITY ACCOMMODATION

A. Introduction
The Americans with Disabilities Act (ADA) applies to UCDHSC and provides that individuals who are otherwise qualified for jobs or educations programs will not be denied access simply because they have a disability. Its goal is to guarantee that individuals with disabilities are not discriminated against or denied equal access to the same programs, services and facilities available to others. The ADA prohibits employers, including UCDHSC, from discriminating against applicants and workers with disabilities in all aspects of employment. The Act also prohibits the University from discriminating on the basis of disability in access to its programs and services.

B. Accommodation
The ADA requires that UCDHSC provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, and for persons who participate in or apply for participation in the University’s programs and activities. Exceptions to the obligation for providing accommodation may be made if doing so would cause undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others. Additional information regarding the ADA may be obtained online from the ADA Home Page: http://www.usdoj.gov/crt/ada/adahom1.htm.

If you are a student or employee at the 9th Avenue or Fitzsimons at Aurora Campuses or an employee at the Downtown Denver Campus, and need to make application for accommodations or need information regarding the ADA, contact the UCDHSC ADA Coordinator at: 303-315-2724; mailing address P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364. If you are a student at the Downtown Denver Campus and need assistance with access to or participation in the academic curriculum, contact the Office of Disability Resources/Services at 303-556-3450; TTY 303-556-4766; mailing address P.O. Box 173364, Campus Box 118, Denver, CO 80217-3364.

C. Reporting Discrimination
Article 10 of the Laws of the University of Colorado Board of Regents prohibits discrimination on the basis of disability (or on the basis of membership in other protected classes) in admission and access to, and treatment and employment in, University of Colorado educational programs and activities. To report discrimination or to obtain additional information, contact the UCDHSC ADA Coordinator (see section B above). Complaints of discrimination based upon disability will be processed according to the provisions of the UCDHSC Nondiscrimination Procedures which may be found online at: http://www.ucdhsc.edu/admin/policies/ucdhsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf.

DROP/ADDS
See Schedule Changes.

EDUCATIONAL SUPPORT SERVICES (ESS)

Educational Support Services – a service unit focused on providing specialized technology and expertise which supports Health Sciences Center Campuses/UCH faculty, staff, and students in education, research, and patient care. The following list includes the major categories of services provided. Additional information may be obtained at the numbers listed below:

Photo/Graphics and Digital Services
- Photography……………………………………………………….. 303-315-8531
- Graphics & Illustration………………………………………….. 303-315-8531
- Digital Services……………………………………………………. 303-315-8531
- Room Scheduling…………………………………………………. 303-315-7143

Classroom and Teaching Lab Support
- Classroom & Audiovisual Services……………………………. ..303-315-7342
- Teaching Lab Coordination………………………………………303-315-7528

Video, Multimedia and Engineering Services
- Media Production………………………………………………….. 303-315-6403
- Distributed Education/Teleconferencing……………………..303-315-5200
- Video Engineering……………………………………………….. 303-315-5200
ELECTRONIC ACCESS FOR STUDENTS

All enrolled Health Sciences Center Campus students receive an account in the campus electronic mail and World Wide Web access system. Students will need to know their student ID number and their four-digit academic Personal Identification Number (PIN) to access their account in the system. Student email is accessible using any Internet account via Outlook Web Access. Students who do not know their PIN may obtain it at the Registrar’s office, 9th & Colorado Campus (SOM 1801) - a picture ID is required to be able to release this information to the student. Students may contact the Student Email Coordinator, Mary Mauck, 303-315-0388 or by email at student.postmaster@uchsc.edu.

Students may use the system from shared workstations in school-operated labs or in Denison Memorial Library’s Learning Resources Center. All persons using shared computers should be especially careful to log off their account when completing their work. More information is available at this web address: http://www.uchsc.edu/studentcomputing.htm or http://denison.uchsc.edu/help.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

NOTICE TO STUDENT: Periodically, but not less than annually, the University of Colorado informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. This act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act officer concerning alleged failures by the institution to comply with the act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy can be found in the library on each of the campuses of the University of Colorado.

The following items of student information have been designated by the University of Colorado as public or “directory information”. Such information may be disclosed by the institution for any purpose, at its discretion. Name, address, telephone number, email address, date and place of birth, dates of attendance, registration status, class, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities.

Currently enrolled students may withhold disclosure of directory information under the Family Education Rights and Privacy Act of 1974. To withhold disclosure, written notification must be submitted to the Registrar's office, 9th & Colorado Campus (SOM 1801). Forms requesting the withholding of directory information are also available in the Registrar's office. The withholding of directory information is in effect until specifically rescinded by the student even if the student is no longer enrolled.

The University of Colorado assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

FEES

All fees are approved by the Board of Regents of the University of Colorado. The Board of Regents reserves the right to change fees and tuition at any time. Fees are itemized on the first billing statement of each term.

For record of current tuition and fees, please see “Tuition and Fees” listed at http://www.uchsc.edu/finance/2016/09/20/attendance.xls.

FINANCIAL AID

The Financial Aid Office shall make every effort within published rules to ensure that financially needy students, who otherwise would not be able to attend the University of Colorado at Denver and Health Sciences Center because of insufficient family resources, will have the financial opportunity to attend this institution and obtain their degrees.

General Information
Financial aid is administered by the University of Colorado at Denver and Health Sciences Center Financial Aid office which is located in the Office Annex Building, 2nd floor, campus box A088, telephone 303-315-8364; fax number 303-315-3350; web site www.uchsc.edu/financialaid.

How to Apply for Financial Aid
Please refer to our web site for detailed information on the application process www.uchsc.edu/financialaid.

When to Apply for Financial Aid
Prospective students who apply for financial aid must be accepted into a degree program before they can be considered for aid. However, you should not wait for formal acceptance to apply for financial aid. To apply for financial aid for the school year you wish to attend, you should start the process by completing the FAFSA on line (www.fafsa.ed.gov) as soon
as possible after January 1st of the year you plan to start to attend. Wait until you are accepted and then submit the
University application (this application is also available on our web site). Print and complete the application and mail it
with a copy of your 2005 Federal Income Tax return and your 2005 W-2’s to our office. Funds will be awarded on a first--
come, first-served basis when all required documentation is complete. Therefore it is very important that you submit all
required documents as soon as possible.

Who May Apply for Financial Aid?
All applicants for aid must be degree candidates or enrolled in an acceptable certificate program. (If you are enrolling in a
certificate program, contact our office to make sure you are in an eligible program.) Students classified as non-degree
status should contact the Financial Aid office. Foreign students who are in the U.S. on immigrant or permanent visas may
be eligible for financial aid and should contact the Financial Aid office. Federal regulations governing Title IV student
financial aid programs and state aid programs require that all students must maintain satisfactory academic progress in
order to receive assistance. Title IV funds include, but are not limited to Federal Stafford Student Loans, Federal Perkins
Student Loans, Federal Supplemental Educational Opportunity Grant (SEOG), Pell Grant and Federal Work-Study.

What Types of Financial Aid are Available?
Financial aid consists of federal, state, and institutional funds. These funds generally consist of a combination of part-time
employment, long-term low interest loans, grants and scholarships. State aid available for undergraduate students defines
undergraduates as those students without a prior baccalaureate degree. Most financial aid is awarded on the basis of
financial need. There is a state-funded scholarship for undergraduate students based on merit and state grants awarded
on the basis of financial need to graduate and undergraduate students.

Financial need is defined as the difference between the cost of attendance as defined by federal regulations and
institutional policies (tuition, fees, books and supplies, room and board, transportation), and total family resources
available to the student. The primary responsibility for financing post-secondary education rests with the students and
their families. It is important to note that Financial Aid is intended to help the student with educational expenses. Federal,
State, and Institutional funds are intended to support the student during school and are not available to help in the support
of a student’s family.

Financial Aid awards for the current term will be applied first toward current tuition and fee bills. After the current tuition
and fee amounts have been paid, the remaining financial aid funds will be refunded to the student for living expenses.

The University reserves the right to adjust or cancel an award anytime as a result of information received that affects
eligibility. It is the responsibility of a Financial Aid recipient to report any changes in financial, marital, and enrollment
status to the Financial Aid office. If you should receive assistance from other sources, such as traineeship, graduate
fellowship, private loan or scholarship, you must report this to the Financial Aid office. It will be necessary to repay some
financial aid if the funds you receive exceed your Cost of Attendance (COA).

Financial Aid Loan Recipients
All students who receive Federal Stafford Student Loans in the 2006-2007 academic year will be required to complete a
Master Promissory Note (MPN). Entrance interviews will also be required of all UCDHSC first time borrowers of Federal
Stafford Loans. Both these requirements should be completed on-line. Please go to our website www.uchsc.edu/finaid
and click on ‘MPN’. This will link you directly to an electronic form that will satisfy both requirements.

All students who receive Federal Education Loans and Health Profession Loans are required by federal regulations to
complete exit interviews prior to withdrawing or graduating. Title IV loans include Federal Stafford Loans, Federal PLUS
Loans, and Federal Perkins Loans. Exit interviews for Federal Stafford and Plus Loans are available through our web site.
For information on all other loans, students should contact Linda Martinez in the Debt Management office at 303-556--
8365.

Satisfactory Academic Progress Policy
• Requirements for Financial Aid
To maintain eligibility for financial aid at UCDHSC, you must make reasonable academic progress toward your degree.
Federal law and regulations governing Title IV student financial aid programs and state aid programs require that all
students must maintain satisfactory academic progress in order to receive assistance. Title IV funds include, but are not
limited to, Federal Stafford Student Loans, Federal Perkins Student Loans, Federal Supplemental Educational
Opportunity Grant (SEOG), Pell Grant and Federal Work-Study.
• Qualitative Measurement
To be considered in good standing and making satisfactory academic progress for financial aid, students must maintain a
cumulative grade point average of 2.0 for undergraduates and 3.0 for graduates. For medical students to maintain
satisfactory academic progress, a cumulative grade of at least passing must be maintained.
• Quantitative Measurement
Course Completion Policy: Students at UCDHSC must successfully complete 66.6% of all course work attempted in
order to be considered to be making satisfactory progress in their course of study. Incomplete Grade Policy: Courses
taken and not passed will be considered "incomplete" unless a grade of "IP" (in progress) is assigned. Courses that have
been assigned a grade of "F", "W", "IW", or "IF" or no grade assignment are also considered incomplete. Finally, courses
dropped mid-term are considered to be incomplete coursework.
• Maximum Time Frames and Increments
Students may not exceed 150 percent of the published length of their program measured in credit hours. For example, if a
school requires that a student needs to complete 100 credits in order to graduate, any given student enrolled in that
program will lose their aid eligibility once they attempted 150 or more credit hours. "Attempted" credit hours include
dropped classes, or classes for which a student receives a "F", "W", "IW", or "IF" or any class for which the student has received no grade at all at the point of assessment. Credit hour requirements for graduation vary from school to school and from educational program to educational program at the same school. Periods of enrollment in which the student does not apply or receive Title IV or state funds are included in the maximum time frame for aid eligibility.

- **Transfer Credit Hours Policy**
  Transfer credit hours that are prerequisites for admissions into each school or program are not counted towards the maximum time frame. These hours are required for entrance into a UCDHSC school or program and are not applied towards the student's degree at UCDHSC. For example, 60 credit hours or prerequisites are required for admittance into the Dental Hygiene program, and 80 credit hours of dental hygiene courses are required for the degree, the 60 credit hours of prerequisites are subtracted from the maximum time frame total. Each school or program has established policies on accepting transfer credit hours taken at other health profession schools. Those transfer credit hours (non-prerequisite hours) accepted by each school or program will be counted in the maximum time frame. For example, if a student completed an academic year at another medical school and those hours earned are counted toward the M.D. degree at UCDHSC, the academic year at the other medical school is included in the maximum time frame calculation.

- **Consequences of Violation**
  Suspension Policy: Failure to achieve satisfactory academic progress policy requirements will result in suspension of financial aid eligibility. Suspension will be for one academic year and makes the student ineligible for financial aid until removed from such standing based upon improved academic performance or the approval of an appeal.

- **Appeal**
  A student on suspension may appeal by indicating to the Office of Financial Aid in writing reasons why his/her aid should not be terminated. Each appeal will be considered on its own merit. The appeal must be filed by the date specified on the written notification received from the Office of Financial Aid.

- **Reinstatement**
  At the end of each year, academic records of suspended students will be reviewed. If it is determined that they have met the requirements for satisfactory academic progress, aid eligibility will be reinstated.

### Withdrawing and Financial Aid

- **Earned Aid**
  A student earns financial aid in direct proportion to the length of time he or she remains enrolled in the term. The percentage of time during the period the student remains enrolled is the percentage of “earned” aid that the student is eligible to retain. A student who remains enrolled beyond the 60% point earns all aid for the period.

- **Unearned Aid**
  Unearned aid, other than work-study, must be returned. The responsibility to return unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is the lesser of the total amount of unearned aid; or, institutional charges multiplied by the percentage of aid that was unearned. The student’s share is the difference between the total unearned amount of aid and the institution’s share of unearned aid that must be returned. The institution’s share that must be returned is allocated in an order specified by federal statute, before the student’s share. After the student’s share is fully allocated, any amount owed to a grant program is reduced by half.

- **Timeframe for Returning Funds**
  The institution must return its share of unearned aid no later than 30 days after it determines the student withdrew. If this aid was paid by the student’s Financial Aid, the student will incur a charge that is payable to the Bursar’s office. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The institution may allow the student to repay unearned aid attributable to a grant (after the 50% reduction), under a payment arrangement satisfactory to the institution.

- **Late Disbursement**
  If a student withdraws prior to the second (or greater) disbursement of aid during an academic enrollment period, they will be ineligible for a late disbursement of the funds. For example, if a student withdraws on the second day of classes in the spring term, and aid has not at that time been disbursed, the student will be ineligible to receive the spring disbursement.

- **Determination of Withdrawal Date**
  For Financial Aid purposes, a student’s withdrawal date is based on one of the following:
  - the date the student began the school’s withdrawal process or the date the student otherwise provided “official” notice (whichever is earlier) or-
  - if the student didn’t notify the school, the midpoint in period or-
  - if the student didn’t notify the school due to circumstances beyond the student’s control, the date related to that circumstance or-
  - if the student didn’t return from approved leave of absence, the date the school determines the leave began or-
  - if the student took an unapproved leave of absence, the date student began the leave or-
  - the date of the student’s last attendance at documented academically-related activity.

- **Leave of Absence (LOA)**
  For Financial Aid purposes, a student who is granted a leave of absence under the institution’s formal LOA policy need not be considered withdrawn if:
  - only one leave is granted in 12 months;
  - the leave does not exceed 180 days; and
  - the leave involves no additional charges.
  The institution must determine that there is a reasonable expectation that the student will return from the leave, and must permit the student to complete the coursework begun prior to the leave. Multiple leaves within a 12-month period are permissible for military reasons or for circumstances covered by the Family and Medical Leave Act (FMLA). The student must apply for a LOA in writing, generally before the leave begins. However, the institution may collect the student’s request after the leave begins if there are unforeseen circumstances.
FITZSIMONS AT AURORA CAMPUS

After nearly 80 years at the same site in Denver, the [then] University of Colorado Health Sciences Center and the University of Colorado Hospital began looking, in the early 1990s, for room to expand educational, research and clinical endeavors. Located on 46 acres and surrounded by residences and businesses, more space was needed for its five schools and two hospitals – and for the future.

In 1995, the U.S. Army decommissioned the Fitzsimons Army Medical Center in Aurora. In an unprecedented model base closure, the federal government conveyed 217 acres of the Fitzsimons site to the University of Colorado to build a 21st century Health Sciences Center from the ground up.

With this opportunity comes a promise from the Health Sciences Center campuses and UCH:
• To change how health professionals are educated;
• To be at the threshold of discovery in bioscience research;
• To reinvent patient care delivery; and
• To put compassion into action through community service.

At the Health Sciences Center Campuses, educating the physicians, nurses, dentists, pharmacists, allied health professionals, and research scientists of future generations means transforming the ways they learn. This means shifting from program isolation into collaborative, team-driven learning in an environment that accommodates multidisciplinary groups of students. As health care becomes increasingly complex, a team approach works best, drawing on many levels of expertise. By educating students together, teamwork becomes second nature.

The patient care team model enhances UCDHSC’s nationally-ranked programs of study in general and specialized health care, but in a way that reflects health care’s new emphasis on wellness and preventive care and on counseling patients versus simply diagnosing them. Students are trained to make patient-centered decisions and to collaborate with their colleagues.

In addition to clinical practice, students will get experience in research, thanks to the proximity of sharing one campus with adjacent research centers. Students will learn about telehealth, the next frontier of health care.

Students won’t just learn in the classroom and the clinic. Educational space will be integrated into the research structures to foster relationships among health care trainees, graduate students and basic science researchers. Research space in the educational and clinical buildings also will further encourage collaboration among disciplines.

The first phase of transition from the 9th & Colorado Campus to the Fitzsimons at Aurora Campus will be completed in 2008. A second phase of development at Fitzsimons after 2008 will include additional research space and support services facilities.

The Fitzsimons at Aurora Campus is being created by strategically sequencing development: first, outpatient facilities, then research and educational spaces.

Space at the 9th & Colorado Campus will be renovated and reallocated during the transition to handle critical short-term needs. In the end, that campus will be transitioned to meet the needs of the University of Colorado system and other institutions of education and coordinated with the needs of the surrounding community.

GRADE REPORTS

Students may obtain their grades from the Health Sciences Center Campuses website (www.uchsc.edu). Follow the Student link to the Registrar’s section on the page, look for the bullet indicating Records & Registration, which will take you to the student sign-on page. A complete UCDHSC academic record is also available on the Student Information System website.

GRADE REPORT SYMBOLS

The instructor is responsible for the grade assigned. Special symbols (NC and W) are indications of registration or grade status and are not assigned by the instructor.

The grading system allows various schools and programs, at their discretion, to implement a plus/minus grading system. Symbols and points are as follows:

- A 4.0 grade points per credit hour
- A- 3.7 grade points per credit hour
- B+ 3.3 grade points per credit hour
- B 3.0 grade points per credit hour
- B- 2.7 grade points per credit hour
- C+ 2.3 grade points per credit hour
- C 2.0 grade points per credit hour
- C- 1.7 grade points per credit hour
- D+ 1.3 grade points per credit hour
- D 1.0 grade points per credit hour
- D- 0.7 grade points per credit hour
of the campus-wide Faculty Council and Student Senate. It provides general policies for all students on campus, in

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health

process for resolving honor code violations may vary from school to school, the elements listed below will remain uniform.

A. Academic Honor and Conduct Code Education at UCDHSC is conducted under the honor system. All students who

GRADUATE SCHOOL

The Graduate School administers all graduate programs leading to the Master of Science and Doctor of Philosophy
degrees. For specific information regarding Graduate School programs, policies, rules, and procedures please inquire at
the Graduate School office, Rm. 1D01 on the first floor of the Denison Auditorium building, 303-315-7928, or refer to our

GRADUATION REQUIREMENTS

Students who expect to graduate during the academic year 2006-07 must file an application for diploma (diploma card)
with the Registrar’s office according to the schedule outlined under “Diplomas.” Only those students who have filed this
application may be certified for graduation.

Applicants for the degree Bachelor of Science Medical Science must meet the following requirements:

1. Satisfactorily complete one year in the school or program in which enrolled
2. Satisfactorily complete 8 semester hours in each of the following areas: humanities, natural sciences, and social
sciences
3. Have earned 124 semester hours in total academic credits
4. Maintain a 2.0 or better grade point average Please note that a student who has previously received a
bachelor's degree in any field is not eligible for the Bachelor of Science Medical Science degree.

HONOR CODE

This campus-wide policy statement on student academic honor and conduct at UCDHSC was developed in consultation
with faculty and student representatives from each school at the Health Sciences Center Campuses, and representatives
of the campus-wide Faculty Council and Student Senate. It provides general policies for all students on campus, in
accordance with the Regents’ resolution of March 17, 1988, while at the same time it directs the schools to develop
specific procedures to implement the policy in accordance with their unique programs and student populations. While the
process for resolving honor code violations may vary from school to school, the elements listed below will remain uniform.

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health
professions have a particular obligation, therefore, to conduct themselves at all times in a manner that reflects honesty,
integrity and respect for others.

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

Although it is not possible to list every situation that violates the UCDHSC 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 which violates these standards include: plagiarism (including improper use of web
information), cheating, illegitimate possession and/or use of examinations, 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 clinical setting; any action which compromises the quality of patient care;
violation of patient confidentiality; and other conduct unbecoming a health professional.

3. Alcohol and Drug Use – Alcohol and/or drug abuse compromises the student’s ability to learn and to practice as
a health provider 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 non-prescribed narcotics or other controlled substances is against the law. In order to minimize the potential
for alcohol abuse at campus functions, the following guidelines should be observed:

a. Alcohol may not be served unless nonalcoholic beverages (in addition to water) and food are served.
Food and nonalcoholic beverages must be available without cost whenever alcohol can be consumed
at no cost.

b. When events last two hours or more, service of alcoholic beverages must stop one-half hour before
the close of the event.

c. The burden of proof for showing legal age is on the consumer of alcohol. No service will be provided
unless clear evidence of legal age is presented. It is the responsibility of those in charge of an event
to assure that no one under age is served any alcoholic beverages.

d. The sale of alcoholic beverages at student events is prohibited except in areas, at times, and on
dates licensed by the Colorado State Department of Revenue. Please contact the Registrar’s office
for information on obtaining a Department of Revenue liquor permit.
4. Respect for the Rights and Property of Others – Students should conduct themselves in a manner which recognizes the rights and property of others. Examples of inappropriate behavior include theft, damage to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, harassment or physical assault, and any conduct which 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. Honor and Conduct Committee. Each school will have a standing Student Honor and Conduct Committee and, as appropriate, individual programs may have standing committees. The composition of the committee will include faculty and student representatives, with the exact composition of the committee to be determined by the dean in consultation with the school’s faculty and student governance groups. The primary function of this committee will be to examine alleged violations of the honor and conduct code, and to make recommendations to the dean on these matters as appropriate.

D. Check individual school policies for school-specific procedures.

HOUSING

There is no on-campus housing at either the 9th & Colorado or Fitzsimons at Aurora Campuses. However, the Student Assistance office maintains a listing of current vacancies in surrounding apartments, town homes, and houses online at www.uchsc.edu/stuasst. Students need to print copies of the housing vacancies from the website, as hard copies are not available from the Student Assistance Office. While on the website, students may also list themselves as roommates with housing, or roommates without housing. The roommates’ lists are compiled and held off-line, and are available to UCDHSC students who attend classes at the Health Sciences Center Campuses, faculty, and staff who request this information.

IDENTIFICATION BADGES

Student ID badges provide photo identification, library privileges, and card access to locked areas. Students are granted card access to the buildings/areas needed for their particular course of study, as well as to the student computer center, study areas, and the student center/lounge. University policy requires that students wear badges visibly (between neck and waist) while on campus. Failure to wear your badge may result in your being reported or detained as a suspicious person, as well as eviction from campus or denial of access and services.

You are required to keep your badge secured and immediately report a lost or stolen badge to the ID Access Badging office. You are prohibited from lending or borrowing badges, admitting unauthorized personnel, or gaining unauthorized access to campus facilities. Do not hold or prop open card controlled doors or other secured doors for more than a few seconds because this will initiate alarms. Misuse may result in adverse administrative action or denial of card access privileges. Badges are the property of the University and must be returned prior to graduation or separation. Do not cut, bend or punch holes in badges, or expose badges to heat, since this destroys their ability to provide access.

Obtaining Badges. Students are scheduled by their school to be photographed for badges at the time of registration or orientation. Students must bring either a driver’s license or state ID to the badging appointment. Non-citizens may bring a passport. The last name on the identification must match the name used to register with the University.

Using Badges for Card Access. Card readers are located adjacent to card access doors. Card readers are dark gray panels which are rectangular or square in shape. They are about 1” in depth and 4” X 4” or 2” X 4” in height and width. To unlock a card reader door, pass the badge slowly across the front of the card reader and within one inch of its surface. You should hear a beep and see a small green light. The system will unlock a door strike at the door handle and you may hear a click if it unlocks. If the door is controlled magnetically, there will be no sound. In either case, you will have about five seconds to open the door. If the door has a powered door opener or slider, the motion detector in front of the door will sense your presence and open the door. Report malfunctions to the ID Access Badging office. Please provide your name, phone or pager numbers, the reader at which you had difficulty, the date and time of occurrence, and whether the card reader beeped. For after hours assistance, please contact University Police. After verifying that you are authorized for after hours access to that area, the police dispatcher will send assistance.

Contact Information ID/Access Badging Office:

9th & Colorado Campus: 303-315-8804; Fax 303-315-1236; Office Annex, Room #OC51F

Fitzsimons at Aurora Campus: 303-724-0399; Fax 303-724-1352; Building T-407 (U09) Email: IDAccess.Badges@UCHSC.edu

Check calendar of office hours by going to the UCDHSC Police Department website at www.uchsc.edu/police and clicking on the link for the ID Access Badging office.
INTERNATIONAL STUDENTS

Assistance with F-1 student and J-1 student/scholar visa status is available from the International Scholars and Students Services, part of the International Education office. This office is located at the Downtown Denver Campus, Lawrence Street Center, 9th floor. Call 303-315-2230 for an appointment to discuss the services that ISSS staff can provide for international students and scholars.

International students are required to be registered fulltime (two semesters per year) with a minimum of units as defined by the specific academic program as fulltime.

UCDHSC is authorized by the U.S. Department of Homeland Security (DHS) to issue I20 forms and by the U.S. Department of State (DOS) to issue DS2019 forms, which permit international students to apply for the appropriate visa to study at UCDHSC. UCDHSC is also required by the Department of Homeland Security to report the immigration, registration, and demographic status of all international students and scholars. Students and scholars who are enrolled in a course of study at UCDHSC must visit ISSS in person upon arrival at UCDHSC to check in. International students and scholars are required to notify ISSS in person before making any changes in enrollment or immigration status, such as adding or dropping courses, applying for work authorization, changing a place of residence, and/or applying for a change in immigration status.

Students who plan to leave the country and reenter the U.S., and who are enrolled at UCDHSC on an F-1 student visa or J-1 student/scholar visa issued by ISSS, will need to bring their SEVIS Form I-20 or SEVIS Form DS-2019 to the International Scholars and Students Services for signature before departing the country.

LIBRARY

Students are encouraged to become familiar with Denison Memorial Library’s resources early in their professional studies. An active library account is required for remote access to electronic journals and databases. Please call 303-315-7460 or visit HTTP://denison.uchsc.edu/ for general library information.

Denison Memorial Library on the UCDHSC 9th & Colorado Campus has an extensive collection of allied health, dental, medical, nursing and pharmacy materials. The library’s collection includes more than 273,000 print and audiovisual volumes and approximately 160 print and 23,000 electronic full-text journal subscriptions. Students need to stop by Denison to activate their library account in order to access the electronic resources. The numerous electronic resources are available on the Internet and may be accessed in the library at the computer workstations or a remote Internet connection. They include MEDLINE, CINAHL, PsycINFO, Web of Science, MDConsult, MICROMEDEX, and many others. The databases and resources may be searched by students enrolled at the Health Sciences Center Campuses at no charge through the library web site http://denison.uchsc.edu. Mediated online searches done by the library’s professional searchers may be requested for a fee.

IMPULSE, the library’s online catalog, includes books, journal holdings and audiovisual materials in Denison Library, as well as nine other health sciences libraries in the Denver metro area. Prospector, a unified catalog of academic and public libraries, is linked to IMPULSE searches. Denison cardholders are entitled to borrow materials through Prospector free of charge. Materials not available at Denison or through Prospector may be obtained through interlibrary loan for a fee.

- Tour the library via the Internet at http://denison.uchsc.edu/tour/
- Classes are listed at http://denison.uchsc.edu/classes.html. Schedule alternative times by contacting library personnel.
- The Learning Resources Center (LRC) on the third floor of the library provides audiovisual and computer-aided materials to support lectures and self-instruction.
- Microsoft Office applications and Internet access are available on all of the library’s computers.
- Photocopiers and laser printing are ten cents ($.10) per page
- PASCAL on the Fitzsimons at Aurora Campus offers a drop-off and pick-up location for library materials

MEDICAL MALPRACTICE COVERAGE

The Health Sciences Center Campuses provide medical malpractice coverage through a Self Insurance Trust (the "Trust") authorized and established pursuant to a resolution of the Regents of the University of Colorado. This coverage is subject to the terms of the Trust's Coverage Document and extends to students, interns, residents and other health care practitioners in-training who are enrolled at the University. As employees, servants, or volunteers of the University, all such persons are "public employees," and therefore their liability in any medical malpractice action is limited by the Colorado Governmental Immunity Act (C.R.S. § 24 10 114).

This coverage applies to the persons described above while they are involved in any activity or program which has received the prior approval of their respective school at UCDHSC, regardless of where such activity or program may take place, as long as it occurs within the U.S. In the event that the activity takes place in a state other than Colorado, and a court determines that the limits of the Colorado Governmental Immunity Act do not apply, the Trust provides coverage of at least $1,000,000 per incident. For further information, please contact the Legal office, 303-315-6617.
Students who agree to participate in and are approved for a foreign exchange program are advised that the University of Colorado Self Insurance and Risk Management Trust does not provide malpractice coverage for their activities outside the U.S.

MILITARY PERSONNEL

Military personnel on active permanent duty in Colorado may qualify for in-state tuition rates. To obtain this in-state tuition rate, the student must submit a Certification of Military Status Form which has been signed by their Base Education Officer verifying their active military status and permanent duty assignment in Colorado, along with a copy (both front and back sides) of the military identification card. Dependents must present verification of the active military person on permanent duty, along with a copy of the military dependent identification card. This certification must be signed and submitted to the Registrar’s office no earlier than 90 days prior to the first day of classes and no later than 10 working days from the first day of the term. The certification must be completed and submitted each semester.

NO CREDIT ENROLLMENT

Students wishing to enroll for courses on a no credit basis must complete regular registration and then change from credit to no credit by obtaining a no credit form and appropriate signatures during the first five days of classes. This form is available in the Registrar’s office. Persons enrolling for no credit must pay the same tuition per credit hour as they would if they were taking the course(s) for credit.

NONDISCRIMINATION (Article 10, Laws of the Regents)

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

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

The UCDHSC Equal Opportunity/Affirmative Action officer is Richard L. Webb and his office is at 1380 Lawrence St., Suite 1050, Denver, CO 80204. If you wish to report a violation of Article 10 or need additional information, Mr. Webb may be reached by phone at 303-315-2724, by email at Richard.Webb@uchsc.edu, or by mail to: EO/AA Compliance office, UCDHSC, P.O. Box 173364, Campus Box 130, Denver, CO 802173364.

A statement of Article 10 may be found online at: http://www.cu.edu/regents/Laws/Article10.html. UCDHSC procedures for investigating complaints of discrimination may be found online at: http://www.ucdhsc.edu/admin/policies/uchsc/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%FOR%20WEB.pdf.

NORTHERN COLORADO EXCHANGE AGREEMENT

The University of Colorado, in conjunction with the Colorado School of Mines, Colorado State University, and the University of Northern Colorado, has a reciprocal agreement by which students may take courses at participating institutions which are not offered at their home institutions. For further information, please contact the Registrar’s office, 9th & Colorado Campus (SOM 1801).

OFFICE of DIVERSITY

The mission of the Office of Diversity is to promote and support a more diverse community that acknowledges, values, fosters, and celebrates the unique qualities, rich histories, and wide variety of cultural values and beliefs that mirror and fulfill the UCDHSC mission of education, health care, research, and community service.

Office of Diversity activities:

- Recruit, advise and support prospective students, high school and undergraduate, from underrepresented populations
- Collaborate with academic programs to provide Health Professions Opportunity Days on campus for high school and undergraduate students
- Provide information and referrals for students with academic, financial, and personal issues
- Coordinate and support the Health Careers Pre-Collegiate Development Program for high school students
- Coordinate the Undergraduate Pre-Health Program for first generation and traditionally under-represented students
- Provide support for the UCDHSC EMAC (Ethnic Minority Affairs Committee)
• Provide support for the UCDHSC GLBTI group
• Collaborate with academic units to recruit and retain faculty from under-represented populations
• Sponsor annual Campus Diversity Week
• Conduct diversity training and provide diversity programming
• Provide information and support for faculty search committees
• Review and approve all faculty searches

The office also has a variety of videos and publications available for check out to include diversity, history, supplemental course material, information on culturally competent health care, and journals for minority health care professionals.

The Office of Diversity is located in SOM 1665. The main office number is 303-315-8558.

OMBUDS OFFICE

The Ombudsperson is available to students, faculty and staff 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 clarify issues and direct visitors to the appropriate resources.

The Ombudsperson will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the visitor. Mediation services are also available. Because the Ombuds office is not involved in any formal procedures, it does not accept notice of any type on behalf of UCDHSC.

Conversations with the Ombudsperson are confidential and the identity of any individual seeking the help of the Ombudsperson will not be revealed. Please note, however, that confidentiality will not be maintained if the person has either expressly authorized contact with other individuals or the situation involves imminent threat of harm or danger.

There are three Ombuds Office which service the UCDHSC community. On the 9th and Colorado campus, the office is located in the School of Medicine in room 0403, and the Ombuds may be reached at 303.315.0563. For those on the Fitzsimons campus, the Ombuds may be reached at 303.724.2950. The office is located in room 7005 in Building 500. The Downtown Denver Campus provides an Ombuds Office in the CU Denver Building in room 107P. The Ombuds may be contacted at 303.556.4493. Walk-ins are welcomed at all locations; however, please note that our door may be locked to ensure the confidentiality of a visitor. For more information, please access the website at www.uchsc.edu/ombuds.

ORIGINALITY OF WORK

In all academic areas it is imperative either that work is original or that explicit acknowledgment be given for the use of another person’s ideas or language. Students should consult with instructors to learn the specific procedures appropriate in each given field. Breaches of academic honesty can result in disciplinary measures ranging from lowering of a grade to permanent compulsory withdrawal from the University.

PARKING AND TRANSPORTATION SERVICES

A variety of services are offered through Parking and Transportation Services. These include 1) issuance of parking permits for staff, students, and faculty 2) parking for patients, visitors and other cash customers 3) coordination of special events parking and special event shuttle services 4) shuttle service between the 9th & Colorado/Fitzsimons at Aurora Campuses and a circulator service on the Fitzsimons at Aurora Campus and 5) sale of discounted RTD products. In addition, University Police provide an escort service during hours of darkness between a person’s vehicle and work location. For more information, please contact 303-315-5704 or the parking and transportation website at www.uchsc.edu/facilities/parking.

PERSONAL IDENTIFICATION NUMBER (PIN)

New students are notified of their personal identification numbers (PIN) during orientation. The PIN, in conjunction with the student identification number (SID) is used to get a UCDHSC email account, to access the Records & Registration website, and in other applications. Since you will be notified of your PIN only once, you are encouraged to memorize this number. If you forget your PIN or wish to have it changed, please come in person to Student Admissions and Records, SOM 1801. A photo ID is required to have a new personal identification number assigned. The PIN may also be changed on the Student Records Web page (www.uchsc.edu). Follow the Student Resources link to the Records & Registration sign-on page. You may also retrieve your PIN number by going to the Health Sciences Center Campuses website at www.uchsc.edu; follow the student resource link to the records and registration student sign-on page. Click ‘sign-on’ and see the left margin for instructions on how to obtain your PIN.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

A student is classified initially as an in state or out of state resident for tuition purposes at the time their Verification of Colorado Residency form has been received in the Registrar’s office, 9th & Colorado Campus (Som 1801). The classification is based on information furnished by the student and from other relevant sources. The requirements for establishing residency for tuition purposes are defined by law of the State of Colorado (Chapter 23, Article 7, Colorado
SCHEDULE CHANGES

Dropping Courses

Students are permitted to drop courses during the first 10 class days of the Fall and Spring terms. Students are permitted to drop courses during the first 5 days of the Summer term. Dropped courses will not appear on the student's transcript.

After the fifth (Summer) or tenth (Fall, Spring) day of the term, courses can no longer be dropped. A student can withdraw from the courses by completing a course withdrawal form. Both the instructor's and the appropriate school/program signatures are required on this form, and tuition will not be adjusted even though the withdrawal is allowed, and the student's grade will be reflected with a 'W' grade on the transcript.

It is the responsibility of the student to see that his drop has been successfully processed. Students receiving VA benefits must report dropped courses to the veteran's representative in the Financial Aid office, Office Annex 2C27.

Adding Courses

Students normally may add courses to their original registration during the first ten days of the term, provided there is space available and subject to the rules of the college/school offering the course. Students receiving VA benefits must report added classes to the veteran's representative in the Financial Aid office, Office Annex 2C27.

SEXUAL HARASSMENT POLICY

The University of Colorado is committed to maintaining a positive learning, working, and living environment. In pursuit of these goals, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.
Retaliatory Acts: It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

UCDHSC Sexual Harassment Policy Campus Appendix

A. Introduction
The University of Colorado System Administrative Policy Statement (APS) on Sexual Harassment Policy and Procedures may be obtained from the UCDHSC Sexual Harassment Officer (see below) or found online at: http://www.cu.edu/policies/Personnel/sexharass.html. Section F. of the APS requires that each campus maintain a campus appendix to the Sexual Harassment Policy. This appendix complies with the APS requirements.

B. UCDHSC Sexual Harassment Officer
If you need to report sexual harassment, or if you have any questions regarding sexual harassment or the Sexual Harassment Policy, please contact the UCDHSC Sexual Harassment Officer at 303-315-2724; send correspondence to P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364; or email to Richard.Webb@uchsc.edu.

C. Campus Resources
The Ombuds Office is a resource available to all members of the University Community. The Ombuds Office has responsibility for confidential, neutral and informal conflict resolution of situations that involve the faculty, staff, students, and their supervisors or alleged perpetrator(s). This expertise is extremely valuable in understanding and utilizing the Sexual Harassment Policy. The office serving the Downtown Denver Campus may be reached at 303-556-4493. The office serving the 9th Ave. and Fitzsimons Campuses may be reached at 303-315-0563.

The UCDHSC Department of Human Resources is located on the Downtown Denver Campus, and may be reached at 303-315-2700. The department provides services to faculty, exempt professional and classified staff.

UCDHSC and Auraria Police Department: The police respond to reports of on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that their safety is threatened. Allegations of serious sexual harassment should be reported to the Police Department if they occur during or after hours or weekends, or immediately to the sexual harassment officer during business hours. The Police Department makes appropriate referrals of non-criminal complaints. The emergency phone number for police serving all campuses is 911.

The CU-Denver Student and Community Counseling Center provides mental health counseling services to the CU-Denver student body as well as the Denver Metro community. The Center is located in room 4036 of the North Classroom Building on the Auraria Campus; phone 303-556-4372.

D. Exception to the Obligation to Report
The Sexual Harassment Policy obligates supervisors who experience, witness or receive written or oral reports or complaints of sexual harassment officer. The policy also requires that exceptions to this requirement be identified. The Ombuds Office at UCDHSC is not required to inform a sexual harassment officer of confidential communications, including information regarding sexual harassment.

SPECIAL NON-DEGREE STUDENT
A non-degree student is defined as any student who has not been formally admitted to an undergraduate, graduate, or professional degree program at the University. Non-degree (except those admitted to a formal certificate program) students may apply and register on the dates specified below.

School of Nursing courses: Please contact the Professional Development and Extended Studies office, 303-315-8691, for registration information.

Graduate Basic Sciences and Public Health courses: Application/registration forms are available on the web at http://www.uchsc.edu/student (click on Basic Science Non-degree Application). They may be submitted during the application/registration periods below in the Registrar's office, 9th & Colorado Campus (SOM 1801).

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<td>Summer Semester 2006</td>
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<td>Fall Semester 2006</td>
<td>8/28/06 – 9/08/06</td>
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<td>Spring Semester 2007</td>
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STUDENT ASSISTANCE OFFICE
The Student Assistance Office (SAO) on the 9th & Colorado Campus provides specific services to support and complement students' academic learning. The office website is www.uchsc.edu/stuassf.

The office provides current housing referral, child care resources, general assistance, intramural sports coordination (flag football, softball, basketball, and volleyball), CU Buffalo football ticket sales (limited quantities available), counseling referral, learning assistance/tutoring services, student governance (Student Senate) advising, community service coordination, notary public service, FAX service, and more. The SAO is located on the 9th & Colorado Campus, next to lounges which offer comfortable study and meeting places, pool table, foosball, Ping Pong, television, and a kitchenette with microwaves. All rooms are strictly for students and have combination locks. Visit the SAO for further information. 303-315-7627. First floor, Office Annex South.
STUDENT GOVERNMENT

The UCDHSC Student Senate is the student governing body for the Health Sciences Center Campuses. The Senate is composed of two elected representatives from each class of the various disciplines at the Health Sciences Center Campuses, including the School of Medicine, School of Dentistry, School of Nursing, Graduate School, School of Pharmacy, Child Health Associate Program, Physical Therapy Program, and Dental Hygiene Program. It should be emphasized, however, that input to the Senate is in no way restricted to elected senators. All Senate meetings are open to any interested students, and participation by non-Senate members is greatly encouraged. Only through direct participation and conscientious election of senators who reflect the majority opinion can students insure that their views are being accurately represented. Meetings are typically scheduled every other Monday at 5:45 p.m. in the 9th & Colorado Campus Student Lounge from September until May. The Senate officers serve from June through the following May, senators serve from September through May.

The primary focus of the Senate is the promotion of interdisciplinary contact and cooperation between those various disciplines at the Health Sciences Center Campuses. The Senate is the only vehicle through which the feelings and opinions of the entire student body can be conveyed to the administration, faculty, and others. Through past efforts, the Senate has established an excellent working rapport with the administration, and the opportunity for meaningful student input in the modification of UCDHSC campus-wide policy is very real.

The Senate has student representatives on a number of campus committees such as Welcome Weekend Committee, Chancellor's Campus Life Committee, the Chancellor's Executive Committee, Student Fee Review Committee, Academic Support Committee, and the Intercampus Student Forum. Internal committees include Senate Executive Committee, Finance, Philanthropy, Student Life and Legislative Affairs Committees. Senate members also have representatives on short-term committees throughout the campuses.

Attendance of the Student Senate president at the monthly Regent meetings is encouraged.

Students are encouraged to discuss issues which concern campus matters with their Senate representatives and encourage the Senate to report regularly on information and issues discussed at Senate meetings. Meetings are open to all students, with voting privileges limited to two senate votes per class.

The Senate sponsors various social events throughout the year and has funding available to assist students who incur expenses related to extracurricular professional development. Fund request forms can be obtained from senators or from the Student Assistance office, first floor, Office Annex South.

STUDENT HEALTH

All degree students enrolled in 5 or more credit hours must be insured through the UCDHSC student insurance and services program unless the student can prove that he/she has comparable insurance coverage elsewhere. For detailed information about Health Sciences Center campuses insurance services and plans, including outpatient, in-patient, and dental, see the website at www.uchsc.edu/studentinsurance/ or contact the Student Insurance office at 303-315-0800. The waiver form (mailed to each student and available at the Student Insurance office) outlines criteria for comparable insurance. If you wish to waive the student insurance, you must submit a waiver form and provide a copy of your insurance card as well as benefit information to the Student Insurance office located on the first floor of University Hospital in the Health Services clinic. The deadline for waiving or enrolling in insurance is June 15, 2006, for the summer term and September 8, 2006, for the fall term. AFTER THE DEADLINES, YOU WILL BE RESPONSIBLE FOR THE INSURANCE FEE, WHICH IS AUTOMATICALLY CHARGED ON YOUR TUITION BILL. Additional information will also be provided during orientation or by calling the Student Insurance office at 303-315-0800.

TRANSCRIPTS

Students may print unofficial transcripts from the Health Sciences Center website (www.uchsc.edu, click on Students, then to Student Admissions & Records. Click on the Registration & Registration link to the student sign-on page). Official transcripts may be ordered from the website or by completing the transcript request form in the Registrar's office, 9th & Colorado Campus (SOM 1801). Transcripts may also be ordered by mail (Registrar's Office, 4200 E. 9th Ave., Box A054, Denver, CO 80262).

Requests should include the following:

1. Student's full name (include maiden or other name if applicable)
2. Student ID number
3. Birth date
4. The last term and campus where the student was in attendance
5. Whether the transcript should be held for end of term grades
6. Agency, college, or individuals to whom transcripts are to be sent. Complete mailing addresses are required.

Transcripts sent to students are labeled “issued to student”.

7. Student signature. This is the student's authorization to release the records to the designee.
There is no charge for transcripts. A student having any financial obligations to the University that are due and unpaid will not be issued a transcript. Copies of transcripts from other institutions cannot be furnished.

TUITION DEPOSIT

A deposit of $200 is required of each student entering a school or program at the UCDHSC Health Sciences Center Campuses in order to reserve a position in the class. This $200 deposit will be applied to tuition, fees, or any other student obligation at the end of the last term of attendance at UCDHSC. All $200 deposits are invested, and 100% of the earnings from these deposits are assigned to Student Financial Aid for distribution to students by program on the basis of need. The $200 deposit is due within two weeks of receipt of the admissions offer and is refundable up to 60 days prior to your actual registration date.

The following policy, as agreed to by each of the Schools of the Health Sciences Center Campuses, details how student tuition deposits will be handled. This policy pertains only to the tuition deposits paid by students who either never attend classes at UCDHSC or who leave before completing their course of study. The tuition deposit policy for students who finish their course of study is already detailed above.

1. Refunding tuition deposits for first-time students.
   1. If a first-time student notifies a school 60 days or more before the first day of the term for which he or she was accepted that he or she will not be attending UCDHSC, the tuition deposit will be refunded to the student. Each School will notify the Bursar's office in writing or email shortly after the 60-day limit so that the Bursar's office can make the necessary entry to the student's account to refund the deposit.
   2. If a first-time student notifies a school 59 days or less before the first day of the term for which he or she was accepted for that he or she will not be attending UCDHSC, the tuition deposit will be forfeited. The deposit will go to the school that the student would have attended.
   3. If a first-time student starts to attend class and then withdraws, the deposit will be handled based on whether or not there are charges on the student's account. If there are, the deposit will be applied to the balance due. If there are no charges, the deposit will be refunded to the respective school. For students who fall into categories b or c, each school will notify the Bursar's office in writing or email shortly after the add/drop period for each term so that the Bursar's office can make the necessary entry to the student's account to apply the deposit or refund the deposit to the school.

2. Refunding tuition deposits for continuing students.
   If any continuing student (defined as any student who completes his or her first term of study) leaves UCDHSC for any reason, the tuition deposit will be refunded to the student. This could result in the deposit being applied to a balance due or being refunded to the student. Each school will notify the Bursar's office in writing or email when it is aware of such a student so that the Bursar's office can make the necessary entry to the student's account to apply the deposit. Occasionally, a student will obtain an official withdrawal form and present it at the Bursar's office for approval. In that case, the Bursar's office will apply the tuition deposit to the student's account immediately. The respective school will not have to notify the Bursar's office in this case.

TUITION AND FEE REGULATIONS

Tuition and fees shall be recommended by the UCDHSC Budget office and the Colorado State Legislature. The Board of Regents shall review and approve the schedules of tuition, fees and refund policies.

A list of current charges is available at the Registrar's office, 9th & Colorado Campus (SOM 1801) when final approval is given by the University of Colorado Board of Regents.

Tuition for Courses Taken for No Credit
Tuition for courses taken for no credit (NC) is the same as for courses taken for credit.

Fractional Credit
Fractional credit is regarded as 1 hour in assessing tuition and fee charges.

Drop/Add Tuition Adjustment
Complete adjustment of tuition and fees will be made on drop/add changes through the term only. No refunds for any changes will be made for withdrawing from courses after the tenth day of classes. Charges will be assessed for the addition of courses. Students who believe they dropped a class within the term but who were still charged for that class should contact their school’s Admissions/Student Affairs office to file a formal appeal. If their respective school believes that the circumstances justify relief from the tuition charges, the school will work with the Registrar’s office to drop the student from that class. Please note that dropping all classes for a particular term is considered a withdrawal, whether or not the student officially withdraws from the University.

Late Registration Penalty
A late registration penalty will be charged to students who are authorized to register after their regular registration period. The late registration penalty is $60.

Matriculation Fee
There is a one time non-refundable matriculation fee of $140.00 for any student new to the UCDHSC Health Sciences Center Campuses. This fee will be assessed at the time of initial registration.
Payment of Tuition and Fees
Students enrolling at UCDHSC are responsible for full payment of tuition and fees. Students should be prepared to pay their bills in full. Tuition and fees are due and payable on the first day of class. However, as a convenience to students, the Bursar's office provides a 30-day grace period prior to assessing finance charges.

Failure to receive a tuition bill does not dismiss the student from his or her obligation for payment. Failure to pay tuition does not cancel classes and therefore does not eliminate or reduce the financial obligation. Students are financially liable for all classes for which they are registered. Failure to attend classes does not cancel a student's registration. Note: stopping payment on a check does not cancel classes.

The student's initial bill will be comprised of tuition and fees for the current term as well as any fees to cover the period from the current term until the following August 31. The initial bill may also include any credits due for the employee tuition reduction, advance payments and deposits and financial aid when applicable. Students with unpaid tuition balances will not be allowed to register for subsequent semesters nor will they be allowed to obtain a copy of their transcript.

Credit Cards
The UCDHSC Health Sciences Center Campus Bursar's office does not accept credit cards for the payment of tuition and fees, primarily due to the administrative fee charged to the institution which would have to be passed on to the students in the form of higher tuition charges. The interest rate charged on credit cards normally exceeds that of the institutional funds available to students, and the institutional funds also have more favorable payback terms than do credit cards.

Service Charges
A monthly service charge of 1.5% will be added to a student account if the account is not paid in full. This charge will be assessed to a student account that has an unpaid balance on the last day of the month in which the 30-day grace period expires and each month thereafter. However, students attending fall term classes that begin in August or September will have until October 31 of that year to pay their accounts in full.

Delinquent Accounts
Students who do not pay the charges for one term by the end of the term in the following term will be subject to in-house collections. Accounts referred for in-house collections will have a service fee of twenty percent added to the balance due.

Enforcement
By Colorado statute, the University is not permitted to determine the timing nor the agencies to which we refer delinquent student accounts. State law and administrative policies enacted are specific as to the procedures we must follow. Collection activity is now at the discretion of Central Collection Services for the State of Colorado. Once an account has been referred to this agency, the following actions will be taken:
1. No transcripts will be issued for the student until the bill is paid in full;
2. Service charges of 1.5 percent per month will continue to be assessed;
3. Your account will be reported to the credit bureau.

Appeals
Students who disagree with a decision made by the Bursar's office for charges assessed or enrollment holds due to account balances may appeal in writing to the Fee Payment Appeals Board for reconsideration. The board, chaired by the Bursar, consists of two Associate Deans of Students Affairs, one of whom shall be from the appropriate school, the Director of Admissions and Student Services, the Registrar, the Director of Financial Aid, and the Director of the Office of Diversity. Appeals must be made in writing to the Bursar and must be received within 10 days of the student’s initial request to have a charge or registration hold decision reversed. The Board will notify the student in writing of its decision within 10 business days of the receipt of the request.

Personal Checks
There is a $25.00 returned check fee on all items returned by a financial institution.

Refunds and Withdrawal Charges
No refund is valid without the written consent of the dean or dean's designee of the school or program in which the student is registered. If a student withdraws from the University, NO refund of tuition will be granted. Fees are also non-refundable.

The deans or their designees of the various schools at the Health Sciences Center Campuses may, under extenuating circumstances, waive all or a portion of tuition charges and those fees recorded in the school's accounts upon a student's withdrawal or dismissal from school. Students requesting continuing tuition relief due to a withdrawal for unforeseen circumstances should contact their school's Admissions/Student Affairs office to file a formal appeal. If their respective school believes that the circumstances justify relief from the tuition charges, the school will work with the Registrar’s office to enter the appropriate tuition rebate percentage on the student account.

The University must follow specific federal refund calculations for students receiving financial assistance and who withdraw from school. The University is required to determine the correct refund applicable to first-time students who withdraw within the first term and the refund for continuing students who withdraw within the following terms and the refund for continuing students who withdraw. For further information on the required refund policy for students receiving financial aid, please see the UCDHSC Financial Aid bulletin on Withdrawing and Financial Aid. This bulletin is available in the student Financial Aid office, located in the Office Annex, 2C10.

TUITION WAIVER
Permanent faculty and staff of the University of Colorado may be eligible for a tuition waiver for courses taken for credit within the University of Colorado system (depending on their employee job classification).

Eligible employee job classes include faculty (at the rank of instructor or above), permanent full- or part-time classified employees, unclassified employees, or professional exempt employees. Full-time employees may be allowed up to six (6) semester hours in an academic year (June through May) on a space available basis. Part-time staff may be allowed a percentage of hours based on their appointment.

Employees are required to fill out the tuition waiver form for the campus where they will attend classes; however, eligibility for the waiver must be determined and approved by the HR representative at their home institution.

Payment for fees and tuition for any additional hours taken are the responsibility of the student, and should be paid on receipt of bill. Late payments will result in late fees and service charges.

Waiver forms are available in the Registrar’s office, 9th & Colorado Campus (SOM1801). Registration will be completed during the Drop/Add period on a space available basis, and the Waiver Form will be forwarded to Human Resources for verification of employee eligibility and returned to the Registrar’s Office.

**UNIVERSITY POLICE**

**EMERGENCY NUMBERS**
9th & Colorado Campus 911
Fitzsimons at Aurora Campus 911

The University of Colorado Police Department provides service at the 9th & Colorado Campus and at the Fitzsimons at Aurora Campus for the safety and security of students, staff, patients, faculty, and visitors. Responsibilities include the protection of life and property, detection of crime, enforcement of laws and regulations, investigations, parking control and building security, crime prevention and community education.

The University Police Department provides the following services to the campus community:
- Twenty-four hour services
- Evening/night shuttle service to your vehicle
- Fingerprinting services
- Bicycle registration
- Motorist assistance – Jump-starts, vehicle unlocks, etc.
- Lost and found services
- Crime prevention programs
- Building/room access
- ID/Access cards

For more information on these or other services contact the University Police at:
9th & Colorado Campus .......................... 303-315-8888
Fitzsimons at Aurora Campus .................. 303-724-4444

In accordance with the Campus Security Act of 1990 (Jeanne Clery Act), information on the following subjects is available at the University Police offices on both campuses. Information may also be viewed at the University Police website www.UCHSC.edu/police.
- Campus crime statistics
- Procedures for reporting criminal activities or other emergencies occurring on campus
- Policy and procedure regarding sexual assault and the reporting thereof
- Victim assistance
- Access to campus facilities
- Security of campus facilities
- Law enforcement authority of the University Police and interagency relations
- Security awareness and crime prevention programs

We strongly encourage you to report all criminal activity, suspicious incidents or persons, and safety hazards to the University Police. With your help, we can make the campuses safer and more conducive to your learning experience.

**VETERANS BENEFITS**

A representative is available in the Financial Aid office to answer questions and to assist students in getting certified for veterans’ educational benefits. Student veterans will be certified once each academic year at the beginning of their first enrollment period. Students currently receiving benefits will be mailed an institutional application form that must be completed before their veteran’s forms can be certified. New students must contact the Financial Aid office so that they receive the appropriate institutional and federal forms to complete.

Student veterans registered as official thesis students must obtain a statement signed by the department chairperson or thesis advisor to the effect that the student is engaged in either fulltime or part-time graduate study. This statement must
be filed with the VA representative. Student veterans must immediately notify the VA representative of any changes in enrollment, e.g., school withdrawal, increase or decrease in numbers of credit hours in an academic period.

WITHDRAWAL FROM THE UNIVERSITY PROCEDURE

Students must begin the withdrawal process by visiting the Registrar’s office, 9th & Colorado Campus (SOM 1801) 303-315-7676 to obtain a withdrawal form. Students must obtain approval from the appropriate academic dean or deans designate. The withdrawal form requires termination clearance signatures from the Bursar’s office, Student Financial Aid office, 9th & Colorado Bookstore, Denison Library, and the Traffic and Security office. This completed withdrawal form must be filed with the Registrar’s office.

A withdrawal notation is recorded on the student's transcript.

Students who withdraw without communicating with the dean or dean’s designate and filing the appropriate withdrawal form with the Registrar’s office will be considered to have failed their courses for the term. Please see “Tuition and Fee Regulations” for withdrawal charges.