

# UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

## GENERAL INFORMATION POLICIES AND PROCEDURES

With 13 schools and colleges and more than 130 degree programs, the University of Colorado Denver | Anschutz Medical Campus offers a high-quality, real-world education in the heart of the energetic West.

On our Denver campus, students prepare for careers ranging from the music industry to the energy industry, from teaching to engineering, from business to architecture. At the Anschutz Medical Campus in Aurora, health careers (which can begin on the Denver campus, with top-notch undergraduate nursing and biology programs) take off, as students study medicine, pharmacy, dental medicine, nursing, public health and other programs. Both campuses attract students, researchers and faculty who want to make a difference—today.

This course book does not constitute a contract with the University of Colorado Anschutz Medical Campus, either expressed 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.

### **ACADEMIC FREEDOM**

Academic freedom and diverse viewpoints are highly valued at the University of Colorado Anschutz Medical Campus. The Laws of the Board of Regents of the University of Colorado specify that:

“The University of Colorado was created and is maintained to afford men and women a liberal education in the several branches of literature, arts, sciences, and the professions. These aims can be achieved only in that atmosphere of free inquiry and discussion, which has become a tradition of universities and is called “academic freedom.”

“For this purpose, “academic freedom” is defined as the freedom to inquire, discover, publish and teach truth as the faculty member sees it, subject to no control or authority save the control and authority of the rational methods by which truth is established.

“Within the bounds of this definition, academic freedom requires that members of the faculty must have complete freedom to study, to learn, to do research, and to communicate the results of these pursuits to others. The students likewise must have freedom of study and discussion. The fullest exposure to conflicting opinions is the best insurance against error.

“Academic freedom does not give either faculty or students the right to disregard the standards of conduct outlined in part B of article 7 of these *Laws*.

“All members of the academic community have a responsibility to protect the university as a forum for the free expression of ideas. (Laws of the Regents Article 5, Part D.1 Intent and Definition).

### **ALCOHOL AND DRUG POLICY**

The University of Colorado Anschutz Medical Campus is committed to providing a drug-free educational environment and drug-free workplace. This policy statement on drugs and alcohol is designed to ensure that the Anschutz Medical Campus comply with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. These Acts require the University, as a recipient of federal funds, to take measures to combat the abuse of drugs and alcohol. The continuation of federal financial support for students, academic programs, and academic support services programs is based upon compliance with these statutes and their regulations.

The University of Colorado Anschutz Medical Campus prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance (illicit drugs of any kind or amount, including marijuana) and the abuse of alcohol by students and employees on University property or as part of any of its activities. This prohibition covers any individual's actions which are part of any University activities, including those occurring while on University property or in the conduct of University business away from the campus.

It is a violation of University policy for any member of the faculty, staff, or student body to jeopardize the operation or interest of the Anschutz Medical Campus through the use of alcohol or drugs. Individuals found to be in violation are subject to legal sanctions under local, state, or federal law and to disciplinary action consistent with the Code of Student Conduct (at the Downtown Denver Campus), the Student Honor and Conduct Codes (Anschutz Medical Campus), the Faculty Handbook, and the State Personnel System. Sanctions to be imposed on employees and students who are found to be in violation of this policy may include requiring satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of continued enrollment and/or employment, suspension or termination of employment, and referral for prosecution.

Pursuant to the State of Colorado Constitution and related laws and regulations, possession and use of marijuana for certain medical conditions, and the possession and use of less than one (1) ounce of marijuana by persons twenty-one years of age or older is legal in limited circumstances. However, the possession and use of marijuana remains prohibited on University of Colorado Anschutz Medical Campus property or while acting on behalf of the University.

All faculty, staff, and students employed at the University acknowledge that they will, as a condition of their employment, abide by the terms of this policy. Any employee convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to his/her immediate supervisor within five days. The Drug-Free Workplace Act makes strict compliance with this policy statement a condition of employment on all federal grants and contracts. The University is required to notify the relevant funding agency within ten days of learning that a violation of this policy has occurred.

University employees may contact Human Resources at 303-315-2700, for more information regarding available resources, programs and services. Students at the Anschutz Medical Campus may contact the counseling network at 303-315-8159 or 720-848-9094, or their respective school student affairs offices for referral information. Information may also be obtained by calling the National Institute on Drug Abuse Hotline at 1-800-662-HELP or the National Clearinghouse for Alcohol and Drug Information at 1-800-662-HELP.

### **ALCOHOLIC BEVERAGES AT OFFICIAL FUNCTIONS**

Anschutz Medical Campus official functions that include the serving of alcohol require the completion of an "Event with Alcohol" form and prior approval by the designated school/college/unit officer (Dean, Associate Vice Chancellor, or higher). Purchase of alcohol for personal consumption at official functions is 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 Deputy Controller. Sales of alcohol at University events may only be made at licensed establishments. Pooling resources to purchase alcohol constitutes sale of alcohol without a license and is therefore not allowed on University property or at University events.

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 Deputy Controller, Shaun McMullin at [shaun.mcmullin@ucdenver.edu](mailto:shaun.mcmullin@ucdenver.edu).

### **ALUMNI RELATIONS OFFICE**

The Alumni Relations Office at University of Colorado Anschutz Medical Campus maintains alumni relations at the Anschutz Medical Campus as well as for individual alumni association programs for the Schools of Medicine and Dental Medicine, the College of Nursing, the Colorado School of Public Health, and the Physical Therapy and CHA/PA Programs. It also supports alumni program activities for the School of Pharmacy, the Graduate School, and for alumni of the residency programs affiliated with the University.

The Alumni Relations office maintains records of alumni; arranges alumni events in Denver and throughout the U.S.; coordinates alumni board meetings and activities; sponsors annual meetings; coordinates class and school reunions as well as student/alumni programs; and partners with the Development Office to assist with alumni giving. The Alumni Relations office also publishes magazines, newsletters, bulletins, and e-newsletters for all alumni associations of the Anschutz Medical Campus.

For more information, contact the office of Alumni Relations at 303-724-2518 or toll free at 1-877-HSC-ALUM, email [healthalumni@ucdenver.edu](mailto:healthalumni@ucdenver.edu) or on the web at [www.ucdenver.edu/healthalumni](http://www.ucdenver.edu/healthalumni).

### **ANSCHUTZ MEDICAL CAMPUS OFFICE OF INCLUSION AND OUTREACH**

#### **Mission:**

Mission of Office of Inclusion and Outreach is to impact University initiatives through sustained and comprehensive programs, targeting underrepresented populations by exposing/preparing/bridging future healthcare, Science Technology Engineering and Mathematics (STEM) and research professionals to internal and external constituencies.

**Vision:**

The vision of the Office of Inclusion and Outreach is to increase the number of underrepresented population in healthcare, STEM and research by developing the future leaders in their respective disciplines. Through this commitment, we will empower the future generation of leaders aspiring to reduce disparities among underserved communities by emphasizing the importance of addressing inequalities, cultural sensitivity and responsiveness.

**Values:**

- Taking a holistic approach to student engagement
- Foster a welcoming, inclusive environment for the campus community
- Provide mentorship and leadership opportunities through networking and community involvement
- Promote excellence and innovation
- Bridge underrepresented populations through the P-20 spectrum to healthcare, STEM and research disciplines
- Infuse empowerment through increasing social capital

The Office of Inclusion and Outreach is located in Ed 2 North, 3rd floor within the Student Services suite. 303/724-8003; <http://www.ucdenver.edu/inclusionandoutreach>.

**AUDITING**

A student may not audit courses at the Anschutz Medical Campus. 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, Anschutz Medical Campus, Education II North Building, 3<sup>rd</sup> Floor, Student Services or on our website: <http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/NoCreditRequest.pdf>. Students must indicate no credit registration at the time of registration or during the drop/add period. (Please see "No Credit Enrollment").

**BOOKSTORE**

The Anschutz Medical Campus Bookstore, located in Bldg. 500 on the first floor (one floor up from the ground floor north of the elevators), is designed to provide convenient one-stop shopping to meet the needs of our busy faculty, staff and students. The bookstore entrance is directly east of the food court and student lounge.

The bookstore stocks a wide variety of health sciences titles for all medical professions. You will find the most current and informative resources to assist you in any subject, including review books, pocket guides and AHA materials. Special orders on any book not currently in stock are welcome. Campus Authors, one of our most popular sections, is a great way to review the work and ideas of your coworkers and teachers!

The bookstore now has an expanded medical equipment and supply section, which is the largest in the Rocky Mountain region. We employ a knowledgeable staff available to help you make the best choice for any of your medical equipment needs. The bookstore carries the highest quality brands, including Welch Allyn and Littmann, which are guaranteed in stock!

Additionally, we have a large selection of CU emblematic goods, including tee shirts, sweatshirts, water bottles, stickers, and much more. Convenience items can be found such as greeting cards, office supplies, single dose medications (aspirin, ibuprofen, cold medications, etc.) and personal hygiene items. Scrubs are also available as well as lab coats which can be embroidered.

You can reach the Bookstore at 303-724-BOOK (2665). To reach our medical equipment section, please call 303-724-6651. The fax number is 303-724-6637 and you can visit our website at [www.ucdenver.edu/amcbookstore](http://www.ucdenver.edu/amcbookstore).

**Printing Services**

At the Printing Services customer service counter, inside the bookstore, students, faculty and staff can use self-service copiers, purchase paper – including thesis paper – by the sheet or ream, drop off printing requests, or consult with our staff on any graphic design and printing needs. Students may also apply money to an account allowing them to print at any of the on-campus computer labs.

**CANCELED CLASSES**

Courses listed in this publication are those currently offered by the schools and programs at the Anschutz Medical Campus. The Anschutz Medical 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 Anschutz Medical Campus, this will pertain to resident students in the Bachelor of Science Nursing program. 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 College of Nursing at 303-724-1812. For further information, go to: [www.cu.edu/ums/cof/faq.html](http://www.cu.edu/ums/cof/faq.html).

### **CONCURRENT REGISTRATION**

A degree-seeking student may enroll for 2 courses or 6 semester hours (whichever is greater) at the CU Colorado Springs campus and the CU Boulder 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 at least one course the entire semester on the home campus. Concurrent registration forms must be obtained from the Registrar's office, Anschutz Medical Campus (Education II North Building, 3<sup>rd</sup> Floor, Student Services area), 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 303-724-8052.

### **CONDUCT**

"By enrolling as a student in the university, a person shall assume obligations of performance and behavior established by the university relevant to its lawful missions, processes, and functions.. As members of the academic community, students have responsibility, equivalent to that of the faculty, for study, learning, academic integrity, and protecting the university as a forum for the free expression of ideas."

(Laws of the Regents 7B Standards of Conduct)

### **DIPLOMAS**

A student planning to graduate must submit an application for graduation/diploma to the Office of the Registrar, according to the schedules below. The application for graduation/diploma is available on the web at <http://www.ucdenver.edu/student-services/resources/registrar/degrees/graduation/application/Pages/form.aspx>

August 2015 graduates: Graduation/Diploma Application due Monday, June 15, 2015

December 2015 Graduates: Graduation/Diploma Application due Monday, September 14, 2015

May 2016 Graduates: Graduation/Diploma Application due Monday, February 8, 2016

Diplomas will be awarded to approved candidates for degrees at the Annual Commencement Ceremonies for students at the Anschutz Medical Campus or after official degree awarding dates as approved by the Board of Regents. There is a \$15 fee for mailing diplomas within the United States of America, a \$42 fee for mailing to Canadian addresses. The mailing fees for other international addresses are determined by the country to which the diploma will be mailed.

Diplomas which have been lost, stolen, or damaged may be replaced by sending a signed written request to the Office of the Registrar stating the reason for replacement. There is a \$35 replacement fee for Ph.D., M.S., M.P.A.S., and B.S diplomas. The replacement fee for D.D.S., D.N.P., D.P.T., M.D. and Pharm.D. diplomas is \$70. Payment will need to be made by check or money order made payable to the University of Colorado (credit cards are not accepted).

For diploma mailing or replacement of diploma details, please contact the Office of the Registrar at 303-724-8056.

### **DISABILITY RESOURCES & SERVICES**

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

Our office is located in Room Q20-EG305, 500 Building. For information, you may call (303) 724-5640 or email @ [sherry.holden@ucdenver.edu](mailto:sherry.holden@ucdenver.edu) or visit our website at [www.ucdenver.edu/disabilityresources](http://www.ucdenver.edu/disabilityresources).

### **DROP/ADDS**

See Schedule Changes.

### **TECHNOLOGY SUPPORT SERVICES (TSS)**

Technology Support Services – a service unit focused on providing specialized technology and expertise which supports the Anschutz Medical Campus 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:

Administration.....303-724-7714

**Room Scheduling**

Room Scheduling.....303-724-8118  
Classroom and Teaching Lab Support  
Classroom Support Help Desk.....303-724-8129  
Classroom & Audiovisual Services.....303-724-7711  
Classroom recording (Panopto).....303-724-7716  
Teaching Lab Coordination.....303-724-0649

**Video, Multimedia and Engineering Services**

Video/Media Production.....303-724-8119  
Distributed Education/Teleconferencing.....**303-724-7713**  
Video Conferencing Help Desk.....303-724-8121  
Test/Evaluation Processing Center.....303-724-7716  
TSS Computer Services.....303-724-7710

**ELECTRONIC SECURITY (SECURITY and ACCESS CONTROL BADGES)**

***CLOSED CIRCUIT TELEVISION (CCTV)***

The university has installed cameras, in key areas of the campus, to monitor and record a variety of events. Generally, they are installed on roofs, at primary entrances and in interior spaces where security monitoring is important. Note that whereas cameras are always recording, they are not always monitored. When a particular camera is involved in an alarm, the image will be displayed to the Police Dispatchers. Cameras are not installed in student study areas or in work areas where there is an expectation of privacy.

***ACCESS CONTROL BADGES***

Access Control badges provide photo identification, library privileges, and electronic access to locked and alarmed areas. Students are granted access to the buildings/areas needed for their particular course of study or research, 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 display 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. Displaying the badge, especially after-hours lets other students know that you are a student also and not likely one to generate concern.

You are required to keep your access control badge secured and to immediately report a lost or stolen badge to the Security Badging Office (4-0399). You are prohibited from lending or borrowing badges, admitting unauthorized personnel, or otherwise gaining unauthorized access to campus facilities. Do not hold/prop open card-controlled doors or other secured doors as this will initiate alarms to the Police Department. 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. You may not cut, bend, or punch holes in your badge, nor expose it to heat, since this will break internal wiring and disable it for access. The badge is printed on both sides so that it is always visible. Do not place cards or other materials in the badge carrier so as to obstruct the card. Lost or abused cards may result in a \$10 replacement charge. You do not need to display your RTD card and it should not be carried against your university access control card as misreads or denial of access may result.

***Obtaining Badges***

The schools' respective administrations schedule students to be photographed for badges during registration or orientation. Each student must present either a driver's license or state ID (each non-citizen must present a current and valid passport) before the badge will be issued. Please note that the last name on the identification must match the name used to register with the University. The Badging Staff will ask for any academic or professional credentials you may have to affix to your name.

***Using Badges for Card Access***

Card readers are located adjacent to card access-controlled doors. Card readers are rectangular dark gray or black panels which are approximately 1" in depth and 2" X 4" in height and width. To unlock a card-reader door, pass the badge slowly across the front of the card reader within a few inches of its surface. If the reader recognizes that your card has been granted access to the door, a beep will sound and a green light will illuminate. The system then unlocks the door. If the door has a door strike, you may hear a click. You will not hear a sound for magnetic locks. At this point, you will have five seconds to be detected by the motion sensor if you are before an automated door. Likewise, you are given five seconds to open the door manually at a hinged door. Please report malfunctions to the Electronic Security Office (4-0014), providing 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 (4-4444). After verifying that you are authorized for after-hours access to the area, the police dispatcher will send assistance.

***Security Badging Office Contact Information***

Phone: 303-724-0399 Fax: 303-724-1352  
Location: Anschutz Medical Campus—Building 500 (Q20), Room N1207 (Between Student Lounge and Bookstore)  
Email: [SecurityBadgeOffice@ucdenver.edu](mailto:SecurityBadgeOffice@ucdenver.edu)  
Web: <http://www.ucdenver.edu/police>

***Electronic Security Division, University Police Department Contact Information***

Phone: 303.724.0014 Fax: 303-724-0718  
Location: Anschutz Medical Campus – Building 407 (U09), University Police Building

Email: [Robin.Brown@ucdenver.edu](mailto:Robin.Brown@ucdenver.edu) or [Kurt.Proffitt@ucdenver.edu](mailto:Kurt.Proffitt@ucdenver.edu) [**RCB**] or [Ray.Mensah@ucdenver.edu](mailto:Ray.Mensah@ucdenver.edu)

## **EMAIL AND NETWORK ACCESS FOR STUDENTS**

All enrolled Anschutz Medical Campus students receive an email account which provides access to University email. Your University username and password provides access to the UNIVERSITY domain, campus computers, class evaluation and student portal. University email is an official method of communication between students and university administration and is accessible using any Internet browser. More information about your University email is provided at <http://hslibraryguides.ucdenver.edu/email-help.html>. University usernames are determined by the system. You will need your Student ID number to claim your account at <https://myaccount.ucdenver.edu/>. After you claim your account, be sure to access your email (<http://myemail.ucdenver.edu>) before accessing the student portal. Students requiring further assistance may contact the Student Email Coordinator, Lori Williams, 303-724-2171 or by email at [student.postmaster@ucdenver.edu](mailto:student.postmaster@ucdenver.edu).

Students may use shared computer workstations in school-operated labs or at the Health Sciences Library. All person 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://ucdenver.edu/life/services/student-assistance/academic-resources/pages/computer-labs-printers.aspx> or <http://hslibraryguides.ucdenver.edu/ComputingintheLibrary>.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Please see <http://www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/studentprivacy.aspx> for the most up-to-date information on this topic.

## **FINANCIAL AID**

The CU Denver | Anschutz Medical Campus Financial Aid & Scholarships Office shall make every effort within published rules to ensure that financially needy students, who otherwise would not be able to attend UC Denver | Anschutz Medical Campus due to insufficient family resources, will have the financial opportunity to attend this institution and obtain their degrees.

## **GENERAL INFORMATION**

The Financial Aid & Scholarships Office on the Anschutz Medical Campus is located in the Student Services area on the 3<sup>rd</sup> floor of the Education II North building. Our mailing address is: 13120 E. 19<sup>th</sup> Avenue, Campus Box A-088; Aurora, CO 80045. You may contact us by phone at 303-724-8039 or by e-mail at [financial.aid@ucdenver.edu](mailto:financial.aid@ucdenver.edu). You can also find us online at [www.ucdenver.edu/finaid](http://www.ucdenver.edu/finaid).

## **APPLYING FOR FINANCIAL AID**

You must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) for the school year you wish to attend. Gift aid is awarded on a first-come, first-served basis so you are encouraged to submit all required or requested documents as soon as possible. Please check your **To Do List** in the Student Center of your student portal\* to see if any additional documents have been requested. For additional information on the application process, please visit the **Apply for Financial Aid** page on our website.

*\*Continuing students and prospective students that have been assigned a university e-mail account may access the Student Center from the **UCD Access Portal** ([www.ucdenver.edu/UCDAccess](http://www.ucdenver.edu/UCDAccess)). Prospective students that have not been assigned a university e-mail account may access the Student Center from the **myUC Denver Prospective Student Portal** ([www.ucdenver.edu/myucdenver](http://www.ucdenver.edu/myucdenver)).*

## **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.) Foreign students who are in the United States on immigrant or permanent visas may be eligible for financial aid and should contact the Financial Aid & Scholarships Office. Federal regulations governing Title IV student financial aid programs and State aid programs require that all students must maintain satisfactory academic progress (see below) in order to receive assistance. Title IV funds include, but are not limited to Federal Stafford Student Loans, Federal Parent PLUS Loans, Federal Graduate PLUS Loans, Federal Perkins Student Loans, Federal Supplemental Educational Opportunity Grant (SEOG), Pell Grant and Federal Work-Study.

All students who wish to receive financial aid (grants, scholarships, work-study and loans)

- must be a U.S. citizen or eligible non-citizen
- must be admitted to or enrolled in an eligible degree or certificate program, as determined by the Anschutz Medical Campus
- must maintain Satisfactory Academic Progress (SAP) standards
- must not be in default on a student loan
- must not have drug-related offenses (contact our office for more information)

## **What Types of Financial Aid are Available?**

Financial aid funding for students at the Anschutz Medical Campus is available from federal, state and institutional sources. To receive federal, state and many institutional sources of funding, you must apply and qualify for financial aid. Most financial aid is awarded on the basis of financial need and availability of funds. Other sources, local, private and institutional, are awarded on the basis of other criteria, such as academic achievement.

The following types of financial aid are available for students at the Anschutz Medical Campus:

- **Scholarships** – “gift money” that is awarded on the basis of academic achievement (merit-based scholarships) or a combination of academic performance and financial need.
- **Grants** – “gift money” from federal, state and University funds that are awarded based on financial need. These funds do not have to be repaid.
- **Work-Study** – the work-study program provides part-time employment opportunities for students with financial need and allows them to earn money to help pay education expenses. Jobs may be on campus, off-campus or in a community service agency. Students seeking work-study funds must complete the Work-Study Request Form at [ucdenver.edu/finaid/forms](http://ucdenver.edu/finaid/forms).
- **Loans** – money you can borrow from institutional loan programs, federal loan programs and private lenders. Loan funds must be repaid once you graduate, withdraw from school or drop below half-time enrollment.

For more information about the types of aid, please visit the **Types of Financial Aid** section our website.

### **AWARDING FINANCIAL AID**

Financial aid will be awarded once we have received and processed all required and requested documents. An e-mail reminder will be sent to your Anschutz Medical Campus e-mail account if additional documents are requested. The **To Do List** in the Student Center of the [UCD Access](http://ucdenver.edu/ucdaccess) portal will also list any additional documents that have been requested.

- Financial aid awarding for the upcoming year generally begins in the late April to early May timeframe.
- Financial aid is awarded based on full-time enrollment. Pell grant amounts will be prorated for students enrolled less than full-time.
- An award notification will be sent to your Anschutz Medical Campus e-mail account when awards are ready.
- Go to the **Accept or Decline Your Financial Aid Awards** link in the Student Center on the UCD Access portal to view, accept, reduce, or decline offered awards. Certain awards may be canceled if no action is taken.
- Students borrowing a federal student loan may be required to complete loan entrance counseling and a master promissory note at [studentloans.gov](http://studentloans.gov).
- If your parent accepts a Parent PLUS Loan (undergraduate students only), they must complete the PLUS Application and Master Promissory Note at [studentloans.gov](http://studentloans.gov).
- Students borrowing institutional student loans may be required to complete loan entrance counseling and a promissory note for each loan through the [Student Debt Management Office](http://ucdenver.edu/studentdebt).
- Students seeking work-study funds must complete the Work-Study Request Form at [ucdenver.edu/finaid/forms](http://ucdenver.edu/finaid/forms).

### **Required Credit Hours**

Your financial aid is awarded based on full-time enrollment. However, most financial aid programs only require students to be enrolled at least half-time to be eligible; except for the Pell Grant program, which allows students to be enrolled less than half-time. Please notify the Financial Aid & Scholarships Office if you drop below half-time enrollment **after** the drop/add period ends for your school/program.

	<b>Full-Time</b>	<b>Half-Time</b>
<b>Undergraduate students</b>	12 credit hours (fall, spring, and summer)	6 credit hours (fall, spring, and summer)
<b>Graduate students</b>	5 credit hours (fall and spring) 3 credit hours (summer)	3 credit hours (fall and spring) 2 credit hours (summer)
<b>Professional students</b>	10 credit hours (fall, spring, and summer)	5 credit hours (fall, spring, and summer)

**\*Notice to Graduate Students:** *The financial aid definitions of full-time and half-time enrollment may differ from the academic definitions. Please see a financial aid advisor for more information.*

### **DISBURSING (PAYING) FINANCIAL AID**

- Financial aid is disbursed (paid) into your student account each semester, usually the week before classes start. Work-study funds must be earned through work and are not disbursed into your student account. To find a work-study job, please visit the [Student Employment website](http://ucdenver.edu/studentemployment).
- Funds remaining after tuition, fees and any other institutional charges are paid will be refunded to you by the Bursar’s Office through direct deposit to your bank account. If you do not have direct deposit set up, a check will be mailed to the address you have on file in the Student Center.
- Funds remaining from a Parent PLUS Loan may be refunded to you or your parent as indicated on the PLUS Loan application.

### **Satisfactory Academic Progress (SAP) Standards**

- **Students are responsible for understanding the [Satisfactory Academic Progress \(SAP\) Standards](#)**; therefore, are encouraged to review this policy and meet with a financial aid advisor before withdrawing or dropping from any courses.
- To be eligible for financial aid, federal, state and institutional regulations require students to meet certain Satisfactory Academic Progress (SAP) standards. The purpose of SAP is to ensure academic success and graduation. Students who are receiving aid, or who intend to receive aid in the future, must comply with these standards.
- SAP will be evaluated at the end of each term. Students who do not meet the SAP standards will be informed of their eligibility status via e-mail. Students in Good Standing are not notified unless their status changes to Warning or Suspension. This is not the equivalent of being placed on academic suspension by your school or college. Here are some commonly used terms relating to SAP:
- **Good Standing:** Students meeting Financial Aid SAP standards are considered in good standing and are eligible to receive financial aid.
- **Warning:** Students who have failed to meet SAP standards after being in Good Standing may be placed on Warning status. Students on Warning status are eligible to receive financial aid. Students on Warning status have one term to come back into compliance with the Financial Aid SAP requirements and return to Good Standing. Students who fail to meet Financial Aid SAP standards while on Warning status will be placed on Financial Aid Suspension.
- **Suspension:** Students who fail to meet Financial Aid SAP standards while on Warning status will be placed on Financial Aid Suspension and are not eligible for any aid until they meet the standards or successfully appeal.
- **Probation:** Students who successfully appeal their Financial Aid Suspension are placed on Financial Aid Probation status. Students on Probation will receive aid for one term while attempting to meet SAP standards in order to return to Good Standing. Failure to meet SAP standards at the end of a Probation term results in the student returning to Financial Aid Suspension status.
- Students on Financial Aid Suspension have two ways to regain eligibility for financial aid:
- Meet all the SAP standards while not receiving financial aid. Once SAP standards are met, students must notify the Financial Aid & Scholarships Office to have their status re-evaluated.
- If extenuating circumstances interfered with the student's academic progress, the student may appeal his suspension by completing the Satisfactory Academic Progress (SAP) Appeal/Advising Form at [www.ucdenver.edu/finaid/forms](http://www.ucdenver.edu/finaid/forms).

### **Withdrawing (Dropping All Courses) and Financial Aid**

Withdrawal is defined as ceasing to be enrolled prior to the end of the standard term. To comply with Federal (Title IV) Financial Aid regulations, the Financial Aid & Scholarships Office is required to apply the Return of Title IV Aid Calculation to all students who received Title IV aid at the time of withdrawal.

#### **Official Withdrawal Date**

The official withdrawal date will be determined by the CU Denver | Anschutz Medical Campus and the student. Either the school or the student must notify the Financial Aid & Scholarships Office of the official withdrawal date. If we cannot determine a withdrawal date, all aid for the term may be canceled.

#### **Documenting Attendance**

Federal regulations require that Title IV aid recipients begin attendance in a class to establish eligibility for the funds. Institutions are required to document that attendance began in classes where a student drops, withdraws, or receives an 'F' grade. Faculty will be asked to document that attendance has begun. If attendance cannot be confirmed, all aid will be canceled for the term.

#### **Return of Title IV Policy:**

- Federal calculations will be applied
- The amount of repayment will depend on:
  - the number of days you attended class in the term
  - the type of financial aid you received
  - whether you are refunded a portion of tuition and fees. (The portion of the term you did not attend represents the portion of aid that must be repaid.)

Note: If you withdraw after completing more than 60% of the term, you will have earned 100% of the federal financial aid received for that term and no repayment is required.

- **Students withdrawing from school:** Financial aid recipients who are withdrawing (dropping all classes) from CU Denver | Anschutz Medical Campus, must complete the University Withdrawal Form at [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) and follow the instructions carefully to avoid processing delays.
- **Students withdrawing from the semester:** Financial aid recipients who are withdrawing (dropping all classes) for a particular term should contact the Financial Aid & Scholarships Office prior to withdrawing.

#### **Leave of Absence (LOA)**

Students granted a leave of absence (LOA) under the institution's formal LOA policy need not be considered withdrawn if:

- only one LOA is granted in 12 months;
- the LOA does not exceed 180 days; and
- the LOA 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.

### **Loan Exit Counseling**

Exit counseling is required when students graduate, leave school, or drop below half-time enrollment. Exit counseling provides important information needed to prepare to repay federal student loans. Students must complete Exit Counseling for each type of loan borrowed, as well as the TEACH Grant, if received.

Please visit the following [StudentLoans.gov](http://StudentLoans.gov) to complete Exit Counseling for the following federal programs:

- Direct Stafford Loans (subsidized and unsubsidized)
- Direct Graduate PLUS Loan
- Direct Parent PLUS Loan
- TEACH Grant

Please visit [CU Denver Student Debt Management Office](http://CU Denver Student Debt Management Office) to complete Exit Counseling for all institutional loans including:

- Federal Perkins Loan
- Federal Nursing Loan
- Nurse Faculty Loan Program
- Health Professions Student Loan
- Loan for Disadvantaged Students
- Medical Center Loan
- Medical Student Loan

### **FERPA: AUTHORIZATION TO RELEASE INFORMATION**

Students who would like to authorize the CU Denver | Anschutz Medical Campus Financial Aid Office *or* Office of the Registrar to release financial aid and enrollment information to a third party such as spouse, parent(s) must complete the [Authorization for Release of Information \(FERPA\)](#) form and submit it to the Financial Aid or Registrar's Office. If you wish to release information to an agency, you must complete the [Outside Agency FERPA Authorization Form](#) and submit it to the Financial Aid Office.

### **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, Academic Office 1, first floor room L15-1503, 303-724-2915, or refer to our website at <http://www.ucdenver.edu/graduateschool>.

### **GRADUATION REQUIREMENTS**

Please contact your school or program for specific Academic Requirements for graduation.

For the Bachelor of Science in Medical Sciences:  
(Please contact your academic program to see if this option is available)

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 the Anschutz Medical Campus was developed in consultation with faculty and student representatives from each health sciences school, 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 the Anschutz Medical Campus 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 Anschutz Medical Campus 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, Students must work with University and/or their Program administration to ensure compliance with the policies and procedures regarding functions where alcohol may be served. -
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**

Students may request a list of current vacancies in the Denver-Metro area (including Aurora) by contacting the Office of Campus Student Services (OCSS) at [campusstudentservices@ucdenver.edu](mailto:campusstudentservices@ucdenver.edu) – this listing includes only most current vacancies as updated by the landlords.

**Roommate Information** – you can list yourself as a roommate with, or looking for housing. Head to the Campus Student Services website (Housing Resources) and enter your information. The OCSS staff will send you a corresponding list of roommates with/looking for housing depending on your needs. For updated lists, feel free to email [campusstudentservices.AMC@ucdenver.edu](mailto:campusstudentservices.AMC@ucdenver.edu) directly.

**The Roommate information is held off-line, and is disseminated only to Anschutz Medical Campus students. Only Anschutz Medical Campus students may list roommate situations with Campus Student Services – all others may use other media sources.**

The Office of Campus Student Services (OCSS) is located on the 3<sup>rd</sup> floor of Ed II – North in the Student Services suite. The office provides many services to all students at the Anschutz Medical Campus which are listed in this handbook and the Student Life Handbook – including housing and child care resources, Interdisciplinary Student Organization and Student Governance assistance and advising, intramural sports coordination, CU Buffs Season Ticket sales, learning assistance/tutoring services, notary public service to name a few. The OCSS also is responsible for Lounge 500 located on the first floor of Building 500.

The Office is open 8 a.m. – 5:30 p.m. Monday through Friday, phone 303/724-2866 or check the website at [www.ucdenver.edu/campusstudentservices](http://www.ucdenver.edu/campusstudentservices) for the Student Life Handbook and more information on all the services available through this office.”

## **INTERNATIONAL STUDENTS**

International Student and Scholar Services (ISSS) in the Office of International Affairs (OIA) provides assistance to international students in nonimmigrant visa classifications. ISSS is located at the Denver Campus, Lawrence Street Center, 9th Floor. The ISSS satellite office on the Anschutz Medical Campus is located in Building 500, 8<sup>th</sup> Floor, Room C8000D.

Please visit the ISSS website at <http://ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/Pages/ISSS.aspx> for an overview of the services that ISSS offers or to schedule an appointment. You may also call 303-315-2230 to speak with an ISSS staff member.

The University of Colorado Denver | Anschutz Medical Campus is authorized by the U.S. Department of Homeland Security (DHS) to issue Forms I-20 and by the U.S. Department of State (DOS) to issue DS-2019 Certificates of Eligibility. These documents permit international students to apply for an F-1 or J-1 visa to study at the University.

International students in F-1 and J-1 status are required to register for and attend an International Student Check-In and Fundamentals before their first semester at the Anschutz Medical Campus. This Check-In and Fundamentals session is designed to provide valuable information about maintaining F-1 and J-1 status and the many resources available to help students succeed.

International students in F-1 or J-1 student status are required to be registered full-time for two semesters per year. Full-time for undergraduate students is twelve (12) semester hours; full-time for most graduate students is five (5) semester hours. DHS requires the University to report the immigration and registration status, as well as the current residential address, of all international students in F-1 and J-1 status on a regular basis. International students in F-1 and J-1 status must notify ISSS before making any changes in enrollment or immigration status, such as adding or dropping courses, changing degree level, applying for work authorization, changing positions, or applying for a change in immigration status. They must notify ISSS of any new residential address within 10 days of the move.

International students in F-1 or J-1 student status who travel abroad and need to re-enter the U.S. to resume their academic program at the Anschutz Medical Campus will need to bring their Form I-20 or DS-2019 Certificate of Eligibility to ISSS to request a travel signature before leaving the U.S.

## **LIBRARY**

Students are encouraged to become familiar with the Health Sciences Library resources early in their professional studies. An active library account is required and automatically created for remote access to electronic journals and databases. Please call 303-724-2152 or visit <http://hslibrary.ucdenver.edu> for general library information.

The Library provides an extensive collection of allied health, dental, medical, nursing and pharmacy resources, including more than 273,000 print and audiovisual volumes, hundreds of electronic books, and more than 40,000 electronic full-text journals.

Electronic resources may be accessed from library computer workstations and from off campus via a remote Internet connection. E-resources include PubMed, Ovid MEDLINE, CINAHL, PsycINFO, Web of Science, MDConsult, Nursing Consult, First Consult, MICROMEDEX, and many others. E-resources may be accessed by students enrolled at the Health Sciences Campuses at no charge through the library web site <http://hslibrary.ucdenver.edu>. Free classes, online tutorials, research consultations, Ask-A-Librarian live chat and fee-based online searches done by the library's professional searchers are all services accessible from the library web pages.

To access the library's e-journals, use the search box on the library home page and click the button JOURNAL TITLES. A complete list of library databases can be found at <http://hslibrary.ucdenver.edu/databases>. IMPULSE, the library's online catalog, includes books, older journal holdings and audiovisual materials in the Health Sciences Library, as well as six other health sciences libraries in the Denver metro area. Prospector, a unified catalog of academic and public libraries, is linked to IMPULSE searches. Health Sciences Library cardholders are entitled to borrow materials through Prospector free of charge. Materials not available at the Health Sciences Library or through Prospector may be obtained through interlibrary loan for a fee.

- Check that your account is active, click the RENEW YOUR BOOKS link on the library home page. Use your name and Student ID number. If that doesn't work, call the Circulation Department at 303-724-2152 or email us at [Circ.Library@ucdenver.edu](mailto:Circ.Library@ucdenver.edu).
- Free classes are listed at <http://hslibrary.ucdenver.edu/classes>; schedule library classes at alternative times by contacting library personnel.
- The library provides access to computers in a shared study space and closed study rooms on all three floors.
- Microsoft Office applications and Internet access are available on all of the library's computers.
- Photocopies and laser printing cost ten cents (\$.10) per page; color printing is twenty five cents (\$.25) per page. One printer in the library gives access to your Student Printing account.

· PASCAL, the library's storage facility for older materials located on the Anschutz Medical Campus, offers a drop-off and pick-up location for library materials.

### **MEDICAL MALPRACTICE COVERAGE**

Medical malpractice coverage is provided 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 health care practitioners-in-training who are enrolled at the University. Health Care practitioners-in-training are considered "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 that is part of the academic program and which has received the prior approval of their respective school at the Anschutz Medical Campus 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 Professional Risk Management, 303-724-7475.

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.

### **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 add/drop period. 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. (Please see "Auditing").

### **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 University of Colorado Anschutz Medical Campus Equal Opportunity/Affirmative Action officer is Becka Hill and her 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, Ms. Hill may be reached by phone at 303-315-2700, by email at [Becka.Hill@ucdenver.edu](mailto:Becka.Hill@ucdenver.edu), or by mail to: EO/AA Compliance office, University of Colorado Denver Campus, P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364.

A statement of Article 10 may be found online at: <http://www.cu.edu/regents/Laws/Article10.html>. University of Colorado Anschutz Medical Campus procedures for investigating complaints of discrimination may be found online at:

<http://www.ucdhsc.edu/admin/policies/hr/Discrimination%20Guideline%20-%20REVISED%20-%20READY%20FOR%20WEB.pdf>

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(Laws of the Regents Article 10 Nondiscrimination).

## **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, Anschutz Medical Campus, Education II North Building, 3<sup>rd</sup> Floor, Student Services area, 303-724-8059, or email at: [Student.Services@ucdenver.edu](mailto:Student.Services@ucdenver.edu).

## **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 process and is entirely 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 the University of Colorado Anschutz Medical Campus.

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 two Ombuds Offices which service the Anschutz Medical Campus community. For those on the Anschutz Medical Center campus, the Ombuds may be reached at 303.724.2950. The office is located in room 7005C in Building 500. The Denver Campus provides an Ombuds Office in the Plaza Building in room 110. The Ombuds may be contacted at 303.315.0046. For more information, please access the website at [www.ucdenver.edu/ombuds](http://www.ucdenver.edu/ombuds).

## **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 4) Intercampus Shuttle Service between the Lawrence Street Center Building on the Downtown Campus, National Jewish Health, the Denver VA Hospital and the Anschutz Medical Campus in front of Building 500, and a circulator service on the Anschutz Medical Campus and 5) RTD Eco Pass for faculty and staff. For information on the RTD College Pass for students please contact the Student Services Office. In addition, University Police provide an escort service during hours of darkness between a person's vehicle and work location.

For more information about parking and transportation on campus, please contact 303-724-2555 or visit the parking and transportation website at <http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Parking/Pages/Parking.aspx>

## **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
F	0.0 grade points per credit hour
I	Automatic conversion after one academic year to F
IP	Coursework at the professional level; thesis, project, research rotations only at the graduate level
H/HP/PR/P	Credit hours count toward the degree, but are not included in the grade point average.
NC	Indicates registration on a no-credit basis
W	Indicates withdrawal without credit

## **RESIDENCY CLASSIFICATION FOR TUITION PURPOSES**

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

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

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

(NOTE: an exception to this general requirement applies to "accountable students" in the School of Medicine and School of Dental Medicine. See below section on "Accountable Students and Residency" for details.)

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

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

### Establishing Domicile

An individual must have been domiciled in Colorado for one calendar year before he or she is entitled to in-state tuition. A domicile is a person's true, fixed and permanent home. Having a domicile in Colorado involves more than mere physical presence or "residence" in the state. A person may have several places of residence but can have only one true domicile at any given time. In order to establish a domicile for tuition purposes, there must be 1) physical presence for at least 12 months within the state along with 2) demonstrated intent to make Colorado one's permanent home. Intent is demonstrated by several kinds of connections with the state dated one year prior to the beginning of classes. Note: For School of Medicine and School of Dental Medicine applicants there is a different reference date for residency determination: the date of selection for admission. Each of these Schools determines that uniformly-applied date for the admitted term. Please check with the Admissions director of the respective school or with the Tuition Classification Officer for that date.

There is no formula or checklist to follow in establishing domicile. Generally, physical presence (as shown by rent receipts, leases or statements from landlords, home ownership, etc.) plus one connection with the state will not be sufficient to establish domicile. Several connections are necessary, and the more connections that are made, the more assurance a person has of qualifying for residency. Any connections maintained with any other state during the 12-month period for establishing domicile may be viewed as negative intent to make Colorado one's permanent home.

### Objective evidence of physical connections with the state of Colorado includes

- Driver's license, as governed by the Colorado Motor Vehicle Operator's Licensing Law.
- Automobile registration and license plates, as governed by the Colorado Motor Vehicle Registration Law.
- Voter registration and voting in the most recent (Colorado) election.
- Colorado employment and payment of Colorado income tax. Permanent, full-time, off-campus employment and payment of Colorado State income taxes are considered highly persuasive evidence of intent to make Colorado one's permanent home. Student employment or temporary work is not considered as persuasive. It is the actual official acceptance of employment that forms the connection with the state. Income earned in another state by a resident of Colorado is taxable in Colorado.
- Ownership of residential real property in the state, particularly if petitioner resides in the home. Petitioners should provide documentation of the contract date, as well as of the closing date.
- Graduation from a Colorado high school and/or continued presence in Colorado during periods when not enrolled in college, or during periods between academic sessions.
- Any other factor(s) peculiar to the individual that show intent to make Colorado one's permanent home (for example, obtaining licensure or certification to practice a profession in Colorado). Bank accounts, seeking dental or medical care, marrying or divorcing in the state are matters of convenience because one happens to be present in the state and are therefore not the kinds of connections with the state that show intent to make Colorado one's permanent home. Leases and rent receipts prove physical presence but do not otherwise qualify as connections with the state.

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

### Evidence indicating domicile outside Colorado includes

- **Failure to pay Colorado state income tax** (if your income is sufficient to be taxed). Income earned in another state by a resident of Colorado is taxable in Colorado. Filing a nonresident Colorado tax return is persuasive evidence of domicile outside Colorado.
- **Failure to comply with any law imposing a mandatory duty on a permanent resident of Colorado.** Examples include failure to register a motor vehicle and failure to change your driver's license to Colorado within the statutory periods.
- **Return to your former state of residence** for a substantial period of time during the summer or during other periods when not enrolled as a student or between academic sessions.
- **Maintenance of a home in another state.**
- **Prolonged absence from Colorado**, except for military or civilian government service or for temporary absences required by an employer.
- **Any other factor particular to your situation** that indicates non-Colorado domicile. Examples include applying for a loan or receiving college financial aid from another state where domicile in that state is a condition for receiving funds, and voting or registering to vote in another state.

### **Accountable Students and Residency**

*Accountable students* at the Anschutz Medical Campus -- are persons who, as of the date of their selection for admission (please see Establishing Domicile section, above) into an Anschutz Medical Campus professional health care program (currently students in the Schools of Medicine and Dental Medicine), will not be receiving funding from the state of Colorado or a cooperative state for any portion of the costs incurred in participating in designated Anschutz Medical Campus professional health care programs. Prior to matriculation, accountable students must agree to the terms of an accountable student contract (including payment of in-state tuition plus associated accountable student fee) for the duration of their professional degree training.

The Accountable Student Program for Students in Health Sciences Professions was enacted in 2006 by the state legislature. The Health Sciences Center implemented this program for the Schools of Medicine and Dental Medicine effective with the 2006-07 academic year. This legislation essentially uncoupled residency status from tuition classification for students classified as *accountable students*, who each year pay in-state tuition plus an associated accountable student fee.

*Accountable students*, once designated and having signed the accountable student contract, are bound by the terms of their contract for all years of their studies, including their agreement to pay the accountable student fee regardless of residency status. They may, however, petition for Colorado residency status in order to qualify for other forms of financial assistance available to eligible students who are Colorado residents. Establishing residency status also will allow accountable students the benefit of in-state tuition rates in other degree programs should they choose to enroll in a second degree program (e.g., Master of Science in Public Health, or Master of Business Administration). Petitioning for in-state residency status normally is undertaken after a student has been in Colorado for a year and before his/her second year of studies. Petitions are available from and processed by the Registrar's Office. Specific questions about residency classification should be addressed to the Tuition Classification Officer in the Anschutz Medical Campus Registrar's Office (Education II North Building, Room 3208; telephone: 303-724-8054).

### **Emancipation and Residency**

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

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

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

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

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

-- Entry into military service.

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

### **Four-Year Rule**

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

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

OR

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

#### Military Service and Residency

##### Military Exception

Active-duty members of the armed forces of the United States and Canada on permanent duty stationed in Colorado and their dependents (as defined by military regulations) are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in Colorado, as certified by their military command, by the first day of class of the applicable academic term. To obtain this in-state tuition rate, the student must submit a Certification of Military

Status Form signed by their Base Education Officer verifying their active military status and permanent duty assignment in Colorado, along with a copy (both front and back sides) of the military identification card. Dependents must present verification of the active military person on permanent duty, along with a copy of the military dependent identification card. This certification must be signed and submitted to the Registrar's office no earlier than 90 days prior to the first day of classes and no later than 10 working days from the first day of the term. The certification must be completed and submitted each semester.

After qualifying as an in-state student, a member of the armed forces of the United States on active duty, or the member's dependent, shall not lose his or her eligibility for in-state tuition status if the member retires or separates from the military. Dependent means a spouse of a member of the armed services who was the member's spouse at the time that the member was stationed in Colorado and at the time the spouse is requesting in-state tuition classification and any child under twenty-two years of age born to or legally adopted by the member of the armed forces who enrolls in a public institution of higher education within ten years after the member was stationed in Colorado.

Military dependents continuously enrolled in a Colorado college continue to qualify for in-state tuition if the military member is transferred outside Colorado or retires and remains in Colorado.

Members of the Colorado National Guard who maintain their sole legal residence in Colorado and their dependents also qualify for in-state tuition regardless of length of residence.

##### Military Members Domiciled in Colorado

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

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

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

##### Veterans

Honorably discharged members of the Armed Forces moving permanently to Colorado qualify for in-state tuition. Dependents of veterans are eligible for in-state tuition classification if the dependent has completed two years of high school in Colorado.

##### Civilian Absences from the State

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

##### Permanent Resident Aliens and Visa-Holders

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

##### Petitions and Appeals

Petition forms for requesting in-state residency status are available online at the Anschutz Medical Campus student services web page (<http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/TuitionPetitionAMC.pdf>) or from the Registrar's Office, Education II North Building, Student Services area. The petition must be notarized and should be filed

one or two months before the start of the term for which one wishes to qualify. The deadline for submitting petitions to Registrar Office's Tuition Classification Officer for a given term is no later than 3:00 p.m. the last day of late registration for the student's program of study.

Summer 2015: June 5, 2015;  
Fall 2015: September 11, 2015  
Spring 2016: February 5, 2016

The first day of the semester is the date that is used to determine whether or not a person has been domiciled in Colorado for the requisite twelve months in order to qualify for residency status. At all times in the classification procedure, it is the student's responsibility to present all requested information and to meet the appropriate deadlines. Only photocopies of requested documents should be submitted with the petition because all information submitted becomes part of the student's file and cannot be returned to the student. Failure to provide all requested information and documents will invalidate a request or petition for in-state status. The student is notified of the University's decision by email and regular mail.

Any student who is denied in-state tuition classification by the Tuition Classification Officer may appeal that decision to the Residency Appeals Committee. The Residency Appeals Committee is composed of a representative from each University of Colorado campus. A student wishing to appeal a decision should contact the Registrar's Office for instructions. The decision of the Residency Appeals Committee is final. Residency appeals must be submitted, in writing, to the Office of the Registrar (303-724-8054) **no later than 10 working days after the student receives the Tuition Classification Officer's decision.** There will be no retroactive changes in classification.

#### **Frequently Addressed Points and Important Legal Notes**

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

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

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

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

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

#### **ASSET BILL**

A student who does not have lawful immigration status may be classified as an in-state student for tuition purposes if: (1) the student attended high school in Colorado for at least three years immediately preceding the date the student graduates from a Colorado high school or earns a GED; (2) the student is admitted to a Colorado institution of higher education or attends any institution of higher education under a Colorado reciprocity agreement within 12 months of graduation or earning a GED; and (3) the student submits an affidavit through the COF application process stating that the student does not have lawful immigration status but has applied for lawful presence or will apply as soon as the student is eligible.

Additionally, a student who does not have lawful immigration status and graduated from a Colorado high school or earned a GED **prior to** September 1, 2013, but was not admitted to a Colorado institution within 12 months of graduating or earning a GED, may nonetheless be qualified as an in-state student if the student has been continuously physically present in Colorado for at least 18 months prior to enrolling in a Colorado institution.

#### **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 courses by completing a course withdrawal form. Both the instructor and the appropriate school/program signatures are required on the form. Tuition will not be refunded, even if the withdrawal is allowed. A grade of "W" will appear on the transcript. In order to receive any type of tuition adjustment, student will need to go through a formal appeals process with their school/program.

Students withdrawing from the semester: Financial aid recipients who are withdrawing (dropping all classes) for a particular term should contact the Financial Aid Office prior to withdrawing.

## **Adding Courses**

Students normally may add courses to their original registration during the first ten (10) days of the Fall and Spring terms and during the first five (5) days of the Summer 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.

## **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.

### **University of Colorado Anschutz Medical Campus 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 Anschutz Medical Campus 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. Anschutz Medical Campus 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 Anschutz Medical Campus Sexual Harassment Officer at 303-315-2724; send correspondence to P.O. Box 173364, Campus Box 130, Denver, CO 80217-3364; or email to [becka.hill@ucdenver.edu](mailto:becka.hill@ucdenver.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 9<sup>th</sup> Ave. and Anschutz Medical Center Campuses may be reached at 303-315-0563.

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

**Anschutz Medical Campus 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- Student and Community Counseling Center** provides mental health counseling services to the University of Colorado Anschutz Medical Campus and Denver Campus student bodies 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 to promptly inform the sexual harassment officer. The policy also requires that exceptions to this requirement be identified. The Ombuds Office at the Anschutz Medical Campus 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.

Graduate Basic Sciences and Public Health courses: Application/registration forms are available on the web at <http://www.ucdenver.edu/student-services/resources/registrar/pages/forms.aspx> . Once you arrive at the website, select "Anschutz Medical Campus" and search for "Non-Degree Student Application". This must be submitted during the official add/drop period of the term (first 10 days of fall and spring terms; first 5 days of summer term).

## **CAMPUS STUDENT SERVICES**

The **[Nelson-James, Lia Rochelle]** Campus Student Services Office is located on the 3<sup>rd</sup> floor of Ed II – North in the Student Services suite.

The office provides many services to all students at the Anschutz Medical Campus which are listed in this handbook and the Student Life Handbook – including housing and child care resources, Interdisciplinary Student Organization and Student Governance assistance and advising, intramural sports coordination, CU Buffs Season Ticket sales, learning assistance/tutoring services, notary public service to name a few. Campus Student Services is also responsible for Lounge 500 located on the first floor of Building 500.

The Office is open 8 a.m. – 5 p.m. Monday through Friday, phone 303/724-2866 or check the website at [www.ucdenver.edu/studentassistance](http://www.ucdenver.edu/studentassistance) for the Student Life Handbook and more information on all the services available through this office.

## **STUDENT GOVERNMENT**

The Student Senate is the Anschutz Medical Campus' student governing body. The Senate is composed of elected representatives from each class of the various disciplines at the Anschutz Medical Campus', including the School of Medicine, School of Dental Medicine, International Dentistry Program, College of Nursing, Graduate School, School of Pharmacy, Colorado School of Public Health, Child Health Associate/Physician Assistant Program, and Physical Therapy 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 the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 5:30 p.m. The meetings take place in Ed II North. 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 Anschutz Medical Campus. The Senate is the only vehicle through which the 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 Anschutz Medical Campus campus-wide policy is evident.

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

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, the senate website, or from the Office of Campus Student Services, 3<sup>rd</sup> Floor (3123) of Ed II North. Please visit Senate's website at [www.ucdenver.edu/studentsenate](http://www.ucdenver.edu/studentsenate).

## **STUDENT HEALTH**

All degree students enrolled in 1 or more credit hours must be insured through the Anschutz Medical Campus student insurance unless the student can prove that he/she has comparable insurance coverage elsewhere. For detailed information about the Anschutz Medical Campus insurance plan see the website at [www.ucdenver.edu/amcstudentinsurance](http://www.ucdenver.edu/amcstudentinsurance), or contact the Student Insurance office at 303-724-7674. The waiver outlines criteria for comparable insurance which is posted each fall and also available on-line or at the Student Insurance Office. If you wish to waive the student insurance, you must complete the waiver which you can find detailed instructions and link at [www.ucdenver.edu/amcstudentinsurance](http://www.ucdenver.edu/amcstudentinsurance). The deadline for waiving or enrolling in will be included on the selection/waiver form and listed on-line [www.ucdenver.edu/amcstudentinsurance](http://www.ucdenver.edu/amcstudentinsurance). AFTER THE DEADLINE THERE

WILL BE A \$25 LATE FEE ACCESSED TO REVIEW WAIVER UNTIL FINALE ELIGIBILITY IS LOADED, ONCE FINALE ELIGIBILITY IS LOADED YOU WILL BE RESPONSIBLE FOR THE INSURANCE FEE, WHICH IS AUTOMATICALLY CHARGED ON YOUR TUITION BILL. (finale eligibility is loaded approximately two weeks after the posted deadline) Additional information will also be provided during orientation or by calling the Student Insurance office at 303-724-7674.

## **TRANSCRIPTS**

Transcripts are the permanent and unabridged student educational record. Incompletes, failures and withdrawals are not expunged. Transcripts will not be issued if you have overdue financial obligations, or other obligations to the University of Colorado.

To request an official transcript, please visit our new online system, Parchment, via the link below:

[https://exchange.parchment.com/send/adds/index.php?main\\_page=index&s\\_id=laY0ObQSX6K7JSaC](https://exchange.parchment.com/send/adds/index.php?main_page=index&s_id=laY0ObQSX6K7JSaC)

Through Parchment, you will have several transcript delivery options available:

Official PDF Electronic Transcript  
Official Paper Fed-Ex Delivery  
Official Paper Transcript USPS Delivery  
Official Paper Transcript Pick-up  
Official Paper Transcript Normal Processing

Please see Parchment for additional information regarding delivery options.

If you are new to our online system, Parchment, you will need to create an account to submit a transcript request.

To view your unofficial transcript, please check your Student Portal.

If you have any questions, please call the Registrar's office at 303.724.8057. Thank you.

## **TUITION DEPOSIT**

A deposit of is required of each student entering a school or program at the Anschutz Medical Campus in order to reserve a position in the class (amount varies by school or college). This deposit will be applied to tuition, fees, for the first term of attendance at the Anschutz Medical Campus. The 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 Anschutz Medical Campus, 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 the Anschutz Medical Campus 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. In addition, this policy does not apply to specific programs that require NON-REFUNDABLE enrollment deposits.

### **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 the Anschutz Medical Campus, 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 the Anschutz Medical Campus, 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 2 or 3, 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 either 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 the Anschutz Medical Campus 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 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, Anschutz Medical Campus (Education II North 3<sup>rd</sup> Floor) 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 first ten days of classes 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 onetime non-refundable matriculation fee of \$140.00 for any student new to the Anschutz Medical Campus. This fee will be assessed at the time of initial registration.

### **Payment of Tuition and Fees**

Students enrolling at the Anschutz Medical Campus 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 Census date of each semester. Census date is generally the end of the second week of classes in fall, spring and end of first week in summer.

Failure to receive a tuition bill notification 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. 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 Anschutz Medical Campus Bursar's Office does not accept credit cards for the payment of tuition and fees at the Anschutz Medical Campus 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 1.75% 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 tuition and fees are due and each month thereafter.

### **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 1.75 percent per month will continue to be assessed;

3. Your account will be reported to the credit bureau.

### **Appeals**

For more information regarding tuition appeals, please contact the Office of the Registrar or visit: <http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/TuitionAppeals.aspx>

### **Personal Checks**

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

### **Refunds and Withdrawal Charges**

No withdrawal 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 nonrefundable.

The deans or their designees of the various schools at the Anschutz Medical Campus 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 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 first term and the refund for continuing students who withdraw. For further information on the required refund policy for students receiving financial aid, please see the Anschutz Medical Campus Financial Aid bulletin on Withdrawing and Financial Aid. This bulletin is available in the student Financial Aid office, located in the Education II North Building, 3<sup>rd</sup> Floor.

### **TUITION AND FEES**

All tuition and 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. Tuition and 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.ucdenver.edu/student-services/resources/CostsAndFinancing/Pages/CostsandFinancing.aspx>.

### **TUITION WAIVER**

Please go to: [http://www.ucdenver.edu/student-services/resources/costsandfinancing/AnschutzMedicalCampus/studentbillingbursars\\_change\\_2](http://www.ucdenver.edu/student-services/resources/costsandfinancing/AnschutzMedicalCampus/studentbillingbursars_change_2) for the most up-to-date information on tuition waivers.

### **UNIVERSITY POLICE**

12454 E. 19th Place, Building 407

EMERGENCY CONTACT NUMBERS: 9-1-1 from any campus phone. 303.724.4444 for any cellphone

Police Department Switchboard	303.724.2000	Comment/Complaint Line	303.724.0800
Emergency Management or emer@ucdenver.edu	303.724.4999	Security Badging Office or security.badgeoffice@ucdenver.edu	303.724.0399

**HOW TO REPORT A CRIME:** Under Colorado Law, "It is the duty of every person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities." CRS 18-8-115  
When on the CU Anschutz Medical Campus, crimes should be reported to the University Police Department.  
Crime reports can be made at any time. University Police services are available 24-hours a day, seven days a week. Priority is given to reports of incidents that threaten the life or safety of people, the security of property and the peace of the campus community. For immediate, direct access call 9-1-1 from any campus phone for emergencies. Cellphones and off-campus calls dial (303) 724-4444.

Call the University Police Department if:

- You witness someone committing a crime
- You need to report an old crime
- You see fire or smell smoke
- You think you observe a drunken driver
- You have knowledge of a chemical spill
- Someone is injured or ill
- You see anyone or anything suspicious

### **Blue Light Poles**

There are emergency "Blue Light" call stations located in or near parking areas and on pedestrian pathways. These emergency call stations may be used to report crimes in progress, suspicious persons, medical emergencies, or to request personal safety assistance. Pressing the call button on the emergency call station initiates a direct call to the University Police Emergency Communications Center.

Activation of the phone line also activates the blue light strobe to help police locate you more quickly. These phones may be used in emergencies or to request other assistance. Many of these "Blue Light Poles" are also Wi-Fi hot spots. Students, faculty and staff are asked to take a moment when navigating the campus, to note the location of the "Blue Light" call stations.

### **Red Phones**

"Red phones" are on hallway walls, usually near restrooms, and inside elevators, within the buildings on the CU Anschutz Medical Campus. Dial 9-1-1 from these phones for emergency police response. On the CU Anschutz Medical Campus, emergency call boxes are located in elevators in each building and at the entrances of most buildings.

### **Campus Phones**

Campus phones may also be located in yellow boxes and in other locations. These phones (to include the red phones) may be used to make local calls.

### **MyForce**

The University of Colorado Denver has partnered with MyForce to offer a personal security service accessed through a smartphone application. If the individual feels there is a threat or other need for an emergency response (medical, fire, accident, etc.), a simple "tap" of the screen sends critical information to MyForce who then determines the nature of the emergency by monitoring audio from the phone and through GPS locates the subscriber and contacts the appropriate law enforcement agency.  
[www.myforce.com/](http://www.myforce.com/)

### **Emergency Notification System (ENS)**

Communication plays a critical role before, during and after any emergency or disaster. The University has partnered with RAVE Wireless to provide a FREE emergency notification text and voice-message system capable of delivering messages directly to you should conditions develop on or near our locations that pose a threat of imminent danger. All students, faculty, or staff are automatically registered for the Anschutz Medical Campus Emergency Notification System with their CU Denver email address. In order to receive real-time alerts on your mobile device, please enter a valid cell phone number into the "Employee Profile" or "Student Profile" section of your CU Denver student, faculty, or staff portal at: <https://my.cu.edu/>  
\*\*Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your cell phone if your current plan does not cover such costs. The caller ID that will appear on your phone for emergency alerts will be (303) 724-4999. Please program this phone number into your cell phone as "University Emergency Alerts" to avoid allowing these calls to be routed to your voicemail.

### **Anonymous and Confidential**

The University Police Department also maintains a voluntary, anonymous and confidential reporting and comment/complaint phone line. Information left on this voice messaging system will be investigated and acted upon as the information provided allows. The Chief of Police/designee reviews the messages approximately 1-2 times per week. To leave a message, call (303) 724-0800. To contact the University Police Department by e-mail, for a response in 1-2 business days, send to: [university.police@ucdenver.edu](mailto:university.police@ucdenver.edu)  
If you do not wish to contact University Police directly, or you wish to remain anonymous you may report crimes which occur on campus to any of the following:

The Student Assistance Office (303) 724-2866  
Student Counseling Services (303) 724-4953  
Office of Diversity and Inclusion (303) 724-8003

Ethics Line - (800) 677-5590 or [www.EthicsPoint.com](http://www.EthicsPoint.com)

The University's Ethics Hotline allows individuals to anonymously report concerns involving a possible violation of law, regulation, or policy. All university employees who act in good faith in reporting known or suspected violations of law or university policy are protected from retaliation.

Crimes reported to these sources will assist the university in keeping accurate records regarding the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university; however no identifying information is reported by these sources.

### **CARE Team**

The Campus Assessment, Response & Evaluation (CARE) Team was created at the University of Colorado Denver | Anschutz campus to address the health and safety needs of students as well as the campus community. The purpose of the team is to assess whether individuals pose a risk to themselves or others and to intervene when necessary, and more generally, to identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. 303-352-3579 or [shareaconcern@ucdenver.edu](mailto:shareaconcern@ucdenver.edu)

### **POLICE SERVICES**

- **SAFERIDE SHUTTLE SERVICE** –University Police will gladly provide escorts to any of the parking lots and near-by streets, within a specified radius of the campus, upon request. This service operates during the hours of darkness.

- **MOTORIST ASSISTANCE** – University Police personnel can assist with jump starting your vehicle. This service is free and is available 24 hours/day. We do not provide an unlocking service, but have referral information available.
- **LOST AND FOUND** – Items of value and University key/access badges are turned over to the University Police Department. Most items of clothing, personal keys, and items considered to be of little monetary value are turned in to the Facility Services Office closest to where the item was found.
- **FINGER PRINTING** – University Police will fingerprint University students, faculty and staff for licensing requirements. The cost is \$10 per card (card provided by you). The cost for non-affiliates is \$15. A driver's license, or other valid form of ID, is required. For information regarding fingerprinting of children, contact (303) 724-0739.
- **BICYCLE REGISTRATION** – Students, faculty and staff are encouraged to register their bikes with the University Police. A registered bicycle is much more likely to be recovered and returned, if stolen. This is a free service. Please register on-line at [ucdenver.edu/police](http://ucdenver.edu/police).
- **POLICE REPORTS** – Copies of University of Colorado Denver Police Department reports (e.g., for insurance purposes), are available through University Police Department Records. There is a charge of \$7 (up to 10 pages; .25 for additional pages more than ten) for this service. Report request forms are available at [ucdenver.edu/police](http://ucdenver.edu/police).

### **The Clery Act**

The Jean Clery Disclosure of Campus Security Policy was signed into law in 1990. The federal law, commonly known as the "Clery Act", requires institutions of higher learning to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations.

The Clery Act was named after Jeanne Clery who was raped and murdered in her dorm room by a fellow student on April 5, 1986. Her parents championed the act in her memory. In 2013, the Clery Act was expanded to include requirements concerning sexual assault, domestic violence, dating violence and stalking. In compliance with this act, the University Police Department publishes an Annual Security Report.

The University of Colorado's Annual Security and Annual Fire Safety Report includes statistics for the previous three years for reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus.

The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. This Annual Security Report may be viewed at: <http://www.ucdenver.edu/about/departments/InstitutionalResearch/Pages/CleryCrimeReport.aspx>

### **Electronic Security**

All CU students, faculty, staff, affiliates, long-term and contractors are required to display their Access Control Badge while on the campus. The Security Badging Office is located in Building 500. The Access Control Badge is programmed to allow admittance to secured areas to which you have been authorized. All access is recorded by name for accountability. Do not share your access privileges with others. Please contact the Electronic Security Division for more information.

### **VETERANS STUDENT SERVICES**

Location: Downtown Campus Tivoli Student Union 124/ Anschutz Medical Campus Office: *By Appointment*, Education II - North (Room P28-3201)

Phone Number: 303-556-2745

The Office of Veteran Student Services (OVSS) is the initial contact point for military, veterans and dependent students attending CU Denver and the Anschutz Medical Campus. The main priority of the office is to verify U.S. Department of Veterans Affairs education benefit certification for eligible students, ensuring that each student meets the Veterans Administration requirements for attendance, course load, content, as well as all other regulations necessary to receive educational benefit payments. This office assists students with filling out Veteran Affairs paperwork and in solving problems associated with the receipt of Veteran Affairs related educational benefits. The OVSS provides student mentoring, transition assistance into higher education, mental health services that are specific to the military and transition issues, and career preparation through the Boots to Suits Program. The office also serves as a liaison to numerous Veteran community resources. In addition, the OVSS mission is to improve and enrich the educational experience of our current and former service members and their dependents through advocacy, community, as well as appropriate and responsive services.

### **WITHDRAWAL FROM THE UNIVERSITY PROCEDURE**

Students must begin the withdrawal process by visiting the Registrar's office, Anschutz Medical Campus, Education II North Building, 3<sup>rd</sup> Floor, Student Services area, 303-724-8059 to obtain a withdrawal form or download one at <http://www.ucdenver.edu/student-services/resources/registrar/pages/forms.aspx> by selecting "Anschutz Medical Campus" and entering "University 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, Bookstore, Health Sciences Library, and the Traffic and Security office. This completed withdrawal form must be filed with the Registrar's office.

A withdrawal notation may be 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.