2013 BIOLOGY MS PROGRAM
GRADUATE STUDENT HANDBOOK

University of Colorado Denver
Department of Integrative Biology
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Location: Science Building 2071

clas.ucdenver.edu/biology
Welcome
Welcome to the Department of Integrative Biology and to the Biology MS Program. You are part of an exciting and dynamic team of students, faculty and staff. You will find graduate school and the Biology MS Program challenging, invigorating and rewarding.

Faculty members in the Department are leaders in their fields of specialization. Students graduating from the Biology MS Program go on to careers in medicine, research, teaching, and industry. As an evolving program, the Biology MS Program offers opportunities for students to conduct cutting-edge research, to teach, to present at scientific conferences, to network nationally and internationally with scientists, to publish, and to establish a defined career path or identify a new career. The next 2-3 years will present you with unanticipated opportunities for professional and academic development.

I am looking forward to working with you and to seeing you achieve great successes.

Regards,
Dr. Timberley Roane
Director of the Biology MS Program
Department of Integrative Biology

Director of the Biology MS Program
Dr. Timberley Roane
Office: 4096 Science Building
Phone: 303-556-6592
Email: Timberley.Roane@ucdenver.edu

Relevant websites
Department of Integrative Biology: http://clas.ucdenver.edu/biology/

College of Liberal Arts and Sciences (CLAS):
http://www.ucdenver.edu/academics/colleges/CLAS/Pages/CLAS.aspx

Graduate School:
http://www.ucdenver.edu/academics/colleges/Graduate-School/Pages/default.aspx

Updated 8/23/2013
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Biology MS Program Code of Conduct

By joining the Biology MS Program in the Department of Integrative Biology at the University of Colorado Denver, I am agreeing to:

- Be an active participant in the Program;
- Be an active participant in the development, advancement and completion of my academic, scientific and professional programs, as part of the Program;
- Work independently and as part of a team;
- Meet all Programmatic deadlines and expectations;
- Represent the Program, Department and University with professionalism;
- Conduct myself professionally and truthfully;
- Respect myself and those around me; and
- Abide by the University’s Academic Honor Code and Student Code of Conduct (see University catalog).

Not meeting any one of these expectations may be grounds for suspension and/or termination from the Program, as determined by the student’s faculty advisor, the Biology MS Program Director, or the Department.

Please direct any questions to the Biology MS Program Director.

It is assumed that you agree to all conditions put forth. If you do not agree, the Biology MS Program Director must be contacted in writing no later than Sept. 30 of the Program admit year.
At a Glance

Research (thesis) MS degree: requirements for completion of the degree

Minimum credits required: 30

Required coursework:
- 2 semesters of graduate seminar (BIOL 6655-1 cr. each semester)
- 4 credits of thesis research (BIOL 6950)
- Note: no more than 7 credits of independent study/internship can be applied toward degree
- Core credits
  - 2 semesters of graduate seminar (BIOL 6655-1 cr. each semester)
  - 1 semester of Biological Data Analysis (BIOL 6764-3 cr.)
  - 1 semester of Principles of Biological Research (BIOL 5705-2 cr.)
  - 4 credits of thesis research (BIOL 6950)

Required exams:
- General Biology Preliminary Exam (when: end of first fall semester in the program)
- Proposal Defense* (when: by the end of the second semester in the program)
- Thesis and Thesis Defense* (when: last semester in the program)

Minimum required GPA: 3.0

Estimated time to completion: 2-2.5 years

*The Proposal Defense and the Thesis and Thesis Defense cannot be done within the same semester. Each exam must be completed in different semesters.

Your First Semester

This is likely to be an exciting and crazy time for you—a lot happens this first semester. In addition to taking your first graduate level courses, you may also be teaching, doing research, and trying to balance a personal life. Here are a few things to expect your first semester:

Completion of the Pre-registration Agreement Form

This form (available on the Biology graduate program website) should ideally be completed prior to registering for class your first semester. This form is filled out in consultation with your faculty advisor. It lays out a tentative academic plan for your MS program. It is up to you and your faculty advisor to determine which courses are relevant to your program focus. Your coursework (and research) will center on this area. You and your advisor should keep a copy of the Pre-registration Agreement Form; a copy should also be given to the Director of the Biology MS Program.
Studying for the Biology Preliminary Exam
A study guide for the Biology Preliminary Exam will be sent to all incoming students around mid-October, for an anticipated December/January administration of the exam. While the study guide is not meant to provide a detailed analysis of exam topics, it will provide general exam material. Included in the study guide are relevant chapters in a predetermined general biology textbook. The Biology Preliminary Exam is a 3 hr multiple choice exam. You must pass the exam prior to continuing in the MS Program. Students who fail the exam may be required to leave the Biology MS Program.

Research
You will be expected to begin, if not complete, your research proposal, a written explanation of your proposed thesis project, including background, hypothesis, objectives, protocols and methods, and expected results. Details for the proposal should be discussed with your faculty advisor. However, you will be expected to write your proposal, work through several drafts of your proposal, and prepare your proposal in a professional and academic manner for distribution to your research committee members. Most students will present their proposed research to their committee members* in the first/second semester in the program.

*Composition of the research committee: The research (thesis) committee consists of 3 graduate faculty members (a minimum of 2 must be faculty within the Department of Integrative Biology; a 3rd member may, with the approval of the Department and the Graduate School, be outside the Department). The faculty members chosen for the research committee should be done in consultation with your faculty advisor; and each member (one of which is your faculty advisor) should be able to directly contribute to your research program.

Your Second Semester

Research proposal and defense
In consultation with your faculty advisor, you are required to write up a research proposal and present the proposal to your research committee. The research proposal should address your hypothesis and project objectives; proposed experimentation to address each objective; provide general background information for the project and proposed methods; and include an expected results section. More detailed guidelines and expectations for the proposal and defense can be found under Proposal Guidelines (Appendix A) at the end of this document.

In Between Semesters

Research and meeting with your research committee
You are required to hold regular meetings with your research committee to discuss your research progress. These meetings may be formal or informal, but must include the presence of all committee members at once. For example, most students schedule a formal committee wide meeting once/semester. In between formal meetings, you may meet with individual committee members to discuss various aspects of your research.
Writing your thesis
Putting together the research thesis is a long, involved process. You should not expect to be able to write and complete your thesis within one semester. Throughout your program, you should be reading the literature, conducting research, troubleshooting and interpreting data, and composing various aspects of your thesis. This will make putting together the final version of your thesis a more pleasant and less stressful experience.

Guidelines and the required format for the MS thesis can be found on the CLAS website. Your thesis must undergo Graduate School review prior to completion and final submission. You are responsible for writing your thesis in an accurate and professional manner. You are responsible for the accuracy of its content. Your faculty advisor will help you in the process of putting together your thesis; however, the thesis is ultimately your responsibility. It is a body of work that will be published with your name attached to it. It is not your advisor’s responsibility to write your thesis. That said, your advisor MUST approve of your thesis prior to submission to the Graduate School and any committee members.

Your Final Semester (e.g., end of year 2)
This is likely to be a very stressful semester. Not only will you be completing your academic requirements, but you may also be completing your research, applying to another graduate/professional program or to a job, and defending your thesis. It will be an exciting, but incredibly busy time that will require your utmost dedication and organization.

Submission of Intent to Graduate and Application for Admission to Candidacy Forms
Both forms must be completed and submitted to the Dean’s office prior to the stated deadlines. Submitting either form after the CLAS deadline will result in a one semester delay in your graduation. It is imperative that these forms be filled out on time. These forms and their deadlines can be found on the CLAS website. Copies of both submitted forms must be given to the Director of the Biology MS Program.

Thesis completion and oral thesis defense
Your thesis is now close to completion and has been reviewed several times by your faculty advisor for readiness for your research committee members to evaluate. The thesis should be made available to your research committee members no less than 1 week prior to your scheduled oral defense date.

You should work with your faculty advisor on the development and progress of your thesis. For many, the thesis is their first scientific publication. This is a professional document that is used to demonstrate your mastery of your area of specialization and within the context of the field of biology at large. Guidelines for the preparation of and deadlines for the submission of the thesis are available on the CLAS website.

Oral thesis defense: This is an oral PowerPoint presentation of your MS research. Included in your presentation should be, but not limited to, your project goals and objectives, project significance, methods and experimental approaches, results and discussion, and future directions. The oral presentation is an open forum, e.g., many students coordinate their presentations with the Department’s spring seminar series. Following the oral presentation, all non-committee members will be asked to leave the room for a Q&A period with just the student’s committee members present.
Your research thesis defense is a scientific presentation. To your defense, you should dress appropriately and conduct yourself in a professional, scientific manner. Practice your oral presentation several times in advance of your actual defense. Work with your faculty advisor on presentation style and content. You should be able to openly discuss your research, methodologies, results, etc., and be prepared to answer related questions from the audience. The actual oral defense presentation should be approximately 45-50 min with several minutes for questions. No one knows your research better than you. Demonstrate how well you know your own work. No one project is perfect and there are always limitations to the work. This is okay, but be prepared to address any limitations in your work and be prepared to suggest solutions/alternatives. How prepared you are and how you conduct yourself is part of the evaluation of your defense. In preparation for the thesis defense, see the Thesis Defense Guidelines (Appendix B) at the end of this document.

*Prior to the oral defense, a Request for Graduate Examination form MUST be submitted to the CLAS Dean’s office prior to the stated deadline. Forms not submitted on time will not be processed and you will not be able to defend your research and graduate that semester. The form and corresponding deadline is available on the CLAS website.

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After Graduation
Congratulations, you are now an alumnus of the Department of Integrative Biology and the University of Colorado Denver. Keep in touch by providing updated contact information for announcements of special alumni events, Department happenings, and University news. Keeping in touch with the Department post-graduation is one way to keep up with professional and academic contacts and references as you proceed in your career.

Additional Information

Professionalism and demeanor
As a member of the Biology MS Program, you are a professional. You will be treated with professionalism and respect, and likewise the program expects the same from you. Any violations of institutional policies, advisor expectations, or program expectations will be dealt with promptly and severely. Unprofessional and unethical behavior will not be tolerated and will be considered for grounds for removal from the program.

Teaching
Many students choose to teach during their MS program. Teaching provides you with experiences beyond standing in front of a classroom. You learn to communicate information, handle difficult personnel situations, organize materials, keep accurate records, supervise individuals, and think on your feet. Even if you do not plan to go into teaching as a career, employers recognize the skills above and will value you and your experiences even more, as every job requires these skills. Students in the Biology MS Program may teach an individual course or multiple courses.
Travel to professional meetings
Students in the Biology MS Program should seek opportunities to present at scientific meetings. Students should work with their faculty advisors for clarification of these opportunities. Should you travel/present at a meeting, you are representing yourself, the Department and the University. Behave in a professional manner. Any cases of unethical, inappropriate, or unprofessional behavior will be dealt with in accordance to the University’s codes for academic and professional behavior.

Meeting deadlines
There are a number of deadlines to keep track of. Do so. It is your responsibility (not your advisor’s) to keep track of deadlines and make sure you are getting the appropriate paperwork turned in complete and on time. Violations of deadlines and/or missing paperwork are reported to the Department, the CLAS Dean’s office, and the Graduate School. Missing paperwork/deadlines will result in a delay in graduation and can result in suspension from the University and incompletion of the degree.

Transfer credits
Students may take a limited number of courses (a limited number of credits) outside of the Department of Integrative Biology. To take a course in another Department (at UCD or at another institution), you must first discuss this with your faculty advisor. Upon approval by your faculty advisor, you must then discuss this with the Director of the Biology MS Program. Following approval by the Director, you may need to seek approval by the CLAS Dean’s office and the Graduate School. Transfer credits are limited to courses that are (1) an important component of the student’s training and development; (2) not offered on the downtown campus of UCD (courses taken at the Anschutz Medical Campus are considered transfer credits); (3) not offered in the Department of Integrative Biology; and (4) taken at the graduate level. In exceptional cases, a course may be taken outside of the graduate level upon the necessary approval. See the Director of the Biology MS Program for more information.

* A student may not have more than 12 total transfer credits apply toward their MS degree.

Time for completion of the degree
Students must complete the Biology MS degree within 4 years of the start date in the program.

Academic Integrity
There is zero tolerance for academic dishonesty (including but not limited to plagiarism, cheating, and falsification of data or analyses) or any other academically and professionally unethical behavior (including but not limited to violation of the student conduct code). Note that the University policy on academic and professional dishonesty and student conduct as described in the “University of Colorado Denver Catalog” (for the current academic year) will serve as the basis for dealing with any such issues. Academic and conduct violations will be reported to the University Ethics Committee and dealt with accordingly.
Forms and Deadlines

Always refer to the appropriate website for the most updated forms and deadlines. Be sure to select the Denver campus for relevant information.

Visit the Graduate School website (http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/Masters.aspx) for the following:

- Application for Graduation
- Application for Admission to Candidacy
- Request for Graduate Examination/Defense Form
- Thesis format review, submission, and guidelines
- Thesis template
- Statement of Approval of the Thesis

Visit the following Graduate School webpage (http://www.ucdenver.edu/academics/colleges/Graduate-School/student-services/academic-resources/Pages/calendars.aspx) for

- Schedule of Deadlines for Master’s Degree Candidates
- Frequently Asked Questions

Visit the Biology MS Program website (http://www.ucdenver.edu/academics/colleges/CLAS/Departments/biology/Programs/MasterofScience/Pages/BiologyMasterOfScience.aspx) for the following:

- Pre-registration Agreement Form
- Proposal and Proposal Defense Guidelines
- Biology MS Program Graduate Student Handbook
- Completion of Proposal Defense Form
- Thesis Defense Guidelines
Appendix A: MS Proposal and Defense Guidelines

The following guidelines are meant to be informative only. Please consult with your faculty advisor for exact requirements and expectations.

The goal of the Research Proposal and Proposal Defense is a formal representation of your proposed thesis research. Prior to writing, presenting, and defending the proposal, you should have worked with your faculty advisor in the formulation of your research hypothesis and project objectives.

Your written proposal and oral proposal defense presentation will be evaluated as indicated on the form below. The MS Proposal Defense Examination Report will be filled out by your faculty advisor, in consultation with your research committee members. A copy of the form will then be turned in to the Director of the Biology MS Program.

In terms of the proposal format and content, you will need to work very closely with your faculty advisor. While some faculty advisors may have additional requirements, all written proposals should contain the following sections:

- Abstract
- Introduction/Background
- Hypothesis and/or Objectives
- Methods and Experimental Approach
- Expected Results
- Discussion
- Larger impacts and context of work (this section is within the context of integrative biology; and faculty advisors can choose to include specific questions for students to answer)

The proposal defense is an oral presentation of your work to your research committee. The proposal presentation should be a PowerPoint presentation summarizing your proposed research, including introducing methods and anticipated outcomes. The proposal presentation should be approx. 30-40 min. followed by a Q&A session.
MS PROPOSAL DEFENSE EXAMINATION REPORT
DEPARTMENT OF INTEGRATIVE BIOLOGY
UNIVERSITY OF COLORADO DENVER
(to be filled out by faculty advisor)

Date of Examination: 
Student’s Name: 
Committee Chair (print): 
Committee Member 1 (print): 
Committee Member 2 (print): 
Additional Committee Members (print): 

The student named above, on the date provided,

_____ Successfully

_____ Unsuccessfully

completed and passed the MS Proposal Defense as deemed by the Committee Members.

Committee Chair (signed): 
Committee Member 1 (signed): 
Committee Member 2 (signed): 
Additional Committee Members (signed):

Unsuccessful completion of the Proposal Defense Examination:
An unsuccessful completion of the Exam will be discussed with the student. Possible outcomes of an unsuccessful exam include (multiple outcomes are possible):

• Rewrite of the proposal and resubmission to the committee within 2 weeks of the original exam date.
• Redo of the oral presentation to the committee within 2 weeks of the original exam date.
• Completion of remedial coursework the semester following the original exam date.
• Removal and termination from the Biology MS program
Expectations and learning outcomes of the Proposal Defense Examination:

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<th>Evaluation</th>
<th>Excellent</th>
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Additional comments:
Examples of the successful student:

(1) **Overall comprehension of subject matter**: The goal of this learning outcome is to ensure the student is not only well versed in his/her immediate field of specialization but also within the larger context of systems and integrative biology. The student should be able to demonstrate, e.g., in written and oral communications, an understanding of the background literature in the student’s field. The student should also have an intimate understanding of their own field, as well as how their field/project contributes to the larger understanding of biology and science.

(2) **Knowledge of the scientific method**: The goal of this learning outcome is demonstrated understanding of the scientific method as it applies to the student’s project and applies to biology and science in general. The student should be able to independently explore the scientific literature using scientific databases, e.g., PubMed and Web of Science. The student should be able to read, understand, interpret and analyze primary scientific literature. From the literature and knowledge of the field, the student should be able to form a hypothesis and project objectives. In so doing, the student should also be able to apply information from other related fields, e.g., those outside of the student’s immediate specialty, to the creation, advancement and completion of their project. For example, is the student aware of and can the student apply chemical or physical concepts to their project when applicable? Finally, the student should be able to troubleshoot their project, e.g., failed experiments or misinterpreted data, and take the necessary corrective action.

(3) **Scientific communication**: The goal of this learning outcome is to ensure the student can communicate professionally and scientifically in both oral and written formats. The student should be able to, in a variety of situations, formulate clear, organized thoughts, and should be able to respond to questions in a clear and logical manner. The student should be comfortable expressing information using multimedia, e.g., PowerPoint.

(4) **Demonstration of professionalism**: The goal of this learning outcome demonstrated professional and scientific behavior, including an ability to follow directions, an ability to take and use criticism. The student should also be able to work well with others in a variety of situations, e.g., is the student a team player? The student should also have a demonstrated commitment to their project. This can be demonstrated as, for example, attendance at lab meetings, spending the necessary time working on project, and coming to meetings on time and prepared.
Appendix B: Thesis and Thesis Defense Guidelines

The following guidelines are meant to be informative only. Please consult with your faculty advisor for exact requirements and expectations.

In partial completion of the requirements for the Biology MS degree, students are required to present a final written thesis. The thesis, completed in collaboration with the student’s faculty advisor, is presented to the student’s research committee PRIOR to the thesis defense (the student should ensure that there is sufficient time, e.g., a minimum of one week, for the committee members to review the thesis). The thesis defense includes an oral presentation of your thesis research and generally highlights aspects of your written thesis. The thesis defense is a PowerPoint presentation that should be approx. 45 min. long followed by a Q&A session with the audience at large. Following the open Q&A session, a session of questioning will occur with you and your research committee only. This session is closed to the public and is for more specialized inquiry from your committee that will cover aspects of your work as presented in both written and oral format. Students should be able to integrate their research with biological principles and with other fields in biology. This integration may require studying courses taken by the student. Students should be able to interpret the original literature and synthesize information from various fields of study as related to their thesis work. Be sure to work closely with your faculty advisor on the content of your oral presentation.

The MS Thesis Defense Examination Report will be filled out by your faculty advisor. You will be evaluated based on the criteria provided below.

The content of the thesis should be determined by you and your faculty advisor; however, the final written format of all theses must conform to the University of Colorado Denver Thesis requirements, found on the CLAS website at http://www.ucdenver.edu/academics/colleges/CLAS/Pages/CLAS.aspx.
Date of Examination:

Student's Name:

Committee Chair (print):

Committee Member 1 (print):

Committee Member 2 (print):

Additional Committee Members (print):

The student named above, on the date provided,

____ Successfully

____ Unsuccessfully

completed and passed the MS Thesis Defense as deemed by the Committee Members.

Committee Chair (signed):

Committee Member 1 (signed):

Committee Member 2 (signed):

Additional Committee Members (signed):
Evaluation of the Thesis and Thesis Defense Examination:

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Additional comments:
Examples of the successful student:

(1) Overall comprehension of subject matter: The goal of this learning outcome is ensure the student is not only well versed in his/her immediate field of specialization but also within the larger context of systems and integrative biology. The student should be able to demonstrate, e.g., in written and oral communications, an understanding of the background literature in the student’s field. The student should also have an intimate understanding of their own field, as well as how their field/project contributes to the larger understanding of biology and science.

(2) Knowledge of the scientific method: The goal of this learning outcome is demonstrated understanding of the scientific method as it applies to the student’s project and applies to biology and science in general. The student should be able to independently explore the scientific literature using scientific databases, e.g., PubMed and Web of Science. The student should be able to read, understand, interpret and analyze primary scientific literature. From the literature and knowledge of the field, the student should be able to form a hypothesis and project objectives. In so doing, the student should also be able to apply information from other related fields, e.g., those outside of the student’s immediate specialty, to the creation, advancement and completion of their project. For example, is the student aware of and can the student apply chemical or physical concepts to their project when applicable? Finally, the student should be able to troubleshoot their project, e.g., failed experiments or misinterpreted data, and take the necessary corrective action.

(3) Scientific communication: The goal of this learning outcome is to ensure the student can communicate professionally and scientifically in both oral and written formats. The student should be able to, in a variety of situations, formulate clear, organized thoughts, and should be able to respond to questions in a clear and logical manner. The student should be comfortable expressing information using multimedia, e.g., PowerPoint.

(4) Demonstration of professionalism: The goal of this learning outcome demonstrated professional and scientific behavior, including an ability to follow directions, an ability to take and use criticism. The student should also be able to work well with others in a variety of situations, e.g., is the student a team player? The student should also have a demonstrated commitment to their project. This can be demonstrated as, for example, attendance at lab meetings, spending the necessary time working on project, and coming to meetings on time and prepared.
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DISCLAIMER FOR STUDENT HANDBOOK

This graduate student handbook, which includes parts of the Graduate School Rules, does not constitute a contract with the University of Colorado Denver, Denver Campus Graduate School, either expressed or implied. The Graduate School reserves the right at any time to change, delete, or add to any of the provisions at its discretion.
1. INTRODUCTION

This handbook provides information and guidelines for graduate students at the University of Colorado Denver (UCD), Denver Campus. Students are encouraged to use this handbook as a supplement to the personal feedback and guidance of faculty, staff, and student colleagues in their departments.

2. MISSION STATEMENT

The fundamental purposes of UCD’s Denver Campus Graduate School are to:
- Provide students with learning opportunities that will enhance the quality of their lives, make them well-educated citizens leading to rewarding careers, and will provide Denver and Colorado with a workforce able to compete in the global economy.
- Develop research, scholarship, and creative work that will advance the base of knowledge in our disciplines and contribute to the vitality of our culture and/or economy.
- Apply the university’s skills and knowledge to real problems in the Denver metro area.
- Build and maintain an institutional culture of plurality, collegiality, integration, and customer service.

3. GENERAL INFORMATION

The Graduate School attempts to inform all graduate students of essential resources, policies, procedures, and regulations related to their matriculation, progression, and graduation. When in doubt, consult with the Graduate School staff regarding any problem or issue associated with your studies. The information provided here is current to the best of our knowledge, but is not exhaustive.

4. GENERAL UNIVERSITY POLICIES

ANTI-VIOLENCE
The University’s Anti-Violence Policy can be found in the Human Resources policies at: http://administration.ucdenver.edu/admin/policies/index.htm

INCLUSIVENESS AND NON-DISCRIMINATION
The University supports its policies of Inclusiveness and Non-Discrimination which can be found in the Human Resources policies at: http://administration.ucdenver.edu/admin/policies/index.htm

DRUGS AND ALCOHOL
The University’s Drug and Alcohol policy can be found at: http://www.ahec.edu/hr/POLICY25.htm
CODE OF STUDENT CONDUCT
The Code of Student Conduct can be found by visiting the Office of Community Standards and Wellness website at: http://www.ucdenver.edu/life/services/standards/Pages/default.aspx.

All persons on university property are required, for reasonable cause, to identify themselves when requested by university or Auraria public safety officials acting in the performance of their duties. Acting through its administrative officers, the university reserves the right to exclude those posing a danger to university personnel or property and those who interfere with its function as an educational institution.

The behaviors outlined below will not be tolerated because they threaten the safety of individuals and violate the basic purpose of the university and the personal rights and freedoms of its members.

- Intentional obstruction, disruption or interference with teaching, research, disciplinary proceedings or other university activities.
- Willful obstruction or interference with the freedom of movement of students, school officials, employees and invited guests to all facilities of the UCD/Auraria campus.
- Physical abuse of any person on university property.
- Verbal or physical harassment and/or hazing in any form.
- Prohibited entry to or use of UCD/Auraria facilities, defined as unauthorized entry or use of UCD/Auraria property or facilities for illegal purposes or purposes detrimental to the university.
- Forgery, fraud (to include computer fraud), falsification, alteration or use of university documents, records or instruments of identification with intent to gain any advantage.
- Theft or damage to UCD/Auraria property and the private property of students, university officials, employees and invited guests when such property is located upon or within UCD/Auraria buildings or facilities. This includes the possession of stolen property.
- Possession of firearms, explosives or other dangerous weapons or materials within or upon the grounds, buildings or any other facilities of the UCD/Auraria campus.
- Sale, distribution, use, possession or manufacture of illegal drugs within or on the grounds, buildings or any other facilities of the UCD/Auraria campus.
- Possession or consumption of alcoholic beverages in non-designated areas of the Auraria Campus or in any UCD facility or consumption of alcoholic beverages by underage students.

ACADEMIC HONOR CODE AND DISCIPLINE POLICIES

ACADEMIC HONESTY
A university’s reputation is built on a long-standing tradition of excellence and scholarly integrity. As members of UCD academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university.
FORMS OF ACADEMIC DISHONESTY

Students are expected to know, understand and comply with the ethical standards of the university. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the university. Academic dishonesty is defined as a student’s use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student’s work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

A. Plagiarism

Plagiarism is the use of another person’s distinctive ideas or words without acknowledgement. The incorporation of another person’s work into one’s own requires appropriate identification and acknowledgement, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:
- Word-for-word copying of another person’s ideas or words
- The mosaic (the interspersing of one’s own words here and there while, in essence, copying another’s work)
- The paraphrase (the rewriting of another’s work, yet still using their fundamental idea or theory)
- Fabrication (inventing or counterfeiting sources)
- Submission of another’s work as one’s own
- Neglecting quotation marks on material that is otherwise acknowledged
- Acknowledgement is not necessary when the material used is common knowledge.

B. Cheating

Cheating involves the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the instructor in any academic exercise or communication with another person during such an exercise. Examples of cheating are:
- Copying from another’s paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material
- Using a calculator when its use has been disallowed
- Collaborating with another student or students during an academic exercise without the consent of the instructor

C. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one’s needs in an experiment or other academic exercise.

D. Multiple Submissions

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

E. Misuse of Academic Materials

The misuse of academic materials includes but is not limited to the following:
- Stealing or destroying library or reference materials or computer programs
• Stealing or destroying another student’s notes or materials or having such materials in one’s possession without the owner’s permission
• Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
• Illegitimate possession, disposition or use of examinations or answer keys to examinations
• Unauthorized alteration, forgery or falsification of academic records
• Unauthorized sale or purchase of examinations, papers or assignments

F. Complicity in Academic Dishonesty
Complicity involves knowingly contributing to another’s acts of academic dishonesty.

COMPUTING POLICIES AND PROCEDURES
UCD’s Denver Campus computing policies and procedures can be found at: http://administration.ucdenver.edu/admin/policies/index.htm. They consider the following items:
• Antivirus
• Computer security and Windows updates
• Computing policy
• E-mail
• Remote maintenance client software
• Web CMS procedures
• Web publishing
• Windows domain

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

The University of Colorado System Administrative Policy Statement (APS) on sexual harassment policy and procedures may be found at: https://www.cu.edu/policies/policies/HR_SexualHarrassment.html

NOTIFICATION OF RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:
• The right to inspect and review the student’s educational records within 45 days from the day the University receives a request for access.
• The right to request the amendment of the student’s educational records the student believes is inaccurate or misleading.
• The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
• The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado to comply with the requirements of FERPA.
5. GRADUATE SCHOOL POLICIES

STUDENT ACADEMIC HONOR AND CONDUCT CODE, ACADEMIC GRIEVANCES, MISCONDUCT AND APPEALS

Students are expected to adhere to the highest standards of personal integrity and professional ethics and to the UC Denver honor code. Students who do not meet these standards of integrity or ethics and/or who violate the honor code may be placed on disciplinary probation by the dean upon the recommendation of the Academic Conduct and Appeals Committee (ACAC). Generally, procedures for matters involving academic misconduct should emphasize due process, which should include, at a minimum, notification to the student of the alleged violation; an opportunity for the student to gather information in order to properly respond to the allegation; and an impartial hearing to be conducted by the ACAC. The schools or colleges in which graduate programs are housed, or individual graduate programs themselves, may have additional policies and/or requirements for student conduct.

For the rules pertaining to Student Academic Honor and Conduct Code, Academic Grievances, Misconduct and Appeals, go to Article II, Section 8 of the Graduate School Rules at: http://www.cudenver.edu/Academics/Colleges/GradSchool/Pages/School%20Rules.aspx

For the Academic Honor Code you can go to the Catalog: http://catalog.ucdenver.edu/content.php?catoid=1&navoid=24&bc=1#Academic_Honor_Code_and_Discipline_Policies

ACADEMIC PROBATION AND SUSPENSION FOR GRADUATE STUDENTS

For the complete rules on Academic Probation and Suspension go to Article II, Section 7 of the Graduate School Rules at: http://www.cudenver.edu/Academics/Colleges/GradSchool/Pages/School%20Rules.aspx

GOOD ACADEMIC STANDING

Good academic standing requires a minimum grade point average, GPA, which is determined by the student’s school or college. Grades earned at another institution are not used in calculating the GPA at the University of Colorado.

Degree students should consult the academic standards section of their school or college for degree program requirements.

Continuation as a non-degree student is contingent upon maintaining an overall GPA of 2.0 upon completion of 12 or more semester hours.
Failure to maintain the required average will result in a non-degree student being suspended. The suspension is for an indefinite period of time and becomes part of the student’s permanent record at the university. While under suspension, enrollment at the university is restricted to summer terms or courses offered through extended studies.

Non-degree students are not placed on academic probation prior to being suspended.

6. GRADUATE SCHOOL ADMISSIONS

The Admissions Office handles all domestic graduate admissions following the admission decision by the graduate department. If you have a question about your residency classification for tuition purposes, contact the Tuition Classification Officer at (303) 556-2627. For international admissions contact: http://thunder1.cudenver.edu/InternationalAdmissions/index.htm.

REGISTRATION AND ADVANCE PAYMENT

All students will be required to pay a non-refundable $200 registration advance payment each term prior to registering. Students may register for a term once that term’s registration advance payment is made. This advance payment will be applied to that term’s tuition and fees cost. In order not to disadvantage students who have significant financial need, a waiver of the term’s registration advance payment will be allowed if the student has applied for financial aid and has met other financial aid eligibility criteria for that term. If the student pays the registration advance and later applies for and receives full tuition and fees from financial aid, the excess paid will be refunded to the student. For more information, please visit the Bursar’s Office.

DROP CHARGES

Beginning the second Tuesday of the fall and spring terms until census date (the fourth day of summer term), a $100 drop transaction charge will be assessed each time a student drops a course. This includes student-initiated drops done in order to change sections within a course. Section changes done for an administrative purpose through the deans’ offices are exempted from drop charges. If a student withdraws (therefore dropping all classes), a drop charge will be assessed for each course. For more information or for questions, please contact the Bursar’s Office in NC 1001 or via phone at 303-556-2710.

WEB-REGISTRATION AND STUDENT INFORMATION

Downtown Campus students can register and obtain information regarding their academic and financial records by accessing a secure site from the SMART link on the homepage. An assigned student I.D. and personal identification number (PIN) are required to access the registration or student record options. Online registration allows students to check the availability of specific courses prior to their registration time and to search for available courses by department, course level, or meeting time. If registration in a course is denied, the web registration system will specify the reason. Student information available online currently includes mailing address verification (or change), admission application status, financial aid information, schedule by semester, grades by
semester, unofficial transcript, account balance, and degree audit (for some programs). Online payment is now available. For security reasons, none of the student information screens will display a student’s name or student number. The catalog and Schedule Planner, as well as additional information regarding programs, faculty, courses, and policies, are available at the home page: www.ucdenver.edu.

**DEFINITION OF FULL-TIME AND PART-TIME STATUS**
Individual students receiving financial aid may be required to complete hours in addition to those listed below. The exact requirements for financial aid will be listed in the student’s financial aid award letter.

**FALL AND SPRING (Graduate degree students)**
Full-time:
- 5 or more semester hours
- 0 semester hours as candidate for degree
- 1 or more semester hours of thesis (not master’s reports or thesis preparation)
Half-time:
- *3 or more semester hours (*5 or more makes you full-time)

**SUMMER (10-WEEK TERM) (Graduate degree students)**
Full-time:
- 3 or more semester hours
- 0 semester hours as candidate for degree
- 1 or more semester hours of thesis (not master’s reports or thesis preparation)
Half-time:
- *2 or more semester hours (*3 or more makes you full-time)
  *3 or more semester hours of mixed-level classes (*3 or more makes you full-time)

**NOTES**
Enrollment verification including full-time/part-time attendance can be certified beginning the first day of class.
Hours for calculating full-time/part-time attendance do not include inter-institutional hours, nor do they include hours on another University of Colorado campus, unless the student is enrolled through concurrent registration.
Students receiving veteran’s benefits should contact the Veterans Affairs coordinator for definition of full-time status for summer sessions.
Individual exceptions to the minimum graduate course load levels are considered for financial aid purposes by the Financial Aid Committee. Students must file a written appeal with the Office of Financial Aid.

**ADD/DROP**
Specific add/drop deadlines are announced in each semester’s Web Schedule Planner. Students may add courses to their original registration during the first eight days (five days of classes in the summer) of full-term classes, provided there is space available.
Students may drop courses without approvals during the first 12 days of the fall or spring semester (the first eight days of the summer session). Tuition will not be charged. No record of the dropped course will appear on the student’s permanent record.

After the 12th day of a fall or spring semester (eighth day of the summer session), the instructor’s signature is required for all drops. The instructor’s signature and dean’s signature are required for all adds. No tuition adjustment will be made for drops.

After the 10th week of the fall and spring semesters (the fifth week for summer session) all schedule adjustments require a petition and special approval from the dean’s office.

Dropping all courses after the 12th day (eighth in the summer) requires an official withdrawal from the term. No tuition refunds are available.

Drop deadlines for module courses and intensive courses are published in the Web Schedule Planner each term.

**Students with registration issues after a deadline should consult with their college advisors for their policies, procedures and signatures.

PASS/FAIL PROCEDURE

Graduate degree students can exercise the P/F option for undergraduate courses only.

CONCURRENT ENROLLMENT

Degree-seeking students who wish to attend two University of Colorado campuses concurrently must obtain permission from their school or college on their home campus. A student in a degree program registered on the Denver campus may take up to two courses or 6 semester credit hours (whichever is greater) on another University of Colorado campus if:

- the student obtains a Concurrent Registration form from the office of the academic dean or the Office of the Registrar
- the course is a required course for the student’s degree (not an elective) and not offered at the Downtown Campus
- the student obtains approval from the academic dean
- there is space available at the other (host) campus
- the student pays tuition at the Downtown Campus (home campus) at the Downtown Campus rates
- the concurrent request is processed before the end of the drop/add period on both the host and home campuses

Students may not register for an independent study course through concurrent registration. Students may not take courses pass/fail or for no credit through concurrent registration.

To drop a concurrent course during the host campus’s drop/add period, arrange the drop at the home campus Office of the Registrar. To drop a concurrent course after the end of the host campus’ drop/add deadline, drop the course at the host campus’ Office of the Registrar.

WITHDRAWAL FROM THE UNIVERSITY

To withdraw from the University of Colorado Denver, students must drop all courses for the semester. During the first 12 days of the semester (eight days for the summer), students must use the Web Registration and Student Information System to drop courses. Courses dropped during this period are not recorded on the student’s permanent record.

After the 12th day of the semester (eighth day in the summer), through the 10th week (seventh week for summer), students must submit a withdrawal form with the approval of the dean and
the Office of Financial Aid. Courses dropped during this period will be recorded on the student’s permanent record with a grade of W. Students seeking to withdraw after the 10th week (fifth week for summer) must petition the associate dean of their school or college. A student who stops attending classes without officially withdrawing from the University will receive grades of F for all coursework during that term. Deadlines for dropping module and intensive courses appear in the Web Schedule Planner.

AUTOMATED DEGREE PROGRESS
A degree progress report is an automated record reflecting a student’s academic progress toward completing degree requirements in a declared major. Each degree progress report draws its information from the Integrated Student Information System (ISIS). Each time a new report is run, the most up-to-date course information and grades are used. A report can be requested by logging on to UCDAccess. Students should contact their schools and colleges for additional information on the availability of a specific degree progress report.

OFFICIAL TRANSCRIPTS
Transcripts are the permanent and unabridged student educational record. To obtain your official transcript visit [http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/Transcripts.aspx](http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/Transcripts.aspx).

TUITION AND FEES
Tuition and fees at UCD have been established by the Board of Regents, the governing body of the University of Colorado, and are subject to change any time. Tuition is based on student classification (undergraduate, graduate, academic program, resident or non-resident). Please contact the Bursar’s office if you have questions regarding tuition and/or fees or go to: [http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/DowntownCampus/StudentBilling/HowMuchDoesItCost/Pages/HowMuchDoesItCost.aspx](http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/DowntownCampus/StudentBilling/HowMuchDoesItCost/Pages/HowMuchDoesItCost.aspx)

FINANCIAL AID
Loans but not grants. The Office of Financial Aid offers more than $70 million in financial aid awards to qualified students at the downtown Denver campus each year. Graduate students are eligible for loans but not grants. For more information call the Financial Aid office at 303-556-2886.

SCHOLARSHIPS
For a complete listing of the many scholarships offered at the downtown Denver campus, go to [http://www.ucdenver.edu/student-services/resources/Scholarships/Scholarships/Pages/index.aspx](http://www.ucdenver.edu/student-services/resources/Scholarships/Scholarships/Pages/index.aspx). In addition, many Internet search programs are available to help students identify scholarships for which they may be eligible. One of the largest is [www.FastWeb.com](http://www.FastWeb.com).
7. GRADUATE ADVISING OFFICES

BUSINESS SCHOOL
Location: CU Building, 2nd floor  Phone Number: 303-315-8200
E-mail: grad.business@ucdenver.edu

COLLEGE OF ARTS AND MEDIA
Location: Arts 177  Phone Number: 303-556-2279
E-mail: camadvising@ucdenver.edu

COLLEGE OF ENGINEERING AND APPLIED SCIENCE
Location: North Classroom 2013  Phone Number: 303-556-2870
E-mail: engineering@ucdenver.edu

COLLEGE OF LIBERAL ARTS AND SCIENCES
Location: North Classroom 5014  Phone Number: 303-556-2646
E-mail: jill.hutchison@ucdenver.edu

8. GRADUATE SCHOOL GRADING SYSTEM

GRADING SYSTEM AND POLICIES
The following grading system and policies have been standardized for all academic units of the University. The instructor is responsible for whatever grade symbol (A, B, C, D, F, IF, IW, or IP) is to be assigned. Special symbols (NC and W) are indications of registration or grade status and are not assigned by the instructor. Pass/fail designations are not assigned by the instructor but are automatically converted by the grade application system, as explained under Pass/Fail Procedure.

Instructors may, at their discretion, use the plus/minus system, but are not required to do so.
  I—incomplete—changed to an F if not completed within one year.
  IP—in progress—thesis at the graduate level only.
  P/F—pass/fail—P grade is not included in the GPA; the F grade is included; up to 16 hours of pass/fail coursework may be credited toward a bachelor’s degree.
  H/P/F—honors/pass/fail—intended for honors courses; semester hours count toward the degree but are not included in the GPA.
  NC indicates registration on a no-credit basis.
  W indicates withdrawal without credit.

GRADE POINT AVERAGE (GPA)
Your grade point average (GPA) is calculated by multiplying the credit hours for the course by the points for the letter grade, totaling all the credit points and dividing them by the number of credit hours included. Pass grades and no-credit courses are not included in your GPA. The GPA for graduate students includes all courses taken while the student is enrolled in one or more graduate programs. Graduate non-degree GPAs are computed separately.
9. THESIS AND DISSERTATION INFORMATION

THESIS AND DISSERTATION REQUIREMENTS

Thesis and dissertation requirements can be found in the Graduate School Rules in the Graduate School website:
http://www.cudenver.edu/Academics/Colleges/GradSchool/Pages/School%20Rules.aspx

PREPARING YOUR THESIS OR DISSERTATION

Before submitting your thesis or dissertation, please review the document, Guidelines for Preparing Master’s and Doctoral Theses, which can be found on the Graduate School website:
http://www.cudenver.edu/Academics/Colleges/GradSchool/Pages/Student%20Resources.aspx

THESIS AND DISSERTATION DEADLINES

The deadline calendars for Master’s and PhD/EdD students can be found on the Graduate School website:
http://www.cudenver.edu/Academics/Colleges/GradSchool/Pages/DEADLINES.aspx

10. OTHER USEFUL INFORMATION

AURARIA BOOKSTORE
Location: Tivoli Student Union      Phone Number: 303-556-4286
Website: http://www.aurariabooks.com/

AURARIA EARLY LEARNING CENTER
Location: 9th Street Park      Phone Number: 303-556-3188
The Auraria Early Learning Center serves the child care needs of Auraria Campus students, staff, and faculty by providing high-quality early childhood education and care programs. The Auraria Early Learning Center is located on the southwest corner of the campus. Supervising teachers in the Auraria Early Learning Center are all degreed teachers meeting the certification guidelines of the State of Colorado and of the National Academy of Early Childhood programs. Children aged 12 months to 5 years are served at the center. The center also has a fully accredited kindergarten program.

AURARIA LIBRARY
Location: 1100 Lawrence St.      Phone Number: 303-556-2740
Website: http://library.auraria.edu/

DISABILITY RESOURCES AND SERVICES
The Office of Disability Resources and Services (DRS) is committed to providing equal opportunities and fostering the personal growth and development of students with disabilities. The DRS staff strives to meet the needs of a large and diverse community of students with disabilities.

EMERGENCY INFORMATION
UC Denver provides emergency-related information, as appropriate, on a toll-free phoneline, 1-877-INFO-070 (or 1-877-463-6070); online at www.ucdenver.edu/alert; and via the Rave emergency notification tool. Students, faculty and staff can register for this free text and voice messaging service at www.getrave.com/login/ucdenver.

HEALTH CENTER AT AURARIA
Location: Plaza Building 150       Phone Number: 303-556-2525
Website: http://www.ucdenver.edu/life/services/health-center/Pages/default.aspx
All Downtown Campus students have access to medical services at the Health Center at Auraria, and student health insurance is NOT required to use this facility. The Health Center is approved to provide only emergency care to persons covered by Medicare and/or Medicaid. Students will be asked to complete a sign-in sheet and show a current semester ID card each time they check in. All services are low cost. Payment is required at time of service, except for students who participate in the Student Health Insurance Program. Walk-in services begin at 8 a.m.; M–F. Access is on a first-come, first-served basis. Walk-in varies daily, contingent upon when all patient slots have been filled; thus, the daily closure time for walk-in care is variable. Patients are encouraged to check in as early as possible.

HUMAN SUBJECTS RESEARCH
Phone Number: 303-315-2732
Website: http://comirbweb.uchsc.edu/hsrc/

INTERNATIONAL STUDENT & SCHOLAR SERVICES – OFFICE OF INTERNATIONAL AFFAIRS
Location: LSC 932       Phone Number: 303-315-2230
Website: www.cudenver.edu/international
The International Student & Scholar Services unit in the Office of International Affairs coordinates new international student orientation, offers a variety of programming activities throughout the year, and advises international students & scholars on topics concerning immigration and visa regulations as well as the campus community.

OMBUDS OFFICE
Location: CU Building, Room 107       Phone Number: 303-556-4493
The Ombuds Office provides an alternative forum for prompt, impartial and confidential discussion for individuals to review options for informal resolution of differences. The primary goal of the Ombudsperson is to assist members of the UC Denver community in attaining fair process. The Ombuds office is a resource available to all students, faculty and staff of UC Denver to provide informal conflict resolution.
PARKING INFORMATION
For maps and parking information visit:
http://www.ucdenver.edu/about/departments/FacilitiesManagement/ParkingMaps/Pages/MapsInformation.aspx

STUDENT COUNSELING CENTER
Location: North Classroom 4036  Phone Number: 303-556-4372
The Student and Community Counseling Center provides 10 counseling sessions per fiscal year at no charge to students attending the Downtown Campus. We serve individuals, couples, families, and groups for mental health concerns. If appropriate, we refer students to additional on-campus and/or community resources.

STUDENT EMAIL ACCOUNTS
For information on student email accounts please visit: http://www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/EmailPolicy.aspx

STUDENT HEALTH INSURANCE OFFICE
Location: Tivoli Student Union 303  Phone Number: 303-556-3399
Website:
http://www.ucdenver.edu/life/services/studentlife/healthandrecreation/HealthInsurance/Pages/default.aspx
The Student Health Insurance Office strongly encourages all students to have adequate health insurance coverage. This will help assure success in your academic career even in the event of an unexpected medical expense. The plan is designed to coordinate with the Health Center at Auraria to provide quality health care at the lowest possible cost.

STUDENT HOUSING: CAMPUS VILLAGE
Location: Tivoli Student Union 267  Phone Number: 303-573-5272
Email: housing@ucdenver.edu
Opened in Fall 2006, Campus Village is located directly adjacent to the Auraria campus, within easy walking distance of campus and the downtown area. Campus Village houses 685 Auraria campus students in apartment-style accommodations and provides students with programs and resources to help foster their academic and social success. At Campus Village, housing is exclusively for students.

VETERANS STUDENT SERVICES
Location: CU-Denver Building 100-A  Phone Number: 303-556-2630
The Office of Veterans Affairs (OVA) is an initial contact point for eligible veterans and dependent students attending UC Denver who wishes to utilize Veterans Administration educational benefits. This office assists students with filling out VA paperwork and in solving problems associated with the receipt of VA-related educational benefits. The OVA maintains proper certification for eligible students to ensure that each student meets Veterans Administration requirements for attendance, course load and content, and other regulations necessary to receive educational benefits payments. In addition, the OVA provides VA
vocational rehabilitation referrals, information on VA tutorial assistance, and VA work/study positions for qualified veterans.

WIRELESS INFORMATION TECHNOLOGY SERVICES

Phone Number: 303-315-4357

Information Technology Services (IT Services) supports telephone, computer and network use for both the academic and administrative communities at UC Denver.

The IT Services Help Desk provides assistance to students, faculty, and staff. Help Desk technicians maintain personal computers and are available to assist with hardware and software planning and installation, acquisitions, Internet connectivity, troubleshooting, and general questions.