



THE
BIOMEDICAL
SCIENCES
PROGRAM
HANDBOOK
2020-2021

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Biomedical Sciences Program By-Laws

Statement of Purpose

The goal of the Biomedical Sciences Program is to train world-class biomedical scientists who will apply a multidisciplinary approach to their research. This interdepartmental program will provide a broad view of biology and the disease process to students early in their career that will inform their vision of science to include topics beyond those common to their immediate research of the research of a particular program. We believe that an integrated approach to biomedical research is critical to the development of a successful career and is one of the characteristics possessed by the most successful scientists of our day.

Goal of the Biomedical Sciences Program

Our goal is to recruit high-caliber students by providing an academic environment with a minimal number of boundaries. Program students will be able to choose mentors without regards to the departmental affiliations of the faculty members. This will provide the opportunity for the students to choose the graduate programs that best meet their academic goals and their needs as future research scientists. We believe that our research community is characterized by a high degree of interaction between investigators present at Anschutz Medical Campus and its neighboring institutions – CU Denver Auraria Campus, National Jewish Hospital, CU Boulder. By making this diversity of research opportunities more accessible to students, we hope to foster a greater degree of interaction between investigators, stimulate high-quality research at our institutions, and recruit graduate students capable of competing in any environment. Our goal is to provide graduate training consistent with the level expected of one of the top graduate programs nationwide.

Academic Program

Students admitted to the Biomedical Sciences Program (BSP) do not belong to a specific department or program. Students may choose their rotation mentors from the long list of approved faculty members of the BSP. Mentors for a student's rotations are chosen by the student after recommended consultation with the Program Director(s). Current information about all mentors is available to the student(s) through the program's web page (cuanschultz.edu/bsp).

BSP students complete the unified curriculum during the fall and spring semesters. Additional special topics courses offered in the winter and spring terms offer opportunities to explore special areas of interest to the student that lead to more advanced courses. All first-year students are required to participate in a BSP journal club, directed by members of the program faculty. In addition, students are required to take a course in Ethics. (*see page – for more information on curriculum for BSP students*)

At the end of their first-year, all BSP students take a preliminary exam offered by a specific program of their interest, after taking the appropriate courses of that program. Successful completion of the preliminary exam allows a student to enter a research laboratory and choose a program under whose guidance they will complete their thesis research. Upon completion of the exam, students become members of that program and are subject to the regulations of that program. There is reciprocity for students who take a preliminary exam in one program but decide to join a different program. The program the student will join will honor the results of the exam from the other program. Students who do not pass the exam in two attempts will be terminated from the program. Appeals will be handled by the individual programs along with the BSP Director.

Program Administration

Director, Steering Committees, Admission Committees, Program Administrator

The **Director**(s)of the Biomedical Sciences Program oversees the operations of the program. The Director is selected by the Steering Committee and appointed by the Dean of the Graduate School. The Co-Director is recommended by the Director, approved by the Steering Committee and Dean of the Graduate School.

Current Director – Dr. Kristin Artinger; Current Administrator- Shanelle Felder

The **Steering Committee** consists of a representative from each of the participating basic science program of the Graduate School, along with representatives from an existing department:

Basic Science Programs (11): Cancer Biology; Cell Biology, Stem Cells, & Development; Computational Bioscience; Human Medical Genetics & Genomics; Immunology; Integrated Physiology, Microbiology; Molecular Biology; Neuroscience; Pharmacology, Structural Biology & Biophysics

Steering Committee Members: Past director Dr. Steve Anderson, and all program directors

The **Admissions Committee** consists of the Director of the program and up to twelve faculty members from different programs that are appointed by the Director of BSP and/or their primary appointment. The Admissions Committee reviews all applications, ranks completed applications, and determines those individuals who will be invited for interviews. All decisions regarding admissions of applicants are made by this committee. The BSP participates in the common recruiting weekends currently used by other programs at the Anschutz Medical Campus.

Once an entering class has been recruited, the Directors are responsible for communicating any concerns regarding any academic deficiencies exhibited by an applicant.

This committee also evaluates the effectiveness of the marketing of the program, with special emphasis upon what changes should be made to increase our effectiveness in recruiting the best applicants to our graduate program.

2020 Admission Committees Members: Drs. Kristin Artinger (director), Aaron Johnson, Rosemary Rochford, Jim Costello, Traci Lyons, Emily Bates, Olivia Rissland, Josh Black, Raj Kumar, Marty Voskil, Charles Sagerstrom, and Mercedes Rincon

The **Program Administrator**, provided by the Graduate School, aids in correspondence throughout the year with current and previous program students, processing applications, and coordination of student interviews and recruitment efforts.

Application Process for Faculty Membership

Each faculty member (applicant) who is interested in joining the Biomedical Sciences Program should submit a current Curriculum Vitae - which should list current and pending funding, evidence of commitment to graduate/postgraduate education – along with a brief description of their research in which an emphasis is placed on hypothesis-driven research, including why they are fit to be part of the BSP. The research description is important for us to assemble information regarding the research interests of the faculty for incoming student who will be looking for mentors.

The “applications” will be approved or disapproved by the members of the current Steering Committee, which consists of one representative from each program or department.

Individual faculty members who wish to become members of the Biomedical Sciences Program training faculty for the purpose of becoming mentors for students in the program are expected to meet the following requirements:

- The faculty member must have the rank of Assistant Professor or above, with a primary or joint appointment in one of the 11 basic sciences program, as well as have a graduate faculty appointment with the Graduate School.
- The PI must offer a training/laboratory environment involved in hypothesis-driven research that provides a suitable training experience for the student such that they will be prepared to undertake a career in scientific research. It is recognized that the vast majority of contemporary biomedical research is hypothesis driven. It is critical to proper graduate training that students understand how to construct and test a hypothesis if they are to be successful in their future endeavors.
- The faculty member must be engaged in independent research with a history of external funding – recognized types of grants include R01, R29, SCORE/SPORE, P01 (program project grant) from NIH; DOD, NSF, ACS, AHA or other recognized national agencies. It is also appreciated that some investigators may derive a substantial portion of their funding from corporate or venture capital sources, and that this mode of funding may increase in the future

- We believe that this is a suitable source of funding provided that students not be subjected to confidentially agreements concerning their thesis projects.
- In the case of junior faculty without extramural funding, or individuals between grants, a letter of support from the applicant's department chairman stating their commitment to provide financial support for potential students will be sufficient financial support.
- The applicant must provide evidence of past or present commitment to graduate-level education. This may take the form of teaching, serving on exam committees, or directly mentoring graduate students and postdoctoral fellows. In the case of new junior faculty, it is understood that this requirement will be met primarily by a future commitment.

Requirements for Admission of Graduate Students

The Biomedical Sciences Program's for each fall term is to admit a minimum of 10 students each year.

The following are the requirements for admission to the Biomedical Sciences Program:

- A baccalaureate degree with a minimum grade point average of 3.0 (on a 4.0 scale)
- Applicants can be admitted on a probationary status if GPA is less than 3.0
 - The student would need to prove they can maintain a 3.0 GPA in their first year of the program
- Strong background in biology, chemistry, physical science, and mathematics
- Completed coursework in two or more of the following subjects: cell and molecular biology, developmental biology, genetics, immunology, neurobiology, physical chemistry, physiology, and virology
- Undergraduate and/or post-baccalaureate independent research experience – 1 or 2 years minimum

Required Courses for Biomedical Sciences Program Students

FALL SEMESTER August 24, 2020

Core Course IDPT 7810 MTWRF, 8:00am – 10:00am

Core Topics IDPT 7810 MTWRF, 8:00am – 10:00am

Intro. to Research IDPT 7650.001 fall rotation 1 hour: August- November

Intro. to Research IDPT 7650.002 winter rotation 1 hour: November - February

Journal Club – no registration required W or F, 10:30am – 11:30am

Ethics in Research PHCL 7605 W, 4:00pm – 5:00pm

SPRING SEMESTER begins Tuesday, January 25, 2021

Intro. to Research IDPT 7650.001 spring rotation 1 hour: February – May

Electives: the other courses you take are the required courses of the program(s) you may be interested in. See individual Ph.D. Program handbooks for list of courses.

SUMMER SEMESTER begins Monday, June 7, 2021

Preliminary Examination June, dates TBD, 2021

Petition for Colorado Residency if not a resident by mid-August 2021

CURRICULUM INFORMATION

RESEARCH ROTATIONS

Introduction to Research, 3 rotations – Fall: IDPT 7650.001; **Winter:** IDPT 7650.002; **Spring:** IDPT 7650.001

Directed laboratory research in an area selected by the faculty. Students are required take three rotations lasting one academic “quarter” each, starting in the fall semester of their first year.

Research rotations are designed to introduce students to research methodologies, to teach approaches to scientific problem solving, and to provide the opportunity to explore various laboratories as potential homes for thesis research. Students should approach the research rotations with the primary goal of identifying their future thesis advisors. Research rotations also provide students with the opportunity to accumulate a variety of different research experiences.

There are several considerations which a student should keep in mind when choosing a rotation advisor. Rotations must be performed with a member of the Program Training Faculty. It is the student’s responsibility to take the initiative to contact a rotation advisor and arrive at an agreement with the advisor in a timely manner.

At the completion of each required rotation, students must present a post-rotational seminar. This seminar will be presented on a predetermined day during the regular semester. The actual dates of the post-rotational seminar series for any given year are available from the Program Administrator. In the post-rotational seminar, the student presents the rationale, methods, and results obtained from the rotation project, as well as an interpretation and a discussion of the rotation project results. The post-rotational presentation usually lasts ten to fifteen minutes, with the last two or three minutes customarily devoted to questions from the audience.

ROTATION GRADES

Each rotation is assigned a letter grade. The rotation advisor assigns the initial grade following the post-rotational seminar.

Each student must complete at least three research rotations by the end of the first program year. Failure to do so will result in dismissal from the program. The possibility of a fourth rotation during the summer quarter between first and second year will be considered for students unable to find a thesis advisor due to funding or other unique situations after three rotations.

Biomedical Sciences Core Course – IDPT 7806 and IDPT 7810 – 10 credits

IDPT 7806 – M-F 8am-10am – 6 credits

Offered August 24 to October 30th

Course will focus on the fundamental principles of biomedical sciences. Lectures and recitations/discussions will primarily address the basics of molecular biology, biochemistry, genetics, cell biology, and energetic principles.

IDPT 7810 – MTWR 8am-10am – 4 credits.

Offered November 2 to November 19 and November 20 to December 11

Sections focus on different core topics in biomedical science, and will address subject areas such as protein structure and function, neurobiology, embryology, stem cell research, and cancer biology. Student can enroll in multiple Core Topic Courses topics in one semester.

Core Course Objectives/Organization

This is an interdisciplinary course required for first year graduate students enrolled in basic science Ph.D. programs at UCD|AMC. The objective of the course is to provide the basic science information and introduction to the skills required for a successful research career in all disciplines of modern biomedical sciences. Topics cover the fundamentals of biochemistry, molecular biology, cell biology, developmental biology, molecular genetics and biomolecular structure. Specialty topics required by individual programs are taken usually during the Spring semester of the first year, and in some cases in the second year to round out the curriculum.

Didactic Lectures

The course has two components. 3/5 of the time will be spent in didactic lectures given by faculty from the basic science programs at UCHSC. Lectures will be accompanied by handouts that include an outline of the lecture topics and assigned reading material. Assigned reading will include no more than two papers from the literature that pertain to the lecture topic (original journal articles and/or mini reviews). The handouts will be available on the web (Canvas) in the week preceding the lecture with the expectation that this is essential material to be read prior to the lectures.

Students are expected to attend all lectures and to take **detailed notes** (Because parts of exams are “notes only”, your ability to do well in the course will depend in some measure on the accuracy of your notes. Using another student’s notes – because you have missed a lecture – while permitted, places you at a disadvantage in terms of understanding and applying the material covered in the lecture that you missed.) Students are also expected to do the assigned reading **prior** to the lecture.

Discussion Sections

- Students are expected to have read the discussion materials/papers beforehand and to actively participate in the discussion.
- General method presentation and discussion may be done during the first hour with the entire class by the coordinator(s) or the group can be split up for the entire time
- The second half of the hour will be devoted to paper discussion using wherever possible a classical paper that optimally covers key concepts and experimental approaches relevant to the topic.
- The paper will be provided before the discussion period, usually on blackboard
- There is no formal grade for the discussion sections, but attendance will be taken and participation or non-participation will be noted. This information will modulate the final grade of the student for the entire block by up to ½ grade (A- to A, for example).
- 4 or 5 graduate students, post-docs, or faculty will lead all small group breakout discussions.
 - Continuity during the block will come from the students having the same groups
 - Coordinators will guide and direct the small group leaders, but will NOT necessarily be a discussion leader
 - Coordinators will help all four small groups during these sessions with any questions or issues that arise
- Recommendations and Emphases
 - Wherever possible emphasis should be placed on how to design and conduct an experiment including the positive and negative controls. This should include what you will and will not be able to say at the end of the experiment.
 - Wherever possible emphasis should be placed on data analysis, interpretation, and limitations
 - Methods should be presented in a format such as “How do you measure X?” (How much of a particular mRNA is in a cell at a particular time and does it change during differentiation?) or “How do you identify the role of X in Y?”
 - Methods must be placed into context of where they are used, what they actually tell you, their limitations, how to interpret data obtained from the methods, and their limitations. Are there alternate methods to ask the same question? If so, what are the pros and cons of each of the methods?

Examinations

Exams will consist of weekly take-home quizzes, which will have thoughtful, problem solving, and integrative questions that require written answers. There will be a question for each lecture or lecture topic (i.e., some topics are more than one day). The questions will be derived from assigned reading on the topic, from lectures, from paper discussions, and are designed to solidify, extend, and test knowledge of the topic. Dates for quizzes are listed in the class syllabus and in the Course Timetable. The quizzes will usually be handed out in class on Fridays and will be returned in class on Monday or Tuesday, depending on the schedule, and will take several hours to complete. Quizzes will be handed back to the students as soon as they are graded and available with a key so that you will have quick feedback on your performance.

You are on the honor system and will be allowed to use only the resources that are specified for the particular question you are answering. For this course, most questions will be partial open book, which means that you may use the reading materials assigned, class notes and class handouts, and notes from suggested readings, BUT NOT textbooks, journals or the internet. However, there may be questions where you will be allowed or encouraged to use other resources, such as journals, or the internet, and this will explicitly stated in the question. You may take the quiz anywhere. Students are reminded not to discuss exam questions with others. It is a violation of the honor code to give or receive aid on exams. Returning an exam late will result in significant penalties

Only verified medical and family emergencies will be valid excuses for rescheduling exams.

Exams will be graded on a percentage basis, and letter grades will be determined from a standard curve at the end of each course with consideration of the discussion section performance. There is no cumulative final exam; each exam carries equal weight in determining your final grade.

Handouts will also include suggested background reading from papers or text books. These are not assigned reading material, but material intended to be supplemental - filling gaps in background knowledge.

Textbooks

The assigned textbook for this course is **Molecular Cell Biology** (Lodish, Berk, et al., 6th edition, 2008).

Administrative Assistant/Office of the Dean of the Graduate School

Pat Goggans, Administrative Assistant in the Graduate School, is the administrative assistant for the IDPT Core Courses. Ms. Goggan's office is located in Fitzsimons Building, W5107.

303-724-5878; email: patricia.goggans@cuanschultz.edu (Graduate School). Please contact Ms. Goggans for administrative matters including problems downloading course documents.

Responsible Conduct of Research – PHCL 7605 – 1.0 CR – Dr. Cecilia Caino, 303 724 3528

This course is designed to introduce students to issues around ethics of research, publication, and reviewing of manuscripts and grants. Lectures and discussions of the history of scientific fraud, examples from recent cases, examples of ethical dilemmas, and consequences of fraud will be covered.

Journal Club – no registration required

Our Journal Club format allows for students to meet faculty from each program under the Biomedical Science Program umbrella, and also allows for students to learn about research going on in fields they may be unfamiliar with. The way our Journal Club is conducted is with one faculty facilitator from each program being chosen to represent their program, and selecting the paper that will be discussed. BSP students then choose a date, according to their programs of interest and/or areas of interest they want to be the paper coordinator. Depending on how many students are in the class, some may present twice.

At the beginning of each class, the student coordinator will present a brief (~10 minutes) introduction to the paper, while the faculty mentor may interject to help with the "big picture". After the introduction, the faculty moderator(s) will select a member of the class to present Figure 1; each student should be prepared to present every figure in every class. The selected student will briefly outline the experimental question being asked in the figure, the approaches used, what the experiments were intended to show, and what the experiments actually showed. After the figure is presented, the floor is open for questions and discussion from any student in the class. The questions should draw out the understanding of the figure(s) with respect to the validity of the data, its interpretation, and significance for the conclusions drawn in the paper. The faculty moderator(s) should try to allow the students to run most of the discussion, but can of course help direct, clear up a discussion that is going astray or bring to light overlooked issues after the students have made their contributions to the discussion. The class continues like this until all figures are presented.

The pace of the discussion should allow 10 to 15 minutes at the end of each class to discuss the overall implications of the paper, the status of the field, and what future experiments might be, to give some ideas concerning potential research within the discussed area as an introduction to the type of research performed in that program.

Electives

The second semester is used to complete electives for the first year. Electives should be selected to fulfill the requirements of the programs in which the student might be continuing their study in the following years. Many electives may cover requirements for multiple programs. Please contact the programs you are interested in for the information regarding their elective requirements.

Preliminary Qualifying Exam

Every first year student takes the Preliminary Qualifying Exam at the end of the first year of graduate school. For BSP students, their exam will be administered by the specific program that the student chooses to join.

The primary goal of the Preliminary Qualifying Examination is to ensure that you have achieved a high standard of scientific scholarship and skills that are critical for successful completion of your Ph.D. thesis and beyond. In addition to assessing your foundation in genetics, molecular biology, cell biology and biochemistry, the Preliminary exam will test your ability to:

- Develop a set of original, testable hypotheses
- Prepare a compelling research plan to test these hypotheses
- Orally explain and defend these hypotheses and your research plan
- Critically analyze and interpret data

Throughout the year, the directors of BSP will provide the students guidance as to how to choose the graduate program in which they will perform their thesis work, and which courses to take to prepare for their program specific preliminary examination.

Retreats

Each student in the Biomedical Science Program is encouraged to attend one, but no more than two, program retreats in the fall and/or spring semester of their first year. Students should attend the retreat(s) of the program(s) they are interested in possibly joining to be able to meet students and faculty of that program, and also learn about the current research taking place. Retreats are held in many different locations, ranging from one day on-campus student run symposiums to hotels or cabins in the mountains for a weekend. Students should contact the Program Administrator for more detailed information on a specific retreat.

Retreat Schedule – these dates are subject to change

*Most retreats will be held virtually/remotely for 2020-2021 or cancelled entirely, please contact the Program Administrator of your retreat of interest for more details

Immunology & Microbiology (Department Conf.) – August –Michele Parsons

Human Medical Genetics & Genomics – October – Maia Evans

Cancer Biology – November – Sabrena Heilman

Pharmacology (Student Symposium) – October 16th – Shanelle Felder

Cell Biology, Stem Cells, & Development – October – Caitlin Moloney

Molecular Biology – October – Sabrena Heilman

Immunology & Microbiology (Student Retreat) –TBD – Michele Parsons

Neuroscience – November– Deanne Sylvester

Computational Bioscience (Rocky Conference) – TBD– Caitlin Moloney

Pharmacology (Department Retreat) – May – Shanelle Felder

Structural Biology & Biophysics – October – Maia Evans

Areas of Concentration

The Biomedical Sciences Program training faculty focus on numerous fields of scientific endeavor. Please see below the list of umbrella programs, their directors and program administrators:

Cancer Biology – Director: Dr. Mary Reyland; PA: Maranda McDevitt

Cell Biology, Stem Cells, & Development – Director: Dr. Jeff Moore; PA: Caitlin Moloney

Computational Bioscience – Director: Dr. Larry Hunter; PA: Caitlin Moloney

Human Medical Genetics & Genomics – Director: Dr. Tamim Shaikh; PA: Maia Evans

Integrated Physiology – Director: Dr. Jim McManaman; PA: Deanne Sylvester

Immunology – Director: Dr. Laurel Lenz; PA: Michele Parson

Microbiology – Director: Dr. Timothy (Tem) Morrison; PA: Michele Parson

Molecular Biology – Director: Dr. Rytis Prekeris; PA: Sabrena Heilman

Neuroscience – Director: Dr. Sukumar Vijayaraghavan; PA: Deanne Sylvester

Pharmacology – Director: Dr. David Port; PA: Shanelle Felder

Structural Biology & Biophysics – Director: Dr. Mair Churchill; PA: Maia Evans

Appendix

This information is general Graduate School procedures, policies, and contact information.

Academic Honor Code

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. Expectations, definitions, and procedures regarding graduate student academic honesty and professional conduct are outlined in the Honor Code. Matriculation into a Graduate School program at CU Denver | Anschutz indicates the student's willingness to abide by both of these Codes. Questions and concerns may be directed to the Graduate School.

Academic Probation

If, at any time, a student's cumulative graduate grade point average (GPA) after matriculation falls below 3.00 (some graduate programs may require that a higher GPA be maintained) the student will be placed on academic probation. Probationary full-time students have 2 semesters, probationary part-time students have 4 semesters, in which to raise their cumulative GPA to a 3.00 (or greater if required by the program) for removal from academic probation (calculated using **all** graduate-level courses since matriculation, including graduate courses that a student enrolled in outside his/her main program). In addition, a minimum GPA of 3.00 (or greater if required by the program) must be maintained in each probationary term. Students who fail to meet the conditions of probation are subject to dismissal from the Graduate School. Any student who is dismissed from the Graduate School following unsuccessful academic probation or failure to meet his/her program's guidelines for satisfactory academic progress may reapply for admission to the same or a different graduate program only after 1 year. The student should consult with the Program Director before applying.

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

Removal from Probation

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

Probation and Graduation

A student cannot take a milestone exam (Masters final exam or thesis defense, PhD comprehensive exam or dissertation defense) or obtain a degree from CU Denver | Anschutz while on academic probation.

Email Access

All graduate students will receive a University e-mail account. All students are expected to check this account on a regular basis, as this is the official means of communication for all university-related information. Graduate students will be provided with instructions on how to obtain and access their email accounts during their new-student orientation with the Graduate School. Once the student has his/her username and password, the student will have access to campus email, the student portal, computers on campus, student printing and other University domain resources.

Financial Aid

The Financial Aid Office is responsible for administering federal, state, and institutional aid, such as grants, student loans, and work-study. All forms should be filled out early, as financial aid processing can take 6-8 weeks. Short-term emergency loans are available through their office.

Financial Aid Office: *CU Anschutz location: Ed 2 North, 3rd Floor; Phone: 303-724-8039*

GPA and Grades

The 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. Grades received in courses transferred from another institution and/or from non-degree student coursework are not included in the calculation of the grade point average. The GPA for graduate students includes **all** courses taken while the student is enrolled in one or more graduate programs.

Pass/Fail Courses: Graduate courses or any courses used toward a graduate degree may **not** be taken on a pass/fail basis.

Minimum GPA and Grades

As a graduate student, students are required to maintain at least a “B” (3.00) average in **all** work attempted while enrolled in the Graduate School. Courses in which grades below a “B-” (2.70) are received will not be applied toward the degree. **This is a minimum requirement; individual graduate programs may have more stringent requirements.** While a course with a grade of C+ or below will not count towards the degree, **all** coursework taken while a student was enrolled as a graduate student will be included in the GPA calculation. If a student’s cumulative GPA falls below a 3.00, he/she will be placed on academic probation (please see Academic Probation).

Repeating Coursework

A graduate student who receives an unsatisfactory grade in a course (as determined by the Graduate School or an individual program) may repeat that course once. The 2 grades received will be averaged in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the credit hour requirement for the degree.

Grade Changes

At the end of a course, the course instructor will assign a letter grade, or an Incomplete (I), or In Progress (IP). IP grades are changed to final letter grades when the required work is completed. An “I” grade is automatically changed to an “F” after one year unless a grade change is initiated by the course director. In addition, letter grades may be changed due to clerical or administrative error; however, no other grade changes are permitted by the Graduate School; (i.e., students are not allowed to perform additional work for a course already completed in order to improve their grade). If a student enters military service before completing a course and an Incomplete grade, “I”, is reported, this grade may be carried on the record for the duration of the student’s service, provided arrangements have been made with the graduate program and the Graduate School Dean.

Health Insurance

All degree students enrolled in 5 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 and Dental plan for those students who are eligible please see the [Student Insurance website](#) or contact the Student Insurance office at 303-724-7674. Although the charge for the plan is billed in the Fall and Spring semesters, it is an annual plan and coverage is from September through August.

Dependents: If a student has dependents that he/she would like to include on the Student

Health Insurance Plan, the student must contact the Student Health Insurance Office at the beginning of the term for information on health plan enrollment. There is an additional charge for each dependent.

[Waiver](#): The waiver outlines criteria for comparable insurance that is emailed to each student in the fall and also available online or at the Student Insurance Office. If students wish to waive the student insurance, they must complete the waiver. Detailed instructions and the form are available online at the [Student Insurance website](#). The deadline for waiving or enrolling in the insurance will be included on the selection/waiver form and listed [online](#). **After the deadline, the student will be responsible for the insurance fee, which is automatically charged on their tuition bill.** Additional information will also be provided during orientation or by calling the Student Insurance Office.

The Student Insurance Office – *Location*: Ed 2 North, room 3213; *Phone*: 303-724-7674; *Email*: amcstudentinsurance@cuanschutz.edu

Health Services

As noted above, all students registered for 5 or more hours are automatically enrolled in the Anschutz Medical Campus student insurance (see Student Insurance). Students seeking medical care should see their primary care provider per the plan. Questions regarding benefits should be addressed to: Student Insurance Office – *Phone*: 303-724-7674; *Email*: amcstudentinsurance@cuanschutz.edu.

[Immunization Requirements](#): All new students accepted to degree programs at CU Anschutz are required to submit proof of current immunizations to the Graduate School. The specific requirements and necessary forms are provided by the Graduate School as part of the admission materials.*

*Medical, religious and personal exemptions are allowed by law. Students who request exemptions are subject to the prevailing regulations governing quarantines in case of outbreaks and university policies related to forfeiture of tuition and fees.

Leave of Absence

A student who needs to leave a CU Denver graduate program for a period of time should determine, together with his/her Program Director, whether a petition for a leave of absence is required. The form to request the leave of absence is available on the Graduate School website. A leave of absence is granted for up to 1 year during a student's graduate study. Approved leaves of absence do not automatically extend the time limits for earning a degree. Requests for leaves of absence that exceed 1 year will not be approved. Students who are absent for longer than 1 year will be

considered to have withdrawn from the program and will be required to reapply for admission and be considered together with all other applicants.

Mental Health Services

The Student Mental Health Center **does not** accept students for walk-in counseling. Call to schedule an appointment with a counselor. After hours, identify yourself as an Anschutz Medical Campus student and ask for the on-call psychiatrist. If appropriate, students are referred to additional on-campus and/or community resources.

Phone: 303-724-4716, Monday through Friday from 8 - 5 schedule appointment

After hour contact: 720-848-0000

Office of Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) provides leadership to enhance diversity and foster a culture of inclusion for the entire CU Denver | Anschutz community. This effort involves addressing various aspects of identity, including race, ethnicity, ability status, veteran status, nationality, religion, and socioeconomic background. The diversity priority encompasses diverse elements of campus life, including recruiting and retaining diverse students, faculty, and staff; maintaining an institutional climate of inclusiveness, respect and understanding for everyone; and expanding community-based programs to reduce health and educational disparities.

[Office of Inclusion and Outreach](#)

The Office of Inclusion and Outreach uniquely serves students, faculty and staff at the Anschutz Medical Campus. Its mission is to promote and support a diverse community that acknowledges values, and benefits from the unique qualities, rich histories, and wide variety of cultural values and beliefs. The Office of Inclusion and Diversity assists with campus-wide efforts to increase the diversity of the student body by offering activities and services such as:

1. Providing academic counseling, entrance exam preparation, identifying mentors and admissions committee advocacy.
2. Providing academic support in the form of supplemental instruction, diagnostic testing, and related services which will assist students to successfully complete their academic programs.
3. Supporting the Minority Student Organization and sponsoring programs designed to enhance diversity at CU Anschutz.
4. Providing information and referrals for students with academic, financial, and personal issues.

Location: Ed 2 North, room 3118; *Phone:* 303-724-8003

Ombuds Office

The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences. They do **not** provide legal services or counseling to anyone. The primary mission of the Ombudsperson is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the University community.

Location: CU Anschutz location: Building 500, room 7005C; Phone: 303-724-2950

Registration

New students should register for classes in the semester for which they have been admitted into the Graduate School (matriculated). If they are unable to attend in the term for which they were admitted, students must notify their graduate program and the Graduate School.

All students register through the [UCD Access Portal](#). The portal has been designed to provide students central access to information and instructions needed to navigate the system and to their personal student information. In the portal, students can register for classes, request a transcript, accept financial aid, check or pay a student bill, apply for a scholarship, access e- learning, and view their current schedule. Other resources are available as well.

Residency Status

In the State of Colorado, it takes a full year for a student to be declared a resident for tuition purposes. Any student declared a non-resident should begin to establish residency as soon as possible.

Students should not simply take the word of other students or faculty regarding what constitutes establishment of residency. Please review the link above for a complete description of residency requirements.

Location: CU Anschutz Students: Contact the Registrar's Office for further information and questions. Location: Ed 2 North, room 3205; Phone: 303-724-8054

Student Services

Student Services (linked above) provides students with an abundant list of information on student services available at both campuses to enhance/enrich campus life.

Campus Student Services

The mission of the Office of Campus Student Services is to enhance student life at CU Anschutz by providing excellence in selected non-academic and academic student services. The office provides students with assistance in the areas of housing and child care, as well as coordinating other services and activities for CU Anschutz students.

Location: Ed 2 North, room 3123; *Phone:* 303-724-2866

Student Senate: The Student Senate is the governing body for CU Anschutz students. It is composed of elected representatives from each of the various Colleges of the Anschutz Medical Campus: College of Nursing, Graduate School, School of Dental Medicine, School of Medicine, School of Pharmacy, School of Public Health, Child Health Associate Program, Dental Hygiene Program, and the Physical Therapy Program. All Senate meetings are open to any interested student (not just representatives) and participation is encouraged. Information will be posted on the Student Senate web site and distributed throughout the academic year.

Graduate Student Council (GSC): The Graduate Student Council is comprised of students from all graduate programs at CU Anschutz. The GSC strives to represent students' concerns, interests and makes recommendations to the Student Senate as well as to administration. The GSC also serves as a resource for communication between the graduate student body and other organizations on campus. Meetings are held monthly. Activities have included book clubs, sponsored speakers, and various social activities.

Study Areas: Study areas available to students include the Health Sciences Library (during the hours posted), program or departmental libraries (if applicable), and the student lounge (available 24 hours). Lounge 500, located on the first floor of Building 500 (west of the Bookstore) is for all degree-seeking Anschutz Medical Campus students.

Transcripts

Transcripts are available through the Registrar's Office. Paper transcripts are free of charge and can be mailed or picked up at the Registrar's Office. All standard orders are processed in 7-10 business days. Rush orders are available and are prepaid online. Rush orders will be processed within 3 business days. It is recommended that students review their transcripts once a year to assure the listed coursework is up to date. Students can review their transcripts through the [UCD Access Portal](#).

Vacation and Leave Policy

Students who receive full-support stipends from CU Denver | Anschutz PhD programs are required to pursue their training on a full-time basis, devoting each day of the normal work week, plus any additional time required by their research project and academic courses. Additionally, for a student to maintain full-time status, the following guidelines for vacation and leave time have been established by the Graduate School. These leave times represent leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. **Graduate students shall receive all University holidays and no more than 14 calendar days (counting all days Monday through Sunday) of vacation per annum, with no year-to-year accrual. Students may take up to 15 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual.** All holiday, vacation, and sick days that fall within these guidelines will be continue to be covered by the stipend. Please consult the policy for additional information.

CORONAVIRUS (COVID-19) UNIVERSITY RESOURCES AND GUIDELINES

The most up-to-date resources from the University can be found using the following link: cuanschultz.edu/coronavirus. Please bookmark this page in order to stay apprised of the latest University updates, resources and guidelines, throughout this pandemic.

Please note that all of guidelines , information, and links provided below, were resourced from various webpages from the University, as well as the CDC.

COVID-19 SYMPTOMS

Per the [CDC](https://www.cdc.gov), people with the following symptoms, may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These symptoms may appear **2-14 days after exposure to the virus**. The CDC will continue to update the symptoms on their website. We would advise that you bookmark their webpage in ordrt to stay informed on the latest information.

SELF-REPORTING

Per the following [University guidelines](#), it is **required** that you complete the [online self-report](#), if you fall in any of the following groups below:

- You have had prolonged contact of 10 or more minutes, in close proximity of 6 feet or less, with someone who has a confirmed case of COVID-19.
- You are under quarantine by direction of a public health agency or medical provider, and/or awaiting test results for COVID-19.
- You have been informed by a public health agency or a medical provider that you have tested positive or are presumptively positive for COVID-19.
- You believe you are experiencing coronavirus symptoms.

If you fall into any of the above groups, then we are asking that you follow the three steps below:

1. Let your professor or mentor know
2. Follow the recommendations of the public health agency or medical provider.
 - You must follow [CDPHE guidance](#) and self-quarantine for 2 weeks If you have had prolonged contact of 10 or more minutes, in close proximity of 6 feet or less, with someone who has a confirmed case of COVID-19.
3. [Submit your self report](#)

CAMPUS SAFETY MEASURES AND PROTOCOLS

At this time, the University has implemented the following [safety measures](#), to all students, faculty and staff whom have been invited and approved to return to campus. Any updates to these measures can be found on the following [webpage](#).

How to Return to Campus

Before Returning:

- Be invited and approved to return by leadership
- Take the required, one-time Skillsoft training "[CU: COVID-19 Return to Campus - CU Denver | Anschutz](#)"

3 Daily Steps Once Approved to Return:

1. Complete the health questionnaire before arriving on campus, and bring your confirmation email to a designated check-in point
 - Access the questionnaire through [this new, easy-access link](#) daily prior to arrival on campus
 - Or scan the QR code posted at check-in locations to access
2. Bring & wear your CU Anschutz badge and a [face covering](#) at all times, indoors and outdoors
 - Only exception if working alone in a closed workspace
3. At the designated check-in point (listed below):
 - Show your confirmation email
 - Get your temperature taken
 - Pick up your wristband in a specific color for each day

How to Stay Safe

- From the check-in point, go directly to your **workspace**
- Follow **donning and doffing protocols** for scrubs, uniforms and PPE in healthcare settings
- Stay **6 feet away** from others at all times
- **Do not gather**, meet or congregate at any time, inside or outside
- Follow all **posted signage**, floor markings and schedules
- **Disinfect** your workspace and practice [hand hygiene](#)
- Use only the closest **restrooms or break rooms** during the day
- Hold **all [meetings remotely](#)** rather than in person
- Direct questions to your **COVID official or supervisor/unit head**. [Research COVID officials listed here](#). Officials for education, administration, and other areas to be identified.
- Leave campus immediately [if you feel sick](#), inform your supervisor and [self-report](#)

LEARNING REMOTELY

Students should plan and prepare for remote learning, for most of their courses, throughout Fall semester of 2020 and tentatively throughout the Spring semester of 2021. Below are some helpful resources on how to prepare for remote learning and how to be successful while learning remotely.

REMOTE LEARNING: <https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/learning-remotely>

NAVIGATING CANVAS: <https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/learning-remotely/accessing-course-content>

SUCCESS AS A REMOTE LEARNER: <https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/learning-remotely/how-to-succeed-as-a-remote-learner>

STUDENT SUPPORT

Student Resources: <https://www.cuanschutz.edu/education/student-resources>

The University encourages any student experiencing stress, anxiety and fear to contact the **Campus Health Center** (303-724-4716) for a free and brief consult regarding the coronavirus pandemic.