



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

Catalog Style Guide

This is the style guide for making edits in the CU Denver CourseLeaf Catalog (CAT). This guide includes standard formatting to be utilized throughout the catalog. These rules align with University Communications [editorial style guide](#).

If you need technical assistance, email the CU Denver Catalog Team at catalog@ucdenver.edu or visit the CourseLeaf help websites at either help.courseleaf.com or luc.courseleaf.com.



Version Control Table

Version #	Author	Purpose/Change	Date
1.0	Marissa Tornatore	Initial Draft	10.26.21



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CourseLeaf Style Guide

How to Access the Catalog

To go into the main editing catalog, go to- nextcatalog.ucdenver.edu

- You will not need to add in the https://
- Your login is your SSO to log into your computer, email, portal, etc
- Students will not have access to this environment

To go into workflow to access pages that you may need to edit and route forward, go to nextcatalog.ucdenver.edu/courseleaf/approve

Quick Reference Guide

Terminology

CAT: catalog

Edit Page Tool Bar: shows all of the different sections that can be edited in CAT

Page: each individual website that contains content.

Page Body Editor Tool: where a user goes to make changes to specific pages

Relative URL: linking to pages in the catalog internally. To do this, you copy everything after the .edu, starting with the slash (/) and put this link in the Link to a URL section of the links section of the Page Body Editor Tool , see How To edit section above

Toggle Heading- Content that lives in an collapsible format, also known as an accordion.

Overall Structure for Content and Headings

Major Concepts- Heading 2

Minor Concepts that fall within a major concept- Heading 3

Additional minor concepts that fall within the previous minor concept- Heading 4

Example:

Administrative Drop Policy **Heading 2**

An administrative drop is processed by university officials in the registrar's office by approval of a school/college dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including but not limited to:
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member or other students in a course would be jeopardized
- academic suspension, including but not limited to failure to attain or maintain a required GPA
- as a potential sanction for a violation of the code of student conduct
- disruptive behavior determined by the chair and/or associate dean or Office of Student Conduct and Community Standards to be detrimental to the progress of the course and the education of other students

School/College Specific Policy **Heading 3**

COLLEGE OF ARTS & MEDIA **Heading 4**

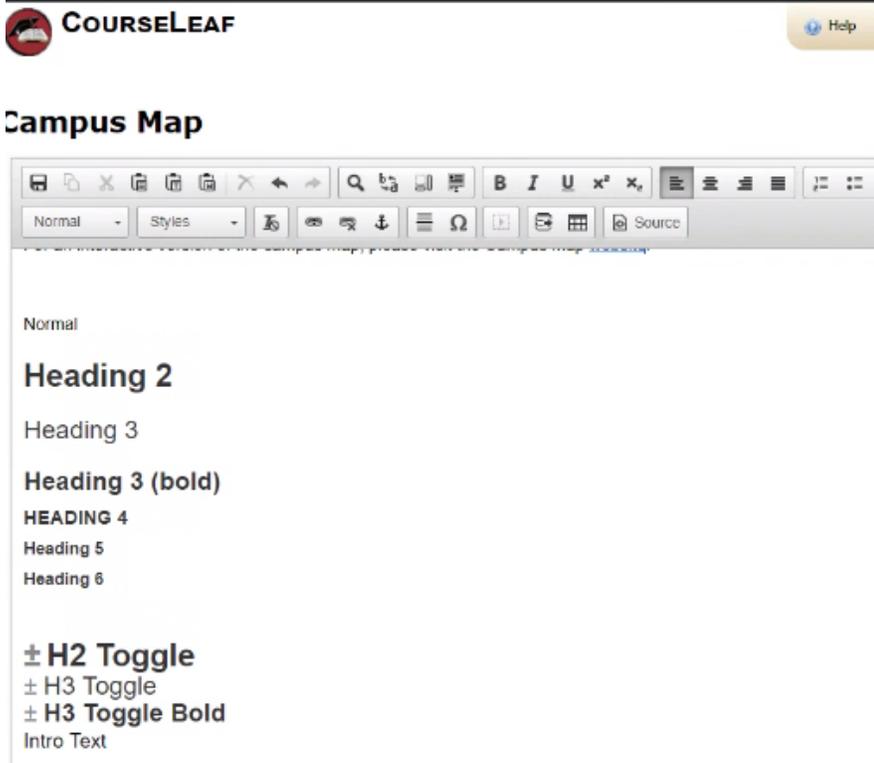
Students who miss the first two class sessions of a College of Arts & Media course can be administratively dropped. Students who never attend class should not assume that they will be automatically dropped from the course. The student is responsible for dropping courses by published deadlines. Failure to do so will result in a charge of tuition and/or fees for the class and a final grade of "F".



Helpful Tips for using Headings

Headings should be properly *nested*. That is, every page should follow a logical structure of headings, and not jump around. I.e., Heading 3's should be under a Heading 2, Heading 4's under Heading 3, etc.. Headings not nested in this way will not meet most ADA compliance standards. CourseLeaf does not require this nesting, but it is best practice. Further, since the title of a page is Heading 1, there should never be another Heading 1 used in a page body.

Here is what the various headings look like in the Page Body Editor Tool:



Apostrophes

When marking possession with a word that ends in “s,” use an apostrophe after the “s” consistently. Do not add an extra “s” after the apostrophe.

EXAMPLES:

- Lewis’ class
- Descartes’ theory
- girls’ uniforms

Abbreviations and Acronyms

An *abbreviation* is a shortened or contracted form of a word or phrase used to represent the whole: TRiO, SGA, NCAA. An *acronym* is an abbreviation that is read as a word: CAM, MEC, NASA.

Use abbreviations and acronyms in moderation. When using uncommon abbreviations or acronyms, on first use spell out the full name and follow it by the abbreviation or acronym in parentheses. (If the abbreviation or



acronym is not used after the first mention, do not abbreviate it.) Do not assume readers are familiar with the university.

EXAMPLE:

The College of Arts & Media (CAM) is sponsoring an art exhibit at the museum next month. Exhibits hosted by CAM are free to all students.

Academic Degrees

Do not use periods when abbreviating academic degrees

- **Abbreviations:**

- PhD, JD, MS, MBA, BA, BS, BEnvD, MMus

- **Full words:** Capitalize official degree names; lowercase generic descriptors.

- **Official names:** Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, Juris Doctor
- **Generic descriptors:** bachelor's degree, master's degree, doctorate

Articles (a, an, the) with acronyms and abbreviations

Use the article that you would use when speaking. Sometimes, no article is necessary.

EXAMPLES:

an MA degree, a PhD degree

The theater production is sponsored by CAM and CLAS.

Dates

Full Dates

Abbreviate Jan., Feb., Aug., Sept., Oct., Nov. and Dec., and set off the year with commas.

Example: Full consideration is given to applications completed by the Oct. 1, 2018, deadline

Months and Years

Do not abbreviate the month or set off the year with commas.

- **Month only:** Applications for degree candidates may be submitted beginning in August for the following spring, summer and fall terms.
- **Month and year only:** This content is current as of March 2018.

Street Names

Per AP style, spell out street names without a number and abbreviate street names in a complete address:

Grant Street; 1350 Lawrence St.

Academic Degrees and Titles

Instead of courtesy titles (Dr., Prof., etc.), use degree names. Do not capitalize the names of degrees. Use an apostrophe in bachelor's degree, master's, etc. Do not use an apostrophe in bachelor of arts, bachelor of science, or master of science. Use PhD or doctor of philosophy degree instead of doctorate or doctoral degree.



Areas of Study

Areas of study (music, genetics, physical therapy, electrical engineering) are not capitalized unless used as part of a proper name.

EXAMPLES:

- He is working toward a bachelor of arts degree in English.
- She is a first-year student in electrical engineering.
- She teaches in the College of Engineering, Design and Computing.

Departments and areas of study can use the same words, so it's important to differentiate between them.

EXAMPLES:

- She teaches sculpture classes in the Visual Arts Department.
- I am taking multiple visual arts classes this semester.
- She is Chair of Clinical Health Psychology.
- I am taking clinical health psychology classes next semester.
- He is studying film.
- He is studying in the Film & Television Arts Program.

NOTE:

The University of Colorado does not award associate degrees; however, employees may still need to reference this level of education. Associate degree is never plural (associates) or possessive (associate's).

Commas and Quotation Marks

Commas

For the sake of consistency and simplicity, always use the serial comma (also called an Oxford comma) in a series or list. This is a break from AP Style, which uses it only when necessary for clarity.

EXAMPLES:

- Attendees included students, faculty, and staff.
- I had orange juice, toast, and ham and eggs for breakfast.

Quotations

When quoting verbatim, always place periods and commas within the closing quotation mark. Dashes, colons, semicolons, question marks, and exclamation marks go inside the closing mark only when they apply to the quoted material. When they apply to the whole sentence, they are placed outside of the mark.

EXAMPLES:

- "What did Simon Say?" was the name of the song.
- "Did you hear what the teacher said?" she asked her classmate.
- What was the theme of "The Road Not Taken"?



Commonly Used Words

- advisor (not adviser)
- alumni (use alumni when plural; use alum or graduate when singular; avoid the gender-specific alumnus and alumna)
- Black (capitalize when referring to an individual or group; African American is acceptable, if preferred by the individual or group)
- campuswide (no hyphen)
- campus' (possessive, apostrophe after "s")
- City of Denver (capitalize "City" when used in reference to Denver)
- Commencement (capitalize when referring to a specific ceremony at the university, such as Fall 2019 Commencement; lowercase when speaking generally about graduation)
- coursework
- CU Denver
- Denver-metro area or Denver-metropolitan area
- e.g. (avoid; use "for example" instead)
- email
- etc. (not et cetera, but use sparingly)
- first-year student (avoid the gender-specific freshman)
- full time (hyphenate when used as an adjective: "full-time job")
- fundraising (no hyphen or space)
- GPA (do not spell out or lowercase)
- health care (two words, unless part of a proper noun)
- i.e. (avoid)
- international student
- internet
- log in (verb), login (noun or adjective)
- Mile High City
- nonprofit (no hyphen)
- on campus/off campus (hyphenate when used as an adjective: "off-campus housing")
- post-baccalaureate (hyphenated)
- pre-health (hyphenated)
- resident, nonresident (use these terms instead of "in-state" and "out-of-state" unless referring to a specific tuition classification)
- semester hours (not credit hours)
- statewide (one word, no hyphen)
- universitywide (no hyphen or space)
- work-study

Course Descriptions

All course numbers, titles and descriptions are pulled from Campus Solutions. To revise a course, submit a [Course Proposal](#)

Course Titles

Capitalize all important words. Do not use quotation marks or italics.



EXAMPLES:

- She took the International Development in East Africa course in the School of Public Affairs.
- Introduction to Creative Writing is offered in the fall.

Dashes

En Dash

Use an **en dash** with a space on either side to indicate a range, replacing the words “through” or “to”:

EXAMPLES:

- They rated the course on a scale of 1 – 10.
- Lecture is from 9 a.m. – 11 a.m.

NOTE:

- It’s acceptable to replace the en dash with a hyphen when operating in a word processor that does not permit special characters.

Em Dash

Use an **em dash** with no spaces on either side to mark a break in thought or to add emphasis.

EXAMPLES:

- He will travel to Europe this summer—if he passes all of his classes.
- The space has been renovated—including the student lounge—to reflect a change in the way people work.

NOTES:

- Mac keyboard shortcut for en dash: Option + Minus key
- Mac keyboard shortcut for em dash: Shift + Option + Minus key
- PC keyboard shortcut for en dash: Control + Minus key
- PC keyboard shortcut for em dash: Control + Alt + Minus key

Formatted Tables

Course Lists

For step-by-step instructions on how to build a course list, refer to the CU Denver CAT Training Guide. For videos, refer to the CourseLeaf Help Page.

Hyphens and Phone Numbers

Hyphens

Use hyphens in compound modifiers (two or more words that modify the same noun), to avoid ambiguity, or if the word that follows a prefix begins with a capital letter. For compound words or words with prefixes and suffixes, check the dictionary (AP uses *Webster’s New World College Dictionary*).



EXAMPLES:

- World-class university, full-time student
- un-American, mid-March
- co-worker, coworking
- campuswide, nonresident

Phone Numbers

Use hyphens in phone numbers with no spaces on either side.

EXAMPLE:

- 303-315-2154

Job Titles and Alumni

Job Titles

Capitalize job titles only when preceding a name. Place longer titles after the name. With multiple titles, use the one most relevant to the subject matter. For faculty, link names with their department page.

Use degrees instead of courtesy titles. With multiple degrees, use the highest degree. Do not use degrees with highly quoted prominent administrators.

EXAMPLES:

- Chancellor Michelle Marks
- Margaret Wood, director of the Center for Faculty Development
- Alan Davis, PhD, professor of education

EXCEPTIONS:

- Titles can be capitalized in programs, event signage, table of contents, diplomas and awards, and PR/marketing materials based on best visual design and clarity/readability.
- If professors or administrators ask for their title to be capitalized wherever they appear, remind them we follow AP Stylebook rules. If it’s very important to them, you may retain their job title in caps out of “courtesy or politics,” as per Chicago Manual.

Academic Degrees and Titles

After alumni names, list their the two-digit graduation year with an apostrophe on the left, facing left. Only include the degree name if it is an advanced degree, abbreviated with capital letters, no periods. Include a character space between the degree and graduation year. When listing multiple degrees, do so in chronological order and use a comma to separate degrees.

All alumni of CU Denver, including faculty and staff, should be notated as such in all print and web instances.

UNDERGRADUATE DEGREE: Year of graduation.



- Ian Kellett '13 is the owner and founder of Liquid Luck Productions.

ADVANCED DEGREE: Degree and year of graduation.

- Andrea Wagner MA '14 was a nontraditional student.

BOTH UNDERGRADUATE AND ADVANCED DEGREES: Just year for undergrad and degree name for advanced (separated by a comma).

- Barb Weiske '84, MPA '92 retired from AHEC in 2019.

MULTIPLE ADVANCED DEGREES: Degree and year of graduation for each (separated by a comma).

- Julia Cummings MBA '12, PhD '21 spoke at the event.

Only list one year if multiple advance degrees from the same year.

- Samma Fox MA, MPA '17 accepted the award.

LIST OR GROUP: When referring to a couple or group in which at least one of the individuals is a graduate, reference degrees individually.

- Many thanks to Lola MA '92 and Rob Salazar for their historic gift.

OTHER CU DEGREES: If the individual earned another degree at a different CU institution, it could be referenced in context.

- Karen Hertz MBA '05 knows the CU System well, having earned a bachelor's degree at CU Boulder before pursuing her master's degree.

ADVANCED DEGREE FROM OTHER INSTITUTION: When referring to alumni who have earned a medical or doctoral advanced degree at another institution, instead of using the title "Doctor" preceding the name, place the degree designation after the graduate's class year.

- William Mundo '16, MD is passionate about healthcare equity.

SCHOOL/COLLEGE AFFILIATION: When mentioning a CU Denver College or School affiliation, it should be included as context.

- Kelly Hodges '02 graduated from the College of Arts & Media.

NON-DEGREED ALUMNI: If someone left CU Denver before graduating, omit a reference to degree and use context.

- She studied architecture at CU Denver.
- He was a student in the College of Engineering, Design and Computing.



Links

Email Addresses

Type the full email address in the text and then link to the full email address

Example: For more information email- catalog@ucdenver.edu

External Link

Type the title of the webpage in the text, use the full URL of the destination page (including “http://”) and check the “Open link in new window” checkbox.

Internal Link

This is also referred to as a Relative URL. Type the title of the page that is being internally linked within the catalog in the text. Highlight the word(s) that will be hyperlinked. When you paste the URL in the link window, delete “https://catalog.ucdenver.edu”. Ensure under Link Properties, the box for Open in new window is checked.

Lists

Bulleted Lists

- **Items are complete sentences:** If any or all items in the list are complete sentences, capitalize the first word and end each list item with a period.
- **No items are complete sentences:** If none of the items are complete sentences, capitalize the first word and do not punctuate the end of each list item.

Numbered Lists

- Only use numbered lists when the order matters; otherwise, use bullets (see above). Follow each number with a period.
- Begin each entry with a capital letter (regardless of whether the entry forms a complete sentence).
- End each item with a period.

Numbers (time, age, percent, etc.)

Per AP style, spell out numbers under 10; use figures for numbers 10 and up.

For percentages, use numerals and percent sign, no space. **(Note: New rule in 2019.)**

Avoid beginning sentences with numerals. When a sentence does begin with a number, always spell the number out. Years are the only exception.

For times, denote a.m. or p.m. with lower-case letters with periods, no spaces between. Use a colon to separate hours and minutes. Do not use a colon and zeros for on-the-hour times. Use the 12-hour clock, not the 24-hour clock.

In phone numbers, use hyphens with no spaces on either side.

Always use numerals with street addresses, ages, dollars and cents, measurements, temperature, millions and billions, and congressional districts.



EXAMPLES:

- She had five pennies, and he had 20.
- The difference was 20% **(Note: New rule in 2019.)**
- Twenty-five people joined. 2019 was the year of the Lynx.
- 10 a.m., 4:30 p.m.
- 303-333-3333
- 1380 Lawrence St.
- He was 10 years old. The 10-year-old girl watched the younger children. The university is 50 years old.
- The ticket was \$7.50. Sodas used to be 25 cents. He earned \$25 an hour.
- He was 6-foot, 5-inches. The hole was 5 feet deep. The speed limit was 40 miles per hour.
- It was minus-5 degrees. It was a balmy 85 degrees.
- 5 million, 25 billion, 100 million
- She was from the 4th Congressional District.

University Names

Capitalize only the official and complete names of colleges, schools, departments, divisions, offices, buildings, and official bodies. Do not capitalize semester names or seasons. **Do not capitalize university unless using the complete proper name of the university.** To conserve space, whenever possible omit terms like “Office of” and “Department of.”

For schools and colleges, use full official name on first reference (**some use an ampersand and some use “and;” see below**). Subsequent references may use the appropriate school abbreviation or acronym, which should be indicated in parentheses after the full name.

- College of Architecture and Planning (CAP)
- College of Arts & Media (CAM)
- Business School
- School of Education & Human Development (SEHD)
- College of Engineering, Design and Computing (CEDC)
- Graduate School
- College of Liberal Arts and Sciences (CLAS)
- School of Public Affairs (SPA)

Capitalize the educational facility and organization Auraria Campus and Auraria Higher Education Center (AHEC).

[Learn more about university naming guidelines.](#)

Web and Electronic References

- e-commerce, e-book, e-newsletter (all compound e-words, other than email, are hyphenated)
- email (lowercase, no hyphen)
- email addresses all lowercase (first.last@ucdenver.edu)
- login (noun); log in (verb); log in to UCDAccess



- internet (lowercase)
- online (one word)
- Twitter (uppercase), tweet (lowercase), retweet (lowercase, no hyphen)
- website, webcam, webcast, webmaster (single word, lowercase, no space or hyphen)
- the Web (capitalized, short for the World Wide Web)

STRUCTURE: Information for Offices/General Information Pages

Offices/General Information Pages

This section of the style guide will give the end user an overview of the structure and layout of what each non-college specific dept. page should like. These pages include every page that is Non-College Specific, Courses A-Z, and Programs A-Z. Example pages include: Administrative Offices (Admissions, Financial Aid, Registrar, etc.), Student Services, Academic Policies, and all pages nested within.

Navigation

CU Denver > Undergraduate or Graduate > [Name of Unit] > [Name of Specific Office/Area]

Each unit will include a landing page, which brings readers to a more specific area of that given unit.

Home > CU Denver > Undergraduate > Admissions

<p>CU Denver </p> <p>About the Catalog and Archive Information</p> <hr/> <p>About CU Denver </p> <hr/> <p>Undergraduate </p> <p>Admissions </p> <p>Undergraduate Admissions </p> <hr/> <p>International Admissions </p> <hr/> <p>Admissions Policies </p>	<p>Admissions</p> <p>CU Denver's Admissions Offices welcomes inquiries from prospective students regarding undergraduate admission. Some of the services that we offer include:</p> <ul style="list-style-type: none"> • Application: pick up, drop off, application fee payment, admission status • Residency forms for students applying to CU Denver for the first time • Information about establishing domicile for tuition classification • General transfer credit information • Information about CU Denver • Scholarship guides • Talk to an admissions counselor <p>Please visit our offices below for more information:</p> <ul style="list-style-type: none"> • Undergraduate Admissions • International Admissions • Transfer Student Admission
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Content

Landing Page:

- High level overview of the content to be found on the specific office's page.
- Utilize bulleted lists as needed
- Use Internal Links to open new pages

Overview Page:

Office overview pages give readers a general overview about each office at CU Denver. This area often serves as the main page for offices/services within the catalog, and may be the first page a student encounters when searching for an office in the catalog. Therefore, information should be kept at a high level, and contact information should be included as well.



Important Note: Locations

All Administrative/Dept./Student Offices are required to include their updated contact info wherever a general overview of the department is listed.

Overview pages must include:

- 1) Name of the office – Heading 2
- 2) **Head of Office/Title:** – bold, information non-bolded
- 3) **Physical Address:**
- 4) **Phone number:**
- 5) **Fax** (if applicable):
- 6) **Email Address** (if a general email address is available):
- 7) **Website:** [use external link that opens in new window]
- 8) **Mailing Address** (if applicable):
- 9) Overview – Heading 2
 - a. This is a paragraph that gives the reader general information about the Office/Department. This can include the main function of the office and the various jobs and services provided. Specific information in other sections/pages/tabs

Below is an example, using the styling guide outlined above, of the main Records and Registration page.

Records and Registration

Office of the Registrar

Associate Vice Chancellor for Student Enrollment Operations & Compliance and University Registrar:

Carrie John

Office: Student Commons Building, Suite 5005

Telephone: 303-315-2600

Fax: 303-315-2550

E-mail: registrar@ucdenver.edu

Web site: www.ucdenver.edu/Registrar

Overview

CU Denver offers students a completely online system of planning their schedules and registering for classes. As a student, you are responsible for knowing the deadlines, rules, regulations, course loads, prerequisites and policies of the university, as well as those of the college or school in which you are enrolled, all of which is provided within this online catalog. Please refer to the Academic Policies section for more specific information related to records and registration.

Students should review the sections of this catalog that describe in detail the academic programs available at the Denver Campus.

The registrar's office will send an e-mail message to the student's university-assigned e-mail address, inviting

The pages for offices are the most diverse in our catalog and vary in the amount of information included. Therefore, the primary focus is on content headings as Major Concepts, and any additional content will be embedded within the Major's Concepts as a Minor Concept using the next heading size.

Information should be listed in the following order:

- **Introduction:** each page should have an overview of the academic department/process.
- **Major Concepts** –Heading 2
 - If the page includes additional information that relates to the page, it should be broken into its own heading using Heading 2, and content should follow.



- **Minor Concepts – Heading 3**
 - If it is necessary to delineate the Major’s Concept further, then additional headings can be created using headings in decreasing order size.
 - **Minor Concept – Heading 4:**

Administrative Drop Policy

An administrative drop is processed by university officials in the registrar’s office by approval of a school/college dean’s office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including but not limited to:
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member or other students in a course would be jeopardized
- academic suspension, including but not limited to failure to attain or maintain a required GPA
- as a potential sanction for a violation of the code of student conduct
- disruptive behavior determined by the chair and/or associate dean or Office of Student Conduct and Community Standards to be detrimental to the progress of the course and the education of other students

School/College Specific Policy

COLLEGE OF ARTS & MEDIA

Students who miss the first two class sessions of a College of Arts & Media course can be administratively dropped. Students who never attend class should not assume that they will be automatically dropped from the course. The student is responsible for dropping courses by published deadlines. Failure to do so will result in a charge of tuition and/or fees for the class and a final grade of “F”.

EXAMPLE:

Administrative Drop Policy -> Heading 2

School/College Specific Policy -> Heading 3

College of Arts & Media -> Heading 4

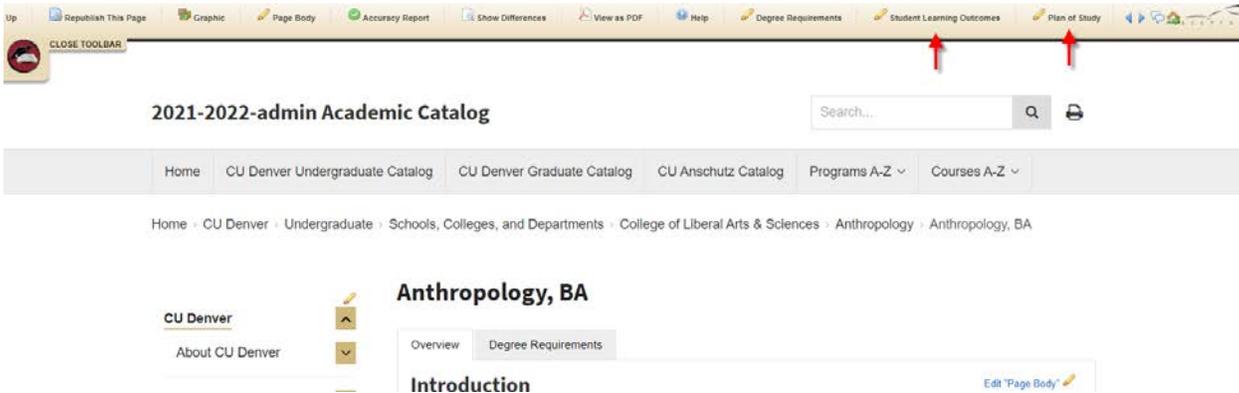
STRUCTURE: Information for School/College Pages

Important notes:

- 1) The School/College pages are divided into 3 main levels.
 - a. The School/College page, which gives an overview about the school/college. This area will also give a further breakdown of which departments (and their respective programs) belong to each school/college. Tabs include:
 - i. Overview
 - ii. Admissions
 - iii. Departments
 - iv. Graduation Requirements
 - v. Policies
 - b. The Department page, which gives an overview about the department itself and the respective programs that department oversees. Tabs include:
 - i. Overview
 - ii. Admissions
 - iii. Programs
 - iv. Faculty
 - v. Courses
 - c. The Program Pages, which are the specific majors, licensures, minors, and certificates a student can receive. Tabs include
 - i. Overview
 - ii. Degree Requirements



- iii. Student Learning Outcomes
- iv. Degree Map/ Plan of Study
- 2) Not every school/college will have all elements that are listed in the style guide.
 - a. Specific tabs for certain types of pages
- 3) CourseLeaf does provide each tab that is listed above. Schools/Colleges should utilize the bolded tabs in this style guide.
 - a. If a tab does not show, it means this section does not currently have content generated, but the tab can still be found in the Edit Page Tool Bar.



School/College Page

Navigation

CU Denver > Undergraduate or Graduate > Schools, Colleges, and Departments > [School/College]

The School/College Pages give the general overview about each school/college at CU Denver and CU Anschutz. This area will also give a further breakdown of which departments (and their respective programs) belong to each school/college.

Overview Tab

This tab gives the reader general information about the School/College. Specific information that can be found on the other tabs, should not be in the overview tab, but can be linked to using relative URLs.

Style Guide:

Order of Information to be found on this page:

Leadership- Heading 2

Dean (Acting Dean, Interim Dean, etc)- Heading 3 bold

Name- bold , title

Associate Deans, Heading 3

Name- bold , title

Assistant Deans, Heading 3

Name- bold , title

Contact(s)- Heading 2

Please include the following information:

- Name of Office- bold



- Physical address
- Phone number
- Fax (if applicable)
- Email address (if a general email address is available)
- Website
- Mailing Address- bold (if applicable)

Please repeat for any additional addresses that may need to be listed (examples include Dean’s Office, Admissions, Advising)

Overview- Heading 2

This section will include general information about the school/college

Please use Heading 2 to divide out any other overall important concepts moving to Heading 3 to delineate further concepts

Example Page:

School of Education & Human Development

Overview	Admissions	Departments	Graduation Requirements	Policies
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Leadership

Dean
Rebecca Kantor, Professor and Dean

Associate Deans
Barbara Seidl, Teacher Education & Undergraduate Experiences
Dorothy Garrison-Wade, Faculty Affairs
Scott Bauer, Advanced Education and Doctoral Programs

Assistant Deans
Patricia Ball, Finance and HR
Brad Hinson, Information and Academic Technology
Sandy Mondragon, Student Success and Enrollment Management

Contact

Admissions
Office of Admissions & Outreach
1380 Lawrence Street Center, Suite 701
303-315-6300 voice
Email: education@ucdenver.edu
Website: <https://education.ucdenver.edu/academics/undergraduate>

Mailing Address
School of Education & Human Development
P.O. Box 173364, Campus Box 106
Denver, CO 80217-3364

Overview
The School of Education & Human Development is a vibrant community of practicing educators and counselors, educational



Mission

Leadership for Educational Equity

Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

Vision

A leading school of education providing national expertise on educational issues and socially-just solutions for urban and diverse communities. Through innovative research and partnerships, we strive to be passionate agents of change, inspiring upcoming generations to learn from the past and shape the future.

Our Role in the Community

We are committed to developing forward-thinking educators and counselors who have a deep sense of inquiry, a concern for pressing social problems, a great desire to live their lives purposefully, a passion for giving back to the community and the cultural competence needed to serve urban and diverse populations.

Diversity and Inclusion

At the School of Education & Human Development (SEHD), we believe strongly that all students-diverse in race, ethnicity, economic resources, language, fluency, abilities, geography, first-generation status, age, gender and sexual identities-deserve the opportunity to learn. To advance our mission and meet the changing interests of our local and global communities, the Office of Diversity and Inclusion has been established to create positive momentum towards educational access, equity, and success.

Accreditation

The University of Colorado Denver is institutionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The commission can be contacted at 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 Telephone: 1-800-621-7440

In addition, teacher education programs in the SEHD have been accredited by the Colorado State Board of Education.

Admissions Tab

This tab includes any additional Admissions Requirements that are specific for each School/College

Style Guide:

[insert name of school/college] Admissions Information- Heading 2

Line break

Any other headings can use Heading 2-4 depending on the content and nesting of the page.

Example:



College of Engineering, Design & Computing

Overview Admissions Departments Graduation Requirements Policies

College of Engineering, Design & Computing Admissions Information

For direct admission to the College of Engineering, Design and Computing, freshman applicants must meet the following criteria:

Direct Admission to:

BS in Civil Engineering
BS in Construction Engineering and Management
BS in Computer Science
BS in Electrical Engineering
BS in Mechanical Engineering
BS in Bioengineering

Criteria:

- Minimum 3.000 cumulative high school GPA **and**
 - Minimum 24 ACT Composite and 25 ACT Math Score **or**
 - Minimum 1180 SAT Composite and 590 SAT Math Score

Direct Admission to:

BS in Computer Science
BS in Construction Management

Criteria:

- Minimum 2.600 cumulative high school GPA **and** one of the following requirements:
 - Minimum 22 ACT Composite **or** 22 ACT Math
 - Minimum 1110 SAT Composite **or** 540 SAT Math

Admission to Pre-Engineering

Students who do not meet the criteria for direct admission to a major will be considered for admission to the Pre-Engineering **with a major interest**.

Criteria:

- Minimum 2.600 cumulative high school GPA **and** one of the following two requirements:
 - Minimum 22 ACT Composite **or** 22 ACT Math
 - Minimum 1110 SAT Composite **or** 540 SAT Math

Application Deadlines

UNDERGRADUATE

Fall: July 31
Spring: December 31
Summer: May 31

ADMISSION TO COLLEGE OF LIBERAL ARTS AND SCIENCES - UNDECLARED

- Students who do not meet the criteria for direct admission to a major or Pre-Engineering, but otherwise meet the university's admission criteria, will be admitted to CLAS as an undeclared major.

FOR INTERNATIONAL STUDENTS WHO DID NOT GRADUATE FROM A U.S. HIGH SCHOOL

The ACT/SAT requirement is waived; instead, students must meet the minimum cumulative high school GPA requirement above and have completed three (3) years of high school math with a cumulative 2.7 GPA in math courses.

Please visit the [College of Engineering, Design and Computing website](#) for additional information.

Departments Tab

This section lists all of the departments that each School/College oversees, and accompanying programs. The programs are generated by CourseLeaf via a site map. If you notice a program page is missing any programs that are present in the catalog, please contact the Registrar's Office at catalog@ucdenver.edu



Style Guide

CU Denver- To link to the Undergraduate or Graduate catalogs, please use the following language and make sure the Relative URL links to the Undergraduate or Graduate Catalog School College page in a new window:

(For Graduate Programs and information please refer to the Graduate catalog.)- bold link is on the word Graduate

Name of School/College Departments and Programs- Heading 2

Linebreak

Sitemap (generated by CourseLeaf)

Example:

College of Engineering, Design & Computing

Overview	Admissions	Departments	Graduation Requirements	Policies
----------	------------	-------------	-------------------------	----------

(For Graduate Programs and information please refer to the [Graduate](#) catalog.)

College of Engineering, Design & Computing Departments and Programs

- [Bioengineering](#)
 - [Bioengineering, BS](#)
- [Civil Engineering](#)
 - [Civil Engineering, BS](#)
 - [Construction Engineering and Management, BS](#)
 - [Construction Management, BS](#)
 - [Construction Management Minor](#)
- [Computer Science and Engineering](#)
 - [Computer Science, BA](#)
 - [Computer Science, BS](#)
 - [Computer Science Minor](#)

Graduation Requirements Tab (most likely CU Denver undergraduate only)

These are the requirements that are school/college specific for students to satisfy graduation requirements.

Style Guide:

Each specific school/college can determine if they want to use regular headers or toggled headers. For Admin set up:

[insert school/college name] Graduation Requirements- Heading 2

Line Break

Make sure all links are functioning properly and open in a new window.

Policy- Heading 2



Example:

College of Liberal Arts & Sciences

Overview	Admissions	Departments	Graduation Requirements	Policies
----------	------------	-------------	-------------------------	----------

College of Liberal Arts & Sciences Graduation Requirements

CLAS Residence Requirements

Students must earn a minimum of 30 semester hours with letter grades in residence. In residence is defined as credit hours taken from the [College of Liberal Arts and Sciences subject codes](#), taught by CLAS faculty, while enrolled at CU Denver.

Additional Residence requirements for CLAS majors, minors and certificates may be enforced. Students should consult catalog entries for CLAS program to learn about program specific residence requirements.

College GPA

A minimum cumulative CU GPA of 2.0 is required for graduation from the College of Liberal Arts and Sciences.

Policies Tab

This is a new tab and will allow schools/colleges to keep their specific policy information in one area.

Style Guide:

Each specific school/college can determine if they want to use regular headers or toggled headers. As a note, this tab may not have information populated yet. Admin: You will see some with toggle headers and some without. CourseLeaf brought them over to the Policies tab both ways.

[School/College Name] Policies- Heading 2

Break Line

Policy- Heading 2 or Heading 2, H2 Toggle

Make sure all links are functioning properly and open in a new window.

Example:

School of Education & Human Development

Overview	Admissions	Departments	Graduation Requirements	Policies
----------	------------	-------------	-------------------------	----------

School of Education & Human Development Policies [Edit "Policies"](#)

Undergraduates Taking Graduate Coursework

Undergraduate students are not typically permitted to take courses at the graduate level. SEHD undergraduate students interested in taking graduate-level courses should consult with the instructor and the program, as well as with their academic advisor.

Or



College of Engineering, Design & Computing

Overview	Admissions	Departments	Graduation Requirements	Policies
----------	------------	-------------	-------------------------	----------

College of Engineering, Design & Computing Policies [Edit "Policies"](#)

Undergraduates Taking Graduate Coursework	+
Internships	+
Academic Integrity And Discipline Policies	+

Department Pages

Navigation

CU Denver > Undergraduate or Graduate > Schools, Colleges, and Departments > [School/College] > [Department]

Overview Tab

This tab will give an overview of the specific department.

Style Guide

Chair:- bold Name

Associate Chair (if applicable):- bold Name

Program Coordinator (if applicable):- bold Name

Program Assistant(if applicable):- bold Name

Office: bold

Telephone:- bold

Fax (if applicable):- bold

Email (if applicable):- bold

Website (if applicable):- bold

Overview- Heading 2

All other headings as needed

Example-



English

Overview	Programs	Faculty	Courses
----------	----------	---------	---------

Chair: Phillip Joseph [Edit "Page Body"](#)
Associate Chair: Michelle Comstock
Program Coordinator: Francine Olivas-Zarate
Program Assistant: Janelle (Jenny) Dunington
Office: 1015 9th Street Park
Telephone: 303-315-7830
Fax: 303-315-7826

Overview

English majors learn to acquire and synthesize information and to present their ideas and opinions skillfully. They find employment in fields in which the sophisticated use of language is necessary for achievement and advancement. Many graduates go on to postgraduate study, not only in writing, film studies and literature, but to schools of medicine, law, education, journalism and business.

Undergraduate Information

English

Undergraduates wishing to major in English must declare the major and option by the time they have completed 60 semester hours. The English major allows a student to choose from one of three options: literature, creative writing or film studies. Students interested in a double major must choose one option in English or the English writing major and are required to complete 21

Programs Tab

The programs listed here are generated by your active groups in CourseLeaf. They are listed in alphabetical order, starting with Bachelor Degrees, Minors, and finally certificates. This information cannot be modified.

Please ensure the word Programs- Heading 2 is listed prior to the non-modifiable content.

English

Overview	Programs	Faculty	Courses
----------	----------	---------	---------

Programs

- [English - Creative Writing Option, BA](#)
- [English - Film Studies Option, BA](#)
- [English - Literature Option, BA](#)
- [English Writing, Rhetoric, and Technology, BA](#)
- [Creative Writing Minor](#)
- [English Writing, Rhetoric, and Technology Minor](#)
- [Film Studies Minor](#)
- [Literature Minor](#)

Faculty Tab

Schools/Colleges can list their faculty members here

Faculty- Heading 2



Professors:- Heading 3 bold

Name,- bold degree, institution

Associate Professors:- Heading 3 bold

Name,- bold degree, institution

Assistant Professors:- Heading 3 bold

Name,- bold degree, institution

Continue for all levels of faculty

Example-

Chemistry

Overview	Programs	Faculty	Courses
<h3>Faculty</h3> <p>Professors:</p> <p>Robert Damrauer, PhD, Massachusetts Institute of Technology David Engelke, PhD, Washington University (St. Louis) Doris Kimbrough, PhD, Cornell University Hai Lin, PhD, University of Science and Technology of China Scott Reed, PhD, University of Oregon Haobin Wang, PhD, Wayne State University Xiaotai Wang, PhD, University of Virginia</p> <p>Associate Professors:</p> <p>Jefferson Knight, PhD, Yale University Yong Liu, PhD, University of Michigan Xiaojun Ren, PhD, Jilin University Marino Resendiz, PhD, University of California, Los Angeles Liliya Vugmeyster, PhD, State University of New York at Stony Brook</p> <p>Assistant Professors:</p> <p>John D. (Nick) Fisk, PhD, University of Wisconsin Emilie Guidez, PhD, Iowa State University Jung-Jae Lee, PhD, University of Notre Dame</p> <p>Clinical Associate Professor:</p> <p>Margaret Bruehl, PhD, Northwestern University Marta Maroñ, PhD, University of Colorado Boulder</p>			

Courses Tab (generated by CourseLeaf)

The courses listed are generated by what is currently active in CU-SIS and cannot be modified.



Programs Pages

Navigation

CU Denver > Undergraduate or Graduate > Schools, Colleges, and Departments > [School/College] > [Department] > [Program]

This section of the catalog is where specific information for each major, minor, and certificate reside. Think of this as the “Plan Tab” in the Program/Plan Page in CU-SIS.

Overview Tab

Style Guide

For Further Breakdown of Undergraduate and Graduate programs (majors, minors, and certificates) please see refer to the appropriate templates.

Introduction- Heading 2

Information about the program. If the program has any additional information or details, all other headings should be Heading 3

Program Delivery- Heading 2

Bulleted list of how program is offered (on-campus, online, on-campus and online)

Declaring This Major (undergraduate only)- Heading 2

Following sentence that is bulleted- Click [here](#) to go to information about declaring a major. Relative URL that should be linked- /cu-denver/undergraduate/records-registration/registration/declare-change-major-minor/

Anthropology, BA

Overview
Degree Requirements

Introduction Edit "Page Body"

Please click [here](#) to see Anthropology department information.

These degree requirements are subject to periodic revision by the academic department, and the College reserves the right to make exceptions and substitutions as judged necessary in individual cases. Therefore, the College strongly urges students to consult regularly with their major advisor and CLAS advisor to confirm the best plans of study before finalizing them.

Program Delivery

- This is an on-campus program.

Declaring This Major

- Click [here](#) to go to information about declaring a major.

Example:

Degree Requirements Tab (potentially undergrad only)

This section contains the General and Program-specific requirements, and the Course List for each specific program.

Style Guide

General Requirements- Heading 2



Include following wording (in bulleted list) for MAJORS-

To earn a degree, students must satisfy all requirements in each of the three areas below, in addition to their individual major requirements.

- CU Denver Graduation Requirements [relative URL- /cu-denver/undergraduate/graduation/general-graduation-requirements/]
- CU Denver Undergraduate Core Curriculum [relative URL- /cu-denver/undergraduate/graduation-undergraduate-core-requirements/]
- [School/College] Graduation Requirements [link to school/college specific relative URL]
- Click [here](#) for information about Academic Policies [relative URL is- /cu-denver/undergraduate/academic-policies-procedures/]

For MINORS-

Students must satisfy all requirements as outlined below and by the department offering the minor.

- Click [here](#) for information about Academic Policies [relative URL is- /cu-denver/undergraduate/academic-policies-procedures/]

For CERTIFICATES-

Students must satisfy all requirements as outlined below and by the department offering the certificate.

Program Requirements- Heading 2

List of program specific requirements will be listed in numbered format.

Program Restrictions, Allowances and Recommendations Heading 2 (optional)

If a program has this listed, please ensure it is in a listed numbered format

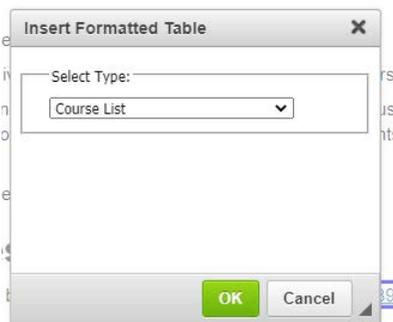
Course List

If a course list does not already exist on your Degree Requirements page, follow these steps:

- 1) To add in your Course List, click on the Insert Formatted Table icon in your editing toolbar-



- 2) A new window will open, and should default to Course List in the dropdown menu





If a course list already exists, double click within the Course List to begin editing.

Refer to the CAT CU Denver Training Guide on how to use the Course List Tool.

Student Learning Outcomes Tab

For the 2021-2022 Catalog, CU Denver is not requiring Schools/Colleges to include their Student Learning Outcomes directly in the catalog, especially if this information can change multiple times each year.

Style Guide

Schools/Colleges may have varying levels of content in this tab. The end user will use a numbered list format for their outcomes; normal font. If the learning outcomes are more than one sentence and have multiple points, the end user should use Toggle Headers; H3 Toggle- Bold.

If schools/colleges would like to link out to their Student Learning Outcomes, they should use the following language- To learn more about the Student Learning Outcomes for this program, please visit our website. The word website should then be hyperlinked directly to the school/college website.

If a program does not have content for this tab, it should be left blank.

Examples:

Philosophy, BA

Overview	Degree Requirements	Student Learning Outcomes
----------	---------------------	---------------------------

The Learning Outcomes which are assessed in our classes include the following: [Edit "Student Learning Outcomes"](#) 

1. To explain fundamental philosophical concepts.
2. To outline and criticize the positions of some of the most important figures in the history of philosophy.
3. To identify and explain the import of at least some ethical and political issues.
4. To employ philosophical methodologies.
5. To write analytically and critically.
6. To engage in intellectual discussion and exchange.

List

Toggle Headers

Page



History, BA

Overview	Degree Requirements	Student Learning Outcomes
----------	---------------------	---------------------------

[Edit "Student Learning Outcomes"](#)

1) Knowledge of human cultures	+
2) Intellectual and practical skills	+
3) Personal and social responsibility	+
4) Integrative and applied learning	+

Link only

English - Literature Option, BA

Overview	Degree Requirements	Student Learning Outcomes
----------	---------------------	---------------------------

To learn more about the Student Learning Outcomes for this program, please visit our [website](#). [Edit "Student Learning Outcomes"](#)

[Degree Map/ Plan of Study Tab](#)

For the 2022-2023 Catalog, CU Denver is not requiring Schools/Colleges to include their Plan of Study/Degree Maps directly in the catalog. We will need to review this process/timing of adding degree maps for future versions of the catalog.

[Style Guide](#)

If an undergraduate program has a degree map, it should be linked out to the school/college's Degree Map website (see last page) with the following language:

To review the Degree Map for this program, please visit our website.

English - Literature Option, BA

Overview	Degree Requirements	Student Learning Outcomes	Degree Map/Plan of Study
----------	---------------------	---------------------------	--------------------------

To review the Degree Map for this program, please visit our [website](#). [Edit "Degree Map/Plan of Study"](#)

Websites for the Degree Maps:



Office of the Registrar

UNIVERSITY OF COLORADO **DENVER**

The Business School- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/business-school>

College of Architecture and Planning- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/cap>

College of Arts and Media- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/cam>

College of Engineering, Design, and Computing- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/cedc>

College of Liberal Arts and Sciences- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/clas>

School of Education and Human Development- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/sehd>

School of Public Affairs- <https://www.ucdenver.edu/student/advising/undergraduate/degree-maps/spa>