PROGRAM HANDBOOK 2026-2027

Microbiology and Immunology Master's Program (MIMS)

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INTRODUCTION AND GENERAL INFORMATION

The purpose of the MIMS Handbook is to acquaint students with the policies and procedures of the Graduate School at the University of Colorado Anschutz Medical Campus and to provide resources and guidance for students in pursuit of a Master of Science degree in Immunology and Microbiology.

Students are encouraged to read the content of the Handbook carefully!

The policies, procedures, and guidelines contained in this handbook are subject to change and may be affected by policy changes within the University of Colorado Anschutz Medical Campus Graduate School or the University.

MIMS DEGREE REQUIREMENTS

Credit Hour Requirements

The MIMS Program requires 38 credits for graduation.
The successful completion of a course is reflected in a letter grade of "B-" or better. However, an overall GPA of 3.0 must be maintained each semester for a student to be in good academic standing. Depending on a student's background, significant additional study time outside the classroom should be allotted for each course. Students who do not achieve a GPA of 3.0 after the required number of credits have been earned will have to enroll in additional courses to raise their GPA to the required level for graduation.

Course Load and Expectations

The MIMS Program allows full-time and part-time enrollment.
To remain eligible for financial aid, enrollment for a minimum of five (5) credits in the Fall and Spring semesters is required. Before registering for classes each term, it is strongly recommended that students confirm their enrollment plans with the Program Director or Program Administrator.

GRADUATION

Time Requirements for the MIMS Master's Degree

MIMS master's students, whether enrolled full-time or part-time, have five (5) years from matriculation (the start of coursework) to complete all degree requirements, including the completion and defense of the thesis. Students who fail to complete the program requirements within this time frame may be suspended from the program. Requests for time extensions must be discussed with the Program Director as early as possible.

Course and Grade Requirements for Graduation

To satisfy graduation requirements, students must receive a grade of "B-" or higher. A cumulative grade point average of 3.0 or higher is required for graduation.

Course Evaluations

Students are expected to complete course and faculty evaluations for each course. This feedback is essential for the continued growth of the program and to ensure that all students are being treated equitably.

Graduation Procedures

Students who wish to graduate with a master's degree must first be approved as candidates. As soon as a student submits to the Program Administrator an Exam Request/Application for Candacy form related to the Master's Thesis Defense. If the student plans to graduate in that same semester, they should submit an Application for Graduation to the Registrar's Office through UCDAccess. Deadlines for all graduation requirements as well as all forms are located on the Graduate School's Student Resources page. *Please note that deadlines for graduation forms are due early in the semester you intend to graduate!*

The Program Director must sign all documents before they are submitted to the Graduate School for final approval. An approved application certifies that a student's work is satisfactory, that the courses listed in the Application for Candidacy meet the requirements of both the MIMS Program and the Graduate School, and that the student is approved as a candidate for the degree. The Program Administrator is available to assist students with these documents and requirements.

Graduation Dates and Commencement

There are three graduation opportunities each calendar year: upon the completion of the Spring semester, the Summer semester, and the Fall semester. Please refer to the Graduate School's Student Services website for exact deadlines and graduation application materials. MIMS spring graduates are invited to participate in the CU Anschutz Spring Commencement ceremonies, and MIMS summer and fall graduates are invited to participate in the CU Anschutz Fall Commencement ceremony.

MIMS ACADEMIC POLICIES

General Rules

All graduate courses are graded along the following letter grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. A grade of “B-” or higher is required for successful completion of each course. To maintain satisfactory academic progress, advance to candidacy and earn a graduate degree, students are required to maintain at least an overall grade of “B”, i.e., a total GPA of 3.0 in all work attempted while enrolled in the graduate program. All earned grades will be recorded on the student’s transcript. However, only grades that are approved on the Application to Candidacy form (grades of B- or higher) will count towards the 38 credits that are required for graduation and will count towards the degree GPA.

Note: Transfer and Resident Courses (any course in which a student was enrolled as a non-degree-seeking student and that are accepted for the degree program) are not included in the cumulative GPA. This policy is especially important for students who aim for admission to PhD and other professional programs. Such students should emphasize in their applications to these programs that these transfer and resident courses do count towards the master’s degree, but that the university registrar includes in its GPA calculation only those courses in which a student was enrolled since acceptance in the program.

In Progress (IP) and Incomplete (I) Work

In the case that a student does not complete all the requirements for a course, the Course Director will assign a grade of “In Progress” (IP). This IP grade will be converted to the official letter grade once the work is completed.

In select cases, based on circumstances that are beyond a student’s control, a course grade can be posted as “Incomplete” (I), provided most of the required work has already been completed. The student is expected to complete the remaining work in the following semester unless the Course Director has offered an extension to the maximum of one year. If the Course Director does not post the final grade after one year, an “I” grade will be changed automatically to an “F”. Incomplete (I) grades are not awarded for poor academic performance or as a way of extending assignment deadlines.

Course Withdrawal Policy

After the university add/drop deadline for each semester, enrolled students will have to earn a grade for each course. For students who withdraw from a course after the add/drop deadline, a “W” will be recorded on their transcript. For this withdrawal, a course withdrawal form can be obtained from the Program Administrator.

Failing to attend class is not considered an official withdrawal, and students will have a failing grade (F) recorded on their transcript.

Students are not eligible for a tuition refund if they withdraw after the add/drop period.

Note: Before withdrawing from any course, the student must inform the Program Director of this intent to prevent any negative impact to the student's training and financial aid.

Withdrawal from Courses

The MIMS curriculum may include required and elective courses from CU Anschutz. Students must adhere to the withdrawal policy of the campus and department/program that is offering the individual course. BMSC and BSBT courses are offered by the Graduate School. If a withdrawal is permitted, the student must first complete the Course Withdrawal Form, which requires signatures of the Course Instructor, the Program Director, and the Dean of the Graduate School.

Note: Unless there are circumstances that are completely beyond a student's control, a student may enroll in a course no more than three times, regardless of if the student failed the course or withdrew from the course.

A withdrawal from a course must be completed via UCD Access.

International Students

Withdrawing from a course may impact full-time status and may violate visa guidelines and requirements. International students should discuss potential impacts of course withdrawal with an advisor from the Office of International Student Support Services. It is the responsibility of the student to be in good standing with immigration laws, seek information on how to maintain a valid visa, and how class withdrawals or failures may impact their immigration status.

Academic Standing

Students must maintain a minimum overall GPA of 3.0 to be in good academic standing and must earn a grade of "B-" or higher in all coursework for the course to be counted towards degree completion.

The Graduate School will place a student on academic probation when their cumulative GPA falls below 3.0. Students will have two (2) semesters if enrolled as a full-time student, or four (4) semesters if part-time, in which to raise their cumulative GPA to at least a 3.0. The student must obtain a GPA of at least 3.0 during each semester on probation or they will be subject to dismissal upon recommendation of the Program Director and the concurrence of the Dean of the Graduate School.

CAMPUS LOGISTICS AND REQUIREMENTS

Email Policy

The MIMS Program abides by the Graduate School's Student Email Policy. It is important for students to review the policy and abide by the guidelines. Email is the official means of communication for the MIMS Program, and students are expected to check their campus email on a frequent and consistent basis to stay current with University and program communications. Students have the responsibility to recognize that certain communications may be time sensitive.

Students are expected to practice professional communication skills when communicating via email by using appropriate salutations and a courteous and professional tone.

Parking

Parking passes are required for all permit-only lots at CU Anschutz. Permits for CU Denver and CU Anschutz cannot be used interchangeably. Additional information can be found at Facilities Management.

RTD (Regional Transportation District) Passes

The RTD CollegePass is available to all enrolled degree-seeking students. The pass is supported by a mandatory student fee. The RTD CollegePass includes all regular fixed-route services, including bus (local, express, regional), light rail (including A-Line to the airport), Call-n-Ride, and skyRide service. Services NOT included in the RTD CollegePass program are Access-a-Ride, BroncosRide, RockiesRide and other special-event services. The fee will be assessed for any term in which a degree-seeking student enrolls for academic credit at CU Anschutz. CollegePass program waivers will granted for individual students who meet specific criteria that are outlined in the Fee Waiver Application form.

Waiver criteria

- If a degree-seeking student is not enrolled in a particular term, per RTD regulations, the fee and associated transit services cannot be 'opted into' for that particular term.

Degree-seeking students new to campus

The CollegePass will not be available until students complete the orientation and receive their CU Anschutz ID badges. The CollegePass can only be accessed via the MyRide App. Learn more about the steps you need to complete before receiving the CollegePass at the Student Services website.

Continuing students

Degree-seeking students who will remain enrolled as degree seeking in a CU Anschutz degree program may continue to take advantage of the CollegePass through the MyRide App.

Always check with the Student Services Office for the most up-to-date information as these benefits and processes are subject to change.

Badges and Access

The Program Administrator will notify new students when their CU Anschutz ID badges are available and will arrange a date and time for pickup or delivery of badges. Badges give students access to necessary areas after hours and on weekends. If a badge is lost, stolen, damaged, or is malfunctioning, please contact the Security Badging Office immediately. The Security Badging Office is located on the 1st floor of the Fitzsimons Building. Additional contact and badging information can be found on the Badging and Security Services website.

Colorado Residency and In-State Tuition Benefits

Colorado residency and access to in-state tuition benefits is determined by the CU Anschutz Registrar's Office. The MIMS program is a participant in the WICHE Western Regional Graduate Program (WRGP) and eligible out-of-state students may qualify for in-state tuition. Students intending on establishing Colorado residency must have been domiciled in Colorado for *one* (1) calendar year before they can petition to receive in-state tuition benefits. Once a student has established domicile in the state of Colorado, the student must complete a Petition for Residency and submit the petition to the Registrar's Office.

More information about Colorado Residency and the WRGP program can be found on the Registrar website.

Academic Calendars

The MIMS Program will adhere to the CU Anschutz Graduate School Academic Calendar, which can be found on the Graduate School resources library. Students must follow the course calendar based on the specific course. NOTE: Some required courses start earlier - 1 week up to 1 month – then the semester start listed on the academic calendar.

Course Registration

All students will use the UCDAccess portal to add (register), drop, and/or withdraw from courses each semester. Students are responsible for registering for courses and altering their individual academic schedule before the add/drop and withdrawal deadlines.

The typical start of registration for each semester is as follows:

- Fall Semester: First Monday in August (*Note: BSBT Foundations courses start earlier*)
- Spring Semester: First Monday in December (*Note: IMMU 6210 starts first full week of January)*
- Summer Semester: Second Monday in May

The typical last day for students to add/drop courses is as follows:

- Fall Semester: Friday of the second week of classes
- Spring Semester: Friday of the second week of classes
- Summer Semester: Friday of the first week of classes

If a student needs to add a course after the add/drop deadline has passed, the student must complete the Student Registration Form and obtain a signature of permission from the faculty member directing the respective course(s). Please send the form to the MIMS Program Administrator. A late fee will be assessed by the Registrar.

ENROLLMENT DEFERMENT AND READMISSION

Enrollment Deferment

Students who were accepted to the program and wish to defer enrollment must contact MIMS Program Director and Administrator. Students may defer their enrollment for up to one (1) calendar year without the necessity of reapplying or paying an application fee.

Readmission of Former and Suspended Students

Former Students

Students who have been admitted to the MIMS program have five (5) calendar years to complete the curriculum requirements. If a student leaves the program for more than one (1) calendar year or three (3) semesters, including the summer, they must contact the MIMS Program Director to determine their eligibility to continue in the program.

Suspended Students

A suspended student is eligible to apply for readmission to the program no sooner than one (1) full calendar year (3 semesters, including the summer) following suspension from the MIMS Program. The student must submit a modified application, statement of purpose, and a payment for the application fee. Students must consult with the Program Director about the readmission requirements. Readmission to the program is at the discretion of the Program Director and/or the admissions committee.

STUDENT PRIVACY AND EDUCATIONAL RECORD ACCESS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their educational records, such as:

- Students have the right to inspect and review their education records maintained by the school.
- Students have the right to request the correction of records if they believe them to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to a formal hearing.
- Generally, schools must have written permission from the student to release any information from a student's education record. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance; however, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Note: Students who wish to request prevention of this disclosure must complete the Request to Prevent Disclosure of Directory Information form. Please submit this form to the MIMS Program Director and Administrator, who will submit the form to the Registrar's Office.

PROFESSIONALISM

The MIMS Program is located on an Academic Medical Campus and students must adhere to the dress code and behavioral expectations established by the environment or setting they occupy.

Dress Code in the Classroom and Small Group settings

Students in the classroom and in small groups should adhere to any requirements set by the course director and/or instructor and building in which the classroom resides.

Dress Code in Laboratory or Similar Setting

Per Department of Environmental Health and Safety (EHS) requirements, closed-toe shoes are mandatory in the laboratory environment. Students should follow all EHS requirements and should consult with their mentor if requirements are not clear.

Children in Class

Children are permitted in class only with the written permission of the Course Director *and* the Instructor of the specific class. Students are requested to make sure that the child does not interfere with or distract from the class procedures. For nursing needs, lactation rooms are available throughout campus. Children are not allowed in laboratories.

Time Management

Program meetings are mandatory. It is the responsibility of the student to take time off from work to meet academic requirements. The Program Director may excuse a justified absence of the student only with a written request for permission.

MIMS POLICY FOR ACADEMIC APPEALS AND GRIEVANCES

MIMS Student Grievances

If a student experiences a serious disagreement with a faculty member, staff, or fellow student, the student should immediately report the issue to the Program Director, Program Administrator, and/or the appropriate campus office. Such experience can include, but is not limited to, perceived harassment, discrimination, unfair and/or disrespectful treatment, grade disputes, and unprofessional behavior.

Academic Appeals and Grievances

The MIMS Program adheres to the appeals process that has been developed and implemented by the Graduate School. Disputes related to course grades or accusations of plagiarism should first be discussed with the Course Director. If the problem cannot be resolved at the course level, the issue may be escalated to the Program Director. There is no guarantee that the final resolution will meet the students' expectations. Additional support can be sought from the Office of Student Services.

Graduate School Academic Honor Code and MIMS Honor Statement

Students are expected to adhere to the highest standards of personal integrity and professional ethics and to the CU Anschutz Graduate School Academic Honor and Conduct Code.

MIMS ACADEMIC AND PROFESSIONAL INTEGRITY POLICIES

CU Anschutz is an academic and professional community. As members of this community and as future leaders in biotechnology and health professions, all MIMS students are expected to take personal responsibility for understanding and observing the following policies.

Cell Phones, Tablets, and Computer Usage

The use of tablets, computers, and other electronic devices in the classroom, laboratory, and small group settings must be for academic purposes only and at the discretion of the Course Instructor. The Program does not provide any electronic devices for classroom use.

Consensual Relationships Policy

Consensual relationships between students and staff members who are in a position of authority or who have access to student or testing information are not permitted. Please review the University of Colorado's Administrative Policy 5015 for details.

Sexual Harassment

Sexual harassment is unacceptable behavior and will not be tolerated. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature.

No one will receive unfavorable treatment for presenting a complaint of sexual harassment. All complaints will be considered confidential, to the extent possible. Only those individuals determined to be involved in the complaint, or its resolution will have information concerning the complaint. All complaints of harassment should be reported to the Program Administrator, the Program Director, or the campus sexual harassment officer. Please review CU Administrative Policy Statement 5014 for a detailed statement.

Any individual violating the policy against sexual harassment may be subject to disciplinary action, including dismissal from the program. Failure by anyone vested with the responsibility to report allegations of sexual harassment is considered a violation of this policy. It is the intent of this policy to

comply with the requirements under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments, as well as other applicable statutory laws and regulations of the State of Colorado.

Engagement, Accessibility and Belonging

The MIMS Program recognizes, values, and affirms that all people contribute to the richness to the University and enhances the quality of education.

The MIMS Program is committed to equal opportunity, including opportunities for individuals with disabilities. Our commitment to the principles of nondiscrimination includes the federally protected classes of age, gender, sex, race, color, creed, national origin, religion, ancestry, marital status, ethnicity, disability, sexual orientation, or status as a protected veteran.

The MIMS Program is committed to providing an academic environment in which everyone is treated with courtesy, respect, and dignity. We encourage students and faculty to seek out resources and educational opportunities to maintain an understanding of current issues, policies, and best practices.

Graduate School Honor Code and MIMS Honor Statement

Students are expected to follow the Graduate School Academic Honor and Conduct Code and the MIMS Honor Statement at all times, including during exams.

Although it is not possible to list all situations that might violate the Graduate School's Academic Honor Code, the following examples will provide some reference points.

- Students should adhere to the highest standards of academic honesty and integrity. These standards include issues related to plagiarism (including not referencing where information was found), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, falsification of official records, and illegal or unauthorized use of University resources.
- Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either an academic or professional setting, as well as any other conduct unbefitting a professional or biomedical researcher. Professional conduct also includes adhering to the agreements any group sets forth regarding group work and individual contributions to such work. It is recommended that the agreement be shared in an email to all group members, and it is understood that continued participation in the group represents an agreement to adhere to the rules. Violations of individual group members who, for example, do not try to perform at the highest level should be shared with the Course Director and, if necessary, with the Program Director. If a resolution cannot be found, the noncompliant student might be removed from the group and will have to present outside the group. However, because teamwork is a part of the learning/training process, the student will have to accept a grade reduction for presenting independently of the assigned group work.
- CU Anschutz is an alcohol-, drug-, and tobacco-free campus.
- Students must conduct themselves in a professional manner that recognizes the rights, personality, and property of others.

Processes in Case of Honors Code Violations

A student will be notified in writing if a breach of the Graduate School Honor Code or MIMS professional expectations is perceived.

The student will have an opportunity to gather information to properly respond to the allegation(s) and will meet with the Program Director and those directly impacted by the infraction. If further escalation is required, the infraction will be reported to the Dean of the Graduate School or other University representative. The Graduate School will then abide by the following procedures:

1. Disciplinary action will not be taken against the alleged violator until the Honor and Conduct Committee (a committee generally consisting of four faculty members and two student representatives) and the Dean have reviewed the case and arrived at a decision. However, if the alleged violation threatens the welfare or safety of others or is against the law, appropriate action will be taken immediately.
2. The Dean of the Graduate School or other University representative will review the information submitted concerning the alleged violation. If there is no admission of wrongdoing, the case will be referred to the Honor and Conduct Committee for a hearing. Legal counsel will not be present for either the student or the University parties. The hearing will adhere to the following minimum guidelines.
3. Adequate notice to all concerned parties.
4. An opportunity provided for the student accused of the violation to be heard and to question the person alleging the violation.
5. A detailed confidential record of the proceedings.
6. Following its deliberations, the Honor and Conduct Committee will submit its findings and recommendations to the Dean. The Dean will decide on the case in a timely manner and will communicate the decision to the student and to the appropriate faculty members, including the Program Administrator and Program Director of the MIMS Program.

Faculty Academic Principles, Professional Rights, and Responsibilities

CU Anschutz faculty are guided by the University of Colorado Faculty Academic Principles, Professional Rights, and Responsibilities. If a student has a valid concern about a faculty member's violation of these responsibilities, we encourage the student to report the matter to the MIMS Program Director and/or the appropriate campus office.

MIMS Student Academic and Professional Integrity Policy Infractions

It is expected that students will observe the policies listed above. If a student is not adhering to these policies, the infraction(s) will be reported to the Program Director. The student will meet with the Program Director to gain an understanding of the issue and develop a resolution. If the student and the Program Director cannot reach an agreement, the issue will be forwarded to the Dean of the Graduate School or the Office of Equity, depending on the specific case.

MASTER'S THESIS GRADUATION REQUIREMENT

To graduate MIMS students must write and then defend a Master's Theis based on laboratory research with the guidance of a faculty mentor. Students will perform 5-week rotations in the labs of 2-3 faculty mentors over the course of 2 semesters, spending a minimum of 10-15 hours per week in the lab (MIMS 6070). Following the rotations, the student will choose a lab and mentor to complete their thesis work with for the remaining time in the program (MIMS 6950). Students will spend at least 20 hours/week working in the lab on a research thesis project. Faculty mentors should be selected from the Department of Immunology and Microbiology. A faculty mentor from outside the department but with research projects related to immunology and microbiology may be approved with permission from the Program Director. Please see the Department of Immunology and Microbiology website to learn about specific research areas and laboratories. For students currently working in a research setting, it is strongly recommended that you select a different lab to complete your thesis project and preferentially in a new study field. Exceptions may be granted after discussion and approval by the Curriculum and Program Director.

MIMS CURRICULUM

BSBT 6072-6075	Foundations Courses	6 credits (Fall I)
MIMS 7530	Introduction to Immunology	2 credits (Fall I)
BMSC 7831	Microbiology in Biomedical Research	2 credits (Fall I)
MIMS 6070	Laboratory Research Mini - rotations	2-3 credits (Fall I/Spring I)
MIMS 6210, BMSC 7832 (Inflammation) or MICB 7701, 7703	Immunology or Microbiology courses	5-6 credits (Spring I/Fall II)
IMMU 7607	Science as a Profession (Responsible Conduct of Research required class)	1 credit (Fall II)
MIMS 6071	R Programming	1 credit (Fall II)
MIMS 6063	Scientific Literature Analysis	1 credit (Fall II)
MIMS 6062	Introduction to Science Communication	1 credit (Spring II)
MIMS 6064	Scientific Writing	1 credit (Spring II)
IMMU 6310	Statistics for Biomedical Sciences	2 credits (Fall II)
MIMS 6950	Laboratory Thesis Research	8 credits (Spring I, Sum I, Fall II, Spring II)
Electives*	Electives*	4-5 credits (anytime)

Total: 38 credits

*Can be any combination of the following:

MIMS 6950 credits taken in addition to the 8 required

IMMU 6110 Introduction to Bioinformatics – requires MIMS 6071 or other R programming and instructor consent

Any BSBT didactic course not previously taken

SUGGESTED COURSE OF STUDY

Fall I

BSBT 6072 – 6075	BSBT 6072: Foundations in Biochemistry BSBT 6073: Foundations in Molecular Biology BSBT 6074: Foundations in Cell Biology BSBT 6075: Foundations in Genetics	1.5 cr. each
BMSC 7831	Microbiology in Biomedical Research	2 cr.
MIMS 7530	Introduction to Immunology	2 cr.
MIMS 6070	Laboratory Research Mini- Rotations	2 cr.

Spring I

MICB 7703 MICB 7701 ***OR*** MIMS 6210	Molecular Mechanisms of Bacterial Disease Molecular Virology and Pathogenesis ***OR*** Intensive Advanced Immunology	3 cr. 3 cr. 3 cr.
MIMS 6070	Laboratory Research Mini- Rotations	0-1 cr.
MIMS 6950	Laboratory Thesis Research	1-2 cr.
MIMS 6063	Scientific Literature Analysis	1 cr.

Summer I

MIMS 6950	Laboratory Thesis Research	1- 2 cr.

Fall II

MIMS 6071	Introduction to R Programming	1 cr.
IMMU 6310	Statistics for the Biomedical Sciences	2
IMMU 7607	Science as a Profession	1 cr.
MIMS 6950	Laboratory Thesis Research	3+ cr.
BMSC 7832	Inflammation (for Immunology students)	2 cr.
MIMS 6063	Scientific Literature Analysis (if needed)	1 cr.
Elective		2-4 cr.

Spring II

Elective	*If needed*	2-4 cr.
MIMS 6062	Introduction to Science Communication (*If needed)*	1 cr.
MIMS 6064	Scientific Writing	1cr
MIMS 6062	Introduction to Science Communication	1 cr.
MIMS 6950	Laboratory Thesis Research Microbiology or Immunology	3+ cr.