INTRODUCTION
Welcome to the Graduate Student Handbook of the Ph.D. program in Comparative Ethnic Studies offered by the Department of Ethnic Studies at CU Boulder. This handbook defines the policies, procedures, and governance of the graduate program. Doctoral students should consult this handbook on a regular basis to understand program requirements and ensure timely completion of the degree. This document will be updated as policies and procedures change at the graduate school, college, or department level.

OVERVIEW OF THE DEGREE
The Department of Ethnic Studies offers a PhD in Comparative Ethnic Studies, which aims to provide broad interdisciplinary training that enables students to research and analyze the intersectional and relational workings of race, ethnicity, gender, class, and sexuality in national and transnational contexts. Additional information about specific areas of faculty specialization and courses offered may be found on the department website at http://ethnicstudies.colorado.edu or by contacting the graduate program assistant at grad.ethnst@colorado.edu.

PROGRAM ADMINISTRATION
Director of Graduate Studies (DGS)
The Director of Graduate Studies (DGS) administers the graduate program and chairs the Graduate Committee (see below). The DGS is elected by the department faculty to a three-year term. The DGS orchestrates the implementation and operation of the graduate program, organizes recruitment of potential students, advises students on policy and procedures, monitors student progress toward degree, provides teaching assistants (TAs) and graduate part-time instructors (GPTIs) with oversight, pedagogical advice, assistance, and resources, oversees the resolution of petitions and grievances brought to the Graduate Committee (GC) (see below), and advises the Department Chair on assignment of graduate courses to faculty and distribution of teaching assignments to graduate students. The DGS maintains dossiers on each graduate student, which include annual progress reviews and teaching evaluations, and writes letters of recommendation for graduate students applying for internal and external fellowships and grants. The DGS ensures adherence to the by-laws and governance protocols of the Department, the College of Arts and Sciences, and the Graduate School.

Graduate Committee (GC)
The Graduate Committee (GC) serves as the executive policy and decision-making body of the graduate program, as well as its de facto admissions committee. It is chaired by the DGS and includes at least three faculty members of the Department of Ethnic Studies appointed by the Department Chair to one year terms, along with the Department Chair as an ex officio member, and one graduate student representative, selected by all ETHC Graduate students active in the program. The Committee is empowered to make decisions regarding admissions, curricular
matters, petitions and grievances, and recommendations about graduate student teaching and funding.

**Graduate Office**
Patricia Burton is the graduate program assistant. Her office is located in Ketchum 184C and she can be reached via email at patricia.burton@colorado.edu or by telephone at (303) 492-8852.

**ADMISSIONS**
The GC acts as the admissions committee for the Ph.D. program, but works closely with potential faculty advisors in making all admissions decisions. The GC reads all applications and identifies a pool of top candidates, which will then be forwarded to faculty members whose intellectual interests best match the applicants. Potential advisors return a rank ordered list of applicants they would like to work with to the GC. In making admissions decisions, the GC considers the general strength of the application (including quality of personal statement and writing sample, letters of recommendation, undergraduate and masters education, GPA and test scores), strength of endorsement by the potential advisor, and current distribution of Ph.D. advisees. The GC also makes recommendations about funding to the Department Chair, who under advisement of the DGS proffers scholarship, fellowship and teaching offers.

**ADVISING PROCEDURES**
The Director of Graduate Studies will assign each incoming student to a faculty advisor. A student may change advisors if her or his research interests shift and another faculty member is willing to take on a new advisee. In that case, the student must submit to the DGS a change of advisor petition endorsed by the new advisor.

Advisors must meet with students on a regular basis. Students should consult their advisors on their plans for coursework and examinations, research trajectory, professional development and intellectual/scholastic goals. Advisors will assist students in planning a suitable program of study and in selecting comprehensive examination and dissertation committees. Students are expected to remain in close contact with their faculty advisors and their committees. Non-resident students should be especially vigilant about communicating regularly with their advisors and committees.

In addition to the main faculty advisor, the DGS will be responsible for monitoring students’ timely progress towards degree completion. The DGS will be available for consultation to help students set up committees and assist students in meeting their timelines and fulfilling program requirements.

In the event that a student’s faculty advisor leaves the University of Colorado, the DGS will help the student identify a new advisor. For an advanced Ph.D. student who has his or her prospectus approved and who is at work on the dissertation, it may be appropriate to continue working with the departing faculty member so long as that faculty advisor formally agrees to advise the student through the completion of his or her degree. Students who have not yet passed their comprehensive exams or had a prospectus approved will normally identify a new advisor from among the faculty rostered in the department.
PH.D. PROGRAM REQUIREMENTS
Doctoral students are expected to demonstrate an ability to independently carry out original field research, to acquire original data, make appropriate analyses, and prepare reports of publishable caliber. Students must demonstrate proficiency in a broad subject of learning and the ability to critically evaluate work in Ethnic Studies. The Ph.D. program is comprised of three basic components: coursework, a comprehensive examination, and the dissertation.

A Master’s degree in Ethnic Studies or a cognate field (such as American Studies, English, History, Sociology, Women’s Studies, or other related disciplines and interdisciplinary fields) from an accredited university is required for admission into the Ph.D. program.

TRANSFER OF CREDIT
The Director of Graduate Studies, in consultation with the GC, will examine the academic transcripts of admitted students to determine transfer credits where appropriate. Students will be permitted to transfer up to a maximum of 9 credit hours. Students must submit a syllabus for each course to be considered for transfer, and will require the approval of the DGS.

COURSE AND CREDIT REQUIREMENTS
Students must complete 60 credit hours, with a minimum of 30 credit hours of graduate-level coursework (including any transferred graduate credit from the completed master’s degree referenced above). At least 18 of the 30 credit hours of graduate-level coursework must come from the Department of Ethnic Studies. The subfield requirement (see below) must be fulfilled by completing a minimum of 9 credits of coursework in a department outside of Ethnic Studies (transferred graduate credit may be used to satisfy this requirement). In addition to the 30 credit hours of graduate-level coursework, students must complete a minimum of 30 dissertation credits in total, 5-10 during comprehensive examination preparation and 5-10 per semester in which they are defending the prospectus and writing the dissertation. Students must be registered for a minimum of five dissertation hours per semester (including summer semester) in which the comprehensive exam/dissertation defense is held. Students are not permitted to register for more than 10 credit hours of dissertation credit per semester, per Graduate School Rules.

Continuous Registration
A Ph.D. student is required to register continuously as a full-time, regular degree seeking student at CU-Boulder, for a minimum of five credit hours in the fall and spring semesters of each year. Students must be registered for a minimum of 5 dissertation hours per semester beginning with the semester following the passing of the comprehensive examination and extending through the semester in which the dissertation is successfully defended (final examination). A student who fails to register continuously after passing the comprehensive examination must retake and pass the examination, to regain status as a student in good standing in the Graduate School.

Course Requirements
All doctoral students are required to complete the Fall and Spring sequence:
ETHN 6000/6001: Foundations in Comparative Ethnic Studies and Methods in Comparative Ethnic Studies (6 credits total, 3 per semester). The introductory two-semester course will prepare doctoral students for interdisciplinary studies on race, ethnicity, gender, class,
indigeneity, sexuality, nation and culture. The first semester will be a theoretical introduction, and the second semester will examine research methodologies and application of theories to research. In addition to the two introductory courses, students will be required to enroll in a 1-credit Professionalization Seminar (ETHN 6002), which is a two semester long course offered by the Ethnic Studies Department that will meet once a month during the academic year. The remaining 23 credits will be selected in consultation with the student’s advisor from among ETHN graduate offerings, graduate courses in other units, and approved transfer credit up to 9 credit hours.

Subfield Requirement
The subfield requirement entails completing a minimum of 9 credits of graduate-level coursework in a department outside of Ethnic Studies (transferred credits may be used to satisfy this requirement). Depending on their research interests, students will select, in consultation with their advisor and the Director of Graduate Studies, either a thematic or disciplinary subfield. Disciplinary subfields can be chosen from cognate units including but not limited to History, Sociology, Economics, English, Anthropology, Religious Studies, Women and Gender Studies, Humanities, Communication, Film, Philosophy, Political Science, Geography, and Art History. Thematic subfields allow students to select courses from departments outside of Ethnic Studies that relate to a thematic framework (e.g. “Postcolonialism and Empire,” “Diaspora and Labor Migration,” etc.). Students will be advised by their advisor and the Director of Graduate Studies about their subfields, which will be highly individualized to suit students’ particular research interests.

Language Requirement
The department encourages, but does not require, foreign language proficiency, especially for students conducting research in sources other than English. Proficiency will be demonstrated by passing (with a grade of C or better) the fourth semester of a foreign language course, earning a passing score on the Graduate School Foreign Language Test (GSFLT), or by an alternative mode of assessment agreed to by the graduate committee. Credits earned for language proficiency will not apply toward the doctoral degree. The goals of the language requirement are to ensure that doctoral scholars can research materials in other languages besides English. The Department will work with the Graduate College to ensure that the language requirements are in parity with other interdisciplinary doctoral programs at CU Boulder.

Comprehensive Examination Requirements and Advancement to Candidacy
In order to advance to Ph.D. candidacy, students must pass a comprehensive examination that includes both written and oral components. The examination must take place no later than October 1 of the fifth semester in the program. Students must formally apply to the graduate school for Admission to Candidacy for the doctoral degree on forms supplied by the Graduate School at least two weeks before attempting the comprehensive examination. Students must be registered as a full time degree-seeking student on the Boulder Campus during the semester in which the comprehensive examination is taken.

Each student’s comprehensive examinations will be administered by an examining committee composed of five members from the faculty of Ethnic Studies (one of whom will be the student’s advisor) and faculty affiliates if relevant to the examination areas. All committee members must be appointed to the Graduate Faculty at the University of Colorado.
The Comprehensive Exam will consist of three questions in the following areas:

1. Theory and Methods
2. Comparative Ethnic Studies
3. Literature review in student’s area of specialty.

Each student will formulate their reading lists in consultation with an advisor in that field. Each reading list should be comprised of a minimum of 50-75 texts, to be determined in consultation with committee members in each area. The written portion of the comprehensive examination will consist of three essays. The essays will serve as a written account of the student’s mastery of the three specified questions and document their readiness to pursue advanced independent research. An oral examination lasting 90-120 minutes must take place no earlier than seven days and no later than 14 days after the submission of the written examinations. It will entail a detailed discussion of the essays, in which students should be prepared to explain, elaborate upon, and defend their written work. At the end of the oral examination, the committee will require the student to leave the room, discuss the written and oral exams, and determine passage or failure. The student will be invited to return and the committee will convey its determination.

Upon passing the comprehensive examination, the student is admitted into candidacy for the Ph.D. degree, provided that all other Graduate School and department requirements are met. Any student who fails the comprehensive examination must retake it in the following semester. A second failure will result in dismissal from the program.

Dissertation Committee
After advancing to candidacy, the student will choose a dissertation committee composed of a minimum of five graduate faculty from the University of Colorado, at least three of whom must be from the Department of Ethnic Studies and at least one from outside the department. Normally, members of the comprehensive examination committee with whom a student prepares a field will serve on the dissertation committee and the student’s advisor will generally serve as chair.

Dissertation Prospectus
Students must submit and defend a doctoral dissertation prospectus to their dissertation committee the semester following advancement to candidacy. The dissertation prospectus should outline a specific research project pertaining to the area of research and should include proposed research methodologies and techniques, proposed field or archival work, a survey of relevant literature, and a bibliography. The prospectus will need to be approved by the primary advisor and by the committee no later than the end of the semester following the advancement to candidacy.

Dissertation Requirements
The dissertation must meet the general requirements of the Graduate School and will be judged by the standards used to evaluate research for publication by leading professional journals and presses in Ethnic Studies. Students are expected to produce a dissertation based on original research that will lead to the publication of a monograph or a series of journal articles. The Graduate School has specific guidelines regarding rules, deadlines and formatting of a
dissertation, which are contained in the graduate school document “Thesis and Dissertation Specification”. Students are responsible for notifying the Graduate School of the exact title of the dissertation on or before the posted deadlines during the semester in which the doctoral degree is to be conferred. Information and documents concerning formatting, deadlines and forms are available at the graduate school website, http://www.colorado.edu/GraduateSchool/academics/#thesis.

**Dissertation Defense**
As per Graduate School regulations, the candidate must successfully defend the dissertation before the chair and members of the dissertation committee. The advisor will determine when a dissertation is ready to defend. A complete copy of the dissertation, including bibliography, must be distributed to the dissertation committee at least 30 days prior to the defense. The defense should be scheduled for two hours and is open to members of the university and the public, except for closed committee discussions during which the student and audience members will be asked to leave the room. The dissertation committee may determine that the dissertation passes as is, passes with necessary revisions, or fails. In the case of pass with revisions, each committee member may opt to withhold signature of the dissertation until he or she sees the revisions or entrust the advisor to ensure that satisfactory revisions are made. Any committee member who is willing to sign the dissertation should do so at the end of the defense. The chair will retain the signatures until the final revisions demanded by the committee are deemed to have been satisfied, at which point the student will submit the dissertation to the Graduate School. Any student who does not pass the initial defense may re-defend the dissertation at a time determined by the GC. Failure of the second defense will result in dismissal from the program.

**Time Line**
Student’s timeline to completion in the program will vary. In general, a student’s progress through the program will be as follows:

**End of year 1:** Students will have completed all required courses (ETHN 6000, 6001, 6002) and will have begun formulating reading lists and comprehensive exam committees.

**End of year 2:** Students will have completed all graduate course requirements and will have either successfully completed comprehensive exams or will be preparing to take comprehensive exams in the first semester of the third year.

**End of Year 3:** Students will have successfully completed their comprehensive exams and been admitted to candidacy and defended their dissertation prospectus.

**End of year 4:** Students will have completed and defended their dissertation or be making significant progress towards completion of the dissertation.

**Time Limit**
Doctoral degree students are expected to complete all degree requirements within six years from the semester in which they begin course work in the doctoral program. Students who fail to
complete the degree in this six-year period may be dismissed from their program with the concurrence of the faculty advisor and the Graduate Committee. To continue, the student must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be endorsed by the student’s faculty advisor and the GC and may be granted for up to one year. If the Dean of the Graduate School and the GC cannot agree on whether a student should continue, the Executive Advisory Council makes a final recommendation to the Dean of the Graduate School.

Students who need to leave the University for a period of time may apply to the Leave of Absence Program for up to one year. Information on that program is available through the Office of the Registrar, http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence. Doctoral students who are required to maintain continuous registration may petition for an exception in order to participate in the Leave of Absence for parental leave or other extenuating circumstances. Participation in the Leave of Absence Program does not extend the student’s time limit, but may be used as a reason when applying for an extension, should that become necessary.

GOOD STANDING
In order to remain in good standing, all students must make satisfactory progress toward degree, maintain a 3.0 GPA, and complete courses successfully. Students who have concluded their coursework must demonstrate a plan for completion of examinations, prospectus, or dissertation.

Satisfactory Progress Toward the Degree
Satisfactory progress is defined normally as nine hours of course work per semester while students are completing their coursework. Students preparing for comprehensive exams or working on their dissertation must demonstrate to their advisor that they are making satisfactory progress toward the completion of their degree. Students are required to remain continuously enrolled from the time of graduate admission to the time of completion of their degree, unless they have applied for a leave of absence.

Grade Point Average
Students are required to maintain at least a B (3.0) average while enrolled in the Graduate School and must have at least a 3.0 overall average to receive a graduate degree. A student who receives a grade of C, D, or F in a course may repeat that course upon written recommendation by the Director of Graduate Studies and approval by the Dean of the Graduate School. The grade received in a repeated course substitutes for the original grade and only the later grade is used in the Graduate School’s manual calculation of the grade point average. However, all grades received appear on the student’s transcript and are calculated in the official GPA. Courses taken toward the fulfillment of requirements for graduate degrees may not be taken pass/fail. When a student’s cumulative grade point average (GPA) falls below 3.00, he/she will be placed on academic probation. The student has two semesters in which to raise the cumulative GPA to 3.00 or above. If a student does not earn a 3.0 GPA in all courses taken in the first of two probationary semesters, a dean’s administrative stop is placed on the student’s record, and he or she may be subject to dismissal at the conclusion of their first semester. The final decision on dismissal rests with the Dean of the Graduate School based on departmental recommendation.
Incomplete Course Work
To remain in good standing a student may carry no more than one grade of Incomplete. Students with more than one Incomplete course will be placed on probation and be given a maximum of one semester to make up all of the incomplete work. Students carrying more than one Incomplete for more than one semester will be suspended from the program. Upon completion of the course requirements, students will be considered for reinstatement.

Evaluation of Good Standing
The DGS will monitor the progress and standing of all graduate students. At the end of every academic year, each student will submit a statement of progress toward degree to the DGS. For students doing coursework, this will include courses taken and grades earned and plans for future courses, as well as a schedule for taking exams. For students beyond coursework, this will include a schedule and plans for completion of exams, prospectus, and dissertation. In addition, each advisor will submit to the DGS an assessment of progress toward degree for each of his or her advisees. The GC will evaluate these statements, along with student transcripts, in order to determine whether students remain in good standing. All evaluations will become part of the student’s academic file.

Should the GC deem a student to be off track (i.e., not making timely progress toward degree), the DGS will notify the student of this decision and provide an explanation. The student will be given one probationary semester to get back on track. At the end of the probationary semester, the student must submit a statement explaining how he or she has returned to good standing or detailing a plan to do so; the student’s faculty advisor must also submit a statement supporting or opposing the student’s reinstatement. If the GC determines that the student is still not on track after the probationary semester or deems the plan unsuitable, the student will be suspended from the graduate program. Suspended students may apply for reinstatement within one academic year of their initial suspension.

Good standing and timely progress toward degree will be considered in decisions about graduate student funding.

Grievance Procedures
Students may file grievances and petitions with the Director of Graduate Studies (DGS), who will take them to the Graduate Committee (GC). All graduate student petitions or grievances should be endorsed by the petitioner’s faculty advisor, unless they are against the advisor. The GC will consider unendorsed petitions, but will take note of the lack of endorsement. Any members of the GC who are involved in the grievance or petition must be recused from deliberations and voting, though they may provide evidence to the committee. The GC will make a decision by majority vote. If the GC is unable to reach a decision (due to a tie or lack of a quorum of 3 voting members), the matter will be taken up at a department faculty meeting. The department will reach a decision by majority vote. Subsequent appeals may be made to the Dean of the Graduate School.
FINANCIAL SUPPORT
Financial support is available to graduate students in the form of teaching appointments and fellowships. Financial support offers for the upcoming academic year will be made to admitted students at the time of acceptance and to continuing students toward the end of the current academic year. Do not plan to work more than 20 hours per week while you are a full-time student.

Funding Assignments
The GC will make recommendations about assignment of fellowships and/or teaching positions to the Department Chair, who will make final decisions about distribution of financial support offers. The committee will take into account evaluations of good standing, progress toward degree, prior teaching success (if applicable), and prior funding (if applicable). The Chair will match these recommendations to departmental needs, merit and equity.

Graduate Teaching Positions
The department may offer teaching appointments to qualified graduate students. TAs will be observed once per semester by the instructor of their course, who will file a teaching evaluation with the DGS. GPTIs will be observed once per semester by a member of the GC (assigned by the DGS), who will file a teaching evaluation with the DGS. All teaching evaluations will become a part of the student’s academic file. Salaries vary by nature of the position (TA or GPTI) and fraction of the appointment. Quarter-time appointments require 10 hours of work per week and cover a tuition waiver of five credits. Half-time appointments require 20 hours of work per week and cover a tuition waiver of 9-18 credits. All appointments at or above twenty percent provide a substantial offset to the cost of the standard CU Student Gold Health Insurance plan. For health insurance costs, please see the Bursars office section on Health Plans: http://bursar.colorado.edu/tuition-fees/health-insurance/. Students are responsible for all mandatory fees and course fees each semester. The total amount of fees will vary depending on graduate status and the number of credit hours being taken.

Tuition Remission (Waiver)
Graduate students on qualifying appointments (monthly salaried GRA, GPTI, TA and GA positions) receive tuition remission as part of their compensation package, which is based on the percentage of their appointment, regardless of residency status, and must be used the semester in which they hold the position. Courses taken through Continuing Education, Extended Studies or Outreach or taken for no credit are not eligible for tuition remission. Tuition remission must be applied directly against actual tuition charges on the student’s bursars bill, and may not be paid out as a general scholarship or salary increase.

All domestic non-resident graduate students (including permanent residents) must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. Instructions on how to apply for residency can be found on the registrar’s website: http://registrar.colorado.edu/students/tuition_classification.html. Failure to do so will result in ineligibility for tuition remission, starting with the following semester.

Ethnic Studies TA Requirements and Expectations:
All teaching assistants with 50% appointments are expected to work up to 20 hours per week. Actual expectations may vary by instructor based on course structure and content, but in general will include:

- Attend all lectures and recitations
- Schedule a minimum of 3 office hours per week
- Grade exams and papers
- Proctoring of exams
- Handling of student emails
- Keeping track of hours

The week before classes begin, graduate students who have yet to advance to candidacy will be required to attend the department orientation to discuss TA expectations and graduate teacher responsibilities.

Prior to the beginning of each semester, you will receive a formal letter of offer for your teaching position for the upcoming semester. This letter will outline additional information pertaining to your appointment. You may be required to work during semester breaks.

For more information on Graduate Student Appointments, please refer to the graduate school website: http://www.colorado.edu/GraduateSchool/funding/admin.html.

For full information regarding the tuition and fees, please see the Bursar’s office rate sheets: http://bursar.colorado.edu/tuition-fees/tuition-and-fees-rate-sheets/

**Fellowships and Grants:**

All applicants for the Ph.D. program whose completed applications have been received by the admissions deadline are considered eligible for the following fellowships:

- **University Fellowships and Grants** – Which assist with living and/or tuition costs, are awarded each year to graduate students. Amounts vary year by year.
- **Chancellor’s Fellowships** – One prospective PhD graduate student per year will be nominated to compete for a Chancellor’s Fellowship, which includes a stipend of $25,000 per year for two years, tuition, fees and health insurance. This fellowship is also accompanied by a promise of two additional years of support from the Department.
- **Department Fellowships** - All students active and in good standing within the ETHC Graduate program will be eligible for research and conference travel fellowships. These fellowships are competitive, and application review and decisions are made by the Graduate Committee (GC) every academic year.

In addition, students at the advanced phases of their studies may apply for the following fellowships:

- **Summer Fellowships** – ABD candidates may apply for these competitive fellowships funded by the Graduate School.
- **Dissertation Fellowships** – The Graduate School invites dissertating students to apply for these competitive fellowships, which provide one semester of funding.
Financial Aid
Students are encouraged to fill out FAFSA application to determine financial need and loan options. For more information, please see the website of the Office of Financial Aid:
http://www.colorado.edu/finaid/grad.html

In-State Residency
After one full year of living within Colorado, all domestic students who wish to be considered for financial support must establish Colorado residency by the beginning of their second year in the program. Please see:
http://www.colorado.edu/admissions/graduate/admitted-students/classes-begin/establish-colorado-residency-state-tuition

Other Resources

- Students are strongly encouraged to apply for national fellowships. The Graduate School maintains a list at: http://www.colorado.edu/GraduateSchool/funding/national.html
- The Graduate School website has further information on different types of graduate support at CU: http://www.colorado.edu/GraduateSchool/funding/
- Graduate tuition and fee schedules are available at the Bursar’s website: http://bursar.colorado.edu/tuition-fees/tuition-and-fees-rate-sheets/

RESIDENCY
Graduate students normally remain in residence as they pursue their degree program. Students who, for some compelling reason, must move away from the area and yet wish to remain in the program must first consult with the Director of Graduate Studies. The DGS will convene a meeting with the student, the student’s advisor (and, if appropriate, the student’s committee) to approve a Plan of Action for the student's timely completion of his/her degree requirements. The advisor will be required to submit an annual report on the student's progress. Should the student fail to make steady progress toward the completion of his/her degree, the GC, upon consultation with the student's advisor, may refuse extensions beyond the sixth year of a Ph.D. program (as per the Graduate School limit).

GRADUATE STUDENT CONDUCT
Principles of Academic Engagement and Honesty
Graduate students are responsible for observing all academic requirements, the procedures established for Teaching Assistants and Graduate Part-Time Instructors (when applicable), and in general for acting in a professional manner and demonstrating respect for the diversity of perspectives that are represented within the Department of Ethnic Studies and CU Boulder. In particular, they must uphold standards of academic integrity in their roles as students and instructors.

Plagiarism and Academic Dishonesty
Violations of academic integrity will result in academic sanctions up to and including dismissal from the program. For a comprehensive discussion of plagiarism and academic dishonesty, as well as procedures for confronting them, please refer to the following:
http://www.colorado.edu/gtp/2013/01/29/academic-dishonesty
The department will refer any matters that fall under the purview of the University Honor Code to the Honor Code Office. All students of the University of Colorado Boulder are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council and those students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the faculty member involved and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). For more information, please visit the Honor Code website: [http://honorcode.colorado.edu](http://honorcode.colorado.edu)

**UNIVERSITY REQUIREMENTS**
The University's requirements for graduate study are found in the University Catalog, [www.colorado.edu/catalog/](http://www.colorado.edu/catalog/). Students are responsible for adherence to the rules stated there as well as the rules of the Department outlined in this proposal.

For additional graduate school rules, not specifically addressed in this document, please refer to The Graduate School Rules, which can be found at: [http://www.colorado.edu/GraduateSchool/policies/](http://www.colorado.edu/GraduateSchool/policies/)