



Artificial Intelligence  
UNIVERSITY OF COLORADO **BOULDER**

# **Student Handbook**

Master of Science  
in Artificial Intelligence  
(MS-AI) on Coursera

**2025 Fall 1-2026 Summer 2**

Updated: 08/09/2025

# Table of Contents

Table of Contents .....	2
Welcome .....	4
Admissions.....	5
Curriculum & Requirements.....	5
Graduate Certificates .....	5
Computer Science Graduate Certificate .....	<b>Error! Bookmark not defined.</b>
Certificates from Other CU Boulder Degrees on Coursera (“Outside Certificates”) .....	6
Master’s Degree .....	7
Degree Requirements .....	7
Breadth Courses (15 credits) .....	7
Elective Courses (15 credits).....	8
Non-Credit and For-Credit Experiences on Coursera .....	9
Non-Credit & Coursera Completion Certificates.....	9
For-Credit & CU Boulder Credentials.....	10
Prerequisites & Assumed Background Knowledge .....	10
Courses & Credit Hours .....	11
Financial Information .....	11
Tuition.....	11
Student Fees.....	12
Other Fees .....	12
Financial Aid.....	12
Calendar & Course Sessions.....	12
Calendar for Proctored Exams and Projects.....	13
Transfer of Credit.....	13
Changing Degree Programs .....	13
Academic Records & Policies for For-Credit Courses .....	14
Course Repetition & Grade Replacement.....	14
Course Drops, Tuition Refunds, Withdrawals & Grades .....	16
Course Drop & Refund .....	16
Course Withdrawal.....	16
Grades.....	17
Academic Standing, Time Limit, Discontinuance & Withdrawal .....	17
Academic Standing.....	17

Time Limit.....	18
Discontinuance.....	18
Program Withdrawal.....	18
Privacy Policy.....	19
Program Faculty, Course Facilitators, Degree Governance & Student Support .....	19
Program Faculty.....	19
Course Facilitators .....	19
Degree Program Governance .....	19
Student Services Provided to Enrollees in the Program .....	20
Academic Dishonesty & Honor Code.....	20
Petition, Appeal & Grievance Issues.....	21
Connectivity Issues .....	22
Grade Appeals .....	22
Grievances .....	23
Accommodations for Disabilities .....	23
Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation .....	24
State Authorization Reciprocity Agreements (SARA) & the Higher Education Opportunity Act .....	24
State Authorization.....	24
Higher Education Opportunity Act .....	25
Accreditation & Designations .....	25
Additional Policies for CU Boulder Degrees Hosted on Coursera .....	25

# Welcome

Welcome to the University of Colorado (CU) Boulder's Master of Science in Artificial Intelligence (MS-AI) on Coursera. Our cutting-edge program is designed for the 21st century learner on the [Coursera](#) learning platform and prepares engineers, applied scientists, and technical professionals for career advancement in advanced technical and technical leadership roles. The fully online MS-AI on Coursera presents three major innovations for students:

- **Access.** The program is designed to provide global access to graduate-level education and uses *performance-based admissions* rather than traditional admissions standards. Anyone who can complete graduate-level coursework is eligible to enroll in the MS-AI degree program.
- **Curriculum.** The degree curriculum is modular and self-directed. Our professors have split semester-long courses into single, one-credit courses. These courses naturally fit together in a sequence, but we encourage students to construct their degree plan as needed. Note the degree requires students to complete at least nine full specializations: five full breadth specializations and four or more full elective specializations. The MS-AI curriculum addresses a range of areas including artificial intelligence theory, machine learning, and ethics, including 15 breadth credits and 15 elective credits.
- **Learning.** The program is guided by the belief that learning belongs to the learner. To be successful, each student must commit to their learning by creating a clear plan of courses, a schedule for study, and a strategy for taking courses.

We recommend students explore MS-AI courses in the non-credit format prior to taking them for credit. This allows students to determine if the course content and the instructor's teaching style fits their learning plan. See the [How It Works](#) website

Students taking the MS-AI on Coursera earn the same credentials as students enrolled on campus. There are no designations on official CU transcripts, diplomas, or certificates that this is an online program offered on the Coursera platform.

The program specifics are reviewed on the [College of Engineering and Applied Science \(CEAS\)](#) website. This document provides students with the policies governing the MS-AI degree. CU graduate degree programs are governed by the University's and [Graduate School's rules, policies, and procedures](#).

We welcome student contact.

- Prospective students and students enrolled in non-credit courses may contact us at [msaionline-info@colorado.edu](mailto:msaionline-info@colorado.edu).
- Students enrolled in for-credit courses may contact their Course Facilitators or the MS-AI graduate advisor at [msai-online@colorado.edu](mailto:msai-online@colorado.edu) with questions.

We are proud for you to join our community and forge a new kind of education for the 21st century. Welcome to CU Boulder's Master of Science in Artificial Intelligence program on Coursera.

# Admissions

There is no traditional application for admission for these programs. Students do not need to take the Graduate Record Examination (GRE) or English proficiency exams like the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). They never need to submit letters of recommendation or application essays. Neither a prior degree nor university transcripts are required for admission. Because these are purely online programs, students do not need to complete a background check to enroll.

The MS-AI on Coursera program uses **performance-based admissions**, which means students earn program admission simply by successfully completing a three-course pathway specialization. Specifically, a student pursuing admission to the MS-AI degree program must complete the following four steps:

1. Earn a B or better in all three pathway courses within your chosen pathway
2. Achieve a computed pathway grade point average (GPA) of at least 3.00.
3. Have a cumulative GPA of at least 3.00 for all for-credit courses taken in the program.
4. Declare their intent to seek the degree. This can be before, during, or after starting work in a pathway.

Students are admitted to the MS-AI on Coursera degree program **at the end of the session in which these steps are completed**. Students may successfully complete a designated pathway and declare their intent to seek the degree at any point in their academic journey. **Completion of a pathway is not required for students to begin earning academic credit**, only to earn the degree. Pathway courses are a required part of the curriculum, allowing students to make direct progress toward the degree while working toward program admission. To remain in good standing in the program, students must earn a cumulative GPA of 3.00 or higher.

Beginning Fall 2025 students can officially declare their initial degree program on the CU Boulder on Coursera Account Creation form during their first term of enrollment. All additional degree programs and certificates must be declared using the CU Boulder on Coursera onion form located on the [“Your Programs & Enrollment card”](#) in Buff Portal.

Non-degree-seeking students may also enroll in for-credit courses. All courses attempted and/or completed for credit will appear on official CU Boulder transcripts (unless dropped by the drop deadline) and will count toward the cumulative GPA.

## Curriculum & Requirements

### Graduate Certificates

A graduate certificate is a sequence of courses totaling 9-12 credit hours that has been approved by the Graduate School at CU Boulder. Students may enroll in graduate certificates as either non-degree-seeking or degree-seeking students. Beginning Fall 2025, certificate requirements are based on the term that a student officially declares the certificate.

CU certificates on Coursera are **stackable**, meaning degree-seeking students could count credits first earned as part of a CU certificate toward the 30-credit MS-AI degree, as well.

All CU certificates on Coursera require students to earn a cumulative certificate GPA of 3.00 or higher before conferral. Individual certificates may have additional requirements.

**It is your responsibility to ensure you take courses in the correct order to earn the certificates you are most interested in.** Multiple certificates may require the same courses, and *you cannot double count courses between multiple certificates*. All students are required to officially declare their certificate(s) using the CU Boulder on Coursera Program Action form located on the [“Your Programs & Enrollment card”](#) in Buff Portal. Once declared, CU certificates on Coursera are automatically conferred approximately three weeks after the end of the session in which all requirements are met.

After degree conferral, credit that has been applied toward the degree (but not toward a certificate) can be applied toward a certificate listed in the catalog for your most recent active term. (E.g., If you were most recently enrolled in the 2024 Fall 1 session, you can apply credit toward a certificate listed in the 2024-25 catalog.) To pursue additional certificates after graduating from the degree, students can declare a new certificate in the CU Boulder on Coursera Program Action form in Buff Portal and then enroll in, pay for, complete the remaining required course(es), and complete all other certificate requirements. If all required certificate courses were previously completed before degree conferral, students still must enroll in, pay for, and complete at least one course in the program, in the term in which they obtain their certificate.

Graduate certificate credentials are conferred by the CU Boulder campus.

## **Certificates from Other CU Boulder Degrees on Coursera (“Outside Certificates”)**

MS-AI on Coursera students may currently pursue CU Boulder graduate certificates on Coursera offered by the Master of Science in Computer Science ([MS-CS](#)) Artificial Intelligence Graduate Certificate, the Master of Engineering in Engineering Management ([ME-EM](#)) on Coursera, the Master of Science in Data Science ([MS-DS](#)) on Coursera, and the Master of Science in Electrical Engineering ([MS-EE](#)) on Coursera programs.

**You must officially declare your intent to pursue any certificate offered by another CU degree on Coursera** by declaring your certificate(s) using the CU Boulder on Coursera Program Action form located on the [“Your Programs & Enrollment card”](#) in Buff Portal.

# Master's Degree

## Degree Requirements

Beginning Fall 2025, degree requirements are in effect per the [Special Programs](#) section of the University Catalog during the term you officially declare your [MS-AI on Coursera degree](#) program. Any revisions to the requirements after the term that you first enroll for credit in any course in the MS-AI on Coursera will not apply to you retroactively. Use the University Catalog degree requirements corresponding to your declaration term until you graduate as that governs your graduation requirements. You can also use your degree audit in Buff Portal as a guide. □

The MS-AI on Coursera is a non-thesis degree program that requires 30 credit hours of degree-eligible graduate-level coursework. This includes 15 credits of breadth coursework and a choice of 15 credit hours of elective coursework from the options listed below.

Students must complete 15 credits of elective coursework, including at least four full elective specializations. (Note: up to six credits from other CU Boulder degrees on Coursera can be applied toward MS-AI elective credit requirements. See Other Elective Courses (“Outside Electives”) for details.)

Before the MS-AI degree is awarded, students must have a minimum cumulative GPA of 3.00 and a grade of B or better in each breadth course (including the two required pathways and the three required breadth specializations). Elective courses in which grades below C (2.0) are received may not be applied toward degree requirements.

**Courses may not be double counted toward two credentials of the same level.** This means students can apply credit from a particular course toward one graduate certificate and one graduate degree, but they cannot apply credit from a particular course toward two graduate certificates or two graduate degrees. CU degrees and certificates on Coursera are conferred once all degree declaration and curriculum requirements are met.

A cross-listed course is a course that is offered under two or more programs (e.g., Introduction to Machine Learning: Supervised Learning is offered as both CSCA 5622 and DTSA 5509). You may not earn credit for more than one version of a cross-listed course. Cross-listed courses automatically count in the degree requirement for the program in which they are listed, you do not have to re-enroll.

## Breadth Courses (15 credits)

Students must complete two pathway specializations and three additional breadth specializations for a total of 15 breadth credits. Breadth courses are not transferrable with the MS-CS degree, and you may not mix and match courses in specializations. Courses with the INFA and APPA codes in the MS-AI degree are specific to the MS-AI degree and will count as outside electives for the MS-CS degree.

Cross-listed courses are courses that are offered under two or more programs. They are considered equivalent when evaluating progress toward degree requirements. You may not earn credit for more than one version of a cross-listed course. Cross-listed courses automatically count in the degree requirement for the program in which they are listed, you do not have to re-enroll.

## Elective Courses (15 credits)

Students must complete 15 credits of elective coursework, including at least four full elective specializations. They can choose from Cross-Listed Courses or Other Elective Courses options. Note: up to six credits from other CU Boulder degrees on Coursera can be applied toward MS-AI elective credit requirements. All CSCA courses in the MS-CS degree will be counted as electives in the MS-AI degree unless otherwise listed in the breadth requirements of the MS-AI degree. Courses with the INFA and APPA codes in the MS-AI degree are specific to the MS-AI degree and will count as outside electives for the MS-CS degree.

The Department of Computer Science will continue to roll out additional program curriculum that may not be reflected in the catalog currently.

### Cross-listed Courses

Cross-listed courses are offered under two or more programs They are considered equivalent when evaluating progress toward degree requirements. You may not earn credit for more than one version of a cross-listed course. Cross-listed courses automatically count in the degree requirement for the program in which they are listed, you do not have to re-enroll.

### Other Elective Courses (“Outside Electives”)

Up to six graduate-level credit hours (e.g., two full specializations) of courses offered by other CU degrees on Coursera may be applied as elective credits toward the MS-AI on Coursera degree. (Note that students must complete at least four full elective specializations as part of their 15-credit elective coursework requirement. See Elective Courses (15 credits) above for details.) All courses must be graduate level, offered through Coursera, and meet all applicable academic standards. This includes most courses offered by the [ME-EM on Coursera](#), the [MS-DS on Coursera](#), and the [MS-EE on Coursera](#) programs.

**Credit from courses that are listed as non-degree courses will not be accepted toward the degree requirements. These courses are listed in the requirements sections of the [catalog for the degree program](#).**

Students wishing to complete degrees in more than one program must complete all the requirements for both degrees with **no shared or overlapping course work**.

# Non-Credit and For-Credit Experiences on Coursera

## Non-Credit & Coursera Completion Certificates

All MS-AI on Coursera courses are hosted on the Coursera platform. A typical non-credit **course** includes content, discussion forums, and homework assignments of level and scope similar to assignments made in an equivalent on-campus course in the same subject. Many of the courses are organized into sequences called **specializations**, a series of courses linked together to cover a topic more fully. Non-credit students may use specializations to earn course and specialization **completion certificates from Coursera**, but non-credit courses and specializations do not carry CU Boulder credit and are not recorded on CU Boulder transcripts.

A student enrolled in a non-credit version of an MS-AI on Coursera course may elect to pay tuition and upgrade to the for-credit version of the course at any time in their learner journey. However, MS-AI credits are only applicable to the MS-AI degree for up to eight years; after that point, students must re-enroll and pay tuition for any expired credits that are required for graduation. (See

Time Limit for details.)

Work performed in the non-credit portion of the course (e.g., assignments and quizzes) automatically transfers with the student to the for-credit option, and the student can then continue to complete any remaining homework, exams, projects, and lessons. Due to their interactive nature, discussion board posts and peer-graded assignments may not transfer from session to session if you drop/withdraw and later re-enroll in a particular class. Be sure to save your work outside of the Coursera platform.

Students may upgrade from non-credit to for-credit at any time during the enrollment period. Each enrollment period begins two weeks before the first day of class and ends two weeks before all coursework is due. In addition, please note the following:

1. All for-credit coursework is due by the last day of the session. **Most peer reviews are due three days before the last day of the session.**
2. Previously completed assignments will be automatically applied to your for-credit experience after you have completed the onboarding course (if it is your first enrollment)
3. Please note that if you start a non-credit course within the same month that you upgrade to the for-credit version, you will not receive a refund for the monthly subscription associated with the non-credit course. The monthly subscription fee is paid to Coursera, not to the University of Colorado Boulder.

## For-Credit & CU Boulder Credentials

A course is not considered credit-bearing until a student enrolls in the for-credit session of the course by paying CU Boulder tuition. Enrolling in the for-credit session enables access to additional credit-bearing content and assessments.

For-credit CU Boulder courses on Coursera may include proctored assessments or use project-based assignments.

Individuals may take for-credit CU Boulder courses on Coursera as **non-degree-seeking** students (in which case they do not seek admission to the MS-AI on Coursera degree program), as **certificate-seeking** (In which case they have followed the steps above to declare intent to pursue a certificate), or as **degree-seeking** students (in which case they have followed the steps above to enroll in the MS-AI on Coursera degree program).

## Prerequisites & Assumed Background Knowledge

There are no course prerequisites or corequisites for MS-AI courses on Coursera. Nevertheless, it is important that students are prepared for individual courses. Course descriptions found in the CU Boulder catalog, on the [CU Boulder Curriculum page](#), and on the [Coursera platform](#) will advise students of assumed incoming knowledge, and students are strongly encouraged to take course specializations in the order they are presented on the Coursera platform. Students are also encouraged to take the non-credit version before moving to the for-credit version to determine whether they can succeed, especially if they are unsure whether they have the background knowledge required for a course.

## Courses & Credit Hours

Each MS-AI course on Coursera is worth one credit hour. Elective courses offered by other CU degrees on Coursera like the [ME-EM on Coursera](#), the [MS-DS on Coursera](#), and the [MS-EE on Coursera](#) programs may offer different credit hour amounts. It is your responsibility to track your progress and ensure you meet all graduation requirements.

Individual courses in the program have an anticipated completion timeline of four to six weeks. The narrowing and focusing of the topics reflect the on-campus experience and rigor of the degree.

## Financial Information

### Tuition

Tuition is assessed at a linear rate based on credit hours and may vary by program. Please refer to the [Bursar Office's website](#) for officially published tuition rates. Students are granted access to for-credit components of a course after their tuition has been paid and verified.

For accepted payment methods, please refer to the Bursar's [Degrees on Coursera](#).

#### **Tuition payments cannot be rolled over to future sessions.**

If a tuition payment does not process successfully and/or students have a past due balance, a financial hold is placed on the student's account and the student will be prevented from registering for future courses at CU Boulder until the past due amount is paid in full. Former or current CU Boulder students wishing to enroll in MS-AI on Coursera courses who have unpaid debts may have these debts deducted from payments made to the MS-AI on Coursera program and before MS-AI on Coursera tuition charges are paid. If applicable, the students may be dropped from enrolled classes for non-payments or invalid payments. The Bursar's Office will collect on the unpaid balance according to the Bursar's Office collection policies.

If a student enrolled in the MS-AI on Coursera program wishes to take additional courses on Main Campus or through Continuing Education, they must enroll through the appropriate channels and will be charged separately for those courses. Students will also be required to pay the mandatory fees associated with their new enrollment.

The CU Employee Tuition Assistance Benefit cannot be applied towards the MS-AI on Coursera program.

MS-AI on Coursera courses are not eligible for coverage by RAVTA waivers.

Courses taken in degrees hosted on Coursera are eligible for third party sponsorship. The students are required to make a payment at the time of enrollment request. The students will

receive a refund once the University receives the sponsorship authorization, and the sponsorship applies to the student accounts.

Tuition dispute is available for the students in degrees hosted on Coursera. To begin a dispute, refer to the Bursar's Office [tuition dispute process](#). Non-attendance cannot be used as a reason for tuition dispute for degrees hosted on Coursera.

## Student Fees

Currently, there are no student fees charged to students in the MS-AI on Coursera program. Course tuition also includes access to [useful resources](#) for current students and [alumni](#).

## Other Fees

Students who enroll in for-credit MS-AI on Coursera courses and pay tuition do not need to pay for a Coursera subscription. Current students in the CU on Coursera degree programs have access to [CU on Coursera](#), a catalog of courses free to CU Boulder students and alumni. Currently, students do not need to pay for exam proctoring costs. Students may be charged on an at-cost basis for such items as credit card fees.

## Financial Aid

At this time, no financial aid will be administered for the MS-AI on Coursera program.

## Calendar & Course Sessions

Non-credit course sessions are typically self-paced with assignment due dates programmed and updated by the Coursera platform.

For-credit sessions run in 8-week increments throughout the [calendar year](#). Students can upgrade a course to the for-credit experience, complete all additional for-credit coursework, and earn credit and a grade in a fashion approximating an on-demand service.

Students enrolled in a for-credit session must complete and submit work by the 8-week session end date. At the end of a for-credit session, all enrolled students who have completed the Honor Code Verification quiz are assigned a letter grade. Most peer reviewed assignments are due three days before the last day of the session. **Courses are not re-opened once closed.** Students will lose access to the final, restricted content once the course has closed. It is the student's responsibility to save all work and feedback off-platform for future reference.

We want every student to succeed in the program. To support that success, we recommend starting with a lighter course load—just one or two courses—in the first 8-week session. This helps students gauge the time commitment and workload and plan more effectively for future sessions. Regardless of degree progress, we always suggest beginning in the open (non-credit) version of a course. When ready to complete the course for credit, students can then upgrade to the for-credit experience.

Students who want to complete the degree in two years must take 2–3 courses per 8-week session.

## Calendar for Proctored Exams and Projects

MS-AI courses on Coursera may use a remote proctoring service to proctor tests and exams. Students in MS-AI courses must complete final exams and projects that use the remote proctoring service in each session starting at **9:00 am Mountain Time** on the day classes begin and ending at **4:50 pm Mountain Time** on the day classes end.

You must schedule your proctored experience at least 72 hours in advance of your desired day and time. For example, if the remote proctoring availability window closes at 4:50 pm on a Friday, the last time you could schedule a proctored exam or project would be at 4:50 pm that Tuesday.

To secure your desired proctoring session time, log into the remote proctoring client to schedule your session as soon as you know your desired session date and time.

View the [calendar](#) for each session to see deadlines for scheduling and completing proctored exams and projects.

## Transfer of Credit

Due to this program’s innovative nature, credit earned at other institutions or other University of Colorado Boulder programs are not transferable at this time to the MS-AI on Coursera.

Other institutions may accept transfer credit from the MS-AI on Coursera at their discretion based upon their transfer of credit policies.

## Changing Degree Programs

Changing Degree Programs: What You Need to Know

Students may change degree programs, but it’s important to fully understand the implications before doing so. The steps below outline the recommended process and key considerations:

### Step 1: Understand the Differences Between Degree Programs

Before initiating a program change, make sure you understand how your current and prospective programs differ:

- **Degree Structure:**  
All CU Boulder degrees on Coursera follow a similar format with performance-based admissions, pay-as-you-go tuition, and options for both non-credit and for-credit enrollment.

- **Recommended Prerequisite Knowledge:**  
While there are no formal prerequisites, each program outlines subject areas students should be familiar with for success.
- **Admissions Requirements:**  
Admissions requirements—such as pathway courses, grade thresholds, and GPA expectations—can vary by program. Admission to one program does **not** carry over to another program. All students start their program in non-degree status.
- **Curriculum:**  
Review whether any coursework you've completed (including cross-listed or outside electives) will count toward your new program's requirements.
- **Grade Requirements:**  
Grade and GPA policies differ across programs.
  - **Example:**
    - **MS-DS:** C or better in all courses; 3.0 GPA in pathway courses for admission
    - **MS-AI:** B or better in breadth courses; C or better in electives; B or better in each pathway course for admission
- **Tuition:**  
Tuition rates may vary between programs—check before making a change.

## Step 2: Enroll in the New Degree Courses via Buff Portal

Enroll in courses in the new degree you'd like to switch to.

## Step 3: Submit the Program Change Form

- Access the **Program Change Form** in your Buff Portal.
- Use the form to:
  - Indicate your new **primary program OR**
  - Drop your previous program and add the new program

## Step 4: Complete the Required Pathway Courses

- Earn a **B or better in each pathway course**
- Maintain a **minimum 3.0 GPA** for all for credit courses and in your program

## Step 5: Wait for Admissions to Process

- Admissions are processed **once per session**
- Expect your admissions approximately **3–4 weeks after the session ends**

# Academic Records & Policies for For-Credit Courses

## Course Repetition & Grade Replacement

The cumulative GPA and credit totals are based on all courses attempted.

MS-AI on Coursera students may repeat as many different courses as they like. However, if you plan to take the same course for a **third time**, you must contact the program **before enrolling**. You'll be asked to submit an academic plan for a successful third attempt and meet with a program advisor to review it.

Additionally, if you're retaking a course in the **second session of a semester**—after first attempting it in the **previous session**—you should also reach out to your advisor.

To be eligible for grade replacement, you must:

- Have previously taken an eligible MS-AI on Coursera course for credit and earned a C+ or lower.
- Have no record of academic dishonesty for the course in question.
- Still be working toward graduation. Graduates are not eligible for grade replacement for courses taken prior to earning their degree.
- See the [Grade Replacement Policy](#) for more details.

# Course Drops, Tuition Refunds, Withdrawals & Grades

Because the MS-AI on Coursera has flexible course start dates, all drops, tuition refunds, withdrawals, and grades are handled at the individual course level. It is the student's responsibility to monitor these deadlines. Coursera and CU Boulder are not responsible for notifying the students of these deadlines. Beginning Fall 2025, in order to drop or withdraw from a course, students must complete the transaction themselves on the CU Boulder on Coursera enrollment website which can be accessed through the "[Your Programs & Enrollment card](#)" in Buff Portal.

## Course Drop & Refund

To drop a class and receive a full refund, two requirements must be met:

1. The drop is within 14 days of the class start date or their enrollment date, whichever is later; and
2. The student must not have accessed restricted content (e.g., password quiz, honor code verification, final assessment such as final exam/project, etc.) in the course or received a course grade. See [Grades](#) if restricted content has been accessed.

When a course is dropped under these conditions, it will not appear on the student's record. All refunds are returned to the payment method on file within 10 business days. For questions about this policy or timeline, please contact [reg-specialprograms@colorado.edu](mailto:reg-specialprograms@colorado.edu).

## Course Withdrawal

Students who request to withdraw from the course after the 14-day period and who have not accessed the restricted content (e.g., password quiz, honor code verification, final assessment such as final exam/project, etc.) may withdraw from the course until the session end date, prior to 5:00 pm MT Mountain Time. When a student withdraws from a course under these conditions, they are not eligible for a refund and will receive a grade of W on their academic record. W grades have no bearing on GPA, credit total, or admissions.

Neither Coursera, nor the University of Colorado, nor the MS-AI program at CU Boulder is responsible for students who delay too long and experience technical or other difficulties; it is the student's responsibility to act responsibly and promptly when making these kinds of decisions.

As noted under [Tuition](#), if a tuition payment does not process successfully, a financial hold is placed on the student's account and the student will be prevented from registering for future courses at CU Boulder until the outstanding amount is paid in full.

See [Program Withdrawal](#) for more information about withdrawing from the MS-AI on Coursera program.

## Grades

Students who access restricted content (e.g., password quiz, honor code verification, final assessment such as final exam/project, etc.) are ineligible for a drop, withdrawal, or refund, and are assigned a final grade.

Upon completion of all required coursework and within a couple of weeks following the session end date, a letter grade is recorded on the student's CU Boulder transcript.

Students who complete some but not all coursework and who specifically do not complete the honor code verification/password quiz to unlock the final exam will be assigned administrative Ws after the session end date passes.

Grades of Incomplete (I) are not assigned as part of the program, and a Pass-Fail (P/F) grading option is not offered.

## Academic Standing, Time Limit, Discontinuance & Withdrawal

### Academic Standing

Degree-seeking students admitted to the MS-AI program are expected to maintain a cumulative GPA of 3.00 or higher for good academic standing in the program and to earn the degree.

If a student's cumulative GPA falls below 3.00, the student is considered in academic **recovery**. The student will remain in academic recovery until the cumulative GPA is raised to 3.00, at which point the student is returned to good academic standing.

If a student's cumulative GPA falls below 2.50, they will be **academically dismissed** from the degree program. Such students may continue to take for-credit courses as non-degree-seeking and may be able to earn a certificate but cannot earn a degree. To be reinstated to the degree program after dismissal, the student must raise their cumulative GPA to 3.00 and complete the other requirements for admission, including the successful completion of a new pathway.

The MS-AI degree cannot be awarded until the minimum 3.00 cumulative GPA has been achieved.

## Time Limit

Courses used toward the MS-AI on Coursera degree must have been completed within 8 years of the degree conferral date. Courses taken more than 8 years prior to graduation will appear on the transcript and be calculated in the cumulative GPA but may not be used toward the degree. Students may continue to pursue the degree even after 8 years, but they must accrue 30 credits within an 8-year window to earn the degree.

The 8-year restriction is applied to courses on a rolling basis and is determined by the date that credit was awarded in the course.

## Discontinuance

Students admitted to the MS-AI on Coursera degree program are not otherwise required to take a minimum number of credit hours over any given period and are not required to apply for a leave of absence when not enrolled in courses.

Students will be discontinued in the following scenarios:

- The student completes the Personally Identifiable Information (PII) form during their first term but does not end up enrolling in that term.
- The student begins a program but does not enroll in a course for two consecutive years.
- The student enrolls but subsequently drops all their classes during the initial drop-with-refund period of their first term.

Discontinued students, who enroll in course credits in a later term, will be automatically reinstated. Prior to Fall 2025, students who return to their program after being discontinued will follow the curricular requirements in effect during their initial term of enrollment. Beginning Fall 2025 onward, students who return to their program after being discontinued will follow the curricular requirements in effect during their reinstated term of enrollment.

Students in CU Boulder on Coursera programs are not eligible to apply for a leave of absence when not enrolled in courses.

## Program Withdrawal

Students admitted to the MS-AI on Coursera program may formally withdraw from the program by submitting the CU Boulder on Coursera Program Action form located on the [“Your Programs & Enrollment card”](#) in Buff Portal.

Non-degree seeking and certificate-seeking students (not admitted to the degree program) may simply stop enrolling in future courses. No withdrawal formalities of any sort are necessary.

See Course Withdrawal for more information about withdrawing from individual courses.

## **Privacy Policy**

This program adheres to the University of Colorado Boulder’s commitment to the protection of individual privacy. See the [CU Boulder Privacy Statement](#) for details.

To preserve the integrity of this program, some exams and projects will have live proctoring managed by a third-party vendor. A link to the vendor’s privacy policy can be provided on request.

## **Program Faculty, Course Facilitators, Degree Governance & Student Support**

### **Program Faculty**

All courses and specializations affiliated with the MS-AI are designed and taught by instructors with Graduate School faculty status.

### **Course Facilitators**

Course facilitators—typically graduate students knowledgeable in the subject matter—will assist in administering courses. Course facilitators participate in the course discussion forums, respond to student feedback, address issues with the course and its features on the platform, and convey any relevant issues to the instructor of record and relevant program administrators.

### **Online Learning Facilitators**

Online Learning Facilitators are course support staff with advanced degrees in the field (an MS or higher). Online Learning Facilitators hold office hours, design learning experiences, work with students on academic questions and problem solving and ensure course quality. These subject matter experts are highly specialized facilitators that ensure the courses and academics are in line with the intent of the faculty that developed the course. They communicate directly with students and are the student’s first contact for academic and course questions.

### **Degree Program Governance**

The MS-AI on Coursera is governed by the Computer Science Graduate Committee. The Computer Science Graduate Committee is charged with overseeing the strategic direction of the degree, as well as reviewing its program-specific processes and policies annually.

## **Student Services Provided to Enrollees in the Program**

### **Academic Support**

A student's primary academic support will be via peer mentorship and course facilitators.

### **Graduate Advising for the Program**

Students enrolled in for-credit courses may contact the MS-AI on Coursera graduate advisor at [msai-online@colorado.edu](mailto:msai-online@colorado.edu).

### **Career Services & Alumni Association**

Students who are admitted into the degree will receive lifelong access to [Handshake](#) and other selected services and resources via CU Boulder [Career Services](#) and the [Forever Buffs](#) alumni network.

### **Diplomas**

Degrees and certificates are conferred six times annually. Check the [graduation calendar](#) for semester-specific dates. Diplomas are issued to graduating students in both paper and digital formats. See [Order a Diploma or Certificate](#). MS-AI on Coursera students do not need to apply to graduate.

### **Commencement**

Students who graduate from the program and earn the MS-AI degree are welcome to attend on-campus graduation ceremony in Spring but are not obligated to do so.

## **Academic Dishonesty & Honor Code**

The University of Colorado Boulder takes issues of academic dishonesty extremely seriously.

Students in all of CU Boulder's courses, whether non-credit or for-credit, are expected to perform to the highest standards of academic honesty.

Students enrolled in for-credit courses are members of the CU Boulder community and are subject to the [Honor Code Office](#)'s policies and procedures.

Any suspected violations of the Honor Code, including reports of violation from the Program's proctoring service, will be submitted to the CU Boulder Honor Code Office ([honor@colorado.edu](mailto:honor@colorado.edu)).

Students who violate the Honor Code are subject to discipline, including possible academic penalties and non-academic sanctions. The course instructor or faculty director for the

program will assign relevant academic sanctions for students found to have violated program and University rules on academic dishonesty, if applicable. Students may be referred to the Honor Code Office for further sanctions.

Find more details on the Honor Code at the [Honor Code Office website](#) and in the [CU Boulder policies](#) governing degrees hosted on Coursera.

## Citations and AI Use

As a best practice, graduate students should always document any source or tool used for their work. This includes using generative AI tools (ChatGPT, DALL-E, etc.) for assistance in ideation, writing, or language and grammar help and, as well as any other tools that are not specifically intended for use in your course.

If you have questions about the use of a tool or resource, reach out to your online learning facilitator ([msai-online@colorado.edu](mailto:msai-online@colorado.edu)) *before* using it.

## Petition, Appeal & Grievance Issues

Petitions, appeals, connectivity issues and grievances should be handled at the lowest level possible, within the individual course if appropriate. This policy applies to platform issues as well as discussion forum, course content, assessment, and degree issues.

Concerns regarding platform issues should be directed to Coursera's technical support team at [msai-online@colorado.edu](mailto:msai-online@colorado.edu).

Learning management system issues (i.e., CU Boulder software as distinct from Coursera software) should be directed to the CU Boulder Office of Information Technology ([oihelp@colorado.edu](mailto:oihelp@colorado.edu)). This includes issues with Canvas LMS, the platform where all CU Boulder students must complete a non-credit Mandatory Community Accountability Training course after program admission. See the [Current Students](#) page for course details.

Concerns regarding discussion forum, content, assessment, and degree issues should be brought directly to the individual course's course facilitator. If the course facilitator cannot resolve the issue, they will escalate the issue through the following resolution hierarchy:

1. Course Facilitator
2. Course Coordinator
3. Faculty Director
4. Computer Science Graduate Committee Department Chair

Concerns regarding the degree itself, and not having to do with a particular course, follow a different pathway. These should begin with the Graduate Advisor and then move accordingly:

1. [Graduate Advisor](#)
2. Faculty Director
3. Computer Science Graduate Committee
4. Department Chair

## 5. Graduate School Dean

In all cases, the program policy is to resolve student concerns at the lowest level possible, without escalation.

## Connectivity Issues

Students are responsible for ensuring that they have a stable exam environment when taking proctored assessments. Coursera and CU Boulder are not responsible for internet connectivity issues.

## Grade Appeals

The faculty director for the program has primary authority and responsibility in all aspects of evaluating student course performance and assigning grades for the MS-AI on Coursera degree program.

If a student believes that a course grade is incorrect, the student should first contact the course facilitator. Failing resolution at this level, the student may make a formal, written grade appeal to the program faculty director.

The written grade appeal must document the basis for the appeal and should state the specific remedy desired by the student. The appeal should include the following:

1. The student's full name, email, phone number, and date
2. The course title, course number, section, instructor full name, and session start and end dates
3. The details of the case, including the steps taken to resolve and, if a specific test or homework is concerned, the nature of the problem
4. The student's desired outcome

The appeal must be submitted within 30 days of the conclusion of the course to [msai-online@colorado.edu](mailto:msai-online@colorado.edu). The faculty director will be given an opportunity to respond in writing regarding the student's appeal.

The faculty director will respond within 30 days that either (1) the original grade stands, or (2) that a revised grade be assigned. The faculty director will submit a short, written statement summarizing the reasons for the decision. The director will submit an official change of grade request if a grade change is justified.

In cases where the faculty director or student do not agree with decision, the faculty director shall submit all materials to the Dean of the college (or a designee) where the course is rostered who will make a final decision on the student's grade appeal. In the case of an interdisciplinary course not rostered within a home department or college, materials shall be submitted to the Dean of the Graduate School. There is no further appeal beyond this.

## Grievances

Programs follow the [Graduate School policy](#) for grievances. The first step in the Grievance Process and Procedure requires a student to first file a grievance through the program and then file an appeal to the Graduate School if the issue is not resolved through the program-level process. The program-level grievance shall be initiated by submitting the [Graduate Student Grievance form](#) to the faculty director. The grievance must be reviewed by an ad-hoc faculty committee or steering committee before an appeal can be filed directly to the Graduate School. Additionally, the University of Colorado Boulder has a guide for [information](#) related to appeals, complaints, and grievances, including those for distance and online students.

Students located outside of Colorado must first seek resolution with the University of Colorado Boulder by [filing a complaint with the appropriate person or office](#). If the student bringing the complaint is not satisfied with the outcome of the university's internal processes, the student may file a complaint with the university's SARA Portal Entity at the [Colorado Department of Higher Education](#).

The University of Colorado Boulder also provides access to a list of [all state contacts](#) for filing complaints should the person wish to pursue these venues.

Regardless of location, if students are unsatisfied with the resolution and all other avenues provided have been exhausted, unresolved complaints may be filed with the [Higher Learning Commission](#), the University's regional accreditor.

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Telephone: 800-621-7440  
info@hlcommission.org  
<http://www.hlcommission.org>

## Accommodations for Disabilities

Current students requiring specific accommodations for exams or courses should contact Disability Services to obtain the accommodation. This process can take a while to complete if it is a busy time of year - the start of Fall and Spring semesters are busy. Students need to be proactive and reach out to Disability Services to start the process.

**MS-AI Students:** Please email [msai-accommodations@colorado.edu](mailto:msai-accommodations@colorado.edu) to start the accommodation processing. Students must be a current CU Boulder student (have an identikey and Student ID number).

Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu) for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.

## Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment. University policy prohibits sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, protected-class discrimination and harassment, and related retaliation by or against members of our community. These behaviors harm individuals and our community. The Office of Institutional Equity and Compliance (OIEC) addresses these policies, and individuals who believe they have been subjected to misconduct can contact OIEC at 303-492-2127 or email [cureport@colorado.edu](mailto:cureport@colorado.edu). Information about university policies, [reporting options](#), and support resources can be found on the [OIEC website](#).

Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of any issues related to these policies regardless of when or where they occurred to ensure that individuals impacted receive information about their rights, support resources, and resolution options. One of the free, confidential resources to help someone explore their options and receive trauma-informed counseling is CU's [Office of Victim Assistance \(OVA\)](#), 303-492-8855.

To learn more about reporting and support options for a variety of concerns, visit [Don't Ignore It](#).

## State Authorization Reciprocity Agreements (SARA) & the Higher Education Opportunity Act

### State Authorization

The University of Colorado participates in the [State Authorization Reciprocity Agreement \(SARA\)](#) – an agreement among states, territories, and the District of Columbia that establishes a level of quality in distance education and offers [consumer protection to students](#). As a participant in SARA, the University of Colorado Boulder agrees to comply with applicable state and federal regulations in order to offer educational opportunities outside of Colorado.

**International Students:** International Students are advised to understand and be apprised of the norms, rules, regulations, and requirements related to programs offered online in their country of residence, particularly if the country will charge any additional taxes, withholdings, or fees associated with programs offered online.

International students are encouraged to contact the [International Student and Scholar Services](#) in the Office of International Education if they have any questions.

## Higher Education Opportunity Act

The Higher Education Opportunity Act requires institutions of higher education to disclose and make available to current and prospective students safety-related, financial, graduation rate, athletics, and cost information, as well as instructions on how to obtain more information.

Students may review these required disclosures for CU Boulder at the [Your Right to Know](#) website.

## Accreditation & Designations

The University of Colorado Boulder is accredited by the Higher Learning Commission (HLC) and includes programs delivered by correspondence and distance education.

See [CU Boulder policies](#) governing degrees hosted on Coursera for HLC and Department of Education definitions of *correspondence education*, *correspondence courses*, and *distance education*.

Please note programs offered by the University of Colorado Boulder that are designated as correspondence education are not eligible for Financial Aid.

## Additional Policies for CU Boulder Degrees Hosted on Coursera

See [CU Boulder policies](#) governing degrees hosted on Coursera for details about additional policies that apply to this program.