Student Handbook

Master of Science in
Electrical & Computer Engineering (MS-ECE)

and Graduate Certificates

On Coursera

Contents

Welcome

The Master of Science in Electrical and Computer Engineering (MS-ECE) program on Coursera offers a fully accredited degree and graduate certificates for twenty-first century learners. Delivered on the internationally acclaimed Coursera platform, the program features three key innovations:

Access

Admission is performance-based rather than application-based. Anyone who can successfully complete a graduate-level Electrical and Computer Engineering course with a passing grade and meet the GPA requirement is eligible to enroll.

Curriculum

The modular, self-directed curriculum allows students to design personalized paths to a certificate or degree.

- **MS-ECE Degree**: 30 credit hours of approved graduate-level coursework.
- **Graduate Certificates**: 9–12 credits each, which may apply toward the MS-ECE degree.

Program Areas

The curriculum emphasizes four major areas:
- Computer Engineering / Embedded Systems
- Photonics and Optics
- Power Electronics
- Systems & Controls

Learning

Students are encouraged to plan their coursework, maintain a consistent study schedule, and preview courses in non-credit versions before upgrading to for-credit status.

Institutional Commitment

The University of Colorado fully recognizes the MS-ECE degree and certificates. Coursera students earn the same credentials as on-campus students, with no online designation on official CU transcripts, diplomas, or certificates.

Additional Information

Program details are available on the Electrical, Computer, and Energy Engineering department website. This handbook outlines University, Graduate School, and program-specific policies, updated annually. For questions or concerns, send an email to msece-support@colorado.edu.

Welcome to the MS-ECE on Coursera program.

Admissions

The MS-ECE degree and Graduate Certificates use performance-based admissions and do not require a traditional application.

Beginning Fall 2025, students may officially declare their initial degree program in 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 Program Action Form in Buff Portal ("Your Programs & Enrollment" card).

The program does not require the GRE, letters of recommendation, proof of language proficiency, a prior degree, or transcripts. As a fully online program, no background check is required.

How to Get Admitted

Students are officially admitted to the MS-ECE degree program upon completion of the following requirements:
1. Indicate "**intent to pursue a degree**" on the enrollment form.
2. Complete **one Pathway Specialization for credit** with **C or better** in each course.
3. Earn a **3.00** GPA in the Pathway Specialization.
4. Maintain a **3.00** cumulative GPA across all for-credit courses completed to date.

Pathway Specializations for Admission

Complete **one** Pathway Specialization for credit to meet the admission requirement (C or better in each course; 3.00 Pathway GPA):

● Power Electronics Specialization (4 credits)
● Embedding Sensors and Motors Specialization (3 credits)
● Optical Engineering Specialization (3 credits)
● FPGA Design for Embedded Systems Specialization (3 credits)
● Semiconductor Devices Specialization (3 credits)

Additional Information

- Students may complete a Pathway Specialization and declare intent at any point in their academic journey.
- A Pathway Specialization is not required to begin earning academic credit but is required to graduate with the degree.
- Non-degree-seeking students may enroll in for-credit courses.
- All for-credit courses attempted or completed will appear on the official CU Boulder transcript (unless dropped by the deadline) and will count toward the cumulative GPA.

Curriculum and Requirements

Graduate Certificates

A graduate certificate is a sequence of 9–12 credit hours of approved graduate-level courses. Students may pursue certificates as non-degree or degree-seeking students. Beginning Fall 2025, certificate requirements are based on the term the certificate is officially declared.

Available Graduate Certificates

Students may pursue any of the certificates below. To earn a certificate, students must complete all specializations and courses listed under that certificate. Students may complete more than one certificate.

Power Electronics Graduate Certificate (9 credits)

- Power Electronics Specialization
- Modeling and Control of Power Electronics Specialization
- Power Electronics Project Course

Industrial Internet of Things Graduate Certificate (9 credits)

- Developing Industrial Internet of Things Specialization
- Embedded Interface Design Specialization
- Embedding Sensors and Motors Specialization

Semiconductor Photonics Graduate Certificate (9 credits)

- Optical Engineering Specialization
- Semiconductor Specialization
- Active Optical Devices Specialization

Stacking and Double Counting

- Degree-seeking students may stack one or more CU Boulder graduate certificates toward the 30-credit MS-ECE degree.

- Students may not double count courses between multiple certificates.
- 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.
- 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.

Declaring Certificates

- Students are responsible for taking courses in the correct order to meet their chosen certificate requirements.
- All certificates must be officially declared using the CU Boulder on Coursera Program Action Form located on the "Your Programs & Enrollment" card in Buff Portal.
- Once declared, certificates are automatically conferred about three weeks after the session ends, if all requirements are met.

Graduate certificate credentials are conferred by the CU Boulder campus.

Graduate Certificate Requirements

- Minimum cumulative certificate GPA of 3.00 or higher (separately computed) is required for conferral.
- Courses with grades below C (2.0) cannot be applied toward the certificate but will count toward the overall cumulative GPA.
- Some certificates may have additional requirements.

After Degree Completion

To earn additional graduate certificates after completing the degree:
1. Submit the CU Boulder on Coursera Program Action Form in Buff Portal to declare the new certificate.
2. Enroll in, pay for, and complete the remaining required course(s) and fulfill all certificate requirements.
3. If all required courses were completed before graduation, enroll in and pay for at least one program course in the term the certificate is awarded.

Certificates from Other CU Boulder on Coursera Degrees

Students must officially declare their intent to pursue any certificate offered by another CU Boulder on Coursera degree. This is done by submitting the CU Boulder on Coursera Program Action Form, located on the "Your Programs & Enrollment" card in Buff Portal.

Master's Degree

Degree requirements are those published in the [Special Program](#) section of the University Catalog for the term in which a student officially declares the MS-ECE on Coursera program.

The MS-ECE requires a minimum of 30 credit hours of approved, degree-eligible graduate-level coursework and a minimum cumulative grade-point average (GPA) of 3.00. Courses in which grades below C (2.0) are received may not be applied toward the degree, but will count toward the cumulative GPA.

Non-Credit Courses and Specializations (Coursera)

All MS-ECE and graduate certificate courses are hosted on the Coursera platform. A typical non-credit course includes content, discussion forums, and nongraded homework assignments. Many courses are grouped into *specializations* (Coursera term) that cover a topic in depth.

Non-credit learners may earn Coursera courses or specialization certificates. Non-credit courses and specializations do not carry CU Boulder credit and are not recorded on CU Boulder transcripts.

Most MS-ECE courses can be taken in non-credit format. CU Boulder tuition is not charged for non-credit; Coursera may charge a subscription or other fees.

The only specialization a student must complete in full is the designated Pathway Specialization used for admission.

Upgrading from Non-credit to For-Credit

Students may upgrade from non-credit to for-credit at any time during the enrollment window. Previously completed assignments in the non-credit version transfers automatically upon upgrade.

After enrolling in the for-credit session and paying CU Boulder tuition, students gain access to the for-credit materials, including proctored assessments and other remaining graded work. To earn CU Boulder credit, all for-credit requirements must be completed by the end of the session.

For-Credit Courses and CU Boulder Credentials

A course is credit-bearing only when a student enrolls in the for-credit session and pays CU Boulder tuition.

For-credit sessions include graded proctored assessments and may include project-based assignments.

Students may take for-credit CU Boulder courses on Coursera as degree-seeking (admitted to MS-ECE) or as non-degree-seeking.

Prerequisites and Assumed Background Knowledge

There are no course prerequisites or corequisites for MS-ECE courses. Nevertheless, it is important that students are prepared for individual courses. Course descriptions will advise students of assumed incoming knowledge, and students are strongly encouraged to take course sequences in the order they are presented on the Coursera platform.

Students are encouraged to take the non-credit version before moving to the for-credit version to test whether they can succeed.

Courses and Fractional Credit Hours

The credit hour value of each MS-ECE course is tightly tailored to the course content. Roughly, one week of on-campus instruction in a 3-credit 15 week course equates to 0.2 credits in the MS-ECE. Individual courses in the program range from approximately 0.6 to 2 credit hours, with an anticipated completion timeline of between four and six weeks. The program's fractional credit hour system reflects its commitment to maintaining the rigor of the on-campus experience in an online setting by narrowing and focusing the content on a specific topic.

Financial Information

Tuition

Tuition is assessed at a linear rate based on credit hours. The tuition rate is $667 per credit hour. Hence a student taking a course worth 0.8 credit hours would be assessed tuition of (0.8)($667) = $533.60. 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.

If a credit card is used, a service charge will apply to all transactions—this includes both payment for tuition and refunds of tuition in cases where a student drops a course within the 14-day window. E-check and Flywire services do not have transaction charges.

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

Former or current CU Boulder students wishing to enroll in the MS-ECE on Coursera, but carrying unpaid debts, will have these items automatically deducted before the for-credit tuition charges are paid.

If a payment does not process successfully, a financial hold will be 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. If a successful transaction does not occur by the end of the current session, a "W" grade will be given automatically. W grades have no bearing on the GPA and credit total.

If a student enrolled in the MS-ECE on Coursera program wishes to take courses on Main Campus or through Continuing Education, they must enroll (and apply if necessary) through the appropriate programs and tuition will be charged separately for those courses.

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

Student Fees

No standard campus fees shall be charged for this program. Students may be charged on an at-cost basis for such items as proctoring, credit card fees, and Career & Alumni Services.

Financial Aid

At this time, no financial aid will be administered in this program.

Calendar and Course Sessions

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, so students will have the ability to upgrade and take a course for credit, complete coursework and any additional for-credit requirements, and earn credit and a grade in a fashion approximating an on-demand service.

Students enrolled in a for-credit session will be expected to complete and submit work by the 8-week session end date. At the end of a for-credit session, the session closes; all enrolled students are assigned a letter grade.

It is recommended for students to take a lighter course load for their first 8-week session—enrolling in only 1 or 2 courses. By doing so, students can best determine time commitment and workload. This allows students to get a better idea of how to plan for future sessions.

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

Final Exam Calendar

Final exams are proctored by a third-party proctoring service from **9:00 a.m. Mountain Time** on the session start date through **4:50 p.m. Mountain Time** on the session end date.

Exams must be scheduled **at least 72 hours** before the desired start time. For example, if the proctoring window closes at 4:50 p.m. Friday, students must schedule no later than **4:50 p.m. on the preceding Tuesday** to secure the last slot.

Students are responsible for monitoring deadlines. Neither Coursera nor CU Boulder notifies students of scheduling cutoffs.

To schedule the final exam, students should log in to the third-party proctoring service as soon as their preferred date and time are known. Refer to the final exam availability calendar for the specific session.

Transfer of Credit

Due to the nature of this program, credit earned at other institutions or in other programs at the University of Colorado Boulder are not transferable to the MS-ECE.

Credits taken as part of the MS-ECE program may be transferred to other CU Boulder graduate degree programs at the discretion of the program and of the Graduate School in accordance with program-specific requirements and Graduate School rules.

Up to 9 credits offered by CU Boulder's MS-DS, ME-EM, MS-CS, and MS-AI on Coursera programs may be applied toward the total 30-credit hours required to complete the MS-ECE degree. Courses must be graduate level and meet all applicable academic standards and may not be double counted toward two credentials of the same level.

Other institutions may accept transfer credit from the MS-ECE program at their discretion, based upon their transfer of credit standards.

Academic Records and Policies for For-Credit Courses

Course Repetition

The cumulative GPA and credit totals are based on all courses attempted. Students may repeat as many different courses as they like, but they can only repeat the same course once, regardless of the grade they earn. Course attempts that result in a "W" (withdrawal) are not counted in the two attempts.

Grade Replacement

The Grade Replacement Policy allows students to repeat an eligible course and have the **most recent attempt** used in the cumulative GPA and degree-applicable credit totals. All attempts remain on the official transcript; only the last attempt is included in GPA and credit calculations.

Eligibility
- The prior grade in the course was C+ or lower.

- There is no finding of academic dishonesty for that course.
- The student is not yet graduated (graduates are ineligible for replacement on courses taken before the degree was awarded).

Credit Overload Petition

In accordance with CU Boulder Graduate School policy, graduate students may not register for more than 15 credit hours in a semester. For CU Boulder on Coursera students, this 15-credit maximum is the combined total across Session 1 and Session 2.

Students with extenuating circumstances may request an overload. To petition, email msece-support@colorado.edu with a brief justification and proposed schedule. Please allow up to 10 business days for a decision.

Course Drops, Tuition Refunds, Withdrawals, and Grades

Because the MS-ECE 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. To drop or withdraw from a course please complete the appropriate form on the CU Boulder Office of the Registrar website.

Drops and Refunds

A student may drop a class and receive a full refund only if both conditions are met:

1. The drop request is submitted within **14 days** of the class start date **or** the student's enrollment date, whichever is later.
2. The student **has not accessed restricted content** or received a course grade. Restricted content includes items such as a password quiz, honor-code verification, or final assessments (exam or project). See the **Grades** section if restricted content has been accessed.

When these conditions are met:

- The course **will not appear** on the student's record.
- Refunds are issued to the original payment method (credit card, e-check, or Flywire) within **7–10 business days**.
- **Tuition cannot be rolled over** to future sessions.

Withdrawals

After the 14-day refund window, a student who has not accessed the timed, proctored final assessment (or equivalent) may withdraw from a course until the session end date, before 5:00 p.m. Mountain Time. No refund is issued.

A withdrawal results in a grade of W, which appears on the academic record and does not affect GPA or earned credits.

Students are responsible for monitoring deadlines and acting promptly. Neither Coursera, CU Boulder, nor the MS-ECE program is responsible for delays or technical issues arising from late action.

Financial Holds

If a tuition payment fails, a financial hold is placed on the student's account, and registration for future courses is blocked until the balance is paid in full.

If payment is not successfully processed by the end of the current session, the student is automatically assigned a W for the course.

Grades

Students who access restricted content (password quiz, honor-code verification, timed proctored assessment, or final exam/project) are ineligible for a drop, withdrawal, or refund and are assigned a final letter grade.

Upon completion of all required coursework, a letter grade is recorded on the CU Boulder transcript within about 1–2 weeks after the session end date.

Students who complete some coursework but do not unlock or attempt the final exam (for example, do not complete the password quiz or honor-code verification) receive an administrative W after the session end date.

Incomplete (I) grades are not issued, and Pass/Fail (P/F) grading is not offered.

Academic Standing, Time Limit, Discontinuance, and Withdrawal

Academic Standing

Degree-seeking students admitted to the MS-ECE 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 specialization.

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

Time Limit

Courses used toward the MS-ECE degree must be completed within 8 years. 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 in order 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 in the MS-ECE on Coursera program are not required to take a minimum number of credits in a given period and are not eligible to request a leave of absence when not enrolled.

A student is discontinued if any of the following occur:
- The student completes the Personally Identifiable Information (PII) form for the first term but does not enroll in that term.
- After starting the program, the student has no for-credit enrollment for two consecutive years.
- In the first term, the student enrolls and then drops all courses during the initial refund/drop period.

Reinstatement
- Discontinued students are automatically reinstated when they next enroll in a for-credit course.

Catalog in effect
- For students reinstated before Fall 2025, graduation requirements follow the catalog from the initial term of enrollment.
- For students reinstated Fall 2025 and after, graduation requirements follow the catalog in effect at the term of reinstatement.

Program Withdrawal

Students who request to drop the course after the initial drop with refund deadline and who have not accessed the final assessment (or equivalent) may withdraw from the course until the session end date. 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 the student's GPA and credit total.

Students admitted to the MS-ECE on Coursera program may formally withdraw from the program submitting the CU Boulder on Coursera Program Action Form located on the "Your Programs & Enrollment card" in Buff Portal.

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

Privacy Policy

This program adheres to the University of Colorado Boulder's commitment to the protection of individual privacy. This privacy statement is available on the CU Boulder website at https://www.colorado.edu/policies/privacy-statement.

In order to preserve the integrity of this program, exams will have live proctoring managed by ProctorU. ProctorU's privacy policy is available at https://www.proctoru.com/privacy-policy.

Faculty and Course Facilitators

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

Course facilitators—typically graduate students knowledgeable in the subject matter—will assist in administering courses. Course facilitators 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.

Program Governance

The MS-ECE is overseen by a dedicated *MS-ECE program director*, who works with the department chair, staff, and a *course facilitator supervisor*. The program director is charged with the day-to-day operations of the degree program, including budgetary oversight, chairing the MS-ECE oversight committee, and working with the College of Engineering and Applied Science, the Graduate School, and the Provost's Office.

The MS-ECE is governed by the *MS-ECE oversight committee*. The MS-ECE oversight committee is charged with overseeing the degree, adjudicating grade appeals, as well as reviewing its process 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. Online academic support resources will also be supplied.

Graduate Advising for the Program

Students may contact the ECEE graduate advisor at msece-support@colorado.edu.

Career Services and 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 [ForeverBuffs](#) alumni network.

Diplomas

Degrees and Graduate Certificates are conferred six times annually after each session ends. Check the [CU Boulder on Coursera calendar](#) for term-specific conferral dates. Diplomas are issued to graduating students in both paper and digital formats. For more details, visit the '[Order a Diploma or Certificate](#)' page.

Graduate Certificate of Completion

Graduate certificates are automatically awarded six times annually and transcribed on the student's transcripts after the end of each session once certificate requirements are met. Check the [CU Boulder on Coursera calendar](#) for term-specific conferral dates. Certificates are issued in both paper and digital formats. For more details, visit the '[Order a Diploma or Certificate](#)' page.

Commencement

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

Academic Dishonesty and 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](#).

Students who violate the Honor Code are subject to discipline. Violations of the policy may include: plagiarism, cheating, fabrication, lying, bribery, threats, unauthorized access to academic materials, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. Students are specifically expected to turn in original work and cite portions created by other authors. If a student has doubts regarding what collaboration is permissible in the course, the student should consult the discussion forums or the course facilitator directly.

Any suspected violations of the Honor Code, including reports of violation from the MS-ECE's proctoring service, will be submitted to the CU Boulder Honor Code Office (honor@colorado.edu; 303-492-5550).

The instructor of record has jurisdiction over all academic penalties for Academic Dishonesty. As policy, students found to have violated University rules on Academic Dishonesty will receive an "F" in the course in which the violation occurred. Instructors of record have up to 40 days from discovery of a suspected violation to report the incident to the Honor Code Office.

Non-academic sanctions may also be imposed by the Honor Code Office's Student Conduct and Conflict Resolution Committee for students found responsible.

Grade replacement will not apply in cases of Honor Code violation as determined by the Office of Student Conduct and Conflict Resolution.

For more details, visit the [Honor Code Office website](#) and the [CU Boulder on Coursera: Graduate Program Policies](#).

Petitions, Appeals and Grievances

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

Concerns regarding platform issues should be directed to Coursera's technical support team at msece-support@colorado.edu.

Learning management system issues (e.g., CU Boulder software as distinct from Coursera software) should be directed to the Office of Information Technology at oithelp@colorado.edu.

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, he or she will escalate the issue through the following resolution hierarchy:

1. Course Facilitator
2. Program Manager
3. Instructor of Record
4. Faculty Director

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. Program Manager
2. Faculty Director
3. 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 instructor of record has primary authority and responsibility in all aspects of evaluating student course performance and assigning grades.

If a student believes that a course grade is incorrect, the student should first contact the course facilitator. If the course facilitator and the supervisor cannot resolve the issue, they will escalate it to the instructor of record. Failing resolution at this level, the student may make a formal, written grade appeal to the MS-ECE program 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 information:

1. The student's name, email address, 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 msece-support@colorado.edu. The instructor of record will be given an opportunity to respond in writing to the program director regarding the student's appeal.

If the program director finds that the grade has been improperly or unprofessionally assigned, they can forward the appeal to the oversight committee. Under these circumstances, the program director will present the case, but will not vote and will defer leadership to the Department graduate faculty director, who will vote and write the case. Within 30 days, the committee will recommend that either (1) the original grade stands, or (2) that a revised grade be assigned. The committee will submit a short written statement summarizing the reasons for its recommendation. Only faculty on the MS-ECE oversight committee may vote on grade appeals.

In cases where the instructor or student does not agree with the committee recommendation, the department chair shall submit all materials to the Dean of the College of Engineering and Applied Science (or a designee), who will make a final decision on the student's grade appeal. There is no further appeal.

Grievances

The MS-ECE follows graduate program policy for Grievances. Additionally, the University of Colorado Boulder has a guide for information related to appeals, complaints, and grievances, including those for distance and online students.

As with all issues of complaint, the student should initiate any grievance matters with the course facilitators, who will attempt to resolve the grievance, in consultation with the course facilitator supervisor, the program director, and the departmental graduate director.

Students may elect at any time to utilize the graduate school's Grievance Process and Procedure, initiating it by turning to the Graduate School website, including the Graduate Student Grievance form. The student must first file a grievance through the department, and may file an appeal to the Graduate School if the issue is not resolved through the departmental process.

Accommodations for Disabilities

If you qualify for accommodations because of a disability, please submit your accommodation letter to your program at (msee-accommodations@colorado.edu) in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the Disability Services website. Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance. If you have a temporary medical condition, see Temporary Medical Conditions on the Disability Services website.

OIEC Reporting

CU Boulder is committed to fostering a positive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (including sexual harassment, exploitation, and assault), intimate partner abuse (including dating or domestic violence), stalking, protected-class discrimination or harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or cureport@colorado.edu. Information about the OIEC, university policies, reporting options, and other resources can be found on the OIEC website.

Please know that faculty, instructors, and staff have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about reporting options and support resources. This applies regardless of where or when an incident occurs as long as it involves a member of the CU Boulder community.

The Higher Education Opportunity Act, State Authorization Reciprocity Agreements (SARA), and Complaints

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 Student Right To Know website.

The University of Colorado is part of the State Authorization Reciprocity Agreement (SARA) Network, which provides special notices and processes for distance students. Information on SARA and the SARA complaint process may be found at:

- SARA and Students
- SARA Complaint Process

Students Located Outside of Colorado: If a student located in a state outside of Colorado has a complaint that involves distance or online education, that student 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 here: Colorado Department of Higher Education.

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

Students located in California may direct complaints to:

California Department of Consumer Affairs
Consumer Information Center
1625 North Market Blvd., Suite N-112
Sacramento, California 95834
Telephone: (833) 942-1120
dca@dca.ca.gov

If 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
www.hlcommission.org

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

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

Accreditation and Designations

The University of Colorado Boulder is accredited by the Higher Learning Commission (HLC). The University's accreditation may include programs delivered via correspondence or distance education upon notification to HLC.

Correspondence education is currently defined by HLC as:

Education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and

substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education. (https://www.hlcommission.org/General/glossary.html?highlight=WyJjb3JyZXNwb25kZW5jZSJd; accessed February 17, 2019)

Further, the Department of Education defines correspondence courses as (1) a course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interactions between instructors and students in a correspondence course is limited, is not regular and substantive, and is primarily initiated by the student; (2) if a course is part correspondence and part residential training, the Secretary considers the course to be a correspondence course; (3) a correspondence course is not distance education. (34 CFR 600.2)

Distance education is defined by the Department of Education as:

Education that uses one or more technologies to deliver instruction to students who are separated from the instructor(s) and supports regular and substantive interactions between student and instructor(s) either synchronously or asynchronously. (34 CFR 600.2) Instructors are responsible for the monitoring of student's academic engagement and success in distance education courses and programs.

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 programs hosted on the Coursera platform

In consultation with University Counsel and the Chief Financial Officer's office, degree programs on the Coursera platform are offered as auxiliary programs. This designation allows CU Boulder to charge the same tuition to resident and non-resident students. It also prevents enrollments in CU Boulder degrees on Coursera from impacting CU Boulder's mandated resident and non-resident student ratios.

The CU Employee Tuition Assistance Benefit cannot be applied toward Auxiliary programs per Administrative Policy Statement (APS) 5024.