

Teacher Leadership Program Policies

**Approved by School of Education and Graduate School EAC/Dean
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School of Education
UNIVERSITY OF COLORADO **BOULDER**

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Program Overview

The Master of Arts degree and graduate certificates referred to here constitute the online Teacher Leadership program (TL Program) with asynchronous and synchronous coursework developed by faculty in the School of Education at the University of Colorado Boulder. The Teacher Leadership Program is hosted on the campus learning management system (LMS). This degree is organized around “stackable certificates”; three certificates of 10 credits each must be completed to earn the 30 credit Master of Arts degree in Teacher Leadership. Students may elect to complete any three certificates and may complete them in any order.

Program Policies

The program is governed by the University’s and Graduate School’s [rules and policies](#). Because the Teacher Leadership Program is unique among graduate programs at the University of Colorado Boulder in its modality, admissions policies, and course design, it also has a number of special policies that vary from regular University and Graduate school policies. The policies listed below will be reviewed as necessary and, at a minimum, on an annual basis by the Teacher Leadership Program Faculty Advisory Committee in conjunction with campus partners as well as standard academic review and approval workflows.

Enrollment and Admissions

From the onset, students have the *option* to:

1. Enroll in a single course without applying for admission
2. Apply for a certificate and proceed with coursework requirements
3. Apply for the MA degree, select a certificate, and proceed with coursework requirements

Students may enroll in an individual course, apply to a certificate program, or apply to the MA program. All interested students will complete an enrollment form, select the appropriate option, and provide personally identifiable information. Students can apply for the MA degree any time before beginning their third certificate.

Students who apply to either a graduate certificate or the MA degree must have an awarded bachelor’s degree. Students who intend to pursue the MA degree must provide an official transcript for verification of an awarded undergraduate degree before they may be admitted to the MA program. Students do not need to take the GRE or submit letters of recommendation or

proof of language proficiency. Because this is a purely online program, students do not need to complete a background check to enroll.

Key characteristics of the MA in TL are the flexible options which include: coursework only, single or multiple certificates, as well as obtaining an MA degree. Students may enroll in the **first two courses** of any certificate without applying for the certificate. Students must maintain a cumulative GPA of 3.0 in order to progress through the sequence of courses or to pursue one or more certificates or the MA degree.

To be admitted to a **certificate program**, a student must:

1. Declare their intent at any point before enrolling in **course 3** of any certificate; a certificate will not be conferred until a student has been formally admitted into the certificate program.
2. Submit a brief statement explaining why they would like to pursue this certificate (reviewed by the School of Education for advising purposes).
3. Have a cumulative certificate GPA of 3.0 across courses previously taken in the certificate program, if applicable.

To be admitted to the **MA degree program**, a student must:

1. Declare their intent at any point before their third certificate; a degree will not be conferred until a student has been formally admitted.
2. Submit a one page statement of purpose (reviewed by the School of Education for advising purposes).
3. Submit an official transcript which shows an awarded bachelor's degree.
4. Have a cumulative GPA of 3.0 across courses previously taken as a non-degree student in this program, if applicable.

A hold to prevent enrollment will be placed on a student's record after they have reached 20 in-progress Teacher Leadership credits if they have not been admitted into the MA degree program. A maximum of 24 credits taken as a non-degree or certificate-seeking student may be applied to the MA degree program.

All courses attempted and/or completed for credit will appear on an official CU Boulder transcript (unless dropped by the drop deadline) and will count toward the cumulative GPA.

Financial Information

Tuition and Fees

The MA in TL tuition has been designed to be affordable for teacher populations. Tuition per credit hour is differentiated for courses, certificates and the degree based on Colorado resident/non-resident status. Select campus fees shall be charged for this program. Students may be charged on an at-cost basis for such items as credit card fees. Please refer to the [Bursar Office's website](#) for officially published tuition rates.

Financial Aid

At this time, no federal financial aid or Veteran's Administration benefits are available to students enrolled in this program. Scholarships may be available.

Transfer of Credit

Due to the unique structure of this program, credits earned at other institutions or in other programs at the University of Colorado Boulder are not transferable to the TL program.

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

Courses and Curriculum

All TL program courses are provided through the campus learning management system. A typical course includes content, ongoing assessments (journals, quizzes, etc), discussion forums, and writing assignments of level and scope similar to assignments made in an equivalent on-campus course in the same subject at the same level.

CU Boulder Courses and Credentials

Students may take CU Boulder courses as either *non-degree-seeking students* (taking individual courses or pursuing certificates) or as *degree-seeking students* (in which case they have followed the aforementioned requirements to enroll in the MA in TL degree program).

Prerequisites and Assumed Background Knowledge

There are no prerequisites for the first course in a certificate. All courses in a certificate must be taken in sequence, but certificates may be completed in any order to earn the degree. Students must have access to a teaching site before beginning any course in the program. Students will be unable to advance in the courses, certificates, or the degree program without a teaching site such as a classroom, a school teaching or counseling environment, an afterschool setting, or other educational teaching practica. The university does not provide assistance in locating a teaching site.

Calendar and Course Sessions

Each certificate consists of three asynchronous courses (two credits each) and one synchronous capstone course (four credits) for a total of 10 credits.

The certificates are designed to be completed in one year or less, though students have up to 3 years to complete (see Time Limit below). In order to follow the recommended timeline, asynchronous courses would be completed during the school year, and the capstone would take place immediately following the school year during the summer.

The two-credit asynchronous course sessions are self-paced and must be completed within a six month period. If the course has not been completed within the six month period and the student has not requested a withdrawal before submitting their final summative assignment, the student will be assigned the grade they have earned.

A student may enroll in a two-credit asynchronous course at any point in the calendar year if the student has maintained a 3.0 cumulative GPA. The program may override this requisite if the student has maintained a GPA of 3.0 or better in the specific certificate sequence (Careful consideration to cumulative GPA and academic standards is necessary for those seeking the MA degree).

The four-credit capstone courses will be offered only in the summer in online synchronous three-week sessions. Students will start and end the course at the same time and be required to complete assignments on established deadlines. All previous courses in a certificate must be completed two weeks before the start date of the Capstone course. Students must have earned at least a 3.0 cumulative GPA or better in previous coursework in order to enroll in the Capstone. The program may override this requisite if the student has maintained a GPA of 3.0 or better in the specific certificate sequence. (Careful consideration to cumulative GPA and academic standards is necessary for those seeking the MA degree).

Graduate Certificates

Students may enroll in *graduate certificates* as either non-degree or degree-seeking students. A graduate certificate in the TL program is a sequence of courses totaling 10 credit hours. Students must have a cumulative certificate GPA, separately computed, of 3.00 or higher to earn a certificate. Certificate courses in which students received a grade below C (2.0) may not be applied toward the certificate requirements, but will count toward the overall cumulative GPA. Please see the section on [Academic Standing](#) for further information.

Degree-seeking students may pursue and “stack” one or more TL program graduate certificates toward the 30-credit MA in TL. Students may not add other courses or certificates from other programs at CU Boulder or apply them toward this degree. Only certificates in the TL program may stack together for the MA in TL degree.

Master’s Degree

The MA in TL requires completion of any three TL certificates (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.

Academic Records and Policies

Course Repetition and Replacement

Course Repetition

The cumulative GPA and credit totals are based on all graded courses. Students may repeat as many different courses as they like, but they can only repeat the same course once (a maximum of two attempts). For students in the MA in TL degree or certificate program, the last grade earned will be applied toward the degree or certificate, but all attempts remain part of the cumulative GPA. Course attempts that result in a grade of “W” (withdrawal) are not counted in the two attempts.

Grade Replacement

The [Grade Replacement Policy](#) allows students admitted to the MA degree program to replace up to six credits in the cumulative GPA calculation. In this process, all courses attempted will still appear on the transcript, but only the last attempt will be calculated in the cumulative GPA and credit totals. Students may only invoke grade replacement for classes in which they enroll

after being admitted to MA degree; Grade replacement may not be retroactively invoked when both attempts were completed prior to admission to the MA degree.

Course Drops, Tuition Refunds, Withdrawals, and Grades

Because the TL program 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. CU Boulder is not responsible for notifying the students of these deadlines.

Course Drop and Refund

For asynchronous courses with a 6-month time limit for completion, each student has 14 calendar days from their course enrollment date to request a drop and receive a 100% tuition refund as well as no transcript record.

For 3-week synchronous capstone courses, each student has until the end of the second day of the course to request a drop and receive a 100% tuition refund as well as no transcript record.

If the student has submitted their final/summative assignment for any given course, they may not drop the course and will be assigned the grade they have earned.

When students drop a course, they will no longer have access to the course space in the learning management system. If they re-enroll in a class they dropped from, they will not be able to reuse previously completed work.

Withdrawal

For asynchronous courses, students who request to drop the course after the 14-day period may withdraw from the course (with a grade of W) at any time before the 6-month limit for course completion if they have not submitted the final/summative assignment. Once students have submitted their final/summative assignment for any given course, they may not withdraw from the course and will be assigned the grade they have earned.

For the 3-week synchronous capstone course, students who request to withdraw (with a grade of W) must do so by the published 10-day deadline. Due to the highly collaborative and dialogic nature of the capstone course, participants may not withdraw after 10 class days of the capstone course so as to encourage completion of the course and co-construction of leadership tools. After the published deadline, students may not withdraw from the course and will be assigned the grade they have earned.

When students withdraw from a course, they will no longer have access to the course space in the learning management system. If they re-enroll in a class they dropped or withdrew from, they will not be able to reuse previously completed work.

Students who withdraw will not receive a refund. The student will receive a grade of W on their academic record. W grades have no bearing on the GPA and credit total.

Students may withdraw from an asynchronous class at any point as long as the final assignment has not been submitted. Refunds are not provided for course withdrawal.

Grades

Upon completion of all required coursework and/or expiration of the 6-month time-limit, the student will be assigned a grade within the course. At the session end date, a final letter grade will be recorded on the student's CU Boulder transcript.

Grades of Incomplete (I) are not assigned as part of the program, and Pass/Fail and No-Credit grading bases (P/F and N/C) are not offered.

Academic Standing, Time Limit, Discontinuance, and Withdrawal

Students taking courses in the TL program are expected to maintain a cumulative GPA of 3.00 or higher in order to progress from one course to another through the required sequence for a certificate. Students may retake a course or take the first course in an additional certificate in order to raise the cumulative GPA to progress.

Teacher Leadership certificates and/or the MA degree will not be awarded until the minimum 3.00 cumulative GPA has been achieved.

If a degree-seeking 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 degree-seeking student's cumulative GPA falls below 2.50, they will be academically dismissed from the degree program. Such students may continue to take courses in a non-degree seeking status and may be able to earn one or more certificates, but are not eligible to earn a degree. To be reinstated to the degree program after dismissal, the student must complete the requirements for admission, which includes raising their cumulative GPA to 3.00.

Time Limit

Courses used toward the degree must be completed within 6 years. Courses taken more than 6 years prior to graduation will appear on the transcript and be calculated in the cumulative GPA but may not be applied toward the degree. Students may continue to pursue the degree even after 6 years, but they must accrue 30 credits within a 6-year window to earn the degree.

Courses used toward certificates must be completed within 2 years. Courses taken more than two years prior to a certificate will appear on the transcript and be calculated in the cumulative GPA, but may not be used toward the certificate. Students may continue to pursue the certificate even after 2 years, but they must accrue the requisite credits in the requisite courses within a 2-year window to earn a certificate.

The 6-year restriction for the degree and the 2-year restriction for a certificate are applied to courses on a rolling basis and are determined by the date that credit was awarded in the first and final courses.

Discontinuance

Students admitted to the MA in TL degree program are not otherwise required to take a minimum number of credit hours over any given period of time and are not required to apply for

a leave of absence when not enrolled in courses. However, students admitted to the degree program who have not enrolled in a course during a two-year period will be discontinued until they enroll in a new TL program course. At that point, the student will automatically be reinstated.

Program Withdrawal

Students may formally withdraw from the program by contacting the graduate program coordinator via email who will, in turn, notify the Office of the Registrar to discontinue the student.

Program Faculty, Course Facilitators, Degree Governance, and Student Support

All CU Boulder courses and certificates affiliated with the TL program are designed by individuals with Graduate faculty appointments in the School of Education. Instructors of Record hold Graduate Faculty Appointments and will be assisted in the instruction of the asynchronous 2-credit courses by a Course Facilitator.

Degree Governance

The TL program is overseen by a dedicated *Teacher Leadership Program Director*. The Program Director is charged with the day-to-day operations of the degree program, including budgetary oversight, chairing the Teacher Leadership Program oversight committee, and coordinating communications between the School of Education, the Graduate School, and the Provost's Office. The Program Director's responsibilities to the committee include: providing a regular schedule of meetings, conducting an annual financial report and an annual policy review, scheduling grade appeals, and updating any issues of concern on a regular basis.

The MA in TL is governed by the *Teacher Leadership Program oversight committee*. This committee consists of at least three faculty members and the following *ex officio* members: the Teacher Leadership Program Director, the learning experience designer, the Dean of the School Education (or designee), and the graduate program coordinator. All members have voting rights. Faculty on the committee serve renewable two-year terms.

The TL program oversight committee is charged with overseeing the degree, adjudicating grade appeals, as well as reviewing its processes and policies annually. It will submit degree modifications to the School of Education, the Graduate School, and other campus stakeholders in conjunction with campus academic and policy approval processes. The committee's work is ongoing; its annual recommendations should be completed no later than October 1 of each calendar year, with defined effective dates for policy changes.

Student Services Provided to Enrollees in the Program

Academic Support

Students' primary academic support will be via peer mentorship and a Course Facilitator. Online academic support resources will also be supplied. Students' primary point of contact for course work is the Course Facilitator, followed by the Instructor of Record.

Graduate Advising for the Program

Students may contact the TL program graduate coordinator at soe.gradvise@colorado.edu for general program support.

Career Services and Alumni Association

Students who are admitted into the degree will receive lifelong access to Handshake via CU Boulder Career Services and the ForeverBuffs alumni network.

Diplomas

Degrees are conferred and diplomas issued three times annually.

Commencement

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

Academic Dishonesty and Honor Code

Commitment to the highest standards of intellectual honesty is a responsibility of every student and faculty member at the University of Colorado. Students in courses and programs in the SOE are expected to conduct themselves in accordance with the highest standards of honesty and integrity. TL program students are subject to the CU Boulder [Honor Code](#) and must complete an Academic Integrity module after they are enrolled.

Violations of the honor code 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 course instructor directly. Students who violate the Honor Code are subject to discipline. Any suspected violations of the Honor Code will be submitted to the CU Boulder Office of Student Conduct and Conflict Resolution (honor@colorado.edu; 303-492-5550).

The Instructor of Record has jurisdiction over all academic sanctions where a student is found responsible for having committed a violation of the Honor Code. The Instructor of Record has 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.

Academic Petition, Appeal, and Grievance Issues

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

Concerns regarding discussion forum, content, and assessment 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. Instructor of Record
3. Graduate Coordinator
4. Program Director
5. Oversight Committee
6. Associate Dean of Students in the School of Education
7. Dean of the School of Education

General questions or concerns regarding the TL program, and not having to do with a particular course, may be directed to the Graduate Coordinator.

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 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 TL 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
2. The course, section, and date
3. The details of the case, including the steps taken to resolve and, if a specific assignment or homework is concerned, the nature of the problem.
4. Supporting documentation (emails, drafts of assignments, feedback received, etc.)

5. The student's desired outcome.

The appeal must be submitted within 30 days of receiving a final grade. 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 committee, which 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 Teacher Leadership program oversight committee may vote on grade appeals.

In cases where the Course Facilitator or student does not agree with the committee recommendation, the Program Director shall submit all materials to the Dean of the School of Education (or a designee), who will make a final decision on the student's grade appeal. There is no further appeal.

Grievances

The TL program follows the [Graduate School 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.

Students may elect to utilize the Graduate School's Grievance [Process and Procedure](#) for issues which fall under Graduate School jurisdiction. The student should first file a grievance through the School as outlined in the process and procedure document, and may file an appeal to the Graduate School if the issue is not resolved to their satisfaction through the School of Education process.

Accommodations for Students with Disabilities

The University of Colorado Boulder supports students with disabilities. Students should submit their accommodation letter from Disability Services to their faculty member in a timely manner so that their 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 or injury, see [Temporary Medical Conditions](#) under the Students tab on the Disability Services website and discuss your needs with your professor.

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

CU Boulder is committed to fostering a positive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct, 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, the Instructor of Record, and the Course Facilitator 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 community.

Technology, Hardware, and Connectivity Issues

Students are responsible for ensuring that they have a stable and reliable internet connection as well as the necessary computer hardware for all coursework purposes. CU Boulder is not responsible for internet connectivity or computer hardware issues. Concerns regarding Canvas issues should be directed to the Office of Information Technology's [Canvas Student Support](#) team.

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](#)

Student Complaints

It is an express Boulder campus policy that all students at all times have the right to lodge a complaint or grievance which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

The recommended general strategy is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such

as a desire to maintain anonymity. The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint or lodge a grievance. All of the main campus entities also have contact information via web pages. If students are unsure where or how to send their complaint or the overall complaint process, they should review the *Student Appeals, Complaints & Grievances: A Brief Guide*.

Students Located Outside of Colorado: If a student located in a state outside of Colorado has a complaint that involves distance learning, that student must first seek resolution with the University of Colorado Boulder by filing a complaint as indicated above. 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 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