Lockheed Martin
Engineering Management Program
UNIVERSITY OF COLORADO **BOULDER**

Student Handbook

Master of Engineering
in Engineering Management (ME-EM)
&
Graduate Certificates

on Coursera

2025 Fall 1 – 2026 Summer 2

Contents

Welcome

Welcome to the Lockheed Martin Engineering Management Program (EMP) on Coursera. We offer an ME in Engineering Management (ME-EM) degree and two graduate certificates. Our cutting-edge programs are designed for the twenty-first century learners on the internationally acclaimed Coursera learning platform. The ME-EM and graduate certificate programs are fully accredited and present three major innovations:

- **Access.** The ME-EM degree and graduate certificates are designed to provide global access to graduate-level education. It seeks to educate the world. To this end it uses performance-based admissions rather than traditional admissions standards. Anyone who can complete the work of a graduate-level Engineering Management course with a passing grade and meet the minimum GPA requirement is welcome to enroll in our degree and certificate programs.

- **Curriculum.** The degree and certificate curriculum are both modular and self-directed. The EMP professors have purposely broken down semester-long courses into one-credit classes. Although classes can naturally fit together in sequence, we encourage students to construct degree plans as they need.

  - **ME-EM Degree:** The full master's degree curriculum is made up of a broad variety of 30 credits of courses in areas across Engineering Management, including 12 credits of core courses and 18 credits of elective courses. The full curriculum is described below.
  - **EM Certificate:** A subset of 9 credits of courses that are also core to the pillars of the degree program; the full curriculum is described below. These courses can apply as core courses toward the ME-EM degree.
  - **Design for the Circular Economy Certificate:** A subset of 9 credits of courses offered by the degree program; the full curriculum is described below. These courses could apply as electives toward the ME-EM degree.

- **Learning.** The ME-EM degree and graduate certificates are guided by the belief that learning belongs to the learner. To be successful in these programs, each student must commit to their learning by creating a clear plan of courses, a schedule for study, and a strategy for taking courses.

As an essential part of learning strategy, we recommend that students explore the courses in non-credit format before taking them for credit. By beginning a course in a non-credit format before switching to for-credit, students can see if the course content and instructor's style fit their learning plan. See the section "Courses & Curriculum" in this handbook for more information on upgrading a course from non-credit to for-credit.

The University of Colorado stands fully behind the degree and certificate. Coursera students earn the same credentials as our on-campus students. There are no designations on official CU transcripts, diplomas, or certificates that this is an online program.

The Program specifics are reviewed on the Engineering Management department webpage. This document provides students with the policies governing the ME-EM degree and Graduate Certificates. Overall, these programs are governed by the University's and Graduate School's rules, policies and procedures. Because the ME-EM degree and Graduate Certificates are unique among graduate programs at the University of Colorado Boulder in its modality, its admissions policies and its course design, the program also has several special policies. These policies are listed below and will be updated annually.

We welcome student contact. Students should feel free to reach out to course facilitators within their courses or to the support email at emp-coursera@colorado.edu with questions.

We are proud of you to join our community and forge a new kind of education for the twenty-first century. Welcome to the Engineering Management Program on Coursera.

Admissions

The ME-EM degree and Graduate Certificates use performance-based admissions for enrollment. There is no traditional application for admission for these programs. However, 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 Program Action form located on the "Your Programs & Enrollment card" in Buff Portal. Students do not need to take the GRE or submit letters of recommendation or proof of language proficiency. 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.

A student pursuing the graduate certificate programs must complete 9 credit hours of courses for credit in required specializations. To remain in good standing in the program, students must earn a cumulative GPA of 3.0 or higher (no more than three credits of C+ can be applied toward certificate program requirements). Once the student has officially declared the certificate, and the certificate requirements are met, the certificate will be awarded and transcribed on the student's transcripts approximately 3 weeks after the session ends.

A student pursuing admission to the ME-EM degree program must complete the following:

1. The student must first complete one of the following two Pathway Specializations for credit and earn a GPA of 3.0 or higher to be admitted to the program:

    Finance for Technical Managers - Pathway Specialization (3 credits)
    *   Product Cost & Investment Cash Flow Analysis
    *   Project Valuation and the Capital Budgeting Process
    *   Financial Forecasting and Reporting

    Project Management - Pathway Specialization (3 credits)
    *   Foundations and Initiation
    *   Project Planning and Execution
    *   Agile Project Management

2. Achieve a computed pathway specialization grade point average (GPA) of at least 3.0.
3. Have a cumulative GPA of at least 3.0 for all for-credit courses taken to date.
4. The student must officially declare their degree program via the initial CU Boulder on Coursera Account Creation form in their first term of enrollment or the CU Boulder on Coursera Program Action form in Buff Portal, which they can do before, during, or after any work in a pathway specialization.

To remain in good standing in the program, students must earn a cumulative GPA of 3.0 or higher (no more than three credits of C+ can be applied toward degree program requirements).

Upon completion of the steps above, the student is admitted to the ME-EM degree program.

Students may successfully complete a designated pathway specialization and declare their intent to seek the degree at any point in their academic journey.

Completion of a pathway specialization is not required for students to begin earning academic credit, only to earn the degree. Non-degree-seeking students may enroll in for-credit courses.

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 can count credits first earned as part of a CU certificate toward the 30-credit ME-EM 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.

Engineering Management Certificate Requirements

The required EM Certificate courses include:
- EMEA 5021 Finance for Technical Managers: Product Costs (1 credit)
- EMEA 5022 Finance for Technical Managers: Production Valuation (1 credit)
- EMEA 5022 Finance for Technical Managers: Financial Forecasting (1 credit)
- EMEA 5031 Project Management: Foundations and Initiation (1 credit)
- EMEA 5032 Project Management: Project Planning and Execution (1 credit)
- EMEA 5033 Project Management: Agile Project Management (1 credit)
- EMEA 5051 Leading Oneself with Self Knowledge (1 credit)
- EMEA 5052 Leading Oneself with Purpose and Meaning (1 credit)
- EMEA 5053 Leading Oneself with Personal Excellence (1 credit

Design for the Circular Economy Certificate Requirements

The online Design for the Circular Economy graduate certificates is a 9-credit hour, 100% online program. The program offers four specializations consisting of twelve 1-credit hour courses, as outlined below. From the list below, students are required to complete any two 3-credit hour specializations (totaling 6 credit hours) and 3 additional courses (totaling 3 credit hours), which could include another specialization, or any three topical electives.

There are no prerequisites for any of the courses offered within the program, and students must achieve a separately computed minimum cumulative GPA of 3.00 across courses applicable toward the certificate. Up to three credits of C+ may be applied toward the certificate requirements.

Course List
- Applied Sustainability for Technical Managers
    - EMEA 5216   Sustainability and the Circular Economy (1 credit)
    - EMEA 5217   Applied Sustainability Engineering (1 credit)
    - EMEA 5218   Leading the Circular and Sustainable Business (1 credit)
- Sustainable and Circular Product Development
    - EMEA 5222   Product Design for the Circular Economy (1 credit)
    - EMEA 5223   Packaging Design for the Circular Economy (1 credit)
    - EMEA 5224   Circular Product Design Frameworks and Certifications (1 credit)
- Sustainable & Resilient Operations and Supply Chains
    - EMEA 5226   Sustainable and Resilient Operations Management (1 credit)
    - EMEA 5227   Developing and Managing Sustainable Supply Chains (1 credit)
    - EMEA 5228   Impacts of Sustainable Operations and Supply Chains (1 credit)
- Transformative Leadership in the Circular Economy
    - EMEA 5241   The Circular Economy (1 credit)
    - EMEA 5242   Sustainable Marketing and Consumer Trends (1 credit)
    - EMEA 5243   Leading the Way: Becoming a Sustainability Change Agent (1 credit)

Certificates from Other CU Boulder on Coursera Degrees ("Outside Certificates")

You must officially declare your intent to pursue any certificate offered by another CU Boulder on Coursera degree 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

The ME-EM requires a minimum of 30 credit hours of approved, degree-eligible graduate-level coursework and a minimum cumulative grade-point average (GPA) of 3.0. Courses in which grades of C+ or below are received may not be applied toward the degree but will count toward the cumulative GPA (no more than three credits of C+ can be applied toward degree program requirements).

ME-EM 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 ME-EM on Coursera degree program. Any revisions to the requirements after your official declaration term in the ME-EM on Coursera program 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.

Core Courses
The curriculum includes 12 credits of required core courses:
- **Finance for Technical Managers - Pathway Specialization (3 credits)**
    - EMEA 5021: Product Cost & Investment Cash Flow Analysis

- o   EMEA 5022: Project Valuation and the Capital Budgeting Process
- o   EMEA 5023: Financial Forecasting and Reporting
- **Project Management - Pathway Specialization (3 credits)**
  - o   EMEA 5031: Foundations and Initiation
  - o   EMEA 5032: Project Planning and Execution
  - o   EMEA 5033: Agile Project Management
- **Leading Oneself (3 credits)**
  - o   EMEA 5051: Leading Oneself with Self-Knowledge
  - o   EMEA 5052: Leading Oneself with Purpose and Meaning
  - o   EMEA 5053: Leading Oneself with Personal Excellence
- **Technical Communication (3 credits)**
  - o   EMEA 5016: Communication as a Technical Leader
  - o   EMEA 5017: Technical Managerial Written Skills
  - o   EMEA 5018: Speaking to a Technical Group

Elective Courses

The curriculum requires that students complete 18 credits of electives. All Engineering Management (EMEA) courses count towards the degree. The curriculum also permits up to 9 credits of courses offered by the CU Boulder on Coursera Master of Science in Electrical Engineering, Data Science, Artificial Intelligence and Computer Science to be applied as elective credits toward the ME-EM 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. Only courses offered through Coursera may be used.

Non-Credit and For Credit Courses & Specializations

Non-Credit

All ME-EM and graduate certificate 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 more fully cover a topic. This term originates with Coursera. 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 session of an ME-EM degree or graduate certificate course may elect to change to the for-credit version of the course. However, if the student is enrolled in the ME-EM, they must complete all coursework for credit within eight years of their admission into the degree program. 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 the remaining homework, exams, projects, and lessons.

Students may upgrade from non-credit to for-credit at any time during the enrollment window via the enrollment process detailed in the Admissions section above. Each enrollment period starts 2 weeks before the first day of class and ends 2 weeks before all coursework is due. In addition, please note the following:

- All for-credit coursework is due by the last day of the session.
- Previously completed assignments will be automatically applied to your for-credit experience.
- Prior to accessing for-credit content for the first time, you must pass a short (4–5 hours) non-credit onboarding course. You only need to complete this course once.

- 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 proctored 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 either non-degree-seeking students (in which case they do not seek admission to the ME-EM degree) or as degree-seeking students (in which case they have followed the steps above to enroll in the ME-EM degree).

Prerequisites & Assumed Background Knowledge

There are no course prerequisites or corequisites for EMP courses on Coursera. 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 also encouraged to take a non-credit version in some form before moving to the for-credit version to test whether they can succeed, especially if they are unsure whether they have the background knowledge required for a course.

Courses & Credit Hours

Each EMP course on Coursera is worth one credit hour. Individual courses in the Program have an anticipated completion timeline of between four and six weeks. The Program's 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. 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 ME-EM on Coursera but carrying unpaid debts will have their outstanding balance automatically deducted before the for-credit tuition charges are paid.

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.

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

The CU Employee Tuition Assistance Benefit cannot be applied towards the ME-EM 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 for the ME-EM degree or EM Certificate programs.

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, so students 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, and all enrolled students are assigned a letter grade.

We look forward to each student succeeding in this program. To that end, we recommend students 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.

Calendar for Proctored Exams and Projects
The ME-EM courses on Coursera do not proctor tests and exams. Students in ME-EM courses may complete outside electives in MS-ECE, MS-CS, MS-DS, or MS-AI that require proctored tests and exams. Final exams and projects that use the a remote proctoring service in each session start at 9:00 am Mountain Time on the day classes begin and end at 4:50 pm Mountain Time on the day classes end.

If you are taking an outside elective that utilizes remote proctoring, 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 service 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 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 ME-EM.

Other institutions may accept transfer credit at their discretion based upon their transfer of credit standards.

Academic Records & 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 for-credit ME-EM degree course once regardless of the grade they earn. Course attempts that result in a "W" (withdrawal) are not counted toward the two attempts.

Grade Replacement

The Grade Replacement Policy allows students in eligible courses with qualifying grades to repeat courses and replace 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.

To be eligible for grade replacement, you must:
- Have previously taken an eligible EMEA course on Coursera 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.
- Note that any course taken as EMEA 5831-5833 is not eligible for grade replacement.

See the Grade Replacement Policy for more details.

Credit Overload Petition

According to CU Boulder Graduate School policy, graduate students may not register for more than 15 units during any one semester. The maximum of 15 units per semester applies to total units taken in Session 1 and 2 for CU Boulder on Coursera students.

Contact your advisor (emp-coursera@colorado.edu) if you have extenuating circumstances that require you to enroll in greater than 15 units in a term. Please allow up to 10 business days for a final decision.

Course Drops, Tuition Refunds, Withdrawals & Grades

Because the ME-EM and graduate certificates have 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:

- The student must drop within 14 days of the class start date or their enrollment date, whichever is later; and
- 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 the "Grades" section 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.

The following examples help to illustrate the timeline for students to drop and receive a refund:

- Enrolled Before Class Start: A student enrolls in a class before it begins. Class starts on the 1st of the month. The deadline for the student to drop this class and receive a refund is 11:59 pm MT on the 14th of that same month.
- Enrolled After Class Start: A student enrolls in a class after it begins. Class starts on the 1st of the month, but the student enrolls on the 10th of the month. The deadline for this student to drop the class and receive a refund is 11:59 pm MT on the 23rd of that same month.

If a student enrolls in a course and does not complete the course, tuition payments cannot be rolled over to future sessions.

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 17:00 hours (5:00 pm Colorado 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 and credit total.

Neither Coursera, nor the University of Colorado, nor the Engineering Management 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 ME-EM 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 password quiz to unlock the final exam (or equivalent, like an honor code verification) 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 ME-EM 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 reaffirm their intent to pursue the degree.

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

Time Limit

Courses used toward the ME-EM 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 8years, 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 admitted to the ME-EM degree program are not otherwise required to take a minimum number of credit hours over any given period of time.

Students will be discontinued in the following scenarios covered in the [Graduate School policies](#):

- The student completes the New Student Account Creation 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 of 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 ME-EM 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 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

All courses and specializations affiliated with the ME-EM and graduate certificates 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 ME-EM and graduate certificates are governed by the EMP steering committee. The EMP steering committee is charged with overseeing the strategic direction of the degree and certificate, 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 may contact the ME-EM graduate advisor at emp-coursera@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 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. See Order a Diploma or Certificate.

Certificate of Completion

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. See Certificate.

Commencement

Students who graduate from the program and earn the ME-EM degree are welcome to attend on-campus graduation ceremonies 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).

Students who violate the Honor Code are subject to discipline, including possible academic penalties and non-academic sanctions. The course instructor and staff will assign relevant academic sanctions for students found to have violated University rules on Academic Dishonesty, if applicable.

Find more details on the Honor Code at the Honor Code Office website and in the CU Boulder on Coursera: Graduate Program Policies and Procedures.

Why Academic Integrity Matters

Improve your and your classmates' learning experience. Academic integrity fosters a fair and honest learning environment. When everyone adheres to the same standards, it ensures that all students have an equal opportunity to succeed based on their own efforts and abilities.

Academic Integrity encourages genuine learning and understanding, rather than just focusing on grades. This deeper engagement with the material benefits everyone in the class, as discussions and collaborations are more meaningful and productive.

Prepare for job interviews and jobs. Employers highly value integrity and honesty. Demonstrating academic integrity during your studies shows that you possess these qualities, which are crucial in any professional setting.

The skills you develop by adhering to academic integrity—such as critical thinking, problem-solving, and ethical decision-making—are directly transferable to the workplace. These skills can set you apart in job interviews and help you excel in your career.

Maintain the value of your degree. The reputation of your degree program and institution is built on the trust that the qualifications they award are earned honestly. Academic dishonesty undermines this trust and can devalue the degree for all graduates.

By upholding academic integrity, you contribute to maintaining and enhancing the reputation of your institution. This, in turn, ensures that your degree remains respected and valued by employers and other educational institutions.

Continue personal growth and ethical development. Adhering to academic integrity helps you develop a strong sense of personal ethics and responsibility. These qualities are essential not only in your academic journey but also in your personal and professional life.

It encourages you to take pride in your work and achievements, knowing that they are the result of your own efforts and dedication.

How to Avoid Honor Code Violations

Document and share your sources. If you are using anything outside of the course to help you with language, further examples, etc., always cite your source in your work. This includes use of AI tools like ChatGPT, Copilot, or DALL-E. See *AI Usage Documentation Best Practices* for details.

Do not copy work. Plagiarism (copying another person's work and not crediting the author) is always against the CU Boulder Honor Code. Plagiarism will be flagged and investigated by program staff and may result in academic penalties and non-academic sanctions.

Do not swap grades. Arrangements like 'I'll give you 100% if you give me 100%' are unethical and unacceptable. If you need more peer reviews, you can ask for help in Slack or from your Course Facilitator. Making deals for specific grades is not allowed. Providing honest, fair, and helpful feedback is an essential skill for your growth as a student and in your career.

Do not post your work outside of the course. It is against policy to post your coursework publicly outside of the course (e.g., on GitHub, Reddit, etc.) for public access. This includes your portfolio; any coursework there must be protected. Help us protect the integrity of these courses and your degree by keeping answers and coursework private.

If your course requires public posting, you may do so. This policy aims to prevent others from using your work as their own. If you use a public repository, make your work private after the course. For portfolios, protect the coursework you completed. Sharing portfolios with employers is fine but keep coursework private or remove it. Using others' work without proper citation is plagiarism. Always adapt and cite sources to make the work your own.

Ask questions. Course facilitators can clarify instructions and expectations about the potential use of AI; they can also explain whether outside websites, readings, or videos are appropriate sources. We cannot include every possible example of acceptable usage. If you are unsure about assignment instructions or an outside source, please reach out to your course facilitator for clarification *before* your submission.

Follow instructions for any potential academic integrity cases.

Acceptable AI Use

Artificial intelligence (AI) tools—software that reproduces text, images, computer code, audio, video, and other content—have become widely available. Well-known examples include ChatGPT for text and DALL•E for images. This statement governs all such tools, including those released after the publication of this handbook.

Keep in mind that the goal of AI tools is to reproduce content that seems to have been produced by a human, not to produce accurate or reliable content; therefore, relying on an AI tool may result in your submission of inaccurate content. It is your responsibility—not the tool's—to assure the quality, integrity, and accuracy of work you submit in any CU Boulder course.

If gen AI tool use is suspected in completing assignments for this course in ways not explicitly authorized, the program will follow up with you. Program staff may contact the Office of Student Conduct & Conflict Resolution to report suspected Honor Code violations. In addition, you must be wary of unintentional plagiarism or data fabrication. Please act with integrity, for the sake of both your personal character and your academic record.

It is your responsibility to know appropriate AI use for each course and assignment and follow instructions and policy.

1. No AI Tool Use:

You may **NOT** use AI tools on any assignments in this course, including using it to brainstorm ideas and/or checking code. If AI tool use is suspected on an assignment, the matter will be addressed according to the procedures outlined in the 'Suspected Violations' section of this policy.

2. Limited AI Tool Usage

You may use AI for planning, idea development and research. Your final submission must be generated by you, showing how you have developed and refined these ideas. You must critically evaluate and modify any AI generated content you use. If you use AI tools on assignments in this class, document your usage according to the AI Usage Documentation Guidelines below.

You CAN use AI tools to...

- **Check your spelling and grammar**

- **Ask for help with programming syntax and general programming questions that are not directly related to the solution of the assignment in question.**

- **Generate project ideas, outlines, brainstorming.**

You CANNOT use AI tools to...

- **Submit exact or paraphrased assignment questions** or prompts into the AI tool

- **Generate answers** for graded assignments in place of your own work or thinking

- **Help with a graded assignment in any way without documenting usage** (see *AI Usage Documentation Best Practices* below)

We cannot include every possible example of AI usage. If you are unsure of whether a particular use is approved, please reach out to your Course Facilitator or Instructional Associate *before* submitting your assignment.

3. Conditional AI Tool Usage

You may use AI tools for all assignments in CU Boulder courses on Coursera, unless your syllabus or assignment instructions say otherwise. You must critically evaluate and modify any AI-generated content, and disclose and document your usage per the *AI Usage Documentation Guidelines* below.

You CAN use AI tools to...

- **Supplement your understanding of course material** (e.g., summarizing a PDF that you have read to ensure comprehension)

- **Generate practice questions** for assignments, quizzes, and tests

- **Check your spelling and grammar**

- **Translate** course materials or your own work

- **Act as a tutor** to identify and explain weaknesses in your draft answers

- Ask AI to help you debug your code.

- **Generate project ideas**, outlines, and help with brainstorming

- **Edit answers that you have written** yourself, but not create additional content or ideas

You CANNOT use AI tools to...

- **Submit exact or similar/paraphrased assignment questions** or prompts into the AI tool

- **Edit your submission in other ways** not listed in the allowable examples above

- **Generate partial or entire answers** for graded assignments in place of your own work or thinking

- **Help with a graded assignment in any way without attaching documentation of that usage** (see *AI Usage Documentation Guidelines* below)

This list does not include every possible example of AI usage. If you are unsure of whether a particular use is approved, please reach out to your Course Facilitator *before* submitting your assignment.

4. Full AI Tool Use:

You may use AI tools in this course. Some assignments will **require** the use of such tools. However, keep in mind your own and others' privacy implications and security risks when using AI tools. If you use AI tools on assignments in CU Boulder courses hosted on Coursera, document your usage per the *AI Usage Documentation Best Practices.*

AI Usage Documentation Best Practices

When using AI tools in your academic work, it is essential to accurately document how and why you used them. AI tools should be considered as aids rather than primary sources. Therefore, remember to:

- **Reference AI assistance.** In your references or bibliography section, mention the AI tool used and the nature of its contribution. For example: "Assistance provided by [AI Tool Name] for generating initial content ideas, response to [prompt], [month, day, year]".

- **Document your process.** Save screenshots, dialog, prompt, queries or version history to document your process if you used AI. Include documentation in the submission if the assignment format allows. Otherwise, save it in your system in case you are asked by a program or university staff.

Suspected Violations of this Policy

If program staff suspects you may have used AI tools to complete assignments in ways not explicitly authorized or suspect other violations of the honor code, they will contact you via email. Be sure to respond promptly to any related communication so your perspective is included in the case review. Failure to respond timely will not prevent the completion of a case review.

In suspected cases of unauthorized AI tool usage, the program may:

- Request the documentation noted above (see *AI Usage Documentation Guidelines*) or other supplementary materials

- Issue a warning

- Assign a 0–50% grade for the question

- Assign a 0–50% grade for the assignment

- Assign an F grade for the course

- Reference prior violations

- Remove access to the course, related materials, and tools

- Contact the Office of Student Conduct & Conflict Resolution to report suspected Honor Code violations

Turnitin and similar AI detection tools may be used in these courses for initial detection of possible honor code violations. All suspected violations will be reviewed by a human. AI tools alone will not be used to determine if an assignment is plagiarized, and results from these tools will not be used alone as

evidence to penalize students.

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.

Coursera Platform

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

CU Boulder's Canvas Platform

Issues related to the CU Boulder software (e.g., Canvas LMS) should be directed to the CU Boulder Office of Information Technology at oithelp@colorado.edu. This includes issues with the non-credit Mandatory Community Accountability Training course completed after program admission.

Discussion Forum, Content, and Assessment Issues

Concerns regarding discussion forum, content, and assessment 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:

- Course Facilitator
- Course Coordinator
- Program Manager
- Instructor of Record
- Faculty Director

Degree Issues

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:

- Graduate Advisor
- Program Manager
- Faculty Director
- EMP Grade Appeals Committee
- College 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. The faculty director may make decisions on student

evaluation and grades if the instructor is unable to respond.

If a student believes that a course grade is incorrect, the student should first contact the course facilitator or instructor of record. 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, session number, 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 grade being posted to emp-coursera@colorado.edu. The instructor of record will be given an opportunity to respond in writing to the faculty director regarding the student's appeal.

If the faculty director finds that the grade has been improperly or unprofessionally assigned, they will recommend within 30 days that either:

1. The original grade stands, or

2. A revised grade be assigned.

The faculty director will submit a short written statement summarizing the reasons for the decision. The program staff will submit an official change of grade request if a grade change is justified.

In cases where the instructor or student do not agree with the director's 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

If you qualify for accommodations because of a disability, please submit your accommodation letter to your program at (emp-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.

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. 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. 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 is part of, and 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 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.

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 Student Right To Know website.

Accreditation & 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.

See the B3 Program Policies 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 B3 Special Programs

See B3 Program Policies for details about additional policies that apply to this program