# GRADUATE PROGRAM GUIDE HANDBOOK

2022-2023
UNIVERSITY OF COLORADO, BOULDER
LAST UPDATED: August 15, 2022

# Part A: Information and University Resources

## 1.  Recommended Trainings for New GPAs

**First Month of Employment**

[Go to https://mycuinfo.colorado.edu and use your Identikey/password to login](https://mycuinfo.colorado.edu)
Click on the diamond icon on the upper right corner of the screen
Click the "CU Resources" tab, then the "Training" option
Select "Start SkillSoft" and then select catalog
Under the "Library" tab at the top, select "CU Boulder"

    a      A majority of the required modules can be found here
                  Ex: Navigate on the left to CU-SIS and find 3 required ones: FERPA,
          i.        Introduction to CU-SIS, and CU-SIS Campus Community)
          You can also navigate under "Library" tab at the top and under "Department Specific",
    b      select "Academic Advising - CU Boulder" and find a lot here, as well
          You can look for each course or search by the course number in the search box in the
    c      upper right

**Within 48 hours of 1st day:**
        CU: FERPA (Course ID, if needed: _scorm12_cu_u00049_0001)
        CU: Introduction to CU-SIS Campus Solutions (_scorm12_cu_a00140_0001)
                Once these two modules have been completed, submit a CU-SIS access
                form (supervisor will work with you on filling out/completing form)

**Within 14 days of 1st day:**
        CU: CU-SIS Campus Community (_scorm12_cu_a00141_0001)
        CU: Discrimination & Sexual Misconduct – CU Boulder and System
        (_scorm12_cu_s10007_0001)
        CU: Information Security and Privacy Awareness (_scorm12_cu_u00063_0001)
        CU: Fiscal Code of Ethics (_scorm12_cu_f00001_0001)

**Within 30 days of 1st day:**
        CU: New Employee Orientation - SYS (_scorm12_cu_u00111_0001)
Other trainings per supervisors guidance:
        CU: Active Shooter Awareness (_scorm12_cu_u00134_0001)

**First Week "To-Do" Items:**
- Check in with the Graduate School to provide contact information, be added to essential lists, and see about upcoming GPA training sessions- email gradinfo@colorado.edu
- Obtain campus ID (Buff card) (Identikey must be activated and may need another form of ID)
- Do a write up about yourself (short) with your background experience and education, ask your supervisor to send it out to the department as a way to introduce you and your expertise
- Obtain parking permit, if needed
- Ensure building access with building proctor- need Buff Card to do so
- Meet with appropriate HR representative or office to complete I-9
- Complete items in MyCUInfo (Direct deposit, employee profile, etc.)

- Enroll in or waive benefits (Deadline: 1 month from start date)
- Complete Online Trainings through SkillSoft
- Complete trainings and paperwork necessary for access to CU Software systems (see supervisor)
  - CU-SIS access should be requested ASAP- reference your role as a graduate program assistant in the job functions box
- Schedule training with the Registrar Network -  registrar@colorado.edu
- Pick up keys for office from supervisor (if not given to you on Day 1)
- Work with supervisor to determine what is needed and how to order office supplies, nametag, etc
- Sign up for listservs (see information below)
- Register online for the next New Employee Welcome Experience with CU Boulder HR
- Request access to any shared drives, if applicable (see team advisors or supervisor)
- Work with supervisor and department colleagues to learn every day office logistics (hours, dress, etc)
- Work with supervisor to discuss job description and expectations
- Share your Outlook calendar with members of your team, supervisor, and any other necessary colleagues
- Read/Review the college  and your department-specific websites (feel free to take notes while reading it, so these questions can be answered later)
- Review Graduate School rules, graduation information and deadlines, funding opportunities, and student appointment manual: www.colorado.edu/graduateschool
- Review the Graduate School's resources for staff: https://www.colorado.edu/graduateschool/faculty-and-staff

- Observe your co-advisors as much as possible
- Play around with course search website: https://classes.colorado.edu/
- Familiarize yourself with the tracking process for graduate students in your department (see colleagues & supervisors)
- Ask to be copied on certain emails that co-advisors may be writing to students
- Begin to learn about summer sessions: https://www.colorado.edu/summer/
- Familiarize yourself with the admissions processes in your department, and the onboarding process for new graduate students
- Obtain a professional campus photo (Available at East Campus ARC Building on the 2nd Wednesday of the month from 9am-noon and the last Tuesday from noon-3pm http://www.colorado.edu/strategicrelations/our-services/faculty-staff-portraits)
- Have co-advisors introduce you to any faculty in your area that you may not have met yet
- Order business cards from Strategic Relations, if needed
- Establish with your immediate department team members, how often, as a group, you'd like to meet during the semester
- Ask supervisor if they'd like to have regular meetings during semester and then schedule those
- Learn from department colleagues best practices and begin to learn policies and procedures
- Gain access to SLATE through Patricia Stanfield or Allison Metzger at the Graduate School, schedule training

- Review and become familiar with Slate guide:
  https://www.colorado.edu/graduateschool/sites/default/files/attached-files/slate_manual1.pdf
- Practice running/reading/reviewing degree audits
- Practice running what-if degree audits
- Practice reading Hub notes (when you get access)
- Practice skills in Campus Solutions (when you get access and training)
- Familiarize yourself/Practice in SLATE
- Familiarize yourself with common resources for graduate students (International Students, Daycare resources, emergencies, etc)

The New Employee Welcome Experience is the first event in a year-long series designed to help increase the understanding of CU Boulder's culture, organizational structure and governance, operations, learning mission, values, and campus initiatives. This program is offered to new, permanent employees in their first 30-45 days of employment.

This day-long event will help new employees become oriented with the CU Boulder campus. The New Employee Welcome Experience starts at Old Main in the historic heart of campus where participants will begin to develop their understanding of what it means to be a member of the CU Boulder community. The day will include a 2 hour walking tour of campus and a 1 hour bus tour broken into two portions throughout the day

**Public Transit:**

A variety of transit routes connect campus with key Boulder and Denver Metro locations. These transit options also connect East and West campus. Your EcoPass you are issued when you arrive on campus work for all of these transit options:



Campus Routes

Moving thousands of students around campus each day the Buff Buses are key cogs in CU Boulder's transportation program.

City Routes

A variety of local transit routes connect campus with key Boulder locations.

Regional Routes

RTD offers bus and rail transit service to DIA, Denver, and surrounding cities in Colorado.

**List-Servs:**
 These are mailing lists for various professional groupings within the Department, College,  or University

**Managing your lists:**

- You can manage your subscribed  listservs  by going to: https://lists.colorado.edu and log in with your IdentiKey.

- Navigating to the "Email List Manager" website link will allow you to search and subscribe to various listservs. You can also unsubscribe using this website.

- Once subscribed to the list, you can send emails to the list by using the name of the listserv @lists.colorado.edu

**Listservs you may consider joining:**

- **AdvisorNet**
  - o This listserv is for academic advisors or those associated/connected to advising on campus.
    advisornet@lists.colorado.edu

- **Registrar Network**
  - o This listserv is managed by the Registrar's Office and will allow you to receive their regular updates
    regnetwork@lists.colorado.edu

**Department-Specific Listservs to add:**

- Check in with your department to determine if you have department listservs you should join and how to join them.

- Additionally, check with your department to gain access to any department shared drives

**Graduate School listservs:  You may add yourself through the website: https://www.colorado.edu/graduateschool/faculty-and-staff (scroll to information and listservs)**

- **Graduate Program Assistant/Advisor Listserv (through the Graduate School)**
  This listserv is for Graduate Program Assistants campus-wide, maintained by the Graduate School. Crucial to receive communications, deadlines, new initiatives, etc

  gradprogasst@lists.colorado.edu

- **BAM listserv**
  This listserv is for staff members in departments with BAM programs

**Other information can be found here:**

https://lists.colorado.edu/sympa/help/user

# Contact Information for Key Personnel Across Campus

**The Graduate School**

https://www.colorado.edu/graduateschool/our-people
All efforts are made to keep this up to date, but staff changes do occur. Please see the link to the Graduate School website above for the most current and definitive staff appointments.

General e-mail addresses:

General Inquiries, Student Services
Gradinfo@colorado.edu | P:  303.492.8220
(General inquiries, updates to contact information, pre-check of theses or dissertations)

Funding Administration
Graduate.Fundadmin@colorado.edu
(Scholarship and Fellowship Payment Forms, Appointment Overload Petitions)

Graduate Contest
Graduate.Contest@colorado.edu
(Travel grant inquiries and proof of travel submission, Questions about graduate school competitive awards)

Graduate Admissions
Gradadm@colorado.edu
(Applicant questions regarding graduate application and admissions)

Graduate Student Forms
Graduate.school@colorado.edu
(SAF/COR spreadsheets, Leave of Absence and registration forms, Transfer of Credit forms, Academic Recovery Plans, other forms to be submitted electronically)

Graduate School Staff Members

Vacant, Survey Design and Assessment Analyst
- Management of Graduate School assessments, including development, implementation & reporting
- Ad hoc data analysis of assessment results
- Market Demand reports, Job Posting Analyses & Alumni Insight reporting
- Strategic planning of assessment & post hoc assessment action

Vacant, Director of Communication
- Issues management lead
- Media lead
- Communications to graduate students including CUBT graduate student edition
- Statements, nominations, speeches, and email communications to students, faculty, and staff for the dean of the Graduate School through CU system eComm and Marketing Cloud.
- Communications liaison with director of Advancement for the Graduate School.
- Website editor

Leslie Blood, Director of Graduate Community and Professional Development
Leslie.Blood@colorado.edu | P: 303.492-6048
- Runs weekly graduate writing seminars and annual dissertation writing retreats
- Leads weekly writing support workshops
- Meets one-on-one with dissertators to conceptualize dissertation calendars
- Point person for all graduate writing support
- Serves as liaison to Writing Center
- Creates new professional development programming
- Researches/writes/presents on habits, habit formation and accountability groups
- Meets one-on-one with departments to present custom writing workshops for students
- Oversees the Graduate Peer Mentoring program and work on developing further mentoring programs

Ginny Borst McNellis, Assistant Dean
Ginny.McNellist@colorado.edu | P:
- Academic rules and policies for graduate students
- Oversight of Dean's office academic student services
- Curricular affairs and review and coordination of new graduate degree program and certificate program proposals
- Concurrent bachelor's/master's, BAM, internal and international dual degree policies and proposals
- Graduate Faculty Appointment policies and processes
- Degree award and thesis submission policies
- Grievance related issues

Cori Fagan, Student Services Professional
cori.fagan@colorado.edu | P: 303-492-2268

- Provide information on Graduate School rules, policies, and procedures along with direction to university resources
- Review of student forms and requests including admission to candidacy, transfer of credit, registration actions, examination and committee review, time limit and extension requests etc.
- Oversight and support to thesis and dissertation and graduation processes including pre-checks and final submission review, coordination of degree award etc.
- Review academic standing and work directly with academic programs and students
- Provide general advising and resources to graduate students, staff, and faculty

Maizy Faithfull, Director of Finance and Administration
Maizy.faithfull@colorado.edu | P: 303.492.8269
- Manages Dean of the Graduate School funding commitments
- Manages Graduate School budgetary and financial activities
- Provides financial and administrative oversight for centers and programs that report to the Graduate School (including approval and routing of faculty director offer letters)
- Coordinates with Graduate School centers, and programs for campus-wide financial reports and projects (merit rosters, UNP reporting, cash carry-forward, etc.)
- Provides financial and administrative oversight for professional graduate programs that report to the Graduate School (including approval and routing of offer letters for lecturers, instructors, and faculty)
- Serves as the Faculty Affairs liaison and HR liaison for the Graduate School
- Provides budgetary review and guidance for new professional graduate certificate and degree programs

Robert Garelick, Managing Senior Director of Development
Robert.Garelick@Colorado.EDU |
- Partner with the Dean to raise major gift funds for the Graduate School
- Manage personal solicitation process for alumni and friends of the school

Hailey Herman, Graduate Program Manager
hailey.herman@colorado.edu | P:
- Work with the Director of Communications to promote and advertise professional development offerings
- Disseminate information regarding the Graduate School's various programs, presentations and orientations in conjunction with the Director of Graduate Community and Professional Development
- Represent the GS at events such as tabling, attendance at workshops or other related events
- Manage logistics for all writing support events and seminars, including venue arrangement, catering, etc.
- Liaison to Counseling and Psychiatric Services (CAPS), the Office of Institutional Equity and Compliance (OIEC), the Center for Inclusion and Social Change, and the McNair Program

Alexa Holland-Plum, Student Services Assistant
alexa.holland-plum@colorado.edu | P: 303.492-8220
- Front line office support for Graduate Student Services Office
- Provide information on Graduate School rules, policies, and procedures
- Admission to candidacy and graduation requirements

- Thesis and dissertation format and submission
- Assist with processing graduate student paperwork
- Support Graduate School staff with unit-wide events, ad hoc projects, etc.

Loren Hough, Faculty Director for DEI
Loren.Hough@colorado.edu | P:
- Coordinate activities with other DEI campus leadership
- Support departmental diversit recruitment efforts
- Community building among diverse identity groups
- Support retention efforts for underrepresented students
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Allison Metzger, Graduate Admissions and Fellowships Manager
Allison.metzger@colorado.edu | P:  303.735.8648
- Admission application support
- Approval of UF forms
- Scheduling assistance for Sr. Assistant Dean
- Event management and coordination

Gretchen O'Connell, Senior Assistant Dean
Gretchen.Oconnell@colorado.edu | P:  303.492.6143
- Student faculty and fellowships policies and procedures
- Graduate admissions policies and procedures
- Professional development
- New student orientation
- Graduate student climate and support
- Graduate School fellowship funds

Jen Shurley, Admissions and Student Services Professional
Jennifer.Shurley@colorado.edu
- Admission application/Slate support
- Serve as first point of contact for BAM, Dual, and B3 program staff and students
- Review student requests and forms for students in special programs, including  candidacy, BAM admission and continuation forms, academic standing review etc.
- Review requests for regular/provisional admission
- Maintenance of student records and milestones
- Support to thesis and dissertation and graduation processes including pre-checks and final submission review, degree award etc.
- Support Graduate School staff with unit-wide events, ad hoc projects, etc.

Patty A. K. Stanfield, Director of Graduate Funding & Admissions
Patricia.stanfield@colorado.edu | P:  303.492.5297
- Oversight of online graduate application
- Slate training and troubleshooting
- Graduate admissions website
- Graduate School Grants and Fellowships
- Application inquiries and issues
- Approving authority for OTPs for student faculty
- Coordinating Official for NSF Graduate Research Fellows

- Exceptions to graduate school policies for student faculty appointments

William Tarantino, Finance and Administration Manager
william.tarantino@colorado.edu  | P: 303.264.7357
- Assists Director of Finance & Administration with Graduate School financial and HR activities
- Manages financial and administrative work for centers that report to the Graduate School (including approval and routing of faculty director offer letters)
- Coordinates with Graduate School centers on campus-wide financial reports and projects (merit rosters, UNP reporting, cash carry-forward, etc.)
- Serves as the HR liaison for the Graduate School centers
- Assists Director of Graduate Admissions and Fellowships in managing externally funded fellowships
- Provides financial and admin support for externally funded fellowships, including coordination with campus stakeholders and funding agencies, HR processing and tracking, and financial reconciliation and reporting
- Serves as support and contact for questions and concerns on these fellowships from faculty, staff and students


## Office of the Registrar

https://www.colorado.edu/registrar/
General Registration Information, 303-492-6970
Academic Room Scheduling/CUSIS Course Inventory, 303-492-6619

**Tuition Classification:**
General contact:  tuitclass@colorado.edu , 303-492-0907

**Academic Scheduling:**

General contact: academicscheduling@colorado.edu

Trina Hicks (Catherine.hicks@colorado.edu)
Assistant Registrar, Academic Scheduling


Sarah Yurgealitis (sarah.yurgealitis@colorado.edu)
Scheduling and Curriculum Coordinator

**Degree Audit:**

General contact: degreeaudit@colorado.edu

Amelia Jackson (amelia.r.jackson@colorado.edu)
Assistant Registrar, Degree Audit

Rachel R. Howell (Rachel.Howell@Colorado.EDU)
Degree Audit Analyst

**Diversity Resources**

**Office of Diversity, Equity & Community Engagement (odece@colorado.edu)**
Barbara Kraus (Barbara.kraus@colorado.edu)
Director of Colorado Diversity Initiative

**Graduate School**
Loren Hough (loren.hough@colorado.edu)
Director of Equity, Access, and Inclusion
Associate Professor of Physics

**Engineering:**
Tanya Ennis (tanya.ennis@colorado.edu)
Director of the BOLD Center

Amy Moreno (amy.moreno@colorado.edu)
Director of Inclusive Culture

**Financial Questions**

**General funding**
https://www.colorado.edu/graduateschool/graduate-student-funding

Financial Aid
https://www.colorado.edu/financialaid/
financialaid@colorado.edu

**Bursar's Office**
General Billing Information, 303-735-6239
https://www.colorado.edu/bursar/

**Student Support Resources (See part F below)**

**Other Key University Resources**

**Center for Teaching and Learning**

*helps graduate students and postdoctoral scholars perform effectively as graduate teaching assistants (TAs) and graduate part-time instructors (GPTIs), while at the same time helping them develop skills to serve in the professoriate once they attain their graduate degrees.*
*https://www.colorado.edu/center/teaching-learning/*
ctl@colorado.edu
 303-492-4902

**Disability Services**
303-492-8671
dsinfo@colorado.edu
https://www.colorado.edu/disabilityservices/
University of Colorado Boulder
N200 Center for Community
107 UCB
Boulder, CO 80309-0107

**Graduate and Professional Student Government (GPSG)**
represents graduate and professional students at the University of Colorado Boulder. They work with the graduate school to promote initiatives that benefit their academic, professional and socioeconomic well-being.
https://www.colorado.edu/gpsg/
gpsg@colorado.edu

**Graduate Student and Family Housing Information:**
New students can find housing information (on and off-campus) here:
https://www.colorado.edu/graduateschool/admissions/admitted-students/housing

**International Student and Scholar Services**
https://www.colorado.edu/isss/ 303-492-8057

**New Student and Family Programs**
*The campus resource for new students and families as they begin their journey at CU Boulder, They also coordinate the new student orientation each fall and spring,*
https://www.colorado.edu/orientation/
Center for Community, Suite S342
Call or Text: 303-492-4431
Email: welcome@colorado.edu

Office of Institutional Equity and Compliance (cureport@colorado.edu)
For reporting of violation/concerns over three university policies: Discrimination and Harassment; Sexual Misconduct, Intimate Partner Abuse and Stalking; and Conflict of Interest in Cases of Amorous Relationships.
303-492-2127

**Office of International Education**
www.colorado.edu/oie/ 303-492-6016
www.colorado.edu/oie/isss 303-492-8057 (International Student and Scholar Services)

**Strategic Relations and Communications (Admissions Marketing)**
Jennifer Kirschke
Senior Assistant Director
Admissions Marketing
jennifer.kirschke@colorado.edu
303-735-6718

## Helpful Links for Students

Additional resources and information of relevance to prospective and current graduate students can be found at:
• University Home Page: https://www.colorado.edu
• Graduate School: https://www.colorado.edu/graduateschool
• Buff OneCard: https://www.colorado.edu/buffonecard/
• Bursar's Office: https://www.colorado.edu/bursar/
• Campus Policies: https://www.colorado.edu/policies/
• Graduate School Catalog: https://catalog.colorado.edu/graduate/
• Medical Services: https://www.colorado.edu/healthcenter/
• Office of Information Technology: https://oit.colorado.edu
• Office of Institutional Equity and Compliance: https://www.colorado.edu/oiec/
• Office of the Registrar: https://www.colorado.edu/registrar/
• Parking and Transportation: https://www.colorado.edu/pts/
• Recreation Services: https://www.colorado.edu/recreation/
• Athletics: https://cubuffs.com
• Local News: https://www.dailycamera.com
• Elevations Credit Union: https://www.elevationscu.com
• Regional Transportation District (RTD): https://www.rtd-denver.com

# 2. The Calendar

The University Academic Calendar is the main resource for important dates and deadlines for all things related to course registration, add/drop, withdrawing, financial aid, Colorado Opportunity Fund, tuition and bill due dates, and requirement documentation. We encourage you to review this calendar and bookmark the page so you can remind students of important regular dates such as Add/Drop, tuition and bills, and course registration.

## Spring Term (Begins mid- January)

### January
- Call for nominations for the Chancellor's Fellowship go out
- Call for nominations for the Graduate Part Time Instructor Teaching Excellence Awards (after start of classes, spring and AY nominations only)
- Call for nominations for the Summer Fellowships

- Final deadline for upcoming fall course proposals/updates

## February
- BAM students planning to earn bachelor's degree in *Spring*- apply to graduate with bachelor's degree and fill out master's continuation form and supplement form
- Generally speaking, interview weekends and recruiting weekends for Fall entry are done in February and early March.
- Call for nominations for the Carol B. Lynch Fellowship

## March

- *Spring masters and doctoral graduates*: apply to graduate and meet early graduation deadlines
- BAM students planning to earn bachelor's degree in *Summer*- apply to graduate with bachelor's degree and fill out master's continuation form and supplement form
- Book hotels for *next* year's recruitment weekend or interview weekend, generally book this 10-12 months out to make sure you have accommodations well in advance
- Remind students of the Graduate School Travel Grant application (open mid-March) for travel occurring from May-August

## April

- *Spring masters and doctoral graduates*: meet defense, exam, and thesis submission deadlines
- Prepare updates to your admission application (requirements, deadlines, additional questions, etc.) to submit to the Graduate School

## May

- Updates for next application cycle are due
- Ensure that new faculty/instructors teaching graduate level courses for the upcoming term have appropriate Graduate Faculty Appointments
- Degrees are awarded for the spring commencement date. There is a large university-wide ceremony, and many programs or colleges hold their own. Students whose degrees were/will be awarded during the academic year (preceding fall and upcoming summer) may participate in the May ceremony.
- Complete all applications decisions, including those on the waitlist

## Summer Term (Maymester through Augmester)

## June
- *Summer masters and doctoral graduates*: apply to graduate and meet early graduation deadlines
- Reach out to incoming students to be sure they know of your orientation dates (do this early so students can plan flights, leases, etc)
- Work on setting up departmental funding for students for Fall

- Remember that the Slate application is closed for edits/rebuilding to prep for the upcoming application cycle

## July

- *Summer masters and doctoral graduates*: meet defense, exam, and thesis submission deadlines
- Next application cycle opens (generally mid-month)
- Priority deadline for upcoming spring course proposals/updates
- Work on setting up departmental funding for students for Fall
- Remind students of the Graduate School Travel Grant application (open mid-July) for travel occurring from September-December

## August

- New Student Orientation, generally the Monday/Tuesday before the start of classes. Be sure to check with the Graduate School so your orientation does not interfere with the university-wide orientation
- First paycheck for incoming students is at the end of August. This will be a partial payment (as it is not for the full month)
- Ensure that new faculty/instructors teaching graduate level courses for the upcoming term have appropriate Graduate Faculty Appointments
- Degrees are awarded for the summer commencement date.  There is no university-wide ceremony, but many programs or colleges hold their own.
- Call for nominations for the Graduate Part Time Instructor Teaching Excellence Awards (after start of classes, fall and AY nominations only)

## Fall Term (begins late August)

## September

- how to apply for the NSF GRFP grant workshop (GS sponsored)
- Students are able to apply for Beverly Sears and Cynthia Schultz Small Grants through the Graduate School
- Students are able to apply for Dissertation Completion Fellowships through the Graduate School
- Priority deadline for upcoming summer course proposals/updates
- Check and prepare for final deadline (October 1) for upcoming spring course proposals/updates

## October
- *Fall masters and doctoral graduates*: apply to graduate and meet early graduation deadlines
- Final deadline for upcoming spring course proposals/updates
- Deadline to submit catalog workflow updates
- NSF application deadline is generally in the 2nd or 3rd week of October depending on discipline
- BAM students planning to earn bachelor's degree in *Fall*- apply to graduate with bachelor's degree and fill out master's continuation form and supplement form

- Mid-month Fall Graduate Admissions Meeting
- Students are able to apply for the Figueroa Family Fellowship
- University Fellowships and Recruitment applications will be open with the graduate school for the upcoming academic year and spring, respectively - they will be due in November and are required to receive that funding for you department

## November
- *Fall masters and doctoral graduates*: meet defense, exam, and thesis submission deadlines
- Remind students of the Graduate School Travel Grant application (open mid-November) for travel occurring from January-April
- Priority deadline for upcoming fall course proposals/updates
- Check and prepare for final deadline (December 1) for upcoming summer course proposals/updates

## December
- Generally speaking, deadlines for PhD programs for Fall term tend to be December 1st or December 15th, you will see a bump in email at this time. A helpful best practice is to schedule set times to answer prospective student email in your calendar. (i.e: MWF from 9 AM - 10:30 AM I will answer prospective student email). This helps deal with the volume and to make sure you have enough time to respond.
- Final deadline for upcoming summer course proposals/updates
- Ensure that new faculty/instructors teaching graduate level courses for the upcoming term have appropriate Graduate Faculty Appointments
- Degrees are awarded for the fall commencement date. There is no university-wide ceremony, but many programs or colleges hold their own.
- Deadline for final departmental review of catalog updates
- Check and prepare for final deadline (January 15) for upcoming fall course proposals/updates

# 3. University Systems

## Slate

Slate is the application system used by CU Boulder. This system is a complete CRM and is used for all aspects of the application process - identifying and marketing to leads/prospects, RFI form creation and management, event creation and management, and all admission application creation, submissions and review processes. This is the entry point for all future CU students - once an application is submitted, this system is integrated with CU-SIS and generates a student ID number for the applicant. This is the system that must be used for all admissions reviews and communications. In order to gain access, you must attend a training session offered by the Graduate School. For further information on this system, trainings, and its use, please see the Admissions section.

## Campus Solutions/CU-SIS

Campus Solutions is the Database of Campus Community, Financial Aid, Student Financials (including Nelnet) and Student Records information. Campus Solutions is part of CU-SIS, though the terms are often used interchangeably. New CU Boulder employees who need access to any CU-SIS component must complete the required training and then submit a request to the CU-SIS Campus Security Coordinator

using the appropriate method. Be sure to reference your role as a graduate program assistant in the job functions box when making the request, so that the appropriate template can be applied.  It can also be helpful to reference your predecessor, as some access can be mirrored if your unit or college had specific access.  Information can be found on the Office of the Registrar website.

Two courses are required through Skillsoft to gain access, and give a general overview of the system. This quick reference guide explains many of the codes used in the system, including term codes, institution/career/program.  It also explains some of the most frequently used screens in the system.

In particular, you will want to become familiar with:

Student Services Center Admin view:  the best way to start a search for information.
  ● Student Center Tab mirrors student's view (shows holds, academics, finances, enrollment time, advisor, and personal information)
  ● Academics Tab is administrative program/plan overview (shows institution, career, and program, plus term summaries including classes, grades, and GPA

Review the guide for additional information on reviewing personal information, adding/dropping classes, checking enrollment and advisor information etc.


# OnBase

CU uses the OnBase document system  mainly to store certain student records.  Certain processes also utilize OnBase as a workflow tool.  You will be using the service in part to retrieve student records through Campus Solutions.  This reference guide explains the process. A number of forms and workflow processes also utilize OnBase (including BAM forms, candidacy forms, and Leave of Absence), and individual instructions and admin guides are available on the Graduate School website.  See individual processes throughout this guide for more information.

Detailed information and training is available on the University Information Systems website, including ways to access the platform and user guides.


# CU Data reporting

If you're a CU faculty or staff member in need of specific student data to carry out your assigned educational or administrative responsibilities, you can run an existing report or submit  a request for student data. Information can be found on the Office of the Registrar website.  CU Data is accessed through the My CU Info  database, and a step by step guide is available.

# Part C: Admissions

## 4. Admissions Procedures

### Overview

Graduate admission season is generally the busiest time of the year for a Graduate Program Advisor. In most cases the GPA coordinates the admissions process, from answering student questions about the program to coordinating the admissions committee meetings and review assignments, to manually admitting or rejecting students after they have been reviewed in Slate.

In most cases graduate admissions decisions are made by a committee composed of the Graduate Program Chair, the graduate advisors, and faculty from the department or program. When making admissions decisions this committee conducts a holistic review of all application materials, including the completed application form, statements of purpose, Grade Point Averages (GPAs) from prior undergraduate and graduate courses, transcripts, scores from the general Graduate Record Examination (GRE) if required, prior job and research experience, and recommendations from individuals who have had an opportunity to observe the ability and previous performance of the applicant.

You will want to coordinate with your Graduate Program Chair/Faculty director about expectations surrounding the admissions season. Updates to the application itself happen in late spring each year - all decisions about requirements, deadline dates, and any other changes to the application will need to be sent to the Graduate School by their set deadline to ensure they are reflected in the upcoming admission cycle. If you do not get the updates submitted in time, your application opening will be delayed.

### Basics:

1. All GPAs should go through Slate training. This should be done in person by appointment with Patty Stanfield (Patricia.stanfield@Colorado.edu) or Allison Metzger (allison.metzger@colorado.edu). In addition, the Slate Guide is a comprehensive reference on admissions processes and using Slate - be sure you read this document before your training session. If you have any questions about procedures, please contact Patty or Allison before proceeding.

2. In addition to the main Slate Guide, there are several quick reference manuals (for Deny and Admit decisions), a quick overview of the process, as well as a walkthrough video and a guide for Faculty Reviewers (focused on using the Reader function for review).

3. If your department does an "admissions weekend" or "recruitment weekend" of prospective or admitted students, the dates of the event should be planned well in advance. Rooms should be

booked well in advance (it is best to book a year in advance). Local hotels in close proximity to campus will book up fast. There are several hotels that have been patronized previously with success, including:

    a.  Homewood Suites by Hilton
        Website: https://www.hilton.com/en/hotels/boucohw-homewood-suites-boulder/
        Phone: (303) 499-9922
        Address: 4950 Baseline Rd, Boulder, CO 80303

    b.  Millennium Boulder
        Website: https://www.millenniumhotels.com
        Phone: (303) 443-3850
        Address: 1345 28th Street, Boulder, CO

The Procurement Service Center at CU Boulder has also identified a list of preferred hotels in Boulder:

        https://www.cu.edu/psc/travel/preferred-hotel-program

4.  It is often in the best interest of departments and programs for admissions committee members to undergo Unconscious Bias training. This is offered through the Graduate School. This can help ensure that your review process is equitable and keeps an eye on diversity and holistic application review.

**Travel arrangements**
Travel arrangements for students can be booked through the University's travel management company, **Christopherson Business Travel (CBT).** There is a $20 service fee when booking airfare through CBT.

- Toll Free Phone: 1.855.462.8885
- Local Phone: 303.694.8744
- Email: cutravel@cbtravel.com
- After Hours: 1.800.954.0023 - Reference ID code VP-JOO *(the letter O, not zero)*

## Graduate School Admissions Staff
**Applicant Inquiries: gradadm@colorado.edu**

**Contacts for online application or system inquires, or any Slate questions:**
Patty A. K. Stanfield, (Patricia.stanfield@Colorado.EDU) Director of Graduate Funding & Admissions, 303-492-5297

Allison Metzger (allison.metzger@colorado.edu) Graduate Admissions and Fellowships Manager, 303-735-8648
Note: Please email Allison or Patty directly with questions rather than gradadm@colorado.edu which is set up for applicant support.

**Admissions Office - Graduate Processing Liaisons**
**DOMESTIC APPLICANTS gradprocessing@colorado.edu**

Chris Griffith, Graduate Operations Manager [christopher.griffith@colorado.edu](mailto:christopher.griffith@colorado.edu)

**INTERNATIONAL APPLICANTS [intlgrad@colorado.edu](mailto:intlgrad@colorado.edu)**
Mike Brown 303-492-2446 [brian.a.brown@colorado.edu](mailto:brian.a.brown@colorado.edu)

**Systems Security/Access & Test Scores (GMAT & GRE downloads)**
Doug Ramsburg 303-492-2457 [douglas.ramsburg@colorado.edu](mailto:douglas.ramsburg@colorado.edu)

**Registrar's Office**
General Registration Information, 303-492-6970
Academic Room Scheduling/CUSIS Course Inventory, 303-492-6619
Tuition Classification, [tuitclass@colorado.edu](mailto:tuitclass@colorado.edu) , 303-492-0907

**Bursar's Office**
General Billing Information, 303-735-6239

**Office of International Education**
www.colorado.edu/oie/ 303-492-6016
www.colorado.edu/oie/isss 303-492-8057 (International Student and Scholar Services)

# Admissions Roles & Responsibilities

**The Graduate School**
- Setting policies and minimum admissions standards for applicants admitted to graduate programs
- Approving provisional admissions and other exceptions to policy or standards
- Provide application submission advice to Project 1000 and McNair scholars, and process fee waivers
- Updating the graduate application materials in conjunction with the Office of Admissions and departments
- Maintaining the online application system
- Maintaining the Graduate School Admissions website
- Updating the Graduate Prospective Student websites on an annual basis with changes provided by the departments
- Creating and distributing general campus information applicable to graduate applicants
- Process Criminal History and Suspension/Expulsion forms, both pre- and post-admit
- Provide policy and procedure training and documentation for Graduate School policies and Application System software and tools
- Assist Graduate Program Assistants (staff) and Faculty with acquiring access to Application System Tools
- Provide training on using systems and tools associated with the application to department staff
- Helping staff troubleshoot issues with the tools and systems
- Provide assistance to applicants who have questions about the functionality of the on-line application system

**Graduate Admissions Processing Team**
- Receive and upload to Slate all application support material
- Update applicant checklists in Slate
- Update applicant status in Slate

- Make any necessary changes to application term, program, or plan as requested by the applicant and/or department
- Post admission decision processing
- Maintaining official university records in Slate and CUSIS for admitted students through the admission process and transferring records for those who matriculate to the Registrar's Office
- Generate Official Admissions email with instructions about how applicants can confirm intent to enroll and provide confirmation deposit information
- Canceling admissions at the applicant's or department's request
- Setting suggested admissions deadlines (i.e. Spring – October 1, Summer & Fall – December 1)
- Pre-admission materials evaluation for applicants (International)
- Post-admission credential evaluation (International)
- Evaluating foreign credentials submitted by international applicants for some departments
- Monitoring minimum TOEFL scores of admitted international students for English proficiency (International)
- Confirm TOEFL & financial support of admitted international students who need F-1/J-1 visa/status (International)
- Issuing immigration documents, specifically for the F-1 visa (International)
- Complying with SEVIS regulations as they apply to newly admitted international students (International)

**Departments**
- Work with Graduate School staff to ensure information on their site is up to date and accurate. The Program tiles on the Graduate School website are managed by the Graduate School, providing a link to your department, deadlines, and your departmental contact information. It is the responsibility of each department to make sure all information contained on these tiles is accurate and matches the information on their own website pages.
- Maintain Department website with information for prospective applicants:
  - o State the department's minimum qualifications, deadlines (which must match the actual application deadline in Slate which is listed on the Graduate School's deadlines page), deadlines for equal consideration, and special requirements clearly in all documentation, responses, and websites.
  - o Provide a clear statement about your department or program's ability to provide financial support. Refer to the Graduate School web site to provide additional information and sources for funding. https://www.colorado.edu/graduateschool/graduate-student-funding
  - o Assure prospective students that they have received complete information by putting your brochures and other materials in PDF files or outlining the steps a prospect should complete in acquiring information.
  - o Be aware that there are campus web policies and style guides and that all material should comply with these policies. See https://www.colorado.edu/brand/.
- Communicate with prospective applicants and students regarding department requirements and admissions processes.
- Manage the faculty review process and timeline. Be aware that application processing takes 2-4 weeks after your deadline to complete (for domestic and international applications, respectively), and plan your timeline accordingly.
- Communicate any changes to an applicant's application to Graduate Admissions Processors. For example, term changes, deferral requests, or waiving a missing letter of recommendation.
- Notify applicants of acceptance or refusal to the department in a timely manner.
- All applicants must receive a decision, whether they are accepted or denied - **no exceptions**.

- Set application deadlines for domestic and international applicants (when setting deadlines, keep in mind that domestic applications generally take at least 2 weeks to process, and international applications take at least 4 weeks to process before they are ready to review).
- Each graduate department is responsible for setting its own policies and procedures for processing domestic applications, evaluating applicant files, making acceptance/refusal decisions, forwarding transcripts or any applicant materials you receive to the Graduate Admissions Processors or International Admissions for final admissions assessment, and communicating/troubleshooting admissions issues with their assigned Graduate Admissions Processor and Graduate Admissions.
- Communicate clearly and promptly with prospective students, applicants, and admitted students.
- Responsible for providing application-related information to all applicants or helping them find the information in their portal. Applicants should not be referred to the Graduate School or the Graduate Admissions Processor to receive their application status, as it is available online at https://grad.apply.colorado.edu/apply/status.
- Accept or deny students admission to a graduate program based on academic qualifications and a holistic review of their entire application.
- Award departmental financial aid (fellowships, TA or RA appointments) using the provided templates https://www.colorado.edu/graduateschool/faculty-and-staff .
- Work with applicants or students to resolve holds placed on their account.

## Admissions Terms and Definitions

**Admissions Stops**

If official transcripts, degrees, or credentials are still missing by census date for the term of admission, an admissions stop will be placed on that student's record, preventing registration for future semesters. By the time the hold is applied, the student has been notified (unless they were a very late admit) at least once and in most cases twice, that the missing credentials are still outstanding. To resolve the stop, the items must be submitted.

**Application Fee**

Graduate application fees:
- Are non-refundable unless the payment was duplicated in error. In that case refunds will be processed by the Graduate School, please contact allison.metzger@colorado.edu.
- $60 – domestic applicants, $80 – international applicants
- Can be paid by the department on behalf of the applicant.
  a) If the department chooses to pay the fee on behalf of the applicant, you may transfer funds from your general fund speedtype, into the appropriate application fee account (see next page for account numbers). This is an unallowable cost on a sponsored project. Contact allison.metzger@colorado.edu to request this transfer, and include the student's name, whether they are a domestic or an international applicant, and the speedtype you wish to use to pay for the fee.

Graduate application fees are not required if:
- A graduate student is going from one graduate degree level to another in the same department without a break in their education (summer does not count as a break). This includes Master's to Doctoral as well as Doctoral to Masters. Submit the completed Graduate Program Change/Addition/Discontinuation Form to the Registrar's office via password-protected email

attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101. The student should NOT submit a new graduate application for admission.
- A graduate student is readmitted and is returning to the same graduate degree program at the same level (i.e. master's or doctoral). Readmits should NOT fill out the online application and instead should be instructed to fill out the readmit application (https://grad.apply.colorado.edu/register/readmit).

**Waivers – The Graduate School does not grant application fee waivers, with the exception of (list may not be complete so check GS site):**

- **AmeriCorps Volunteers** Any applicant who is a currently active AmeriCorps volunteer may request a fee waiver.
- **Black in AI (BAI)**
- **Building Infrastructure Leading to Diversity (BUILD) Initiative**
- **Gates Millennium Scholars**
- **Leadership Alliance**
- **Louis-Stokes Alliance for Minority Participation (LSAMP)**
- **McNair applicants** The McNair Scholars Program is an academic enrichment, graduate school preparation initiative. This intensive academic honors program places emphasis on undergraduate research with the goal of preparing students to earn a Ph.D. Students who are selected are expected to represent themselves as worthy recipients of the designation. Generally speaking, students who are admitted to participate are supported through graduation from college and placement into a program of graduate study. Participation in the program is typically divided into two components: academic year internships and summer research fellowships.
- **Mellon Mays Undergraduate Fellowship Program**
- **Minority Access to Research Careers (MARC) Scholar Program**
- **Peace Corps Volunteers** Any applicant who is a currently active Peace Corps volunteer may request a fee waiver.
- **Project 1000 applicants http://mati.eas.asu.edu/p1000/**
  Project 1000 is a national program which assists underrepresented students in applying to graduate school. Many institutions participate in the program, and students may apply to up to 7 of these institutions, including CU Boulder, by using the Project 1000 application. The application and supporting documents are sent directly to Project 1000. When the application is complete, Project 1000 sends the completed application to the department to which the student wishes to apply. Admissions decisions are made by the academic departments, and the admissions paperwork is then sent to the admissions office.
- **Postbaccalaureate Research Education Program (PREP)**
- **SMART**
- **Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)**
- **Teach for America**
- **Undocumented** and/or **Deferred Action for Childhood Arrivals (DACA)** beneficiaries may contact gradadm@colorado.edu to inquire about possible fee waivers.
- **Military members** All active duty U.S. military, veterans, those who have previously served, those in the National Guard, and those on Active Reserve will automatically have their application fee waived.

*All applicants seeking fee waivers will need to contact [gradadm@colorado.edu](mailto:gradadm@colorado.edu) with 'proof of affiliation', with the exception of military members, who will receive an automatic fee waiver. They should do so as soon as they start the application and before the application is submitted.*

**Application Status Inquiries**
Departments are responsible for answering applicant inquiries and providing application status information to their department's applicants. Applicants are encouraged to check the status of their application on their application status page: [https://grad.apply.colorado.edu/apply/status](https://grad.apply.colorado.edu/apply/status). This is where applicants can login and check the status of their application and what materials have been received or are still outstanding. Once admissions decisions are made and released, admitted applicants will be able to review their updated status page to see their decision letter, confirm their intent to enroll, and pay their $200 confirmation deposit online. Students use the same login credentials as for the application.

Applicants *should not* be referred to the Graduate School or the Graduate Admissions Team to answer inquiries about missing materials or to receive their application status.

**Cancellations**
Applicants who have been accepted by a department can decline a department's offer of admission online in the portal at [https://grad.apply.colorado.edu/apply/status](https://grad.apply.colorado.edu/apply/status). If the applicant contacts you directly, notify your graduate processing liaison and they will change the status of the application in Slate.

Admitted and confirmed applicants must cancel their intent to enroll in writing to the department, note that enrollment deposits are non-refundable.

Copies of the applicants' correspondence should be attached in an email sent to the department's graduate processing liaison who will change the status and attach the correspondence to the applicants' account.

**Checklists**
Application checklists are created automatically in Slate when an applicant submits their application. Checklist items consist of:

- Application Fee
- Required Official Test scores
- Letters of Recommendation
- Unofficial Transcripts
- Department-specific required documents (if applicable)

Applicant checklist items will be updated by a graduate processing liaison as information arrives. The checklist information will be displayed to the applicant on their status page, [https://grad.apply.colorado.edu/apply/status](https://grad.apply.colorado.edu/apply/status), where it can be checked in real time. Note, it can take 1-2 weeks for newly received items to be processed by the processing teams, so there may be a delay in the checklist update.

**Conditional Admissions**
Applicants who do not meet *departmental* standards of admission may be admitted conditionally by the department and then monitored for compliance at the department level. There is no notation for a conditionally admitted applicant and the Graduate School is not involved. The department should notify the student when their conditions have been met.

**Confirmation deposit**

The $200 confirmation deposit is always required. Applicants can pay the confirmation deposit and confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status after being admitted.

- The confirmation deposit cannot be waived. Contact Admissions with any questions or extenuating circumstances.
- The confirmation deposit should not be paid for by the department.
- Continuing students (those moving from one program to another without a break) do not need to pay another confirmation deposit.
- The confirmation deposit is non-refundable, except when a person finishes their program - after graduation, they will be credited the $200.

**Deadlines & Dates**

- **Application Deadlines** - Each department sets the deadlines for applicants with guidance from the Graduate School. The posted deadlines cannot be easily changed within the application system, so be sure you are taking into account the departmental review timeline when these are set. When setting deadlines, keep in mind that domestic applications generally take at least 2 weeks to process, and international applications take at least 4 weeks to process before they are ready to review. Departments may have two different deadlines for international and domestic applicants, and t it is recommended that the international deadline is at least 2 weeks before the domestic to ensure that all applications will be ready for review at around the same time.
- **Extensions** – Deadline extensions are done manually on an individual case-by-case basis when requested by the department. Contact Allison Metzger to request an extension.
- **Department Admissions Decision Deadlines** - Departments have varying methods for making decisions about admission to graduate programs. Some have a single deadline and make all their decisions at one meeting. Others have rolling admissions and/or multiple meetings when decisions are made. The GPA is generally expected to keep track of where applicants are in the process, where materials are while being routed to faculty, and when decisions are made.
- **Census Date** – The day after the official drop/add class date. These dates change every year, and can be found on the Registrar's website.
- **Confirmation Deadlines** – The deadline whereby an applicant confirms their acceptance to the department's offer of admission. Applicants should be encouraged to confirm online through the graduate portal, https://grad.apply.colorado.edu/apply/status. We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support CANNOT expect an answer from their admitted applicants before April 15th.
- **The standard confirmation deadline dates are**: spring-December 15, summer-May 1, fall-June 15. If your department wants to use an earlier date, you should communicate that clearly in your letter of acceptance.

**Deficiencies (admitted with)**

This occurs when an applicant is identified as having deficiencies in their academic background such as missing coursework. In these situations, the department usually requires specific coursework to be completed by the student within a set period of time. The Graduate School is not involved in this process.

**Dual Degree**

If a new applicant intends to complete a dual degree, the applicant must apply to and be accepted by each department. The applicant will then be contacted by admissions to choose which of the two departments

they wish to be admitted to first. After the student has matriculated, the GPA of the second department should complete the Graduate Program Change/Addition/Discontinuation Form to add the second program, and submit it to the Office of the Registrar via password-protected email attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.

**External Database Usage Policy**
**\*The use of external databases is <u>highly discouraged</u> – all application review should occur within Slate. Even if an external database is used, decisions MUST be posted in Slate.\***
Departments sometimes use databases – which must be approved by the Registrar to prevent critical data loss and/or security breaches - to track documents within the department. Slate is the system of record and should be used to evaluate your application pool. If you have questions about customizations in Slate to help it better suit the processes of your department, please contact Patty Stanfield first before even thinking about resorting to an external database.

The department understands and acknowledges that the data they have been granted access is protected under Federal Family Educational Rights and Privacy Act (FERPA) regulations, Colorado state privacy breach law (CRS §6-1-716), and University security policy (https://www.cu.edu/ois/policies-and-resources). Departments shall seek guidance from the campus IT Security Office regarding how to protect data in compliance with the campus private data security standard. It is the responsibility of the department to ensure that security requirements are implemented including:

a) All faculty and staff who receive access to graduate applications must have completed the University
   information security and privacy training.
b) All systems which store private data meet minimum security standards including keeping both application and operating system software up to date and maintaining current client security software.
c) Access to systems storing data are password protected and usernames/password combinations are unique to each user.
d) Data is protected from unauthorized physical access by ensuring that physical copies of data are not left in plain sight, information is not displayed when not in use, and devices storing data are in a secure physical location when not in use.
e) Data is transferred using secure mechanisms.
f) Data is encrypted when stored on workstations, mobile devices, or external storage devices.
g) Data will not be transferred to a non-University owned and managed computer system.

The department understands that should data be exposed the department will be responsible for costs related to the incident including forensics investigation and notification to the individuals whose privacy may have been violated. The department shall promptly notify the campus IT Security Office should the department have cause to believe that the data has been exposed or if the system storing data may have been compromised. Once the IT Security Office has been notified the department must wait for further instruction.

For assistance with data security contact the IT Security Office (ITSO) by e-mail security@colorado.edu

**Intent to Enroll**

Applicants can pay the $200 confirmation deposit and confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status after they are admitted.

**Letters of Recommendation**

In the online application, a system-generated letter of recommendation email request is sent to the letter writers/recommenders. Applicants provide the email contact information in the application, and these are sent out when they hit 'send to recommender.' This may be done before the application is submitted, but if they do not hit 'send to recommender' then the emails will be sent upon application submission.

- The applicant receives an email notification when recommenders have submitted a letter of recommendation on their behalf.
- Applicants can send 'reminders' to their recommenders either from the application (if not yet submitted) or from their status page.

For your reference and convenience, the scale used on this form by recommenders is:
Outstanding = top 1-2%
Excellent = top 3-10%
Very Good = top 11-30%
Good = middle 31-50%
Fair = lower 50%

**Multiple Applications**

Applicants may submit applications for multiple programs. However, the applicant can only confirm their intent to enroll in one program. If an applicant is admitted to multiple programs, Admissions will contact the applicant to have them choose a program.

**Negative Service Indicators**

Negative service indicators convey that an action needs to be assessed or taken with regard to the applicant's admissions process or a student's account. Most service indicators are initiated by the department and activated by the Registrar's office. These are found in CU-SIS rather than in Slate.
- Some Negative Service Indicators indicate holds placed on an applicant's or student's account by their home department, Admissions, Registrar, or Bursar's office. Please click on the Negative Service Indicator icon to review information.
- Holds placed on an account can prevent the student from registering for classes.
- Applicants and students with Negative Service Indicators should work with their home department's GPA to determine the nature of the hold and how to have it removed.

**Notification of Accept/Deny to Applicants by the Department**

Departments are responsible for filling out the Decision Form in Slate (or moving files to the Deny bin after they are reviewed), and sending out the accept/deny letters promptly once an application is in either the Admit or Deny Bin, thus allowing applicants to see their new status on their status page: grad.apply.colorado.edu/apply/status. These letters must be sent in a timely manner, and all must be sent before May 15. There are illustrated guides available for the Admit/Waitlist and Deny process.

Acceptance letters may or may not include an offer of financial assistance. The Letter of Acceptance template is available at https://www.colorado.edu/graduateschool/faculty-and-staff.

**Official Notification of Admission to Applicants**

In Slate, all admission offers should include the GS Admit letter and the custom letter from the department. Applicants receive a message notifying them of an update to their status, and then they can look at their admission letters on their status page. After viewing that letter, a form appears on their status page which prompts them to confirm their intent to enroll and then pay their confirmation deposit. Afterwards, they get another status update which contains their CU-SIS ID and instructions on setting up Identikey information, their CU email, etc.

**Program/Plan/Subplan Changes**
If an applicant needs to change the program/plan/subplan or level of their application, the GPA will complete the Request for Changes form within Slate, which is located on the application tab of the individual's student record in Slate.

**Regular and Provisional Admission with Graduate School Approval**
The Graduate School requires that applicants have at least a 2.75 (on 4.0 scale, 2.00=C) undergraduate grade point average (for engineering 3.0)* and hold a baccalaureate degree from an accredited college or university, or have done work equivalent to that required for such a degree. Students must also meet all departmental requirements. A unit may request regular or provisional admission for an applicant who does not meet Graduate School minimum thresholds within the parameters in the Graduate Admissions Guide. No offer of admission should be made to the applicant without Graduate School approval. See the Graduate Admissions Guide for specific information and processes.

**Readmissions**
Formerly enrolled graduate students wishing to return to the same degree program must reapply and be readmitted. Since graduate students seeking readmission were previously enrolled in the same graduate program, they do not need to submit transcripts for work done previous to their original attendance at CU nor do they need to pay an application fee. However, if they have completed other academic work since leaving CU, they would need to submit those transcripts. Since this process differs from a regular graduate application, readmits should NOT fill out the online application and instead should be instructed to fill out the readmit application (https://grad.apply.colorado.edu/register/readmit). After that, they can be reviewed with the same process in Slate as a normal application. See the Graduate Admissions Guide for more information and processes.

**Social Security Numbers (SSN)**
All domestic students who do not provide a SSN when applying will receive an email after their application is submitted, requesting that they submit a form with their SSN. SSNs should not be emailed!

If the form is not submitted, students should call the Admissions call center at 303-492-6301 to provide their social security numbers over the phone so that our phone staff can enter the information on a secure form which will then be updated in CU-SIS. They can also mail it to us by snail mail.

Registered students who are legally able to obtain a SSN are required to have one for the following reasons:

1. By federal law, the university must report the name, address, and SSN of every student who has paid tuition to the Internal Revenue Service (IRS) to certify education related tax credits.
2. To apply for and receive state/federal financial aid.
3. On-campus student employment.

4. Health services and the student health insurance program.
5. Informal credit relationships (past due charges for tuition, fees, housing, etc.).
6. Medical certification.

**Term Changes**
Applicants can change their term or defer their admission for up to one year. Admissions will process all term changes/deferrals, regardless of the application status as long as it is approved by the department. Fill out the Request for Changes form from the application tab in the student record view in Slate. Students who defer will be contacted by admissions in September for all following year terms.

**Test Scores**
Applicants are instructed to have any required official test scores sent to Institution Code: 4841. Applicants may self-report their test score information when they complete the online application.
- **GRE, GMAT, and TOEFL** scores are received directly from ETS.
- **TOEFL/IELTS:** International applicants are not required to submit scores if their native language is English, or if they have completed at least one year of full-time study at a U.S. institution, or at an institution in a country where English is the native language at the time they apply, and within two years from their desired admission term.
- **Duolingo**: English language proficiency demonstrated through Duolingo is also accepted at this time. A minimum score of 100 (on the 160 point scale) is required. *To report your official DuoLingo scores, please click 'Send Results' from inside the application, and then choose, 'University of Colorado Boulder – Undergraduate.'*

If you are missing GRE or GMAT scores for a student and s/he indicates s/he took the test, please email the applicant's name, identification number, and the date they took the test to your graduate processing liaison, subject line: Missing Test Scores.

**Transcripts**
- **Unofficial Transcripts** - For review and decision purposes applicants are required to upload an unofficial copy of their transcript(s) in the online application. We require one copy of the scanned transcript from each undergraduate and graduate institution attended.
- **Official Transcripts** – Only applicants who confirm their intent to enroll are asked to provide official transcripts (sent to us directly from previous institutions either by mail or electronically to gradprocessing@colorado.edu). Offers will not be considered final until we have received the official documents that match the uploaded records.
- **CU System Transcripts** – Your Graduate Admissions Team will run an internal transcript and upload it into Singularity for review.
- **Electronic Transcripts** – Will be accepted as long as they are sent directly from the issuing institution. Please forward these on to your graduate processing liaison. Be sure to forward the password as well, if one is included.

If you receive transcripts in your department from an applicant, please send them to the Graduate Admissions Team via the same method you received them.
- **Mailed to you?** Send them through campus mail to the Graduate Admissions Office (UCB 553)

- **Emailed to you?** Email to Graduate Admissions (GradProcessing@Colorado.edu or intlgrad@colorado.edu)

**Tuition Classification**

In-state tuition eligibility requires one year of Colorado domicile (legal residence). Exceptions to the one year requirement are provided for: honorably-discharged members of the U.S. armed forces moving permanently to Colorado; active-duty military; Colorado National Guard members; children of faculty members at state-supported colleges; U.S. citizens who attended 3 years of high school in Colorado immediately prior to enrollment; WRGP participants; and employees of companies moving to Colorado with State economic incentives. Information about the Colorado resident/nonresident regulations, including details of these exceptions is available on the Registrar's website.

Included in the online application are questions to determine a student's in-state tuition eligibility.
- Western Regional Graduate Program (WRGP) – provides in-state tuition in certain academic fields for residents of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Please refer to the http://wiche.edu/wrgp for a list of qualifying academic fields.
- As a part of your procedure for offering a TA or RA, departments participating in WRGP should consider asking the student to specify her or his state of legal residence. This could save the University's funds that otherwise would pay the student's out-of-state tuition, as WRGP students qualify for in-state tuition. Keep in mind that a student's legal residence is often different from their mailing address.

# Application Processing Outside of Admissions and Other Special Circumstances

**Secondary degrees -** A student is completing a secondary degree if they are completing degrees in two different departments. It is not considered a secondary degree if a student is completing a master's degree while working toward the Ph.D. in the same department.

- Continuing domestic students who wish to add a secondary degree should complete the readmit application in Slate. Transcripts and test scores for the student should already be in CU-SIS/Singularity. It is up to the admitting department if they need additional materials (e.g. letters of reference, statement of purpose etc.)
    - o If the new dept. wants to admit the student, send the completed Graduate Program Change/Addition/Discontinuation Form to the Registrar's office via password-protected email attachment to iut@colorado.edu, via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.

    - o For continuing international students who are adding a secondary degree program, they should complete the readmit application in Slate. Then, the department should notify international admissions at intlgrad@colorado.edu to let them know the readmit is coming, so that they can do a review of the student's immigration documentation.

**Level change from Master's to Ph.D. -** Processes below are for adding a new degree level (student will have two program plan stacks) and for changing the existing degree level (student will have just one program plan stack.)

- If a student is first admitted to a Master's degree program and wants to **add** a Ph.D. in the same department (or vice versa) the department should complete the [Graduate Program Change/Addition/Discontinuation Form.](#)

    o   Submit the completed form to the Registrar's office via password-protected email attachment to [iut@colorado.edu](mailto:iut@colorado.edu) , via campus mail to 20 UCB, or in person to Regent Administrative Center room 101.
    o   International students changing degree level or adding different level (either Master's to PhD or vice versa) need new immigration documents to reflect the change. In order for those new documents to be issued, the student needs to demonstrate "proof of funding" for their new level of study. To change an international student's level of study, please email intlgrad@colorado.edu , and include the following information: name and date of birth of the student, their current and new level, whether the student is completing their current level and then changing, or continuing to work on their current degree while adding another, and the requirement term for the new level. Also, please attach any funding offer you are making to the student, or any updated financial statement you have received from the student for their new level. If the financial information is not included in this email, the Office of Admissions will ask the student for it directly. There is no need to submit a form or get the student to complete a new application- the email will suffice.
- If the student is active in your department in only a master's program and wishes to pursue a PhD **instead** of the master's (or is currently active only as a PhD in your department and wishes to change to a master's **instead**), these changes can be done by the graduate program assistant as a major change on the program/plan stack. If it is an international student, be sure to contact ISSS at isss@colorado.edu before making any changes.

## Decision Letters

You must use the Acceptance Letter template that has been created by the Graduate School:

[o Letter of Acceptance with Offer of Aid](#)

**You may want to incorporate information from the Employment Verification letter into your international offer letters so you don't have to write a second letter in order for your students on appointment to obtain a Social Security Number. Make sure your offer letters for international students include the start date so they can get a Social Security Number.**

**All Letters of Acceptance**
- Indicate to the applicant that the offer of admission is not considered official until they receive the official notice of admission from the Admissions Office.
- Inform the applicant that their admission will not be considered complete until they confirm their intent to enroll on their status page: grad.apply.colorado.edu/apply/status
- You may want to include information regarding an advisor and their contact information.
- Include any required steps for registration or preparation that are important for your students to know before they arrive.
- If you have a department orientation you may want to include that information and the dates.

- If your department has a program to bring admitted applicants to campus for a visit, please be sure to include that information or other appropriate information about special events or activities that may begin before classes.
- If you have a confirmation deadline you should include that information.

## No Aid
- If you are not able to award an appointment or aid during the first year, or will not offer aid at any time during the student's program of study, please make this clear.

## Support May be Possible Later
- When you mention that you will be making financial support decisions and offers later, try to mention a specific time frame so the applicant knows when they might expect to hear from you.

## With Offer of Aid
- This letter shows an example for use with a TA appointment. The letter can be customized to explain the type of appointment you are offering. The type of detail shown in this example is particularly important for international applicants. The International Admission Team will use the financial information provided in your offer letter to determine if the applicant has adequate funding.
- It is important to give a clear and accurate representation of how stipends and tuition waivers are applied. You should also include information about the number of credits covered by your tuition waiver as well as the percentage of appointment and the expected number of hours of work that percentage translates to. Salary spreadsheets with this information are available on the Graduate School website.
- If you require your TA's to participate in the Graduate Teacher Program or other departmental training or orientation programs, be sure to include that information.
- We support a resolution by CGS (Council of Graduate Schools) which states that institutions who are offering some kind of financial support CANNOT expect an answer from their admitted applicants before 4/15.
    - o   a) It is further agreed by the institutions and organizations subscribing to the Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer. If you are sending offer letters (with financial support) electronically, please include a link to the CGS resolution so your applicants can review the resolution.
- Please see the Offer Letter Template available on the Graduate School website for job offers to teaching assistants, graduate part-time instructors, and graduate assistants.

## Provisional Admit
- Be sure to explain what provisional admission means. You should enclose a copy of the provisional application indicating the deficiencies and the conditions to be met. In addition, please describe any pertinent details regarding those conditions as you see in the sample letter.

## Conditional Admit
- For students that you are admitting conditionally through your department, include information regarding the conditions as outlined in your department's admissions standard.

## With Deficiencies

- The key is to inform your applicant of the deficiencies that exist and how you expect those to be met, including a time frame for completion of the additional requirements.

**Denial Letter**
- You want to be kind and yet clear about the decision. You may be able to eliminate questions by including information such as what is included in your evaluation (see sample) and letting the applicant know the average academic qualifications of those that were accepted.
- You may have a template deny in Slate - to see it or to update it, please contact Patty Stanfield or Allison Metzger.

# Part D: Academic Policies and Processes

## 5. Registration and Related Actions

### Registration Processes for Students and GPAs

Basic information regarding student registration can be found on the Office of the Registrar's Register for Classes page.

Additional information for Graduate Program Assistants can be found at the following links. GPAs should reach out to the Office of the Registrar for access and information.

Enrollment Access and Deadlines

Training and support for administrators

Enrollment Processing

Administrative Forms

### Registration Deadline Detail

Graduate students are subject to the deadlines and calendar established by the Office of the Registrar. Students can find these dates for the current and future semesters at https://www.colorado.edu/registrar/students/calendar.

The primary deadlines to be aware of, with dates that may vary by semester and session, are as follows.

Fall/Spring 16-week session:
- Last day to add a class: After this date, students may not add a class through the portal. For Fall and Spring 16-week sessions, this date is typically the second Wednesday of the semester. After this date, department and instructor permission are required.
- Tuition and fees payment due: Students must pay tuition and fees, or enroll in a payment plan, by this date. This date typically follows the deadline for the last day to add a class.
- Last day to drop a class with no penalty: After this date, students choosing to drop a course will receive a grade of 'W' on their transcripts; tuition for dropped courses will not be refunded. For Fall and Spring 16-week sessions, this date is typically the third Wednesday of the semester.
- Last day to change variable credit hours; This includes dissertation and thesis hours, and the deadline is typically the second or third week of the semester.
- Last day to change grade mode: A student can change to or from pass/fail grading until this deadline. This date is typically the tenth week of the semester

Special Sessions

Beyond the standard 16-week fall and spring semesters, some CU Boulder departments now offer classes during four-, five- and eight-week special sessions. Special sessions are prorated to match the 16-week full session.

- For more information, you can see the Special Sessions page
- You may find special session calendars on the Special Session Calendar page.

Please familiarize students with these dates, since it can be difficult or impossible to add/drop classes after the deadlines. **NOTE-classes dropped after the add/drop deadline will lose tuition remission coverage. Make sure your students are aware that they will be responsible for covering this tuition.**

 Registration Changes

As noted above, students should add and drop all courses within their enrollment window, which is determined by the Office of the Registrar. In some departments, thesis, dissertation and independent study credits can only be added by the GPA.

Until the posted deadline, students can make changes to registration through the portal. After that point, some changes can be made with instructor approval only.  During this timeframe, the GPA can make changes directly in campus solutions or use the online Special Action Form.  Department administrators are capable of adding students to a class using Campus Solutions' Quick Enroll functionality until grade rosters are created. Please become familiar with information on the Enrollment Processing website before attempting to add a student to a class or swap classes.

In order to drop a class after the tenth week drop deadline has passed, students are required to petition the Dean and provide documentation demonstrating extenuating circumstances beyond their control (such as

illness, injury, a death in the family, etc.) that occurred after the drop deadline, preventing the student from attending/participating in the course for which they were registered. The instructor of record must also endorse the request. Students should consult their graduate advisor to discuss dropping a course after the drop deadline.

Students who wish to change the grading basis of their course (for a grade or pass/fail) must do so by the posted deadline through their portal. Requests to change a class to no credit must be submitted through the Edit Your Class Options page by census. Students should be aware of the ramifications of making such changes.  Pass/fail and no-credit courses cannot be used toward the degree requirements of the Graduate School.  In addition, tuition charges for no-credit courses will not be covered by the tuition remission associated with graduate appointments (TA, RA, GPTI etc.).

See below for related forms to make registration changes.

## Grade Replacement

A student who receives a grade of C+ or lower can retake the course for grade replacement. Full details, requirements, and restrictions are available on the grade replacement website. This is an ideal opportunity for graduate students in academic difficulty to retake up to 6 credits

Starting Spring 2022, the Office of the Registrar will apply grade replacement at the end of the semester for all eligible students. Students who wish to opt out must email registrar@colorado.edu by the last day of classes.

## Intercampus Registration

The intercampus enrollment program enables students to take a course on another CU campus if they are unable to take the course at CU Boulder. If students plan to take at least one class at CU Boulder, they should look into the Intercampus Enrollment process. If students wish to take classes on the Anschutz Medical Campus the department must first contact the AMC registrar's office for an exception: Registrar@cuanschutz.edu. Otherwise, registration at AMC via Intercampus Enrollment is not permitted.

In order to participate, students should:
1. Complete the CU Intercampus Enrollment Form and Policy.
2. Submit the form to the home campus registrar's office by the deadlines listed on the website above.
    ○ Students in certain graduate programs are exempt from registering at their home campus. For details, see the CU Intercampus Enrollment Form and Policy.
    ○ The student should submit completed intercampus enrollment form to Graduate Student Services, who will forward for review/approval by the dean.  Once approved, the form will be forwarded to the registrar for processing.
    ○ Check with CU Intercampus Enrollment Form and policy for registration requirements and limitation on credit hours at the host campus.

3. The registrar's office will determine if space is available and, if so, enroll the student in the requested class after students at the host campus have had the chance to enroll.

# Types of Leave and Withdrawal

## Leave of Absence

Graduate students who need to take a fall or spring semester or even a year away from their graduate program must request a leave of absence. Enrollment in a summer semester is not required. After conferring with their faculty advisor, they should fill out the Leave of Absence form and route it for approval through their advisor, international advisor if appropriate, and the Graduate School. Doctoral students who have passed the comprehensive examination are required to maintain continuous registration for 3 or 5+ dissertation hours, and are not typically eligible for Leave of Absence, aside from parental leave or leave outside the area for research. Students with extenuating circumstances should discuss those with their GPA and may petition for an exception.

New graduate students who are thinking of not attending their first semester should consider deferring or cancelling their attendance. *They are not eligible* for a leave of absence until they have completed a semester with grades (A-F, I or W grades count).

## **Parental Leave**

Title IX of the Education Amendments of 1972 states that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." The University of Colorado Boulder is committed to providing its graduate students who may become pregnant, are pregnant, who gave birth, or who are parents with the same access to school programs and educational opportunities that other students have access to.

It is the policy of the University of Colorado Boulder (CU Boulder) to support to the greatest extent possible, and in a manner consistent with the effective and efficient operation of CU Boulder, graduate students with a need for Academic Adjustment and/or Paid Parental Leave for Students on Appointment due to childbirth or adoption.

**Eligibility**

A graduate student requesting Pregnancy and Parenting-Related Academic Adjustment and/or Paid Leave for Students on Appointment must have substantial parenting responsibilities. Substantial parenting responsibilities are defined as pregnancy, childbirth, care of a newborn or newly adopted young child. The child may be the student's child or that of a spouse or domestic partner.

**Pregnancy and Parenting-Related Academic Adjustment**

The Graduate Student Pregnancy & Parenting-related Policy provides for a six week adjustment in academic duties.  Students on qualifying appointments may also be eligible for up to six weeks of paid leave.  Be sure to understand the guidelines, processes, and related forms available on the website.

**Paid Leave for Students on Appointment**

Eligible graduate students on appointments as Teaching Assistants, Graduate Assistants, Research Assistants, and Graduate Part Time Instructors (hereafter referred to as 'Graduate Student Assistants') will be excused from their duties for a period of up to six weeks immediately following the birth or adoption of a child. During this period they will continue to receive their stipend, benefits, and associated tuition support. Be sure to understand eligibility requirements, processes, and related forms available on the website.

## Withdrawal

Students who wish to withdraw from all classes should consult the Office of the Registrar's Withdraw from a Semester page.

## Transcripts

Official transcripts for current and previous graduate students can be ordered online from the Office of the Registrar at https://www.colorado.edu/registrar/students/transcripts. Unofficial transcripts can be downloaded anytime by students through the educational portal.

# Related Forms and Processes for registration actions:

Grade Change:  Changes to grades can be requested in batch (if a large error occurred) within the first two weeks of the semester's final grading deadline. Or individual requests can be made any time using the grade change workflow (to change just one grade).  The latter process should be used to change a grade of Incomplete once the work has been completed.  This process is for courses only and should not be used for thesis/dissertation hours or for changes from Pass/Fail to letter grade. More details and instructions can be found on the registrar's Change A Submitted Grade page.

Final Grade Report: The final grade report should be submitted to assign a grade for credits which have been/will be assigned grade of IP.  This includes doctoral dissertation hours, master's thesis hours, music thesis projects, art practices, creative thesis hours, practicum courses, projects, etc.  The request should be submitted when the thesis/dissertation is complete and the defense has occurred, and any revisions have been made. The DocuSign request will be voided if not completed within 30 days and the process would need to be initiated anew. GPAs and faculty advisors should work together to determine best timing to initiate a request.

Online SAF:  Many GPAs have access to make department level changes directly within campus solutions.  Otherwise, this form can be used to make changes to students' registration up until the point

where Dean's Office approval is necessary. The GPA must obtain written endorsement from the instructor/faculty advisor (for courses/thesis hours respectively) <u>before</u> making changes.

Special Action/Change of Record Spreadsheet:  Requests for change which require Dean's Office approval should be sent on this spreadsheet.  The GPA must obtain written endorsement from the instructor/faculty advisor (for courses/thesis hours respectively) **<u>before</u>** making the request.  A letter of petition from the student must be included, explaining the extenuating circumstances by which the student was unable to make the change before the posted drop deadline.  Note that requests for retroactive changes or drop w/no record (expunge) should only be made in case of administrative error, and in extreme extenuating circumstances additional approvals may be necessary (DGS, chair etc).

The spreadsheet and petition should be e-mailed to graduate.school@colorado.edu using the subject line "SAF (or COR) Student Lastname, Student Firstname." The spreadsheet will be forwarded to the Registrar for processing if/when approved.

A full explanation of the Office of the Registrar administrative forms is provided on their website.

Best practices:
- Provide students with information regarding registration deadlines early each semester
- Prepare final grade report for thesis/dissertation hours in consultation with student's faculty advisor shortly following the thesis defense.

Conduct an Enrollment Audit

Use the Enrollment Request Search component to view students' enrollment activity for a term. Use this page to discover if a student successfully enrolled or dropped themselves or if CU staff processed the request.

1. Navigate to **Records and Enrollment > EnrollStudents > Enrollment Request Search**
2. **Academic Institution**: Choose CUBLD
3. Enter criteria to limit your search results:
      a. **Academic Career**: student's career
      b. **Term**: Term you are researching
      c. **ID**: The student ID number

4. Click **Search**
5. Click each tab to see more information. Use the  icon to see the last tab
6. When researching these are fields you can use:
      a. Fields 1-7

            i.   **Field 1, User ID**: This is who attempted the enrollment action

ii.    These fields also identify what class was add/dropped.

b. Fields 8-11

    i. **Field 9, Last Update DateTime**: When the action was attempted

    ii. **Field 10, Enrollment Request Source:** If it says "Self- Service Enrollment" the

        student attempted the action

c. Fields 12-19

    i. **Field 12, Enrollment Request Action:** Indicates the type of action attempted.

    d. Fields 41-44

    i. **Field 41, Enrollment Req Detail Status:** Indicates by code if the action was

        successful. Here are those codes:

1. **S:** The action was successfully processed
2. **E:** An error was encountered, the action was not processed
3. **M:** Messages, could indicate a W grade drop or may require further research (contact the Registrar's office if necessary for help).
4. **P:** Pending, the action did not complete.The Student may not have confirmed the action

**X:** Incomplete, the action did not complete.

# 6.  Coursework Basics

## Graduate Level Courses

Graduate level courses are numbered at the 5000 level or higher.

## Double Listed (4000/5000) Level Courses

The CU Graduate School requires that there be a difference between 4000 and 5000 level courses that are taught as a combined 4000/5000 section. Students registered at the 5000 level are taking the course for graduate level credit, and thus the course expectations of that student must be at the graduate level. Conversely, students registered at the 4000 level are taking the course for undergraduate level credit, and thus the course expectations must be at the undergraduate level.

It is advised that the course instructor keep track of the course requirement differences between the 4000 and 5000 level students. An ideal location to document this difference is in the course syllabus. In recent years there
have been instances where a student requests changing course credit from 4000 to 5000 level, or vice-versa.

The University allows for this change if the student's grade can be adjusted (or additional requirements met) per documentation provided by the course instructor. One example is where a BAM student enrolls in a course at the 4000 level, and after completion requests a change to 5000 level, due to some unforeseen event. In this example, the course instructor is approached to determine a grade change, or asked if additional coursework needs to be completed. While it is up to the course instructor on how to proceed, having a documented difference that can be referenced can save the course instructor significant time and hassle, in addition to maintaining Graduate School requirements.

Course instructors should adjust their course requirements to best fit their course. A graduate level course generally encourages deeper thought, additional workload, and/or higher expectations of the student. With that in mind, a few examples (non-exhaustive), or suggested differences that could be used to distinguish between 4000 and 5000 level students are:
• Additional project requirements for 5000 level students
• Additional exam problems for 5000 level students
• Additional reading assignments and evaluations for 5000 level students
• Additional reports, homework, or other measure of student performance for 5000 level students
• Inclusion of a teaching role for the graduate students

## No-Credit Registration

Students can register for NC (no credit), but will need to pay full tuition cost for the course. Note that for students on a TA or RA appointment, the appointment will not cover the tuition cost of a course taken for no credit, and it cannot be used toward a degree. Degree seeking students cannot audit courses.

## Pass/Fail or Satisfactory/Unsatisfactory Registration

Courses taken toward the fulfillment of requirements for graduate degrees may not be taken pass/fail or satisfactory/unsatisfactory.

## Grades of 'Incomplete'

An incomplete (I) grade indicates that the student did not complete the requirements for the class by the end of the grading period for that semester. If the student does not complete the class requirements within one year from the end of the semester in which the Incomplete was assigned, the I grade is converted to a failing (F) grade. When a final grade has been assigned, the transcript states, "Originally graded as Incomplete."

Requests for incomplete grades must be initiated by the student and only when, for reasons beyond their control, the student is unable to complete the class requirements within the semester of enrollment. A substantial amount of work must have been satisfactorily completed before approval for such an incomplete grade is given.

If an instructor grants a request for an incomplete, the instructor sets the conditions under which the coursework can be completed and the time limit for its completion or if the class should be retaken.

If an incomplete class is retaken, it must be completed on the Boulder campus and the student must re-register for the course and pay the appropriate tuition. The initial grade of I is not removed from the transcript if the course is retaken within one year.

To assign the final grade once the incomplete work has been completed, the instructor should complete the grade change workflow on the Change A Submitted Grade website.

- In the case that a student has completed the remaining course requirements and the instructor wants to assign a letter grade after the incomplete grade has converted to an F:
  - the student is required to petition the Dean of their respective College and provide documentation demonstrating extenuating circumstances preventing the student from completing the course within the allowed one year timeframe
  - The instructor should then use the grade change workflow to assign the nupdated grade
  - If additional information is requested, the department can provide the documentation above to the Graduate School

# 7. Grades and Academic Standing

## Grade Point Average

A student is required to maintain at least a B (3.0) average in all work attempted while enrolled in the Graduate School, and a student must have at least a 3.0 cumulative average to receive a graduate degree.

## Grades Below B

1. A student who receives a grade of C+ or lower in a course may utilize the university-wide grade replacement process, subject to the policies and limitations of the program.
2. Courses in which grades below B- (2.7) are received are not accepted for doctoral programs.
3. Courses in which grades below C (2.0) are received are not accepted for master's degree programs or for the removal of academic deficiencies.
4. Courses taken toward the fulfillment of requirements for graduate degrees may not be taken pass/fail. 5. Grades received in courses transferred from another institution and/or grades earned while a student was classified as a non-degree student are not included in the calculation of grade point average.
6. Graduate students may not register for more than 15 credits during any one semester.

7. Students whose cumulative grade point average falls below 3.0 at any time during their graduate career will be placed on probation and may be dismissed from their program.

## Academic Standing

Graduate students are expected to maintain a 3.0 cumulative GPA at all times. The Graduate School will copy the GPA on any notification sent to students regarding their academic standing. In some cases, students may be placed automatically on probation.  In other cases where the student has been on probation for several semesters or has a cumulative GPA below 2.5, the department will be asked to make a recommendation as to the student's continuation and to create an academic recovery plan.  Such requests are time sensitive, so that the student can continue in the next semester if appropriate.  Additional information can be found in the Graduate School Rules.

See "Grade Replacement" for information about utilizing this process in cases of academic standing difficulty.  This is an excellent tool to improve the graduate GPA.

# 8.  Doctoral Students and Degree Requirements

## PhD Overview (General)

The PhD program is available to students who are entering graduate studies for the first time (i.e., with only a BS or BA degree), as well as to those who already have a Master's  degree. While a master's degree is not required by the Graduate School  to enroll, it may be required by some units and PhD students sometimes earn one on the way to their PhD degrees.  Students graduating with a PhD are expected to have extensive fundamental and foundational knowledge in their field of study, in addition to being research experts.

## DMA and AUDD Overview

Students pursuing a Doctor of Musical Arts or Doctor of Audiology are subject to many of the same standards as PhD students below.  Students pursuing such degrees complete a final examination instead of a dissertation defense, and are not subject to the specific dissertation requirements below.

## Timeline

The Graduate School has a six year time limit for completion of a doctoral  degree.  If a student is nearing the completion of their 6th year in the PhD program, they are required to request an extension of time limit via this online form.

A PhD student entering without prior graduate coursework will typically take 5 years to complete the degree. However, it is not uncommon for students to finish both earlier and later than this five-year average. A student entering the PhD program with prior graduate coursework from another university may be eligible to transfer up to 21 credit hours to CU and can typically finish in 3-4 years. Regardless of

the time taken to complete the PhD, the primary emphasis is on remaining at CU long enough to complete high quality research that satisfies the requirements of the PhD dissertation and defense.

## Requirements

The minimum requirements for the Ph.D. or D.M.A. degree are 30 credit hours of coursework at the 5000 level or above. Those students pursuing the Ph.D. shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement. The AuDD degree requires a minimum of 89 credit  hours.

You should familiarize yourself with the doctoral requirements for the degree programs in your department/program. You will be considered the subject matter expert by students and faculty alike. These requirements should be explicitly stated on your department/program website as well as in written documents or guides provided to students in the program. These requirements should be reviewed and kept up to date.

A good format for expectations for students would be listing program requirements by year and the expectations for each year as far as academics/courses taken, any exams, and any internal departmental/program forms required of students. *All students should know what is expected of them and department/program requirements of students must be completely transparent*:

Example:
**Year 1**
- proficiency B- or higher in Class A End of 1st semester
- Research group selection Research expectations form End of 1st semester
- Research development Passing grade in Class B End of 1st semester
- Oral preliminary exam Two 30 min subject area exams End of year 1

**Year 2**
- Research preliminary exam 1 hour research presentation End of year 2
- Course hours 30 hours, with 9 program hours End of year 2

**Year 3**
- Research

**Year 4**
- Comprehensive exam Oral presentation and report End of year 4
- Professional development task End of year 4

**Year 5**
- Dissertation hours* 30 hours End of year 5
- Written dissertation Completed 2 weeks before defense End of year 5
- Dissertation defense Oral presentation End of year 5

A checklist of PhD graduation requirements is also available from the Graduate School here.

Courses in which grades below B- (2.7) are received are not accepted for doctoral programs. Courses taken on a P/F basis cannot count towards the PhD course requirement. Students must have a cumulative 3.0 GPA in order to be eligible for graduation.

**PLEASE FAMILIARIZE YOURSELF WITH BOTH GRADUATE SCHOOL & DEPARTMENTAL POLICIES SO YOU CAN ACCURATELY ADVISE YOUR STUDENTS!**

# Transfer of Credit

Note that students do not need an Master's degree to be admitted to the PhD program, but students who already have a Master's degree, or have completed eligible graduate level coursework, may transfer up to 21 hours of credits towards the PhD course requirements. More information is available on the second page of the Request for Transfer of Credit Form from the Graduate School and in the transfer of credit section below.

# Advisor Agreements
### *Improving Communication, Aligning Expectations, Reducing Conflict*

Organized and effective advising is beneficial to both the advisor and advisee. Conflicts between advisor and student usually is a result of a breakdown in communication and a misalignment of expectations. The College of Engineering and Applied Science Dean's Office and the Graduate School built Advisor Agreements to assist faculty and students with improving communication.

This document is intended to be a supplemental tool created to support a graduate student's short and long-term goals while also giving advisors tools to clarify expectations. This document is meant to facilitate ongoing conversation between the graduate student and their advisor and should be reviewed once a semester and once significant educational milestones have been met. This document should be modified and developed collaboratively throughout the advisee/advisor working relationship.

This document should be made available to faculty, with special attention to new faculty and students. It is not a requirement, but it is strongly encouraged to improve graduate student performance.

# Preliminary/Qualifying Exam

Many, but not all, departments at CU require a preliminary or qualifying exam. This is a department-specific, not campus-wide, requirement. The exam is generally taken early in the student's career, but exact timing is determined by the department.

# Comprehensive Examination

Before admission to candidacy for the doctoral degree, students must pass a comprehensive examination in the field of concentration and related fields. The comprehensive exam is typically taken midway through the program, but exact timing varies by department. While the content and format of the examination varies by field and department, the exam must have a committee of five members and meet other requirements of the Graduate School.

Within two weeks of passing the comprehensive exam, students must submit the candidacy application. When the student's candidacy application has been approved by the Graduate School, their status is

changed to D in CU-SIS for the semester following that in which they passed the comprehensive exam. These students may be assessed reduced fees, and should review the Bursar's Office tuition rate information for more details.

See the examination section for additional information and requirements for exams and committees.

## Dissertation Defense/Final Examination

Before completion of the PhD degree, students must have their dissertation accepted for defense by their review committee. The dissertation defense must occur before the deadline in any given semester in order for a degree to be awarded. The PhD defense is a final examination on the dissertation and related topics. In the defense, students are expected to explain their research clearly and concisely, and to discuss how it relates to other research in the field. This is an opportunity for recognition of completed doctoral work. It is also an opportunity for discussion and formal evaluation of the dissertation.

Students should submit their dissertation to their committee at least 2 weeks prior to their defense (or by the deadline set by the committee) to allow the defense committee sufficient time to review the dissertation and to formulate questions and feedback. Prior to the defense, students should contact all members of the committee to assess their areas of interest and concerns. This will help students anticipate any questions that will be asked.

Students should coordinate scheduling the examination with the committee, and should schedule the examination for two hours (or as is customary in the field/program). Defenses may vary by field, but typically the examination is wholly oral and open to the public for the first portion of the examination.Students must prepare and present a professional oral presentation that summarizes the dissertation. This presentation should be delivered to the examination committee. The oral presentation portion of the examination is open to all students and faculty. Questions are entertained at the end of the presentation.The final part of the examination is closed to only the student and the examination committee. During this portion, questions are entertained that cover the field of concentration and related fields. More than one dissenting vote among the committee constitutes an unsatisfactory exam. A student who fails the exam may attempt it once more after a period of time determined by the committee.

DMA and AUD students must pass a final examination, the format of which is established by program rules.

See the examination section for additional information and requirements for exams and committees.

## PhD Dissertation

The written dissertation must comply with Graduate School rules and procedures in terms of format and submission. Full details on formatting requirements are available here, and a number of resources to assist in finalizing and submitting the dissertation can be found on the Graduate School's website.

The dissertation title appears on official university transcripts and must be supplied upon applying to graduate. Students are also required to submit the full written dissertation electronically at the ProQuest

website. The general timeline for these requirements is as follows, but specific deadlines should be reviewed on the Graduate School website:

- Final dissertation draft submission is due to the committee about two months into the final semester
- The oral dissertation defense must be passed shortly after this date
- One week after the defense deadline, students must:
    - Submit the written dissertation and thesis approval form electronically
    - Complete the Survey of Earned Doctorates online

## Application for Graduation

Students must meet all graduation requirements by posted deadlines in order to have a degree awarded in any given semester.  See the Graduation section for additional information.

## Earning a Master's Degree as a PhD Candidate

Although a Master's degree is not required by most programs to be admitted to a PhD program, students can earn one while working toward the PhD if they do not already have one.This is accomplished by applying for the master's degree when 30 graduate course hours have been completed. If the student does not have the master's degree program on their record, the program must submit a graduate program change form to the office of the Registrar early in the semester. The program must be part of the record in order to award the degree.

 Please see the requirements in the Master's section of this guide that must be completed in order to receive the master's degree; the procedure to apply for graduation with the master's degree is the same as it would be for any master's student. PhD students must notify their graduate advisor within the first two weeks of the semester in which they intend to graduate with the master's degree.

# 9.  Master's Students and Degree Requirements

## Overview (general)

Master's degrees are offered by most units on campus.  Examples are master of arts, master of science, master of fine arts, master of music, etc.  The master's degree may be a precursor to doctoral work, or may be a terminal graduate degree leading to professional employment.

## Timeline

The Graduate School has a four year time limit for completion of a master's degree. If a student is nearing the completion of their 4th year in the master's program, they are required to request an extension of time limit via this online form.

## Requirements

The minimum requirement for the master's degree is 30 credit hours; many approved degrees have a higher credit requirement. A student may complete a Plan I - thesis option, or a Plan II - course work option. At least 24 hours must be completed at the 5000 level or above; this must include a minimum of 4, but not more than 6, thesis hours for those students completing a Plan I degree. Students in the MFA in Creative Writing must complete 9 thesis hours. A maximum of 6 credit hours taken at CU Boulder may be completed at the 3000 or 4000 level at the discretion of the academic department.

Independent study course work cannot exceed 25 percent (rounded to the nearest whole number) of the course work required for the master's degree

You should familiarize yourself with the master's requirements for the degree programs in your department/program. You will be considered the subject matter expert by students and faculty alike. These requirements should be explicitly stated on your department/program website as well as in written documents or guides provided to students in the program. These requirements should be reviewed and kept up to date.

Courses in which grades below C (2.0) are received are not accepted for master's programs. Courses taken on a P/F basis cannot count towards the master's course requirement. Students must have a cumulative 3.0 GPA in order to be eligible for graduation

## Transfer of Credit

Students who have completed eligible graduate level coursework, may transfer up to 9 hours of credits towards the master's course requirements. More information is available on the second page of the Request for Transfer of Credit Form from the CU Graduate School and in the transfer of credit section below.

## Final Examination

Many candidates for the master's degree are required to complete a comprehensive-final examination/thesis defense after the other requirements for the degree have been substantially completed. In some programs, students are instead required to present an approved degree plan which meets the requirements of the field and represents an intellectually coherent graduate education as determined by the major department, and do not take a final examination.

See the examination section for additional information and requirements for exams and committees.

## Thesis Defense

Thesis plan master's students must  pass a thesis defense, which is a final examination on the thesis  and related topics. In the defense, students are expected to explain their research clearly and concisely, and to discuss how it relates to other research in the field. This is an opportunity for recognition of completed master's work. It is also an opportunity for discussion and formal evaluation of the thesis.

Students should submit their thesis to their committee at least 2 weeks prior to their defense (or by the deadline set by the committee)  to allow the defense committee sufficient time to review the thesis  and to formulate questions and feedback. Prior to the defense, students should contact all members of the committee to assess their areas of interest and concerns. This will help students anticipate any questions that will be asked.

See the examination section for additional information and requirements for thesis defenses.

## Master's Thesis

Thesis plan master's students must write a thesis which complies with Graduate School rules and procedures in terms of format and submission.Full details on formatting requirements are available here, and a number of resources to assist in finalizing and submitting the thesis can be found on the Graduate School's website.

Students are also required to submit the full written thesis  electronically at the ProQuest website. The general timeline for these requirements is as follows, but specific deadlines should be reviewed on the Graduate School website:

- Final thesis submission is due to the committee  about two months into the final semester
- The oral dissertation defense must be passed shortly after this date
- One week after the thesis defense deadline, students must:
  - Submit the written thesis and thesis approval form electronically

## Application for Graduation

Students must meet all graduation requirements by posted deadlines in order to have a degree awarded in any given semester.  See the Graduation section for additional information.

# 10.  Transfer of Credit

To request transfer credit, graduate students should complete and submit the Request for Transfer of Credit Form from the CU Graduate School.  An official transcript(s) and transcript key must be included with the request.

Please note that requests for transfer credit can only be made after completing 6 credits of graduate level coursework at CU. These requests should be submitted as soon after completion of this 6 credit requirement as possible. Typically, this means that transfer credit requests are processed during the second semester of study at CU.

Transfer credits from accredited institutions are accepted by CU only after approval by the graduate chair and under the special conditions outlined below. Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a non-degree student within the CU system. Students seeking a degree from CU must complete the majority of their course work while enrolled in a graduate program as a degree seeking student.

With the approval of the Graduate School and at the discretion of the unit, students may transfer up to and including 24 hours from a CU Boulder graduate certificate program, taken as a CU Boulder non-degree student, toward a graduate degree.

The following rules apply to transferring credit:

1. The maximum amount of work that may be transferred to CU depends upon the graduate degree sought. Master's students may transfer up to 9 hours, while PhD students may transfer up to 21 hours.
2. Work already applied toward a graduate or undergraduate degree received from CUor another institution cannot be accepted for transfer toward another graduate degree of the same level at CU. In addition, work completed for a doctoral degree may not be applied toward a subsequent master's degree.
3. All courses accepted for transfer must be graduate level courses. The course grade must be B or higher. Transfer course work which is to be applied to a graduate degree at CU and was completed more than 5 years prior to being accepted to the program shall be evaluated by the Department as to current relevance and applicability to the degree requirements. At the discretion of the Department, a student  may be asked to validate transfer credits prior to approval.
4.  Credit may not be transferred until the student has completed 6 credits of graduate level coursework as a degree-seeking student on the CU campus with a 3.0 GPA. Transferred credits do not reduce the minimum registration requirement but may reduce the amount of work to be done in formal courses.
5. With the exception of students enrolled in the BAM or BS/MS programs, seniors at CU Boulder may transfer a limited amount of graduate level work (up to 9 semester hours) provided such work:
    a. is completed with a grade of B or above at CU Boulder
    b. comes within the five year course time limit
    c. has not been applied toward another degree
    d. is recommended for transfer by the department concerned, and such transfer is approved by the Dean of the Graduate School

Students seeking to waive a curricular requirement by substituting a transferred course and taking a different course should work with the GPA to determine the correct process for the request. In many cases, this requires review by the departmental Graduate Director, Graduate Committee, or Curriculum Committee. The petition should contain the reason(s) for the request, i.e. what action the student is

requesting the Graduate Committee to take, and include detailed information about why the request should be approved. Supplementary materials such as course descriptions or syllabi may also be included. All petitions should be routed through the graduate advisor.

Courses taken through the "B3/GRAD3" career (typically toward programs being taken on the Coursera platform) may use a limited number of credits toward a "B1" main campus degree, subject to the normal transfer of credit standards and limits. Courses cannot be transferred toward a "B3" program.

# 11. Candidacy

A student who wishes to be awarded a graduate degree must become a candidate for degree by applying with the application for admission to candidacy form (CA).

- Master's students must file the form no later than the posted graduation deadline during the semester in which they plan to have their degree conferred.
- Doctoral students must file the form when the comprehensive exam has been passed.

The graduate program must review to certify that the program outlined in the application meets the degree requirements.

The form and workflow has been developed in OnBase; students will log in with their identikey information to complete the form. The form is available on the academic forms website, along with information and screenshots to assist students and staff in understanding and completing the form.

Upon completion of the form the student will receive a brief confirmation of submission. The graduate program will receive a notification email to the general graduate email account. The program should review the forms. Upon approval by the program, the form will be directed to the Graduate School. The program and the Graduate School will work together to address issues or updates.

The form and detailed instructions and screenshots to assist students in completing it are available on the academic forms website. A full administrator guide to assist graduate program assistants in navigating to the form in OnBase, reviewing it, and understanding the workflow is available on the faculty/staff training guides and listserv page.

# 12. Examinations

The master's final examination, doctoral comprehensive final examination, and the doctoral final examination/dissertation defense forms are set up as workflow processes. Detailed instructions and screenshots are available on each form's landing page. View the list of forms and select the appropriate examination report form.

# Master's Final Examinations

All thesis plans, and many non-thesis plan master's students, are required to pass a final or comprehensive examination. The "exam" can take many forms. For thesis plan students, a thesis defense will be conducted. Non-thesis students with a final examination requirement may complete a comprehensive examination, submit or defend a project, paper, or capstone, or submit/defend a creative thesis project.

Examination timing:
In order to have a degree awarded in any given semester, students must pass the exam by the posted deadline and the examination report form must be completed shortly after. Students who are not able to do the defense/exam by the posted deadline will need to apply to graduate in a future term. Registration is required during the semester in which the exam is passed (not necessarily in the semester the degree is awarded).

Master's exam regulations include the following (full details available in Graduate School Rules):
- Student must be registered for at least one hour, for credit, during semester of exam
- Must initiate the exam form 2 weeks in advance of exam date (not more than 2 months in advance)
- Must be passed by posted deadline in order to graduate in a given semester
- Committee of 3 members is required
- All committee members must have current and appropriate Graduate Faculty Appointments
- Chair must have regular or tenured Graduate Faculty Appointment
- Must have affirmative vote from majority of members
  - However, all must participate and sign exam form
- Student who fails the exam may attempt it once more after period of time determined by committee

# Doctoral Preliminary or Qualifying Exam

Some units may require a preliminary or qualifying exam- it is not a university-wide requirement. Work with students in your unit if such an exam is required so that they understand the requirements and timeline for completion.

# Doctoral Comprehensive Exam

Doctoral students are required to pass a comprehensive examination. The format of the examination varies widely by department, and students should consult their program early to obtain the requirements. The exam is typically taken part to halfway through the degree program, and many programs have specific timelines or deadlines.

**Examination timing:**
Students who have passed the comprehensive examination and have been admitted to candidacy have a status placed on their record, "D status," and are charged reduced fees as a doctoral candidate. For

non-resident students, the tuition rate may also be decreased.  This change will be made for the semester following that in which the examination is passed.

**Doctoral comprehensive  exam regulations include the following** (full details  available in Graduate School Rules):
- Student must be registered for at least one hour, for credit, during semester of exam
- Must initiate the exam form 2 weeks in advance of exam date (not more than 2 months in advance)
- Must pass the exam before end of semester (or beginning of next semester) in order to be changed to D status/admitted to candidacy in the upcoming semester
- Committee of 5 members is required
- All committee members must have current and appropriate Graduate Faculty Appointments
- Chair must have regular or tenured Graduate Faculty Appointment
- Must have affirmative vote from majority of members
    - However, all must participate and sign exam form
- Student who fails the exam may attempt it once more after period of time determined by committee

# Doctoral Final Exam/Dissertation Defense

Doctoral students are required to pass a final examination.  For PhD students, this will take the form of a dissertation defense. For  DMA and AuD students, the format of the final examination is based on the rules of their programs.

**Examination timing:**
In order to have a degree awarded in any given  semester, students must pass the exam by the posted deadline and the examination report form must be completed shortly after.  Students who are not able to do the defense/exam by the posted deadline will need to apply to graduate in a future term.  Registration is required during the semester in which the exam is passed (not necessarily in the semester the degree is awarded).

**Doctoral final exam regulations include the following** (full details available in Graduate School Rules):
- Student must be registered as a full time student during semester of exam (5 dissertation hours)
- Must initiate the exam form 2 weeks in advance of exam date (not more than 2 months in advance)
- Must be passed by posted deadline in order to graduate in a given semester
- Committee of 5 members is required, one from outside student's major department
- All committee members must have current and appropriate Graduate Faculty Appointments
- Chair and outside member must have regular or tenured Graduate Faculty appointments
- 3 members must be CU-Boulder Graduate Faculty
- At least 4 members must give affirmative vote
    - However, all must participate and sign exam form
- Committee chair and majority of committee must be present on the Boulder Campus for defense
- Student who fails the exam may attempt it once more after period of time determined by committee

**Best practices:**

- Ask students to provide early information about their examination dates and committee members
- Be sure that all committee members have current and appropriate Graduate  Faculty Appointments
- Initiate the examination report form early to obtain Graduate School approval of committee; delays can occur, which can cause stress for all

# 13. Tracking of Milestones in Campus Solutions

University-wide graduate student requirements will be tracked in campus solutions via milestones. These milestones are:

- Admission/time limit requirement/approved extensions
- Admission to candidacy
- Doctoral comprehensive exam
- Doctoral final exam OR dissertation defense
- PhD dissertation submission
- PhD dissertation title
- Master's final exam (where applicable)
- Master's thesis submission (where applicable)

The Graduate School generally maintains milestones when students complete requirements, with assistance from the Office of the Registrar for bulk changes. Graduate Program Assistants have view access, and can utilize the information and a report through CU Data to pull milestone information in a more aggregated format.to track student progress.

 Types of Milestones, levels associated with each, information about what each milestone tracks, Campus Solution code:

| Milestone | Level | Tracks | CS Coding |
|---|---|---|---|
| Time to Degree | DOC - Doctoral | Doctoral time to degree- 6 years | WDGRTIME/DOC |
| Time to Degree | MTP - Masters Thesis Plan | Master's time to degree- 4 years | WDGRTIME/MTP |
| Time to Degree | MFE - Masters Final Exam | Master's time to degree- 4 years | WDGRTIME/MFE |
| Time to degree | MCW- Masters Coursework Only | Master's time to degree- 4 years | WDGRTIME/MCW |
| Admission to Candidacy | DOC - Doctoral | Date doctoral student admitted to candidacy | WADMCAND/DOC |
| Admission to Candidacy | MAS - Masters | Date master's student admitted to candidacy | WADMCAND/MAS |
| Exam | DOCCOMP - Doctoral Comprehensive Exam | Completion (passing) and attempt dates of comprehensive exam | WEXAM/DOCCOMP |
| Exam | DOCFINAL - Doctoral Final Exam | Completion (passing) and attempt datesof doctoral final exam for DMA and AUDD | WEXAM/DOCFINAL |
| Exam | MASFINAL - Masters Final Exam | Completion (passing) and attempt dates of master's final exam (master's final exam students only) | WEXAM/MASFINAL |
| Defense | DIS - Dissertation | Completion (passing) and attempt dates of PhD dissertation defense | WDEFENSE/DIS |
| Defense | THE - Thesis | Completion (passing) and attempt dates of master's thesis defense (thesis plan students only) | WDEFENSE/THE |
| Thesis Submission Approval | DIS - Dissertation | Submission date of PhD dissertation | WSUBAPPR/DIS |
| Thesis Submission Approval | THE - Thesis | Submission date of master's thesis | WSUBAPPR/THE |
| Title, Level Dissertation | | Title of PhD dissertation | DISSERT/000 |

Detailed information regarding the navigation to milestones, ways to view and understand each milestone page, and how to pull a milestone report through CU Data can be found in the Graduate School's training guide and listserv information.

# 14. Graduation

Students must meet all graduation requirements by posted deadlines in order to have a degree awarded in any given semester.

## Application for Graduation

To graduate with a master or doctoral, students must apply online to graduate through their Buff Portal. This is required whether the student plans to participate in the ceremony or not. The application for graduation is due a few weeks after the start of the desired graduation semester (October 1/fall, March 1/spring, June 15/summer). Full details on requirements and deadlines can be accessed on the Graduate School website.   PhD students must enter their dissertation title as part of the graduation application.

**Defense/Examination and Associated Registration Requirement**

Master's thesis-plan students and many non-thesis plan students must pass a final examination or thesis defense by the posted deadline in order to have a degree awarded in any given term.  Doctoral students must pass a dissertation defense or doctoral final examination by the posted deadline in order to have a degree awarded in any given term. Students who are not able to do the exam or defense by the posted deadline will need to move their graduation to a future term.

The Graduate School requires registration during the semester of the exam (at least 1 hour for master's students, full time enrollment for doctoral students).   However, students are not always required to be registered during the semester in which the degree is awarded; if all requirements have been met students

may not be required to register again.*  Thus, students may try to plan an exam for the end of a given semester to avoid registration in a future term.

When helping students plan their defense and graduation, keep in mind the following:
1. In order to have a degree awarded in any given semester, the student must meet all posted deadlines.  Students must always re-apply to graduate in the next semester if they are unable to make the defense or thesis submission deadline.
2. Registration is required through the semester of the defense. If the student has defended in a prior term where registered appropriately,  or if they will defend before the beginning of the upcoming term, they do not need to register for thesis or dissertation hours again if:
    a. They have registered for all required thesis or dissertation hours
    b. They have met all other coursework requirements
    c. They are not required to be registered for any other reason (while the degree has not been awarded, a student who does not register is not considered a current student.
        i. International students must confer with ISSS to discuss immigration status requirements and their plans for registration/graduation/presence in the U.S.


*Students who choose not to register in a term where the degree will be awarded (as they have already passed  the exam and are not required to do so) will not be considered current students in that semester. This may impact students who are receiving or deferring federal financial aid, planned to hold an appointment, are utilizing university health insurance, etc.  International students MUST discuss their graduation and registration plans with ISSS, as immigration status requirements may apply above and beyond the requirements of the Graduate School.



## Dissertation/Thesis

The Dissertation (or thesis for thesis-plan master's students) must be submitted, along with the Thesis Approval Form, by the posted deadline in order to graduate in any given semester.


## Final Grade Report/ Grade Changes

For doctoral dissertation and master's thesis hours, in progress (IP) grades are assigned during each semester until the defense is successfully completed and the final copy of the dissertation is accepted by the examination committee, at which time the final grade for all dissertation hours is submitted to the Graduate School.  A deadline is posted each semester by which incomplete grades from previous semesters must be resolved. The final grade report to assign a grade for master's or doctoral dissertation hours must be submitted by this date in order for a degree to be awarded.

Incomplete grades for past semesters must also be resolved by this date in order for the degree to be awarded.   For doctoral students, grades for any current semester courses must also be received early, by this deadline as well.

## Change in Graduation Plans

Students who do not meet the posted graduation deadlines or need to change their graduation plans for any reason must reapply online to graduate through Buff Portal.  If the deadline to apply to graduate  has passed, students should start a new graduation application for the upcoming term or the term they plan to graduate.  This will cancel the previous application for graduation.

The candidacy application for an advanced degree does not need to be re-submitted, unless something substantial has changed.  Departments can communicate directly with the Graduate School on this issue.

## Ceremony

CU holds one university-wide ceremony per year, in May.  Students who graduate within the relevant academic year may participate.  (For example, fall 2019, spring 2020, and summer 2020 graduates may participate in May 2020).  Fall graduates will be included in the spring 2020 commencement program, as will students who have applied to graduate in spring by the applicable deadline.  Summer graduates who want to be listed in the spring commencement program must apply to graduate for summer but by the posted deadline for inclusion in the program.  Students should always apply to graduate for the semester in which the degree will be conferred.

Departments and colleges often choose to hold a graduation ceremony in August and December as well. Participation is ceremonial and the award of degree depends upon the student meeting all graduation requirements.

**Best Practices:**

- Detailed graduation information should be communicated to all students through the graduate student listserv at
- the beginning of each semester.
- Review the applied to graduate roster in CU-SIS regularly or pull the "applied to graduate" report to see which students have applied to graduate

# 15. Bachelor's-Accelerated Master's (BAM) programs

## Overview

Bachelor's-Accelerated Master's programs (BAMs) offer currently enrolled CU Boulder undergraduate students the opportunity to receive a bachelor's and master's degree in a shorter period of time. Students receive the bachelor's degree first, but begin taking graduate coursework as undergraduates, typically in their senior year. Because some courses are allowed to double count for both the bachelor's and the master's degrees, students receive a master's degree in less time and at a lower cost than if they were to enroll in a stand-alone master's degree program after completion of their baccalaureate degree. In

addition, staying at CU Boulder to pursue a Bachelor's-Accelerated Master's program enables students to continue working with their established faculty mentors.

The Bachelor's-Accelerated Master's program is administered jointly by the Graduate School and the respective undergraduate school or college. The major department assumes primary administrative authority and responsibility, reflecting the full authority and standards of both the undergraduate and graduate degrees (including any minimum standards which may be unique to departmental BAMs). Policies and resources are available on the BAM website.

# Processes

*Eligibility*
Student is currently enrolled CU Boulder undergraduate who meets BAM GPA and other eligibility requirements.

## Initial Acceptance with Intent Application

Students submit a BAM intent application, typically during the junior year.  Each department reviews the intent application to make admissions decisions.

Approved intent application enables undergraduate students to take up to and including 12 hours of coursework (as an undergraduate and at undergraduate tuition rates) which can later be applied to the accelerated master's program. The number of credits that can double-count for both the undergraduate and the graduate degrees as part of a BAM program is determined by the department's approved program proposal.

Students who have been admitted to the BAM program will be identified with a subplan and a service indicator.

## Conferral of Bachelor's Degree; Continuation to master's status

BAM students must apply to graduate for their bachelor's degree in the semester in which degree requirements will be completed.

During the semester in which a student is enrolled in the remaining requirements for the undergraduate degree, they also Submit a master's continuation form to continue with their  master's program within one academic year. The student is matriculated directly to the master's degree program  provided they meet the basic continuation requirement of 3.0 GPA. International students on F-1 or J-1 status  must provide proof of funding, which is required due to a change in program level, and receive the approval of International Student and Scholar Services (ISSS) prior to matriculation.

Students must also Submit a BAM supplement form, which identifies the credits being double counted toward the bachelor's and master's degrees along with that being used just for the master's degrees.  This form must be approved both by the undergraduate and graduate programs.

## Master's Coursework and Conferral of Master's Degree

The student has graduate status and completes remaining graduate coursework, with tuition assessed at graduate tuition rates. Graduate students receiving financial aid are considered "independent" and are eligible for aid and awards available to students at graduate status.

Once degree requirements are met, the student applies to graduate with the master's degree.

Be sure to review full BAM policies, including student requirements, as this population needs very careful advising. The faculty/staff facing BAM website contains helpful information for advisors, including a number of FAQs.

**Related forms:**

- *Intent form*: Interested UG students complete this form to apply for admission to the BAM program. This onbase form is located on the student facing BAM website in the Resources box.

- *Master's Continuation Form*: Students who are preparing to receive their bachelor's degree must apply online to graduate and also complete this form by the posted deadline for the semester in which they plan to graduate, to be set up as a master's student. There is no departmental approval process, and students will be matriculated if they meet the 3.0 continuation requirement. International students must work with ISSS for a level change, providing proof of funding as required. This slate form is located on the student facing BAM website in the Resources box.

- BAM supplement form: Students who are preparing to receive their bachelor's degree must apply online to graduate and also complete this form by the posted deadline for the semester in which they plan to graduate. The form identifies the credits being double counted toward the bachelor's and master's degrees along with that being used just for the master's degrees. This form must be approved both by the undergraduate and graduate programs.

- BAM Program change/discontinuation form: Students at undergraduate status who want to withdraw from the BAM program to complete the bachelor's degree only should use this form to do so. Students who need to change their expected graduation term (provided on the intent form) should also use this form to do so. This onbase form is located on the student facing BAM website in the Resources box.

# Part E: Tuition, Fees, and Funding

## 16. Tuition and Fees and State Residency

### Tuition and Fees

Tuition and fees are set by the university with the approval of the Board of Regents. Because tuition and fees are charged at variable rates based on residency, program, student status, and number of enrolled credits each semester, a good understanding of the structure of tuition and fees can help to maximize the return on educational investment.

Detailed information on tuition and fees is available at this section of the CU Bursar's Office website. After choosing the appropriate semester on this page, PhD and MS Thesis student tuition rates are listed under the "Graduate" heading, while MS Professional tuition rates are listed under the "Professional Graduate" heading.

Fees are determined based on a number of factors. To determine the fees for which a student is responsible, first identify graduate status on the Graduate School website. Then, a full list of mandatory fees, by graduate status, can be found on the fees section of the Bursar's Office website.

Important tuition and fee policies to note are:

• Fees accompany even 1 credit hour of tuition and should be taken into account when calculating educational costs.

• All domestic graduate students on a graduate appointment are required to establish Colorado residency by the start of the second year of their appointment.. Further detail on the requirements to establish residency are provided below.

All graduate students on a graduate appointment of 20% or greater will receive fee remission for all mandatory student fees.

• Students must be enrolled in classes during the first semester in which they enter a new degree program, requiring the payment of tuition and fees. For this reason, it is uncommon (although not impossible) for students to start new degree programs during Summer terms.

### Establishing Residency

All domestic non-resident graduate students (including permanent residents) who are on a graduate appointment must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student, or else they will be ineligible for tuition remission starting with the following semester. Any student wishing to establish Colorado Residency should take action immediately

upon moving to Colorado. Instructions on how to establish residency are available from the Registrar's Office. Additional residency guidelines are available here. It takes exactly one year to gain residency and residency status may affect the possibility of future funding opportunities. Students should plan to complete the residency petition in their second semester.
**PLEASE REMIND YOUR STUDENTS OF DEADLINES AND ENCOURAGE THEM TO START THE PROCESS ASAP!**


# 17. Funding and Graduate Appointments

## Funding Administration for Graduate Students

Check with your Faculty Graduate director to determine if you will be managing funding administration for graduate students. In some departments and programs the financial administrator for the department manages graduate student funding. In others, the GPA handles the funding. In still others there can be a hybrid where the GPA articulates to the funding administrator what the funding mechanism for each student will be.

Details on graduate student appointments can be found on the Funding Administration portion of the Graduate School website, in the Graduate Student Appointment Manual. You can also view the Top 10 Graduate Student Appointment Rules.

All questions regarding funding administration can be sent to graduate.fundadmin@colorado.edu

New 1st year PhD students are often funded by the department via TA or RA appointments, with PhD students in their second year and beyond typically funded by their research advisor(s) as an RA through support from sponsored projects, research grants, and contracts. University policy requires appointments for all graduate students are entered on a semester-by-semester basis. As such, if students have any questions about future funding, encourage them to discuss plans with their faculty research advisor early each semester.

**Master's Degree Students**
Most students admitted to the Master's degree program, including BAM and BS/MS students, are expected to secure their own financial support. Recipients are expected to cover the majority of their cost of attendance.

While MS Thesis students are eligible for TA and RA appointments, these opportunities are very rare. *Students in the Professional MS program* *are never eligible for TA or RA appointments*, but are eligible for hourly employment as graders, administrative assistants, and research assistants. These positions do not provide coverage of tuition, fees, or health benefits.


## Sources of Funding

When making sense of different assistantships, appointments, and fellowships, it can be helpful for students to be aware of the different sources of funding that they may come across:

• **Departmental funding**: This funding comes directly from the department in the form of TA or RA appointments and is ultimately allocated by the graduate committee. Individual faculty advisors may be consulted prior to departmental funding decisions, but this funding does not come from sponsored projects or grants. New PhD students are often given departmental support in the form of TA.

• **Sponsored project and grant funding:** This funding comes from externally funded sponsored projects and grants connected, for example, to the National Science Foundation (NSF), the National Institutes of Health (NIH), and the Department of Defense (DoD). Such funding is nearly always used to support RA appointments, with final funding decisions made by individual faculty advisors. Although "gift" funding is contractually different than funding from sponsored projects and grants, it is also typically disbursed by individual faculty advisors in the form of RA positions.

• **Startup funding:** In some cases, students may hear about "startup" funding, in the form of either TA or RA appointments that faculty may have access to. These are positions promised to faculty by the department but, in contrast to "departmental funding", individual faculty advisors are responsible for deciding when and how to use these positions.

• **Fellowship funding**: This funding is provided by external sources such as the NSF, NIH, DoD, etc. in the form of graduate fellowships or internal sources such as dissertation fellowships. In some cases this funding may be connected to a particular faculty research advisor, but generally students receiving this funding are not contractually obligated to a particular sponsored project, grant, or advisor. The Graduate School keeps a list of available [national fellowships](#) which students can apply for. Fellowships often come with tuition and fee coverage, but they are not eligible for tuition remission through the university. If you have a student on one of these fellowships and it does not provide full-support, please contact the Graduate School about the possibility of matching funding.

## Assistantships (TA, GA, GRA, GPTI)

Assistantships are the primary mechanism for financially supporting PhD students. Recipients are awarded coverage of tuition based on the level of their appointment, remission of mandatory student fees, 91% of university health plan costs, a dental plan, and a living stipend in the form of a monthly salary.

Students on an assistantship are required to work, either in a teaching or research capacity, for up to 20 hours per week during the fall and spring terms. In order to work more than 20 hours a week, the [Petition for over 50% Appointments for Graduate Students form](#) must be submitted to [graduate.fundadmin@colorado.edu](mailto:graduate.fundadmin@colorado.edu); please note, the maximum approved appointment is 62.5% which is equivalent to 25 hours per week. During the summer term, students are eligible to receive assistantships with up to a 40 hours per week (100%) work commitment and an increased living stipend, without submitting the overload petition. Most students will remain on a 20 hours per week (50%) appointment throughout the year.

All PhD students are eligible for assistantships. While eligible, MS Thesis students receive assistantship funding on a very limited basis. MS Professional students are not eligible to receive assistantships from any department. Further information on appointments is available in the [CU Graduate Student Appointment Manual](#).

**Teaching assistants (TAs)** play a vital role in supporting the educational mission of the department and the College of Engineering and Applied Sciences. Under the mentorship of faculty, students have the opportunity to develop their pedagogical skills and further enhance their knowledge in the engineering field.  In most cases, TAs will be assigned to support an undergraduate engineering course. However, in limited cases, some students may support graduate-level and/or courses outside their department.

The number of TA hours allocated to each course is dictated primarily by the number of students enrolled in the course. TA assignments are made by the graduate chair and graduate advisors with input from instructors, PhD advisors, and students. Prior to assignment of TAs, a survey is sent to students requesting course preferences and, in nearly all cases, TAs are assigned to one of their preferred courses.

## Resources for Teaching Assistants

**Center for Teaching and Learning**
The Center for Teaching and Learning (previously known as the Graduate Teaching Program) is a graduate and professional student development program that strives to encourage graduate students to embrace teaching as an intellectual and inclusive act and to pursue their personal and professional development through participation in the program. The Center for Teaching and Learning (CTL) provides workshops that focus on pedagogical techniques and professional development. In addition to workshops offered throughout the year, the CTL holds two training events each year, the Fall Intensive and Spring Conference. These training events are open to all graduate students.

To encourage graduate students to focus on gaining teaching skills, the CTL also offers two certificates in college teaching and future faculty development. The two certificates include, the Certificate in College Teaching (CCT) and the Future Faculty Development Certificate (FFD). The CCT helps graduate teachers develop a confident classroom presence, good interactional skills, and a firm foundation in college teaching. Graduate students must teach for two semesters to pursue this certificate. The FFD offers graduate students the opportunity to pursue a project on teaching at the college level under the guidance of a faculty mentor. Graduate students are not required to teach to pursue this certificate. While the Pursuing Excellence in College Teaching Credential (CTC) allows graduate students whose programs do not offer opportunities for classroom teaching, or for those who are not able to complete the Certificate in College Teaching (CCT). Links to the requirements for each certificate/credential are listed below.

• Certificate in College Teaching (CCT)
• Future Faculty Development Certificate (FFD)
• College Teaching Credential (CTC)

**Lead Teaching Assistant (TA)**
The lead TA of the department works closely with both the department and the CTL to advance teaching and professional development in the department. Through this position, the lead TA will receive training in academic management, academic leadership, college pedagogy, collegial teamwork and project management.

Responsibilities of the lead TA are listed below:

• Develop and implement an original project that contributes to the improvement of teaching and/or professional
development in the department/program
• Organize orientation for the incoming 1st year PhD students
• Participate and help to organize the College of Engineering and Applied Science orientation
• Meet with 1st year PhD students individually during the Fall and Spring semester for check-in meetings
• Serve as a consultant on teaching and college pedagogy
• Act as a liaison between the PhD students and the department faculty and leadership
• Act as a liaison between the CTL and the department, communicating information about CTL activities and programs to graduate students
• Conduct three non-evaluative videotape consultations
• Conduct consultative micro-teaching sessions with graduate students
• Conduct one professional development/teaching workshop
• Submit required documentation (e.g., Lead Plan, Lead network evaluations, Capstone project) to the CTL

All leads are required to attend the following events:

• May Lead Training (usually 3 days about a week after finals in May)
• Best Should Teach Lecture in August
• Fall and Spring small group meetings
• Fall Lead Network meeting
• Collaborative Preparing Future Faculty Network (COPFFN)/Spring Conference event in January
• Lead Capstone Event

**Grading**
The method of grading for homework, quizzes and exams will be determined by the course instructor. Some faculty have a preferred method for each type of assignment or assessment. However, we encourage TAs to suggest different methods to grade more efficiently (so that the TA can focus on other teaching responsibilities).

Examples of ways to grade more efficiently are listed below.
• Make sure that all assignments created have clear goals and instructions. This way, students will have more consistent answers that will be easier to grade.
• Use different grading scales for different assignments.
 – check +, check, check- (for quizzes, homework, response papers, quick reports or presentations, etc.)
 – 100-point numerical scale (for exams, certain types of projects, etc.)
 – pass-fail or credit-no-credit (for preparatory work)
• Grade one problem at random from each homework assignment.
• Post quizzes on Canvas, so they can be graded automatically.
• Limit your comments or notations to those your students can use for further learning or improvement.
• Spend more time on guiding students in the process of doing work than on grading it.
For more information on grading, click here for a great resource.

## Faculty Expectations around TAing

When graduate students were asked for advice about TAing, 47% of students mentioned communication as key advice for TAing. Part of improving communications is establishing clear expectations from the instructor teaching the course. Faculty expectations of each TA should be determined before the semester begins. We recommend that all TAs meet with the faculty member instructing the course they are assigned to and go through the expectations for each class.

## Best Practices for Teaching Assistants

*These are the general expectations of Teaching Assistants (TAs) so you can counsel students as to best practices around the role.*

General Reminders:

• When a student is hired to be a TA by the department, TAing is the main priority. For example, if a TA responsibility conflicts with lab meeting time it would be important to try to reschedule lab meeting to a time that would not conflict. If this is not possible, the TA should work with the instructor and their research advisor to suggest a compromise (e.g. attend lab meeting every other time) would be another option.

• TAs should be professional with their professor and their students. They should communicate openly with their professor, especially regarding semester and summer breaks.

•  The student should try to set boundaries.  For example, it is important to respond to students questions quickly, but
they may want to communicate to students that there will be no responses to email after 11:00pm. (for example, the student should determine with their professor for the course what makes the most sense).

• The graduate student must introduce themselves to their TA class during the first week of school and send an email to the class (cc'ing the Lead TA). These introductions are extremely important because there is the risk of undergraduates not knowing who their TA is without this step.

In most cases, research assistants (RAs) are funded directly by faculty through sponsored project or grant funding. As such, specific duties will vary based on the nature of the research and the faculty member. In conjunction with the PhD curriculum, research assistantships provide broad exposure to the research process from grant proposal to publication.

### Compensation Rates

Graduate students are paid monthly and the required minimum rate for a 50% position is listed on the Graduate School website. Stipend compensation rates for student assistantships may vary by department/program.

# Hourly Employment

Several departments regularly employ graduate students in hourly positions. Students in hourly positions may engage in either course, research, or administrative support. Hourly pay for a research project requires the commitment and support of a faculty advisor. Hourly positions typically span 5-20 hours per week during the academic year and up to 40 hours per week during the summer. Students in hourly positions are not permitted to work more than 20 hours per week during the academic year or 40 hours per week during the summer. Compensation rates vary by position. Hourly employment is available for any graduate student who is not funded through a TA or RA position or similar external funding, though requirements can vary based on position.

*Note that, unlike assistantships, hourly employment does not cover tuition or health insurance.*

# External Funding and Fellowships

The graduate school provides an extensive list of national funding opportunities found [here](#).

# Emergency Financial Support

This is a list of emergency financial support funds within the university. There may be emergency funds available at the department level. The Department Chair should be contacted first, in coordination with your Faculty Graduate Director/Chair and the student's Advisor to determine if funds are available within the department that are appropriate for emergency support. can be contacted for potential College-level support.

- [Graduate Student Emergency Aid Fund](#) *intended to help meet the financial needs of Boulder graduate students who encounter an emergency situation resulting in unforeseen expenses during their degree program. Please submit any questions or applications to* [graduate.contest@colorado.edu](mailto:graduate.contest@colorado.edu).
- [Medical Expense Assistance Fund](#) *The Student Health Board's Medical Expense Assistance Fund (MEAF) is designed to financially assist students who are unable to pay incurred medical bills or prescription costs.*
- [ISSS Emergency Financial Grants](#) **For International Students** *emergency grant funds for continuing students with unexpected financial emergencies. Grant amounts vary according to available funds and demonstrated need. With a limited amount of funds, not all applicants will receive a grant*
- [Student Relief Fund Emergency Grant (through Office of Financial Aid)](#) *designed to assist enrolled students with a financial emergency in the current term that is impacting their ability to stay on track towards graduation*
- [For ASSET or DACA Students](#) *provides some grant and work-study assistance for Colorado resident students who are eligible under the Colorado Advancing Students for a Stronger Economy Tomorrow (ASSET) Bill or Deferred Action for Childhood Arrivals (DACA).*

**Student Legal Support**
[Student Legal Services](#)
303-492-6813

## Funding for Graduate Student Travel

There are many travel award opportunities available to graduate students. Deadlines for these grants are communicated via the graduate student listserv whenever possible and can be checked at the links below.

• **Graduate School Travel Grant:**
https://www.colorado.edu/graduateschool/funding/awards-grants/graduate-school-student-travel-grant
This grant has three application cycles per year for domestic (including Mexico and Canada) and international (excluding Mexico and Canada) travel. The dates for the application cycle can be found in the link above. All applications open at 12:01AM MST on the open date and close at 11:59PM MST on the date listed. If you received travel grant funding from the Graduate School during the last application cycle (May for current fall applicants, November for current spring applicants) you may not apply during this cycle. Masters students can receive travel funding once, and PhD students can receive funding twice during their studies at CU. The Graduate School provides a travel grant of $300 for domestic conferences and $500 for international conferences.

• **GPSG Travel Grant:** https://www.colorado.edu/gpsg/grants
Graduate and Professional Student Government may have travel grant opportunities.  Find the most updated information on their website.

## Taxes

**Graduate students are responsible for taxes according to the rules and regulations of the Internal Revenue**

Service (IRS). GPAs are not trained or able to provide advice on taxes, but substantial info is available through the [Bursar's Office](#). Please note that there may be special requirements for [international students](#); more information can be obtained [here.](#)

## Important Note on Full-Time Status and Financial Aid

The Graduate School's definition of full-time student status can vary from the [requirements](#) for full-time student status in regards to financial aid. If a graduate student has any funding from outside the department or their research group, it is important to ensure the student communicates with the financial aid office and funding sponsors about  possible enrollment requirements they may be subject to. This is also true if they are deferring any student loan payments from previous degrees. In both cases, enrollment requirements may be higher than the Graduate School requirements.

# Part F:  Student Support

## 18.  New/Incoming Graduate Students

**Procedures**

There are many steps new graduate students will need to take to make their transition to campus a smooth one. Whether this be getting their housing sorted, working out daycare options, or going through simple administrative procedures to obtain their email, get paid, and get registered. All questions about university requirements can be directed to New Student and Family Programs at: welcome@colorado.edu

## Before Arriving on Campus

Students will receive communications directly from New Student & Family Programs with information about moving to Boulder and t procedures they need to complete before they arrive on campus. It's a good idea to touch base with all of your incoming students to remind them of these steps and to be available to answer questions. This is an excellent time to begin bonding with your incoming students and showing you are a resource to them throughout their time at CU Boulder.

Students should familiarize themselves with the New Student and Family Programs website which will give them all the required information at the university level. If you have department-specific, or the student's advisor has lab-specific expectations these should be outlined to the student *well in advance*.

## Steps for Incoming Students:

**Step 1: Activate IdentiKey (by May)**
Before a student can register for classes, they must activate their CU username and IdentiKey password. They  will need their student ID number from their  official admittance email. (You should be able to see this in their application on Slate!)
Step 2: Submit Their Buff OneCard Photo by July (for Fall term start)

The Buff OneCard is a student ID card and the key to many services and events, including dining, printing, banking and public transportation. **They must submit a Buff OneCard photo by late July to begin Fall term.**

Step 3: Log in to CU Boulder email by May (for Fall term start)

All CU Boulder faculty, staff and students receive a CU Boulder email account. You will use this account to communicate with students, so they must use their IdentiKey to log in and start using it. Beginning in May this is the method of communication and the only email address the university will communicate to; inform students that they should plan to check it regularly. Do not use their old email address of their former institution or private email after May. Encourage students to adopt this email in May for Fall term start.

**Step 4: Submit Official Transcripts**

Official transcripts must match the unofficial transcripts that were submitted with their application for admission.

**Step 5 (International Students Only)**
All F-1/J-1 students MUST arrive no later than the date reflected on the I-20/DS-2019.

*More details can be found in the International Students chapter*


**Step 6: Orientation**
Graduate Student Orientation is usually in mid-late August.

In addition to Graduate Student Orientation, you should plan to host your own orientations that students are required to attend. This information *should be given to students early in the Summer so they can plan to be on campus when the orientations occur.*

**Important Fall dates for New Students:**

**New Student Immunization Requirements (by August 1)**
New students are required to submit proof of two doses of measles, mumps, and rubella (MMR) vaccinations and the New Student Immunization Questionnaire through the MyCUHealth patient portal.
Health Insurance (waive or request)
All insurance requirements must be submitted through the online SIS portal before a student's first semester at CU Boulder and at the beginning of each academic year.

**CU Gold Health Insurance Deadline is August 1st**
CU Health insurance coverage generally begins by August 20th.
Graduate Teacher Program Fall Intensive
3rd week in August
Students involved in teaching should plan on attending these
http://www.colorado.edu/gtp

**English Placement Exam**
Third week in August, typically after 3 PM
International English Center (IEC), 1030 13th Street
Required for new international students who will be TAs and RAs
Engineering students can register online using the following link:
http://bit.ly/CUBoulderESLCreditEngineeringGradExamReg


**New Student & Family Programs: Graduate Student Welcome Day**
Occurs the week before classes start in mid August.. Departments should not plan on scheduling their orientations on the same day.
Please see email correspondence from New Student and Family Programs for more information.

**CEAS Lead TA-RA Orientation** (required for Engineering Students that will be RAs or TAs)
Typically Tuesday in mid-late August. Departments and programs should not plan any orientations for that Tuesday

**Department/Program Orientation**
 It is recommended that all departments and programs have their own orientations for their incoming students. For smaller programs this may be one session with all students (Master's and PhDs combined). For larger programs this may be separate sessions for Master's, Doctoral and Professional Master's

students.

Generally, best practices are:

- Departments and programs should introduce students to all the "usual suspects" that work around graduate education in their unit. This likely includes, but is not limited to:
    - Chair/Department Head
    - Graduate Faculty Director
    - Associate Chairs/Directors around Graduate Education
    - Graduate Program Advisors
    - Graduate Student Organization members
    - Student's personal advisor should attend to show support/and to learn expectations

- Orientations should include
    - Organizational structure of the department
    - What students should expect to get from their time/education
    - What will be expected of the student in the first year and in future years
    - Points of contact for assistance and help
    - Any tours of facilities, expectations on training/safety measures
    - Any upcoming events that students may want to know about
    - Student office locations/keys and swipe access to necessary areas/buildings (if applicable)
    - Registration for classes (if appropriate)
    - Resources in the department and on campus for their professional and personal needs
    - Supportive statements showing an environment that is behind the student as they work to achieve their goals

- Advisor Agreements/Opening Communication
  Early after a student arrives, faculty should be given a link to Advisor Agreements. This document is a supplemental strategy created to support the graduate student advisees' short and long-term goals, while also giving advisors tools to clarify expectations. This document serves as an agreement between the graduate student and their advisor. The agreement should be reviewed once a semester and/or once significant educational milestones have been met. This agreement should be modified and developed collaboratively throughout the advisee/advisor working relationship.

- Social Event/Mixer: Many students will be arriving from a different state or country and may not know many people in the area. It's a good idea to have a low pressure event with food and the opportunity to meet current students, faculty and staff. Many of these tend to happen at the end of the information session. This also gives staff and faculty the opportunity to know who "new faces" are in the building or on the floor.

# 19. Communicating with Students

## University-wide:

**Strategic Relations and Communications** facilitates an integrated approach to campuswide marketing and communications to inspire greater CU Boulder engagement, affinity and support. This group can assist with your strategic goals for campaigns for admissions, etc to the greater world.

## Communicating with Prospective Students

You will receive a great deal of email from interested students. These students can reach you through direct email (your name), or through university "Request For Information" forms (RFIs) on university websites, where you are the point of contact.

The Graduate Recruitment team is an excellent resource for you and prospective students as well. You can reach the team at cugrad@colorado.edu. They can help you with recruitment events, advising sessions, and can attend recruitment fairs on your behalf. Jen Kirschke (jennifer.kirschke@colorado.edu) can assist with Marketing & Communications needs, including setting up RFIs and email campaigns.
A few things to keep in mind regarding communications:

- Try to respond within 48 hours
- If you get large volumes of emails, carve out specific times (2-3 PM on Mondays, Tuesdays and Thursdays I answer email from interested students, etc) to make sure you can keep up with the requests
- Do not make assumptions about the student based on their name, university, geographic location
- Some students are first generation and some information may be brand new to them that you might think all students already know (example, many doctoral programs don't require a Master's degree to apply. You can go from the Bachelor's and apply to the PhD. Not everyone knows that)
- Keep it friendly, upbeat and helpful. If you don't know the answer, you can find someone who can answer
- Introduce students to faculty on email (if the faculty member is willing)
- Let students know about events, see if they want to get messages from the department
- Work with communications staff to put student emails into Slate so they can receive marketing materials (and can unsubscribe if wanted)

Try to build a presence on social media (speak to Austin Braun about training) and consider a Slack channel for immediate questions/answers for admitted prospective students.

## Communicating with Current Students:

In a perfect world, students would read all of your emails (and they should), however students receive so much email they often ignore a great deal of it. In order to make your emails something they read, keep the following in mind:

- Consider a once-a-week "newsletter" so that students do not receive emails from you every day. Consider archiving these emails online, or on a file for students to access in the future. One-off emergency or deadline emails will be taken with more concern and attention if there aren't multiple emails every day. In the newsletter consider sections such as:
  - Upcoming deadlines (at the top)
  - Department/College events
  - Professional development opportunities/job postings
  - Upcoming seminars/defenses/talks
  - Shout outs (positive statements to individual students faculty can submit - good for morale)

- **Don't assume because messaging has been sent by the university or the College to the student that they read the email. You are closer to them, so echoing or amplifying other messaging/deadlines, etc as is important to your students is recommended.**

- Slack channels help with communicating with students and adding channels about specific questions. This can help eliminate the "groundhog day" nature of repeating the same thing to many students.

- If you get enough of the same questions from students, consider putting it on the website.

# 20. Community Building, Student Wellness, and Student Distress

## Community

Graduate School can be a very isolating time. Students are sometimes far from home, rarely living in a residence hall atmosphere, and for some it is the first time they are not working under parental guidance. For students from underrepresented groups and international students, loneliness and isolation can be especially felt. Departments and programs within the College always focus on academic and research rigor, community-building and student wellness can often be lost. The Graduate Program Advisor with collaboration from departmental students groups can provide a crucial service in building student community.

**Departmental Graduate Student Committee/Group**: It is strongly encouraged that you work with your department Chair or Faculty Director to create a Graduate Student Group. This group should be focused on graduate student representation, community-building, social activities, and professional development activities. A budget is strongly encouraged.

**What is Community-Building?**
Community-building is activities that bring students *out* of the labs and together in a social/professional atmosphere. These need-not be expensive. The general pillars that can assist in creating community is consistency, accessibility, and enjoyment. An example of low-cost community building
- Weekly donuts/bagels and coffee, same time window, same location without fail.
- Once per month luncheons

- Weekly board games with snacks after work
- Weekly student-only seminars to practice research talks (no faculty allowed! Reduces pressure!)
- Monthly potlucks
- Running/hiking groups
- Graduate student parent's group, meeting weekly or monthly

**Diversity and Inclusion Groups:**
STEM Routes: https://www.colorado.edu/studentgroups/stemroutes/
In response to the need for better support for first-generation and underrepresented students, this group teaches undergraduate students about research through educational workshops, community, and mentorship.

CU Cafe  https://cucafeseminar.weebly.com/
a collective of diverse STEM trainees at the University of Colorado Boulder that promotes inclusivity and scientific excellence and connects individuals who have a strong commitment to STEM scholarship, racial and ethnic diversity, community building, and mentorship.

More student groups for diverse students can be found here:
https://www.colorado.edu/engineering/bold/current-students/student-societies

**Graduate Student Groups Campus-Wide, Online, and Internationally**
Sometimes students need to get out of their department bubble, and the Graduate School has compiled a list of organizations across these areas:
https://www.colorado.edu/graduateschool/current-students/connections

**GRAD + Seminars**
The Graduate School takes student wellness seriously and understands how isolating graduate school can be for many students.  Isolation is a significant challenge on its own, but when coupled with a lack of structure, many  students feel overwhelmed.  Since much of graduate school is student driven, many students find that they need help creating schedules, timelines and due dates.  The Graduate School has developed comprehensive support structures that teach students skills that are applicable in and outside of school.

The Endurance PhD program is a part of the Graduate School's GRAD + offerings and specifically addresses community building, accountability and structure.  These seminars are meant to provide support for the entire time a student is enrolled in graduate school.  Students self-enroll in these seminars and are provided with individual meetings, weekly round tables with other students and a complete Canvas course featuring discussions, resources, lectures and research.
https://www.colorado.edu/graduateschool/endurance-phd

# Student Wellness

## Health Insurance and Staying Well

All students are required to have health insurance while attending CU Boulder. Students may elect coverage through an individual health insurance plan, through a family member or employer or the CU

Gold Student Health Insurance Plan (SHIP). Students must meet this requirement their first semester at CU Boulder and at the beginning of each academic year. Those taking six (6) or more undergraduate credit hours or one (1) or more graduate credit hours are required to complete the health insurance requirement process.

Insurance coverage requirements

Whether a student enrolls in the CU Gold SHIP or elects coverage under a different plan, their health insurance must meet the following requirements:

- Plans must comply with essential health benefits as outlined on healthcare.gov.
- Colorado coverage - if you are an out-of-state student, please contact your insurance carrier to confirm coverage in Colorado.
- Coverage must be active the first day of classes and remain active throughout the academic year.
- The insurance company must be owned and operated within the United States.
- Plans must have unlimited benefits.
- Plans cannot have pre-existing condition limitations.

## Health plan options

Private insurance
We now accept and bill private insurance plans. Students who elect coverage through an individual health insurance plan are asked to submit proof of current health insurance coverage through MyCUInfo. Please click "Complete the insurance requirement" above to get started. These students will need to provide their health insurance information when checking in for their appointments.

CU Gold Student Health Insurance Plan (CU Gold SHIP)
If you don't have health insurance or want comprehensive coverage on and off, you can enroll in the CU Gold SHIP. This plan provides a full year of coverage for Health and Wellness Services as well as coverage locally and nationally. Gold Plan students are entitled to one dental exam, cleaning and x-ray per policy year at no additional cost through Boulder Dental Center and PERFECT TEETH™. **This is separate from the graduate student dental insurance provided to students on qualifying appointments,**

CU Gold SHIP Plan Eligibility
Eligible students **must actively attend classes for at least the first 31 days after the date for which coverage is purchased.**

- Degree-seeking undergraduate students enrolled in six (6) or more credit hours and graduate students enrolled in one (1) credit hour or more are eligible to enroll in Gold SHIP.
- Non-degree seeking and Continuing Education students enrolled in six (6) or more credit hours, Study Abroad (including Semester at Sea) students, Evening MBA students and students enrolled exclusively in Be Boulder Anywhere course paying the base student fee and health fees, may be eligible to enroll in the Gold SHIP, but must do so by visiting Wardenburg Health Center.
- Students approved for the Leave of Absence Program are eligible to enroll in the Gold SHIP for one semester they are not registered for classes and must do so by visiting Wardenburg Health Center.

**Spouse and dependent coverage is not available through the Gold SHIP.**

BuffCare Supplemental Plan
BuffCare is a supplement plan for students who already have their own health insurance but want an inexpensive way to help cover out-of-pocket expenses for services provided by Health and Wellness Services at CU Boulder. **BuffCare costs $225 per semester, and there is no limit for covered services.** Coverage for care provided by CU Boulder Medical Services.

Graduate Student Dental Insurance graduate students with a graduate appointment of 20% or greater and graduate students on select full-year "full-ride" fellowships will be automatically enrolled into the Graduate Student Dental Insurance Plan once a waiver is entered into Campus Solutions.


**Mental Health Services**

Counseling and Psychiatric Services (CAPS)
offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more.

They offer services in several on-campus locations including the Center for Community (main office), the Village Center at Williams Village and various campus buildings for our confidential, informal Let's Talk program.

Graduate students who have paid the mental health fee are eligible for a variety of CAPS services.

Students can visit any CAPS location during walk-in hours to meet with a provider. For after-hours care, please call CAPS at 303-492-2277 to speak with a licensed professional; 24/7 support is available.

## Staff Resources for Students in Distress

The university provides a number of resources for staff and faculty to assist students in distress through the red folder initiative. Information provided can help you identify a student in distress, respond, and refer as appropriate. Student Affairs also offers Student Support and Case Management, to assist with student issues and student behavior. Staff and faculty can refer a student to a case manager. If you have a student who may be struggling, or notice an abrupt change in student behavior, they can consult with you. If you have a concern about disruptive behavior or conduct, Student Conduct and Conflict Resolution is a good starting point. See below for additional student resources.


## Staff Assistance

Faculty Staff Assistance Program (FSAP)
The Faculty Staff Assistance Program offers short-term, confidential counseling to staff and can provide referrals to community and university resources.

# 21. Managing Conflicts & Grievances

On occasion, students are faced with conflict or difficulty while pursuing their graduate degree. This conflict may be with a professor, an advisor, a labmate, a roommate, or a domestic partner. We encourage you to work with students and listen to them when it comes to conflict, and escalate as needed within your department or unit. The Director of Graduate Studies within your unit is a good resource and one we often recommend for an informal discussion about the concern. All Graduate Program Advisors are "mandatory reporters" so this should be considered when evaluating next steps. Campus has many resources - some confidential - to report problems and manage and resolve conflict.

## Conflict Resolution

A number of specific resources are listed below, and additional options are  listed by the Graduate School on the help and support website. It is important to familiarize yourself with the different options and to know the differences in services provided.  Some are confidential, like the Office of Victim Assistance and Ombuds, and can help students think through their options without being required to report certain information.

Remember as an employee of CU Boulder, you are a mandatory reporter. CU-Boulder policy requires any supervisor who becomes aware of a complaint of protected class discrimination and harassment and sexual harassment (including sexual assault, intimate partner abuse, and stalking) or related retaliation, to promptly report it to the Office of Institutional Equity and Compliance (OIEC) whether the member of our community is the person who was subjected to the misconduct or the person accused of the misconduct.

For more information on how to respond to a disclosure, see the following link.

This means:

- A responsible employee who becomes aware of sexual misconduct (including sexual assault, exploitation and harassment) intimate partner abuse (including dating and domestic violence), and stalking, discrimination, harassment, or related retaliation involving *any member* of the CU community must report it to OIEC.
- Responsible employees by definition are mandatory reporters and must relay all of the information disclosed to them to OIEC. This includes:
  - Name of the person allegedly subjected to misconduct
  - Name of the person alleged to have engaged in misconduct
  - Name of any alleged witnesses
  - Any other relevant facts, including the date, time, and specific location of the alleged incident.
- This applies whether the member of our community is the person who was subjected to the misconduct or the person accused of the misconduct.
- This applies regardless of where or when an incident occurred, including if it occurred off campus and/or before they were a member of the campus community.

- This applies regardless of how the information was conveyed to a responsible employee (whether spoken, written, or through a third party).

# Confidential Student Resources

*These resources can keep student confidence and are not mandatory reporters. This is a good resource for students if they want to talk about their next steps, if they are uncertain if they would like to pursue any action.*

**Office of Victim Assistance (OVA)**
The Office of Victim Assistance is a free and confidential counseling and advocacy center. Contacting OVA may be done by phone at 303-492-8855, email at assist@colorado.edu, or online through the office's confidential reporting site. In each case, CU community members (students, staff, faculty, and their significant others) may confidentially let the Office of Victim Assistance know about harmful and/or traumatic events they have experienced, and this does NOT constitute a report to the University or law enforcement.

Individuals may report and seek support through OVA around recent or past occurrences such as bias-motivated incidents, sexual assaults, harassment, hazing, dating and domestic abuse, stalking, serious accidents, physical assaults,discrimination or other traumatic experiences. The information will go only to the Office of Victim Assistance, a confidential office on campus.

**Ombuds Office**
In order to protect confidentiality, the Ombuds Office conducts its business in person and over the telephone but not via email.  This office offers all members of the university community a safe and confidential place to talk about their campus-related problems. They help to identify and evaluate options and provide information, and can facilitate conversations between conflicting parties and make referrals when necessary.

Communications with the Ombuds Office remain in the Ombuds Office and will not be shared except in aggregate, non-identifiable form, and will not initiate any law enforcement, student conduct, or administrative action.

The Ombuds Office serves as a good place to surface, voice, clarify and discuss university-related issues. They assist people in identifying options to resolve disputes, to determine a course of action and to aid in the informal resolution of conflicts and concerns. Ultimately, individuals choose their own path of resolution.

Ombuds Office assistance includes:

- listening to concerns without judgment
- developing options
- analyzing options
- strategizing
- coaching
- gathering information about internal and external resources and referrals

- informing visitors about informal, formal and administrative options for resolving conflicts, complaints, and disputes
- providing relevant and clarifying information
- providing mediation and facilitation services, as the ombuds deems appropriate

Anything shared with the Ombuds is in strictest confidence.  Ombuds listen to concerns without judgment, provide an impartial perspective, help people untangle issues, develop options and strategize. Visitors to the office choose their own path of resolution.

# Other Student Resources

**Counseling & Psychiatric Services** **(CAPS)**
Main number: 303-492-2277 (24/7 support available)
Counseling and Psychiatric Services (CAPS) offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use and more.

CPAS is available for both in-person and telehealth (virtual) appointments and services.  In addition, a therapist is embedded in the Graduate School and devoted to **graduate student clients only.**   Please encourage your students to take advantage of this resource!

**Office of Institutional Equity and Compliance (OIEC)**
cureport@colorado.edu
Main number: 303-492-2127
Often referred to conversationally as "OIEC", The Office of Institutional Equity and Compliance works towards case resolution, education, assessment, support services, and ADA accommodations to create and foster a safe, inclusive, and accessible campus environment for all members of the CU community.

OIEC implements and enforces three university policies for students, staff, faculty, volunteers, and affiliates: Discrimination and Harassment; Sexual Misconduct, Intimate Partner Abuse and Stalking; and Conflict of Interest in Cases of Amorous Relationships.

OIEC is committed to preventing and eliminating discrimination and harassment based on race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran (military service) status, political affiliation, or political philosophy.

**Disability Services**
dsinfo@colorado.edu
303-492-8671

Disability Services is dedicated to providing students with disabilities an equal opportunity to participate in university programs, courses and activities through reasonable accommodations and services. The

office is here to support students, staff and faculty with accommodation requests, implementation, guidance and general information.

**[Americans with Disabilities Act (Compliance)](#)**
[adacoordinator@colorado.edu](mailto:adacoordinator@colorado.edu)
ADA Compliance: 303-492-9725
Individuals with disabilities are entitled to access, support, and when appropriate, reasonable accommodations. In accordance with the [Americans with Disabilities Act (ADA)](#), an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities such as breathing, eating, sleeping, walking, talking, manual tasks, etc. In most cases, medical documentation will be required to identify a disability related need for accommodations, unless the impairment is otherwise obvious.

ADA Compliance is responsible for providing disability-related information, services, and resources to staff, faculty, and visitors, including the provision of **workplace** accommodations. ADA Compliance upholds its mission to promote equal access and opportunity for those with disabilities by educating the campus community and by partnering with campus departments to address ADA needs across the university.

# Student Academic Grievance Procedures

An additional campus-wide guide is available at
[https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide](https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide) .

**Academic Grievances**
The Graduate School has established [Graduate School Grievance Procedures](#). Whenever possible, graduate students and faculty in graduate programs should seek informal resolution of the issues covered in the procedures ("grievance P&P").  A list of campus resources and Graduate School policies that may be helpful in identifying and achieving resolutions can be found on the Graduate School website and above. In cases where an informal resolution has not been achieved, graduate students may submit a grievance but must first do so with their graduate program. If the issue is not resolved at the graduate program level, then the student may subsequently submit an appeal to the Graduate School.

**Jurisdiction and Additional Resources**
There are a number of areas, explained in the [procedures](#), where the Graduate School does not have jurisdiction.

Grade appeals must be filed in accordance with the grade appeal procedures of the school or college in which the degree-granting unit is housed. Although the Grievance P&P does not cover appeals based on the academic (content specific) grounds on which a grade was assigned, as noted above, the Grievance P&P does cover deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study.

Academic decisions rendered by a program that can be properly judged only by specialists with content-area expertise will not be considered. Such decisions may include dismissal from a graduate program based on failure to maintain the requisite GPA; dismissal from a graduate program based on two failed attempts at comprehensive or final examinations; and denial of admission to candidacy based on the graduate program's rules for qualification.

Allegations of sexual misconduct, protected class discrimination or harassment, or retaliation and/or conflict of interest in cases of amorous relationship will be reported to the Office of Institutional Equity and Compliance (OIEC) and are not under the jurisdiction of the Graduate School Grievance P&P.

Allegations of research misconduct, including unfair treatment in assigning joint authorship, should be filed with the Standing Committee on Research Misconduct (SCRM).

Allegations of unprofessional conduct on the part of teaching or research faculty should be reported to the supervising administrator of the faculty member, as addressed in the Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders (PRR).

Issues of Student Conduct which fall under the jurisdiction of the Office of Student Conduct and Conflict Resolution (OSCCR) shall be covered by related policies and processes.

Any other allegations or issues that fall under the scope of a separate, specialized process outside of graduate programs and the Graduate School.

# 22. International Students

Contact Information

International Student and Scholar Services (ISSS)

Center for Community, S355

2249 Willard Loop Drive

(303) 492-8057

**isss@colorado.edu**

Below, please review the relevant ISSS webpages for further important information regarding F-1 visa status for international students.

## Immigration Status, Reporting, and Documents

F-1 vs Other Immigration Statuses

Most international students at CU Boulder hold F-1 visa status. Some students may hold other U.S. immigration statuses, such as J-1, H-4, or E-2. Please note that the information provided by ISSS below pertains to international students who hold F-1 status. The requirements differ depending on an international student's visa type.

New Student Immigration Reporting

Immigration Check-In Form: New international students in F-1 and J-1 status (including students transferring from another U.S. institution) are required by federal regulations to complete SEVIS immigration reporting. Failure to complete the immigration check-in process will result in the termination of one's F-1 or J-1 visa status. Please refer to the ISSS Immigration Check-In webpage for further information on the check-in process.

Immigration Essentials Session

The Immigration Essentials Session (IES) and quiz (accessed on the Canvas learning management system) are a virtual part of the ISSS check-in process and provide important information about maintaining immigration status.  An IES passing grade is required for all new international students in F-1 and J-1 status, including international transfer students.

F-1 Student Immigration Documents

Please see the F-1 Student Immigration Documents webpage to learn about the different immigration documents (e.g., passport, Form I-20, visa, I-94 arrival record, I-901 SEVIS fee receipt) students in F-1 status have.

Address Reporting Requirements

Federal regulations require international students to inform ISSS of an address update within 10 days of moving. Students report their address change by updating their local address in the Buff Portal. Instructions on Updating Your Address in Buff Portal can be found here.

## Enrollment and Related Requirements

Enrollment requirements Full-time requirements

International students in F-1 status must enroll in a full-time course load with on-campus presence every fall and spring semester. Full-time enrollment is only required in the summer if it is the student's first or last semester of enrollment. Please see the ISSS: Full-Time Enrollment webpage for F-1 enrollment requirements, including how to drop a course and information on incomplete grades.

Academic Reduced Course Load

Immigration regulations allow a once per degree-level Academic Reduced Course Load (RCL) if a student has a valid academic reason for dropping below full-time enrollment. Acceptable reasons can be explored on the ISSS Academic Reduced Course Load webpage.

Medical Reduced Course Load

In the case of a student's temporary illness or medical condition, ISSS may authorize a reduced course load. Students who might meet the requirements for a Medical RCL should view the ISSS Medical Reduced Course Load (RCL) webpage and meet with an ISSS advisor to discuss next steps and the approval process.

Confirmation of final term

Students in F-1 status who are in their final semester are eligible to be enrolled less than full-time if they need less than a full course load to complete their degree requirements. On-campus presence is a requirement during the final term. Students who are eligible to be less than full-time enrolled in their final term must submit the Confirmation of Final Semester form (available in MyISSS Portal) to ISSS to receive approval before dropping below a full-time course load. This form requires the signature of the student's academic advisor to certify that the student is in their final semester and is expected to complete all degree requirements that semester. Note: A student who has satisfied all requirements for completion of their program cannot continue to be enrolled for administrative purposes. For more information regarding enrollment in the final term, see this ISSS Final Semester Guidance.

# Employment

Employment: On-campus

On-campus employment refers to employment where a student is hired by a unit or department of the CU Boulder campus and paid by CU Boulder. To be eligible for on-campus employment, F-1 students must maintain their nonimmigrant status through continuous, full-time enrollment at CU Boulder. International students can work on-campus up to 20 hours a week while school is in session during the fall and spring semesters. Students should refer to the ISSS On-Campus Employment webpage for more information, as well as this guide: International Student Employees on CU Payroll. Hiring departments can access this guide: Information for CU Boulder On-Campus Employment Hiring Department.

Social Security Number (SSN)

Students in F-1 status must have an on-campus job offer or be authorized for off-campus work in order to apply for an SSN. To apply for an SSN through on-campus employment, an international student in F-1 or J-1 status must have an on-campus offer letter and must complete the SSN letter request form in the MyISSS Portal. For more information, please refer to the Applying for Social Security Number (SSN) ISSS handout.

Employment: Curricular Practical Training

Curricular Practical Training (CPT) is temporary employment authorization for a practical training experience that is in a student's major field of study and is also considered to be "an integral part of an established curriculum." CPT is an "alternative work/study, internship, cooperative education, or any other type of required internship or practicum." More information about CPT requirements and eligibility can be found on the ISSS Curricular Practical Training webpage.

Employment: Optional Practical Training & STEM OPT Extension

Optional Practical Training (OPT) is defined by F-1 regulations as a "temporary employment authorization for practical training directly related to a student's major field of study."

An F-1 student can be authorized for Pre-completion OPT and/or Post-completion OPT.

F-1 students who earned a qualifying STEM degree may also be eligible for a STEM OPT Extension.

Students interested in applying for Pre-completion OPT, Post-completion OPT, or the STEM OPT Extension must first request an I-20 from ISSS recommending OPT. Students then must apply for OPT authorization from USCIS. Please review the OPT eligibility requirements and application outline on the ISSS webpages for Pre-completion OPT, Post-completion OPT and the STEM OPT Extension.

Employment: Severe Economic Hardship

International students in F-1 status who experience severe economic hardship due to unforeseen circumstances beyond their control may apply to USCIS for employment authorization to work off-campus. Students must first obtain an I-20 from ISSS recommending severe economic hardship before filing their USCIS application. In general, it takes 2-5 months for USCIS to approve a request for Severe Economic Hardship.

## Extensions, Changes, etc.

Extension of F-1 Programs

An international student in F-1 status who is unable to meet the program completion date on their Form I-20 may be granted an I-20 program extension by ISSS if the student has continually maintained status, applied for the extension prior to their I-20 end date, and if the delays are caused by compelling academic or medical reasons. Please see the ISSS Extension of F-1 Program of Study webpage to review eligibility requirements.

Grace Period

After the successful completion of a course of study, international students in F-1 status have a 60-day grace period to settle their affairs in the U.S. and prepare to return to their home country. International students in F-1 status cannot work during this grace period, and if they exit the U.S. during the grace period, they will not be able to re-enter the U.S. in F-1 status.  Also, please note that if an international student does not complete their degree, they will not receive a grace period.  (The grace period for an international student in J-1 status is 30 days.)

Change of Program or Degree

ISSS must approve all degree plan changes prior to the change being made in Campus Solutions. You may view eligibility on the ISSS Change of Program or Degree webpage. Change of Program or Degree examples include:

1.     BAM

2.     Upward Change of Levels

3.    Downward Change of Levels

4.    Adding a Master's along the way

5.    Changing the type of Master's a student is earning

If a student is nearing the end of their current degree program, then the student only has a 60-day grace period after their last day of enrollment in which ISSS must complete the change of level process in SEVIS. For example, if a student completes their final day of enrollment on 05/04/2022, then ISSS must initiate the change of level process prior to 07/03/2022.

Leave of Absence

International students who are interested in taking an academic or medical leave of absence from the University of Colorado Boulder should be aware of the F-1 regulatory restrictions and requirements. Please refer to the ISSS Leave of Absence webpage for information and eligibility. It's very important to consult an ISSS advisor to discuss the process.

5-month rule

If international students taking a leave of absence have been outside of the U.S. for more than 5 months, they will need to request a new I-20 from ISSS and submit new proof of funding documentation. Students should contact ISSS at least 3 months prior to their expected date of return to discuss their unique situation. Please see the 5-Month Rule Study in the States webpage and refer to the Leave of Absence webpage for information on returning to campus in F-1 status.

Retroactive Withdrawal

ISSS will not terminate an F-1 international student's F-1status if that student is approved for a retroactive withdrawal for a previous semester. However, ISSS cannot guarantee that a retroactive withdrawal will not negatively impact any future requests for immigration-related benefits – such as visa applications to the U.S. Department of State or requests for work authorization from USCIS. It is possible that the U.S. government could view the retroactive withdrawal as a failure to maintain status – either because the student was under-enrolled for the term they retroactively withdrew from or because it could be seen as a failure to make academic progress. ISSS recommends students applying for a retroactive withdrawal keep all documentation related to their retroactive withdrawal and any documents that might help prove they were enrolled full-time during the term (e.g. transcript with grades before they withdrew, course schedule, etc.). Should the student ever need to explain the retroactive withdrawal to the U.S. government, the burden of proof will be on the student to prove they were maintaining status. International students seeking a Retroactive Withdrawal should schedule an appointment with an ISSS advisor to discuss the implications to their status and their F-1 program timeline.

Transferring Universities

A student who is maintaining F-1 status may transfer from one DHS-approved school to another by following the F-1 SEVIS transfer procedures. Please refer to the ISSS Transfer of Schools webpage for information on eligibility, the SEVIS transfer timeline, and requesting a transfer. Students must submit the SEVIS Transfer Out Form to request the transfer, which is available in the MyISSS portal.

Requirement to make normal academic progress

The F-1 visa regulations require students to make normal academic progress in order to maintain their F-1 visa status. Students are issued an immigration Form I-20 based on the expected length of their academic program as published in the CU catalog. Students who are eligible for continued enrollment and are on track to complete their program by the F-1 program end date on their Form I-20 are considered to be making normal academic progress. International students in F-1 status are allowed to take classes that do not count toward their major and may accrue credits in excess of the number of credits required for their degree program as long as they are able to complete their course of study in a timely manner and are not enrolled for administrative purposes only.

## Resources

Sign up for the ISSS Newsletter.

Follow us on social media:

ISSS Facebook

ISSS Instagram: @isss.cu

ISSS Snapchat: isss cu boulder

ISSS website: please review the ISSS website for the most up-to-date information! The ISSS website also houses the ISSS Forms and Handouts for international students and additional information for CU Departments.

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International Students

Contact Information

International Student and Scholar Services

Center for Community, S355

2249 Willard Loop Drive

(303) 492-8057

isss@colorado.edu

# Part G: Graduate Faculty and Faculty Advisors

## 23. Graduate Faculty Appointments

### Overview

Any faculty member whose duties include teaching, thesis/dissertation supervision, or Graduate School Rules 6 research supervision of CU Boulder graduate students must be appointed to the Graduate Faculty to ensure minimum standards of excellence in relation to graduate education.

### Types of Appointments

Regular graduate faculty appointments may be given to full-time tenure/tenure track faculty members of CU Boulder who hold the rank of assistant professor, associate professor, or professor, as well as a research professor title. A regular appointment may be given for a maximum of seven years for tenured faculty. For assistant professors or other untenured faculty, the appointment should not extend past the semester of their next required review, whether that is comprehensive review for reappointment or a tenure review.

Special graduate faculty appointments are given to those individuals who are not full time members of CU Boulder faculty or do not meet the criteria outlined for regular membership. Special appointments are given for a maximum of three years. Requests for special appointments should include the specific duties being requested for an individual, such as teaching courses or a specific course, serving on committees or specific students' committees, or serving as outside member on committees. Faculty members with special appointments do not normally serve as thesis/dissertation supervisors.

### Process for Approval

Requests for appointment and reappointment should be received in the Graduate School prior to the start of the semester. Appointments are approved by semester, and an academic year appointment begins the first day of class in the fall and runs through the summer (the last day before classes begin for the fall).

Each request should be made via DocuSign using the Graduate Faculty Appointment request process, available on the Graduate School's website. A current vita/resume must be attached to all requests. If a vita does not clearly speak for itself, please also attach a letter justifying the request for appointment.

Please attach a current updated vita by clicking the attachments box. Due to HLC guidelines, if the individual does not hold the terminal degree in the field, you must attach a second document. This should include relevant general information about the program and should explain the ways in which equivalent experience has been established for this individual. This must be included even if the individual has

previously held a graduate faculty appointment. For special members with restrictions, list the responsibilities and duties that will be assigned to that person.

All forms must be routed for the signature of the graduate department chair before it reaches the Graduate School.  If the appointment is approved by the Dean of the Graduate School, an e-mail will be received by the originator of the appointment request.

A request to amend a current appointment should be made via DocuSign using the request for amendment to a Graduate Faculty Appointment process  available on the Graduate School's website.  The requested change in duties should be clearly explained in the form.  A current vita/resume must be attached. The form should be routed for the signature of the department chair, and will then come to the Graduate School without needing the college level dean's signature.  The type and length of the appointment will remain as originally approved- only a change in duties will be considered.

**Best Practices**

- Work with your course scheduler to determine which faculty will be teaching graduate level courses  and if they need new or renewed Graduate Faculty Appointments.
- Ask your students to let you know early of any external committee members they hope to use on their committee so that Graduate FAculty Appointments can be obtained well in advance.
- The Graduate School typically sends notifications of expiring appointments each semester. Utilize this resource to get an early start on renewals.

# 24.  Supporting Faculty Advisors

Mentoring is a dynamic process by which faculty advisors and others work with graduate students to establish and foster structured and trusting relationships. By offering guidance, support, and encouragement, mentors act as advocates and role models for their mentees and are committed to helping graduate students meet their personal and professional goals. By listening actively to mentee's concerns and aspirations, mentors can help graduate students achieve academic excellence, and advance professionally in career paths of the student's choosing.

Faculty may turn to you with questions, or in the case of new faculty, they may not know where to begin when mentoring a student. Being academics, they may want to understand why or how policies have come into place. They may want to find "wiggle room" to policies that are in place. It's best to find documentation on the CU Boulder website that indicates practices. When in doubt, email gradinfo@colorado.edu

## General Graduate School Resources for Faculty and Staff (Policies and Procedures, forms, listservs etc.)

- Rules and Regulations for Students

# Resources for Faculty and Staff to Improve Mentoring

Faculty may be at a loss as to where to begin when faced with management of students, and not all brilliant minds come with the ability to manage a team. It's a learned process for most, and there is always room for improvement. Faculty should be encouraged to be transparent, communicative and sympathetic when working with students. Most problems between faculty and student begin with a misalignment of expectations coupled with a breakdown in communication.

- Graduate School Advising Agreement, Dr. Leslie Blood at University of Colorado Boulder
  This document is a supplemental strategy created to support the graduate student advisees' short and long-term goals, while also giving advisors tools to clarify expectations.  This document serves an agreement between the graduate student and their advisor. The agreement should be reviewed once a semester and/or once significant educational milestones have been met. This agreement should be modified and developed collaboratively throughout the advisee/advisor working relationship.

- How to Mentor Graduate Students, University of Michigan Rackham Graduate School
   A detailed guide to effective mentoring: reasons for mentoring, general guidelines, advice on initial meetings, how graduate programs can encourage mentoring and much more.

- Mentoring Guide for Faculty, University of Washington Mentoring Webpage
  Extensive resources organized by topics such as advising international students and the effects of age, experience, race, ethnicity, and socioeconomic background on graduate student experience.

- Developing shared expectations (form) University of Michigan Rackham Graduate School
  Concretely walks through expectations and expected academic milestones for the student. It prompts both the advisor and the student to set goals for communication and any other aspects of their working relationship.

- Promising Practices, Mentoring and Advising, Council of Graduate Schools
   Strategies and practices to consider when advising graduate students, from the Council of Graduate Schools' PhD completion project, Mentoring and Advising section.

- A Mentoring Guidebook for Faculty, Case Western Reserve University
  Written by the Graduate Student Senate of Case Western Reserve University, this guidebook includes checklists and worksheets for faculty adviser-advisee first meetings and setting expectations, and addresses advising and mentoring within diverse communities.

- Graduate Advising and Mentoring: Worst Practices, University of Minnesota
  A short statement on practices to avoid.


## Conflict Resources for Faculty

See "Managing conflict and grievance" section for resources.  In general the Graduate School recommends that issues and grievances be discussed informally at the lowest level first.  Generally  the

faculty graduate director should be the first step for discussing the issue, followed by a conversation with the chair/department head.  The Associate Dean in the college can also be a great resource.

There are a number of resources on campus for faculty to assist with conflict resolution and mediation.  In particular, two important resources should be consulted when conflict and potential grievance situations are experienced:

- Faculty Relations**:** Provides services to faculty members and academic administrators to help develop and maintain working relationships that are positive and productive. These services include individual consultation, mediation, assessment of unit dynamics, and investigations of allegations of unprofessional behavior as defined in the Professional Rights and Duties of Faculty Members.
  **Suzanne Soled, PhD**
  (303) 492-0447
  suzanne.soled@colorado.edu

- Ombuds Office: serves as a good place to surface, voice, discuss and clarify university-related concerns. A confidential resource that listens without judgment, helps people untangle issues, develops options and strategizes. Provides an impartial perspective and maintains what is shared in the strictest confidence. Visitors choose their path of resolution.

Students may choose to file a formal grievance if the issue cannot be resolved informally.  See the grievance procedures  section for more information on jurisdiction and process.

# Appendix:  Additional Resources for GPAs

## 25. Course Scheduling, Catalog, and Degree Audits

### Course Scheduling

The Academic Scheduling Department schedules and controls approximately 180 classrooms, seminar rooms, distance learning studios, labs and auditoriums on the Boulder campus.

This department schedules *academic* classroom use only (e.g., for classes, review sessions, films, midterm or final exams).

To schedule *non-academic* classroom use (e.g., for student clubs, meetings, workshops), contact CU Events Planning & Catering.

Related Policies:
 Space Utilization Policy

The Office of the Chancellor, in partnership with the Office of the Registrar and the Space Utilization Committee, has implemented a space utilization classroom policy for the Boulder campus to ensure that both classes and classrooms are scheduled efficiently to support the needs of students, faculty and the institution as a whole.

Standard Meeting Patterns

Determine allowable day/time patterns for class meeting times in centrally controlled or priority scheduled classrooms.

Special Session Guidelines

Know the policies and procedures related to classes that are not offered for the full length of a standard semester.

 Credit-Hour Requirements

Learn about the credit-hour requirements issued by the Colorado Department of Higher Education for each course component type.

Fractional Credit Hours

Find out more about courses that deviate from the standard credit hour calculations and may be offered in increments of half credits.

 Course Numbering Guidelines

Understand the protocols related to course numbering by career and course type.

Section Numbering Standards

Follow established standards to allow easy identification for reporting purposes and quick recognition of the teaching methodology of a particular class.

RAP and Special Program Sections

Find special section numbers for Residential Academic Programs (RAPs) and special program sections.

 Final Exam Policy

Consult CU Boulder's policy on final exams each semester.

Forms:

Room Requests

- [Common Final Exam Room](#) (there's currently a moratorium on new common final exam requests for Fall 2020 and Spring 2021 exams; [learn more](#))
- [Computer Lab](#)
- [Large Room](#)
- [Midterm Exam Room](#)
- [Specific Room](#)
- [Summer Special Program Room](#)

Class Scheduling Forms

- [Add a Class](#)
- [Modify a Class](#)
- [Cancel a Class](#)

[Campus Solutions Scheduling Instructions](#)

A comprehensive guide to adding and revising classes, updating class sections, adjusting class associations, creating combined sections, scheduling class meetings and canceling a class.

**Centrally Controlled Classrooms: Fall or Spring**

Information about each centrally controlled room, including its wheelchair accessibility, maximum capacity, technology setup, air conditioning, seating configuration and usage limitations.

[Department Scheduling Contacts](#)

Provides the scheduling contact's name and email address for every academic department.

# The University Catalog

[Curriculum, Course & Catalog Requests](#)

The Office of the Registrar publishes deadlines and processes for course and program changes.

Requests submitted by these deadlines are included in the semester's schedule of classes and annual updates of the university catalog and degree audits.

Key dates include:

- ❖ Early October: Deadline to update courses for spring
- ❖ Mid-summer to first week of March: Catalog updated
- ❖ Late January: Deadline to update courses for fall
- ❖ First week of April: Catalog published

[Academic Program Proposals](#)

Majors, minors and certificates are academic plans, represented in [Campus Solutions](#) by combining the

four-letter department code with a two- to four-letter plan code (e.g., AAAH-BA is the Department of Art and Art History's BA in Art History major).

❖       Academic Plans
❖       Academic Subplans

[Catalog Production](#)

> ❖   **About Catalog Production:** to stay on top of deadlines [subscribe to the mailing list](#) for up to the minute updates of the process and deadlines.

> The CU Boulder catalog constitutes the official record of the curricular requirements and course descriptions that apply to students who formally enter an academic program that year.

> The catalog also contains:

- A summary of campus policies and requirements
- Descriptions of colleges, schools and departments
- Faculty listings
- Program learning outcomes and recommended plans of study

# Course Proposals

All course proposals and revisions are managed through our curriculum inventory management system (CIM). Once a proposal or revision is fully approved in CIM:

- Campus Solutions is updated immediately
- The CU Boulder catalog is updated weekly or monthly, depending on the stage in the publication cycle
- Degree audit updates must be submitted separately (see instructions below)

Deadlines for course proposals are well in advance, so the timeline should be considered when putting forth a proposal, and departments and faculty should be made aware of this "lag time":

Fall Deadlines

- **Priority deadline: Nov. 11** (preceding calendar year)
- **Final deadline: Jan. 15** (same calendar year)

Spring Deadlines

- **Priority deadline: July 1** (preceding calendar year)
- **Final deadline: Oct. 1** (preceding calendar year)

Summer Deadlines

- **Priority deadline: Sept. 1** (preceding calendar year)

- **Final deadline: Dec. 1** (preceding calendar year)

[Faculty Lists](#)

- ❖ Single Submissions
- ❖ Bulk Submissions

**[Revision Access](#)**

All course additions, deletions and modifications have a predefined reviewer workflow: a sequential chain of users, assigned to roles, who are required to review and approve requests each academic year.

Workflows for course requests typically start with a faculty member, proceed to the department chair or program director, and receive final approval by the dean who oversees curricula for that college, school or program. Each college, school and program has its own unique curriculum workflow that is separate from its catalog workflow.

If you have questions about your curriculum workflow(s), contact Academic Scheduling at academicscheduling@colorado.edu

## Degree Audit

The Office of the Registrar's Degree Audit team has begun work to build degree audits for graduate students.  In most cases, the initial audits built were for  master's students who were admitted fall 2020 and beyond.  Review the resources below, and contact the [Degree Audit team](#) with questions.

In order to obtain access to view and work with the audits, access must be requested through the my CU Info portal:

- click  cu resources home>business tools>request system access
- scroll down to CU ERP resources, click on Degree Audit and Transfer Credit link
- Click the CU-SIS Access Pdf form
- Select your campu, select boulder IDP if needed, and the access request form will open  in a new tab.
- Use the screenshot below to fill out the form with  step by step instructions

Download the form (top right hand corner), open with Adobe Acrobat, and then save a copy to your computer
**\*Please save a copy of the form before you attempt to fill it out**
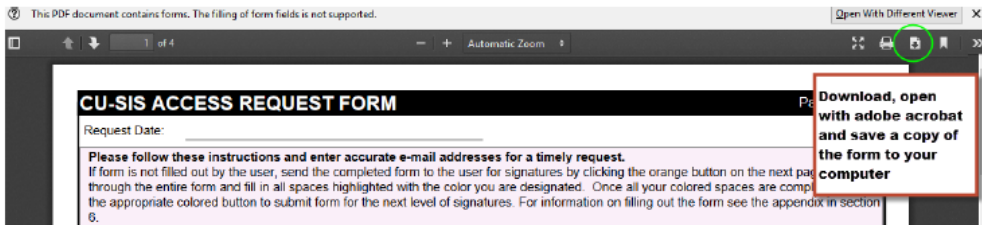


Once the form has been saved on your computer, re-open it and then you can fill in the appropriate areas.

## Section 2. Request Type

**Access Request type:** Update Access
**System Access Requested:** DATC Advisor
**Required job duties:** You need to indicate that you will run and view degree audits and that you will need to process exceptions for requirements in the major.

**Example:**



Once you have answered sections 1 & 2, sign the form in section 4 indicate your supervisors name and email address and send to your supervisor
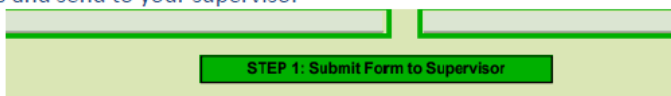


Your supervisor will then receive an email with the form to sign and then submit to the CU-SIS Coordinator
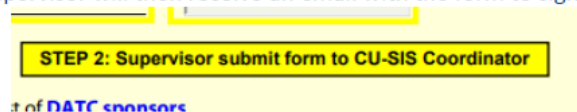


If you have any questions on requesting access, please contact access@colorado.edu.

**General information** is provided below. Additional resources will be forthcoming as Degree Audits are further built out and additional training resources are developed.

## The Audit Detail – Sub-Requirements:

**Requirement**

The details within the Requirement are called **Sub-Requirements**

The completion status of each **Sub- Requirement**

❯ ❌ Red X - This sub-requirement is NOT complete.

❯ ✅ Green check mark - This sub-requirement is Complete

❯ ▦ Blue Ellipses - This sub-requirement is using an In-Progress Course. Completion is dependent on the student passing the In-Progress course.

**Cultural Anthropology Subdiscipline**
**Master of Arts (MA)**

| | | |
|---|---|---|
| EARNED: | 3.0 | HOURS |
| IN PROGRESS | 9.0 | HOURS |
| NEEDS: | 18.0 | HOURS |

❌ Core Requirements (15 Hours):

| | | | | |
|---|---|---|---|---|
| FA19 | ANTH5750 | 3.0 | *** | Cul |
| FA19 | ANTH5760 | 3.0 | *** | Eth |

**SELECT FROM:**   ANTH5780, 5785, 7300, 7840

▦ One graduate-level anthropology seminar not in the student's subdiscipline (any non-split-level graduate seminar, including bridging seminars).

| | | | | |
|---|---|---|---|---|
| FA19 | ANTH7010 | 3.0 | *** | Ser |

✅ One additional graduate course at 5000-level or above, to be selected in consultation with advisor.

| | | | | |
|---|---|---|---|---|
| SU19 | ANTH5000 | 3.0 | B | Qu |

❌ Three 7000-level seminars in cultural anthropology.

**SELECT FROM:**   ANTH7

**SELECT FROM:** lists the courses that will meet the **Sub-requirement**. If you click on the underlined courses, you can view the course catalog description for each course.

*Opens up in a new window

**ANTH5780** (3 Hours)
**Core Crse/Cult Anthropology**
Provides an intense, graduate-level introduction to the discipline of cultural anthropology, with an emphasis upon critically assessing those methods, theories, and works that have shaped the field from the 19th century to the present time. Required of all first-year graduate students in anthropology.

*Select from* list identifies the courses that meet the sub-requirement

Once a **Sub-Requirement** is complete, the **Select from** list will disappear

## The Legend (explains symbols next to courses):
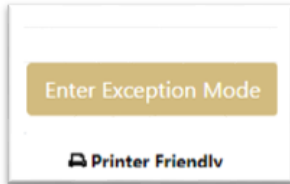
~~~~~~~~~~~~~~~~ **Legend** ~~~~~~~~~~~~

**Explanation of Symbols and Grades used on Audit:**

*** = Registered
>M = Metro course, not in GPA
>N = Repeated, no credit
>R = Repeated
>S = Hours split
>V = Composite Grade
>X = Course Repetition, not in GPA
>Z = Graduate non-degree course
T* = Transfer Grade
Q* = CU to CU Composite Grade
S* = Study Abroad Grade

Student is registered for these courses

| | | | | |
|---|---|---|---|---|
| FA19 | ANTH5750 | 3.0 | *** | Culture & Society: South Asia |
| FA19 | ANTH5760 | 3.0 | *** | Ethnog SE Asia/Indonesia |

Student has completed course, with grade

| | | | | |
|---|---|---|---|---|
| SU19 | ANTH5000 | 3.0 | B | Quantitative Methods in Anthr |

>R Indicates course has been taken more than once

| | | | | |
|---|---|---|---|---|
| SP19 | ANTH5750 | 0.0 | W  >R | Culture & Society: South Asia |

In cases where your department has approved a course substitution, you can use the **course pointing exception** to update the student's audit to reflect the approved change.

**Course Pointing Exception:**

Once you are in a student's audit that needs an exception, click the Enter Exception Mode on the far right, top of the audit:



Find the requirement you wish to make the exception on and click the down arrow to apply a course by exception:



You will now be able to apply any course the student has taken into the requirement you selected by clicking the plus button next to the course you wish to apply:

Now click the next button at the bottom:



Then fill in the relevant information:



You can either click Save and Run audit to view the exception on the student's audit, or save and add another exception, by repeating this process.

# 26. Registration Requirement Resources

The Graduate School requires that students maintain registration through the semester of the final exam/dissertation defense. This is often, but not always, the semester the degree is awarded, and the nuance can be confusing.  Resources below can help  determine whether a student needs to be registered during the semester their degree is awarded.

## REGISTRATION REQUIREMENT

Flowchart to determine if registration is required during semester of graduation

IF Graduation deadlines are not met student must re-apply to graduate in future term, as application for graduation does not roll forward.

Does the student need to register in upcoming terms?

Has student's final examination/thesis or dissertation defense been passed?

no

yes

Will the exam/defense be passed before the first day of the upcoming term? (1st day of Fall, Spring or Summer terms – interim terms not considered)

no

yes

Have all course requirements been met, and has student registered for all required dissertation/thesis hours?

no

yes

Student must register as required during the semester of exam/defense. (At least 1 hour for master's students, 5 dissertation hours for PhD students, or additional diss hours as required to meet minimum standards for graduation, max 10 per semester).

Is the student an international student who may need to register to maintain immigration status?

yes

no

If exam was passed in a previous semester where student was appropriately registered, Graduate School does not require future registration.*

However, student must consult with ISSS to determine whether registration is required above and beyond Graduate School requirements.

If exam was passed in a previous semester where student was appropriately registered, Graduate School does not require future registration.*

*Note: While the Graduate School does not require registration in these situations, those who do not register will not be considered current students for purposes of receiving or deferring financial aid, holding appointments, enrollment verification, health insurance, etc.

The language below can be used to communicate with students regarding the registration requirement and how the degree award date and the registration requirement work together. Be sure to carefully personalize it.

- First, update wording to correspond to doctoral or master's student status.
- Second, update wording if student has a final examination (not defense) requirement (remove reference to dissertation/thesis, etc.).
- Third, update the information in red font to correspond to the student's specific situation, using the correct upcoming semester and locating the exact first date of the next semester.

If you aren't sure how the registration requirement affects your student, please reach out to the Graduate School **before** providing information to the student.

*In order to officially graduate in a specific semester, all posted graduation deadlines must be met. If you need to delay completion of any milestones, and therefore your official graduation, please be sure to re-apply online to graduate for the new semester of your anticipated graduation through your portal.*

*Because you are required to be registered through the semester of your defense, if you're able to pass your defense before the first day of the upcoming [spring, summer, or fall] semester, exact date here, the Graduate School would not require that you register again. This assumes that you have completed all required hours, and are not required to maintain registration in that semester for any other reason. You won't be considered a current student in [spring, summer, or fall] semester if you are not registered. International students, and students receiving or deferring financial aid, should contact appropriate offices to make sure they are appropriately registered.*

*If you pass your defense before the first day of that upcoming semester, you will not be required to register again, and you can follow the deadlines set in the [spring, summer, or fall] semester for submission of your dissertation and Thesis Approval Form. However, please again remember that your degree won't be conferred until the end of that semester- and that you must reapply to graduate in that semester.*

*INCLUDE IF NEEDED:*
*If your time limit is expiring at the end of this current semester, you would need to complete all requirements (including defense and submission of dissertation and signature page) before that first day of classes in the [spring, summer, or fall] semester, in order to avoid the need to petition for further extension of your time limit. If you do your defense before that time but do not complete all requirements, a new extension petition would be needed but registration in that semester would not.*

# 27. Language, abbreviations, and terms

## Overview

As with any educational or professional institution there is a language shorthand of acronyms and abbreviations. This can lead to frustration early on as those familiar with the language speak it to new arrivals to campus. This section is meant to assist with the transition from novice to expert speaker.

## Graduate Student Registration Statuses

Most of the different statuses are assigned automatically based on the student's registration. The only exception is "D" status, which is assigned by the Graduate School. Students must have passed their comprehensive exam, and have been admitted to candidacy before this status can be changed. The status is changed for an upcoming semester.

| Status | What does it mean? | How is it assigned? |
|---|---|---|
| **Masters Student Status** | | |
| A | Registered for coursework and/or masters thesis hours | Automatic- based on registration |
| B | **Registered for "candidate for degree", course # 6940-6949**<br><br>(Students who are required to be registered for thesis defense or master's final exam but have no courses or thesis hours left to take, and/or students who must remain full time. A maximum of 3 hours should be taken per semester, as this registration placeholder cannot be used toward a student's degree) | Automatic- based on registration |
| **Doctoral Student Status** | | |
| **Pre-Comprehensive Exam** | | |
| C | Registered for coursework or coursework/dissertation hour combination | Automatic- based on registration |
| E | Registered for dissertation hours only | Automatic- based on registration |

| Post-Comprehensive Exam | | |
|---|---|---|
| D | Registered for 3 or 5+ dissertation hours as required by Graduate School Rules | Changed by Grad School for semester following admission to candidacy |

## Common Acronyms

Click on the link to go to the individual website.

| Acronym | Title |
|---|---|
| 3CG | Center for the Study of Conflict, Collaboration, and Creative Governance |
| A&S | College of Arts and Sciences |
| A/Y | Academic Year |
| AAH | Art & Art History Department |
| AAHE | American Academics and Higher Education |
| AAU | Association of American Universities |
| AAUP | American Association of University Professors |
| ABS | See CCO |
| ACCESS | Available Credit Courses for Eligible Special Students |
| ACUC | See IACUC |
| AES | Aerospace Engineering Sciences Department |
| AESSS | Academic Excellence Program / Student Support Services |
| AFROTC | Air Force Reserve Officer Training Corps |
| AFSCME | American Federation of State, County, and Municipal Employees |
| AIA | American Indian Alliance |

| | |
|---|---|
| AISES | American Indian Science and Engineering Society |
| ALC | Asian Languages and Civilizations Department |
| ALTEC | Anderson Language Technology Center |
| ANTH | Anthropology Department |
| AP | Accounts Payable |
| APF | Additional Pay Form |
| APPM | Applied Mathematics Department |
| APS | Astrophysical & Planetary Sciences Department |
| AR | Accounts Receivable |
| AROTC | Army Reserve Officers Training Corps |
| ASSETT | A&S Support of Education Through Technology |
| ATLAS | Alliance for Technology, Learning, and Society |
| ATOC | Atmospheric & Oceanic Sciences Department |
| AVC | Associate Vice Chancellor |
| BCPC | Boulder Campus Planning Commission |
| BFA | Boulder Faculty Assembly |
| BMPC | Bulk Mail Processing Center |
| BOLD | Broadening Opportunity Through Leadership and Diversity |
| BoR | Board of Regents |
| BRAP | Baker Residential Academic Program |
| BSA | Black Student Alliance |
| BSC | Boulder Staff Council |
| BST | BioServe Space Technologies Center |

| BUSN | Leeds School of Business |
| --- | --- |
| CAC | Chancellor's Accessibility Committee |
| CADSWES | Center for Advanced Decision Support for Water and Environmental Systems |
| CAETE | Center for Advanced Engineering and Technology Education |
| CAPS | Counseling and Psychological Services |
| CARTSS | Center to Advance Research and Teaching in the Social Sciences |
| CAS | Center for Aerospace Structures |
| CAS | Center for Asian Studies |
| CASA | Center for Astrophysics and Space Astronomy |
| CCAR | Colorado Center for Astrodynamics Research |
| CCHE | Colorado Commission on Higher Education |
| CCO | Campus Controller's Office |
| CCORE | Chancellor's Committee on Race and Ethnicity |
| CCW | Chancellor's Committee for Women |
| CE | Continuing Education |
| CEAE | Civil, Environmental, and Architectural Engineering Department |
| CEC | Campus Executive Committee (Chancellor's Executive Committee) |
| CECC | Coors Events Conference Center |
| CET | Center for Environmental Technology |
| CHBE | Chemical & Biological Engineering Department |
| CHEM | Chemistry & Biochemistry Department |
| CIPS | Center for Integrated Plasma Studies |
| CIRES | Cooperative Institute for Research in Environmental Sciences |

| | |
|---|---|
| CISW | Center for the Integrative Study of Work in Living Systems |
| CIW | Central Information Warehouse |
| CLAS | Center for Limb Atmospheric Sounding |
| CLAS | Classics Department |
| CLEAR | Center for Computational Language and EducAtion Research |
| CLEAR | Center for Labor Education and Research |
| CLSP | Chancellor's Leadership Studies Program |
| CMCI | College of Media, Communication, and Information |
| COMM | Communication Department |
| COMM RAP | Communication & Society Residential Academic Program |
| CoPEC | Colorado Power Electronics Center |
| COSGC | Colorado Space Grant Consortium |
| CRT | Center for Research on Training |
| CS | Career Services |
| CSCI | Computer Science Department |
| C-SEAP | Colorado State Employee Assistance Program |
| CSI | Center for Student Involvement |
| CSILW | Center for the Study of Indigenous Languages of the West |
| CSPV | Center for the Study and Prevention of Violence |
| CSU | Colorado State University |
| CTL | Center for Teaching and Learning (Graduate Teacher Program) |
| CTRC | Colorado Technical Reference Center |

| | |
|---|---|
| CU | University of Colorado |
| CUE | Cultural Unity and Engagement Center |
| CUPA | University of Colorado Parents Association |
| CUPD | University of Colorado Police Department |
| CURJ | CU Restorative Justice |
| CUSG | University of Colorado Student Government |
| DPO | Dental Preferred Organization |
| DS | Disability Services |
| E/L | Earn-Learn Apprenticeships |
| EAP | Employee Assistance Program |
| EBIO | Ecology & Evolutionary Biology Department |
| ECEE | Electrical, Computer, and Engergy Engineering Department |
| ECON | Economics Department |
| EDUC | School of Education |
| EHP | Engineering Honors Program |
| EHS | Environmental Health and Safety |
| ELLC | Ethnic Living and Learning Community Leadership Studies Program |
| EMARC | Energy and Minerals Applied Research Center |
| EMP | Engineering Management Program |
| ENGL | English Department |
| ENGR | College of Engineering and Applied Science |
| ENVD | Environmental Design Department |
| ENVS | Environmental Studies Program |

| | |
|---|---|
| EOT | End of Term |
| ERA | Electronic Research Administration |
| ESL | English as a Second Language |
| ETHN | Ethnic Studies Department |
| ExCOM | BFA Executive Committee |
| F/Y | Fiscal Year (July through June) |
| FacMan | Facilities Management |
| FCQ | Faculty Course Questionnaire |
| FERPA | Family Educational Rights and Privacy Act |
| FHAP | Faculty Housing Assistance Program |
| FICA | Federal Insurance Compensation Act |
| FILM | Film Studies Department |
| FIS | Faculty Information System |
| FOPPS | Fund/Organization/Program/Project/Subclass (long form of a speedtype) |
| FRAP | Farrand Residential Academic Program |
| FRIT | French & Italian Department |
| FRPA | Faculty Report of Professional Activities |
| FTE | Full-Time Equivalency (for students, equal to 30 credit hours for an entire academic year) |
| FTEP | Faculty Teaching Excellence Program |
| GAIR | General Administrative and Infrastructure Recharge |
| GEOG | Geography Department |
| GEOL | Geological Sciences Department |

| | |
|---|---|
| GL | General Ledger |
| GLBT | Chancellor's Committee on Gay, Lesbian, Bisexual, and Transgender Issues |
| GLBTQ | Gay, Lesbian, Bisexual, Transgender, Queer Resource Center |
| GPSG | Graduate and Professional Student Government |
| GPTI | Graduate Part Time Instructor |
| G-RAP | Global Studies Residential Academic Program |
| GSLL | Germanic & Slavic Languages and Literatures Department |
| GTP | Graduate Teacher Program  (now part of CTL) |
| HIST | History Department |
| HLC | Higher Learning Commission |
| HMO | Health Maintenance Organization |
| HNRS | Honors Program |
| HPRAP | Health Professions Residential Academic Program |
| HR | Human Resources |
| HRAP | Honors Residential Academic Program |
| HRMS | Human Resources Management System (People Soft) |
| HUMN | Humanities Department |
| I/UCPC | Industry/University Cooperative Research Center for Fundamentals and Application of Photopolymerization |
| IA | Institutional Analysis (part of Planning, Budget, and Analysis) |
| IACUC | Institutional Animal Care and Use Program |
| IAFS | International Affairs Program |
| IBC | Institutional Biosafety Committee |

| | |
|---|---|
| IBG | Institute for Behavioral Genetics |
| IBS | Institute of Behavioral Science |
| ICEED | International Research Center for Energy and Economic Development |
| ICR | Indirect Cost Recovery |
| ICS | Institute of Cognitive Science |
| IEC | International English Center |
| IECE | Institute for Ethical and Civic Engagement |
| INSTAAR | Institute of Arctic and Alpine Research |
| INVST | International and National Community Leadership Program |
| IPHY | Integrative Physiology Department |
| IRM | Information Resource Management |
| ISIS | Integrated Student Subject Area in IRM |
| IT | Information Technology |
| ITC | Information Technology Council |
| ITL | Integrated Teaching and Learning Laboratory |
| JILA | Formerly Stood For: Joint Institute for Laboratory Astrophysics |
| JWST | Jewish Studies Program |
| KRAP | Kittredge Residential Academic Program |
| L3D | Center for LifeLong Learning and Design |
| LARAP | Libby Arts Residential Academic Program |
| LASC | Latin American Studies Center |
| LASP | Laboratory for Atmospheric and Space Physics |

| | |
|---|---|
| LAW | School of Law |
| LEAP | Leadership Education for Advancement and Promotion |
| LIBR | Libraries |
| LING | Linguistics Department |
| LRAP | Leadership Residential Academic Program |
| MAMTC | Mid-America Manufacutring Technology Center |
| MASP | Miramontes Arts and Sciences Program |
| MAST | Center for Membrane Applied Science and Technology |
| MATH | Mathematics Department |
| MCDB | Molecular, Cellular, and Developmental Biology |
| MCEN | Mechanical Engineering Department |
| MDNC | Marion Downs National Center for Infant Hearing |
| MEASA | Middle Eastern and Arab Student Association |
| MRS | Mountain Research Station |
| MUSC | College of Music |
| MUSM | Museums |
| NASPA | National Association of Student Affairs Administrators in Higher Education |
| NCES | National Center for Education Statistics |
| NCHEMS | National Center for Higher Education Management Systems |
| NEPC | National Education Policy Center |
| NHRAICA | Natural Hazards Research and Applications Information Center |
| NonRes | Non-Resident Student |
| NROTC | Naval Reserve Officers Training Corps |

| | |
|---|---|
| NSFP | New Student Welcome and Family Programs |
| OCG | Office of Contracts and Grants |
| ODECE | Office of Diversity, Equity, and Community Engagement |
| OSCCR | Office of Student Conduct and Conflict Resolution |
| OIE | Office of International Education |
| OIEC | Office of Institutional Equity and Compliance |
| OIT | Office of Information Technology |
| OPE | Office of Policy and Efficiency |
| OPI | Office for Performance Improvement |
| OUC | Office of University Controller (System) |
| PAC | Postdoctoral Association of Colorado |
| PACE | Professional and Academic Conference Endowment |
| PACS | Program in Peace and Conflict Studies |
| PAS | Property Accounting System |
| PBA | Office of Planning, Budget, and Analysis |
| PCD | Primary Care Dentist |
| PCP | Primary Care Physician |
| PDQ | Position Description Questionnaire |
| PERA | Public Employees Retirement Association |
| PF | Parents' Fund (the Student Affairs fund for annual giving of private donations) |
| PHIL | Philosophy Department |
| PHYS | Physics Department |
| PIE | Partners in Education |

| | |
|---|---|
| PLC | President's Leadership Class |
| PPO | Preferred Provider Organization |
| PRA | Professional Research Assistant |
| PRP | Program Review Process |
| PSC | Procurement Service Center |
| PSCI | Political Science Department |
| PSYC | Psychology & Neuroscience Department |
| PTSP | President's Teaching Scholars Program |
| PWR | Program for Writing & Rhetoric |
| RA | Research Assistant/Associate (Residence Halls: Resident Advisor) |
| RAP | Residential Academic Program |
| RASEI | Renewable and Sustainable Energy Institute |
| RECUV | Research and Engineering Center for Unmanned Vehicles |
| Res/R | Resident Student |
| RFP | Request for Proposal |
| RLST | Religious Studies Department |
| RM | Risk Management |
| RMTAAC | Rocky Mountain Trade Adjustment Assistance Center |
| ROTC | Reserve Officers Training Corps (See AROTC, AFROTC, NROTC) |
| SASA | South Asian Student Association |
| SASC | Student Academic Success Center |
| SbDRAP | Sustainable by Design Residential Academic Program |
| SBO | Sommers Bausch Observatory |

| | |
|---|---|
| SCH | Student Credit Hours |
| SEI | Science Education Initiative Project |
| SIS | Student Information System |
| SLHS | Speech, Language, and Hearing Sciences Department |
| SOCT | Students of Concern |
| SOCY | Sociology Department |
| SPA | Sponsored Projects Accounting |
| SPAN | Spanish & Portuguese Department |
| SRAP | Sewall Residential Academic Program |
| SSC | CU System Staff Council |
| SSCM | Student Support and Case Management |
| SSEC | Social Science Education Consortium |
| SSI | Sustainability and Social Innovation Residential Academic Program |
| SUEP | Special Undergraduate Enrichment Programs |
| SWAP | Student Worker Alliance Program |
| TA | Teaching Assistant |
| TAM | Technology, Arts, and Media Program |
| TASC | TRIO Advanced Study Community |
| TDA | Tax Deferred Annuity |
| TEA | Program for Teaching East Asia |
| THDN | Theatre & Dance Department |
| TIAA-CREF | Teachers Insurance and Annuity Association - College Retirement Equities Fund |

| | |
|---|---|
| TRIO | Three federal grants administered through SASC: Colorado Upward Bound, the Academic Excellence Program, and the Ronald E. McNair Postbaccalaureate Achievement Program |
| TTT | Tenured and Tenure-Track Faculty |
| UCB | University of Colorado Boulder |
| UCCS | University of Colorado Colorado Springs |
| UCD | University of Colorado Denver |
| UCEC | University of Colorado Engineering Council |
| UGGS | United Government of Graduate Students - now known as GPSG |
| UIS | University Information Systems |
| UMAS | United Mexican American Students |
| UMC | University Memorial Center |
| UPC | University Press of Colorado |
| URM | University Risk Management (System) |
| UROP | Undergraduate Research Opportunities Program |
| VCA | Vice Chancellor for Administration |
| VCAA | Vice Chancellor Academic Affairs |
| VCSA | Vice Chancellor for Student Affairs |
| WHC | Wardenburg Health Center |
| WICHE | Western Interstate Commission for Higher Education |
| WMST | Women and Gender Studies Program |
| WRC | Women's Resource Center |

# 28. Proposing a New Degree Program

**Overview**

Often faculty leadership will identify a new degree program idea to enhance a department/program and give students more options in meeting their professional goals.

**New Program Proposals:**

Detailed information on the process to propose new programs can be located on the Office of the Registrar's Academic Programs website. The new program approval process has several steps and points of review. Some proposed programs may require approval from external entities (e.g., the Board of Regents, the CO Department of Higher Education, the Higher Learning Commission) before they can be offered.

Before you begin, make sure that you understand the program proposal timeline, have consulted with your dean's office, and reviewed any other resources available on the website above.

Intent proposal:
If a unit intends to create a new academic program, the originating unit first crafts a program intent proposal for review and feedback by the college dean(s) and the Senior Vice Provost for Academic Planning and Assessment. In the submission, the program will need to include an initial draft budget proposal and supporting documentation related to the new program's anticipated student and industry demand, university resources, budget and tuition model.

Full proposal:

If the intent stage form is approved,the program will use the new program proposal form to craft a full academic program proposal with detailed information, including fields specified in Regent Policy

The new program proposal form will populate information from the intent form. Any changes to that information may delay the review process and require submission of a new intent form.

For graduate programs, the review workflow for the full proposal consists of the following steps (through the CIM form and workflow process):

1. The originating unit creates a full proposal and reviews and approves it internally.
2. The unit's Chair or Direcgtor should work with and keep in the loop the Associate Dean or Dean of the college.
3. The Associate Dean for Graduate Programs sends the proposal to any appropriate college- level committee) for review and approval when received via CIM.
4. Once approved, the Dean writes a letter of support for the proposal.

5. The proposal then moves to the Graduate School for review and approval by the Graduate School's Executive Advisory Council (EAC).
6. Once approved by the EAC, the proposal goes to the Senior Vice Provost for Academic Planning & Assessment; the Senior Vice Provost will determine any remaining steps associated with the campus-level review process and will oversee that process. Again, this process may include coordination with CU System, the Regents, and the State of Colorado.
7. Once approved, the proposal heads to the Graduate School and the Office of the Registrar (as well as possibly additional offices) for implementation, often with active participation of faculty and staff of the originating unit.

The above information specifies the *formal academic review process*. For some proposals, certain steps can be skipped or otherwise expedited. For proposals supporting both undergraduate and graduate students, the process is combined such that both the UEC and GEC must review and approve the proposal and, in addition, the campus level process will involve both the Graduate School and the Office of Undergraduate Education.

Note: There are times when departments and programs may ask for a "soft review" from the Graduate School before bringing the proposal before the GEC, this is fine and at times can expedite the approval process.

Please note, however, that the formal process simply documents the approval chains needed to bring a new program into existence; it does not describe how these proposals are actually created.

The best path to success in all cases is for the originating unit to get in touch with the relevant Associate Dean(s) as soon as possible after deciding to pursue the creation of a proposal. *The Associate Deans will pull in all relevant stakeholders to perform early (and highly iterative) informal reviews of the proposal—helping it to develop over time into a full proposal—to help increase the chances of a successful review at the college and campus levels.* For instance, the creation of new degree programs and certificates will require that market analysis be undertaken to inform the proposal and that college financial officer(s) and the Office of Budget and Fiscal Planning be engaged to assist in the creation of budgets along with reviewing the feasibility and viability of the proposed program. These steps need to happen DURING the creation of the full proposal BEFORE it is approved by the originating unit. Early engagement of the Associate Deans will ensure that these steps occur.

**Additional Credentials**
Information regarding the proposal process for graduate certificates, subplans (options/tracks), microcredentials etc. can also be found on the Academic Programs website. Reach out to the Graduate School with questions.