

Directors of Graduate Studies Orientation



Graduate School
UNIVERSITY OF COLORADO BOULDER

Agenda

- Admissions
- Student Services, Policies, Progress
- Academic Programs, Curricular Changes
- Graduate Student Employment and Funding
- Graduate Faculty Appointments
- Concerns and Conflicts
- Career Development and Community Building
- Communication and Resources



Admissions

- Graduate Admissions Site
 - Make sure your site is up to date!
- Graduate Application
 - Annual updates
 - Trainings
- Recruitment Cugrad@colorado.edu
- Decline Survey
- Policies, Training, Resources on [admissions site](#).
- **Communication for Incoming Students/Orientation**



Graduate School Policies

The Graduate School serves as dean's office for all graduate students

[Graduate School Rules](#) lay out minimum standards in many areas including:

- Credits
- Minimum academic standards
- Transfer of credit
- Examinations
- Thesis/dissertation requirements
- Time limits for completion

Programs have additional standards above and beyond

[Home](#) > [Faculty & Staff](#) > [Graduate School Policies & Procedures](#)

Graduate School Policies & Procedures

Below you will find links to CU Boulder Graduate School policies, rules and regulations.

- [Graduate School Rules](#)
 - [Addendum to Graduate School Rules- Policies for B3 Programs](#)
- [Graduate School Guidelines for Student Academic Progress and Success & Procedures for Dismissal](#)
- [Bachelor's-Accelerated Master's \(BAM\) and concurrent degree program guidelines](#)
- [Graduate School Grievance Process and Procedures](#)
 - [Graduate Student Grievance Form](#)
- [Graduate Student Bill of Rights and Responsibilities](#)
- [Parental Leave Policy](#)
- [Academic Integrity Policy](#)
- [Research Policies](#)



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Satisfactory Academic Progress

- Graduate School Standard Requirements
 - Academic Standing and Academic Warning
- Program-Specific Requirements
- Annual Evaluation
 - Progress Reports
 - Academic Recovery Plan
- Dismissal
 - [GS Guidelines for Student Academic Progress and Success & Procedures for Dismissal](#)
 - [GS Rules](#)



Graduation



Degrees awarded 3 times per year

Spring university-wide ceremony for AY graduates

Academic checklists, Graduation Information, Deadlines, Processes, and Forms available on website:

- [Doctoral Students](#)
- [Master's Students](#)
- [Thesis/Dissertation Submission Requirements and Resources](#)

Information and deadlines shared with students via CUBT, newsletter, web, GPAs, social media



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Academic Programs/Curricular Updates

- Information Available on [Office of the Registrar site](#)
- Course proposals/updates
- Program curriculum changes
- New program/certificate proposals

Curriculum Update Calendar

Each semester's [curriculum update calendar](#) applies to curriculum changes intended to go into effect that semester.

View the [program proposal timeline](#) for an estimated representation of the time and effort that individuals or groups proposing new degree programs, minors or certificates should anticipate before, during and after submitting their request.

Fall Deadlines

Courses

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

Spring Deadlines

Courses

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

Summer Deadlines

Courses

- **Priority approval:** Sept. 1 (preceding calendar year)
- **Final approval:** Dec. 1 (preceding calendar year)

Propose a New Program, Plan or Certificate

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 have consulted with your dean's office and have reviewed the resources at right including the [program proposal guidelines and process](#) as well as the [program proposal timeline](#) and [financial planning guidelines](#).

[New degree program approval policy \(APS 1038\)](#)

[New online program approval](#)

[List of approved degrees \(ODA\)](#)

[Programs A-Z \(CU Boulder catalog\)](#)



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Graduate Student Funding/Employment

- Student faculty appointments
 - FT enrolled degree seeking students
 - No professional students
 - Funding is from employing college/school or grants
 - Tuition remission: tuition, fees, insurance
 - Domestic students must have residency for 2nd year
 - Annual increases (8/15) and "Special" rates
 - No more than 50% time (20 hrs/week)
 - Minimum of 12 weeks to be eligible for TR
 - Termination of appointments



Fellowship/Trainee Appointments

- No service requirement
- Do not come with tuition remission
- If funding does not cover full T/F/I the GS has matching funds
- Stipend may affect student's financial aid package
- No taxes taken by university but stipend may be taxable



Funding from the Graduate School

- University Fellowship Funds
 - Based on enrollment
 - Call will go out end of October – notification by January 1
 - Can only be used for matriculated FT time (no pro students)
 - No payment for services
 - No roll-over of funds from year to year
- Recruitment Funds
 - Call will go out in October – notification by January 1
 - For spring recruitment efforts – must be used that cycle
- Competitive Awards
 - Calendar of awards will go out in Sept. (travel, dissertation, chancellors etc)
- Emergency grants



Graduate Faculty Appointments

- All individuals teaching graduate level courses or serving on a committee must have an approved graduate faculty appointment
- Reviewed by department chair and Dean of the Graduate School
- Appointment Types:
 - Regular Appointments
 - Special Appointments
- Higher Learning Commission Guidelines/GS Rules
 - Terminal Degree in field or equivalent experience



Graduate Faculty Appointment Information

Graduate School

[Prospective Students](#) [Current Students](#) [Faculty & Staff](#) [Give Now](#)

[Home](#) [About](#) [Admissions](#) [Academics](#) [Funding](#) [Services & Resources](#)

[Home](#) > [Faculty & Staff](#) > Graduate Faculty Appointment & Membership

Graduate Faculty Appointment & Membership

Any faculty member whose duties include graduate level teaching, thesis/dissertation supervision, service on graduate committees, or research supervision of students on this campus must be appointed to the Graduate Faculty of the University of Colorado Boulder.

[+ Regular Graduate Faculty Appointments](#)

[+ Special Graduate Faculty Appointments](#)

General Qualifications

In accordance with Graduate School rules and the “[Assumed Practices](#)” policy of our accrediting body the [Higher Learning Commission](#), the Graduate School assumes that members of the graduate faculty hold a doctoral degree or the terminal degree appropriate to the discipline and have a record of research, scholarship, or achievement appropriate for the graduate program.

[+ Equivalent Experience](#)

[+ Exceptions Based on Equivalent Experience](#)

Review Process

[Admission Information](#)

[Curriculum Development](#)

[Funding Administration](#)

[Graduate Faculty Appointment & Membership](#)

[Assisting Students with Conflict or in Distress](#)

[Policies & Procedures](#)

[Information and Training Guides for Faculty & Staff](#)

[Mentoring Resources for Faculty & Staff](#)

Forms

- » [Graduate faculty appointment request form](#)
- » [Request for amendment to a current graduate faculty appointment](#)



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Concerns and Conflicts

[Resources](#) are available to faculty/staff to assist with concerns about students in distress

- Student Support and Case Management- refer to [Student of Concern Team](#)
- [Ombuds](#) office- confidential service to voice, discuss, and clarify university-related concerns, offering informal resolution and mediation
- [GS Grievance process and procedures](#) -information about academic grievances, addresses other concerns
 - Grade appeals or appeals of purely academic decisions
 - research integrity concerns
 - allegations of unprofessional [faculty conduct](#)
 - Allegations of discrimination or sexual harassment to be filed with [OIEC](#)
 - Issues of academic honesty to be filed with [Honor Code](#)



Career Development and Community Building

- Professional Development Workshops
 - Skills and resources for academic and non-academic careers
- Grad+ Programming
 - Weekly seminars
 - Write-ins
 - Dissertation writing retreats
- 3MT competition



Student Success Tab in Slate

[Student Name] Active Student [Slate ID#]

Dashboard Timeline Fall 2022: Lingu... Grad 2022 Profile Materials Preferences Processing **Student Success** Course Registration

Student Success Admins Only

Academic Standing Letter
Yes = FY
In Progress = Nspecial
No = FN

Personal Information

CU-SIS ID: 10xxxxxxx
HR ID: xxxxxx
Gender Identity
Office Location
Visa Type: F-1-Student
Visa Issue Date
Visa Expiration Date
Dietary Restrictions

Personal Pronouns: She, Her, Hers
Grad Status: 2237 - A
International Student (if no then domestic): Yes
Visa Status: Applied For

Active Student

Student Success Course Registration

Academic Plans

This section displays information from the SIS system, and is not editable within Slate.

Plan	Subplan	Credential	Status	Admit Term	Expected Grad Term	Program Type	Semester GPA	Cumulative Career GPA	CU-SIS Career	Residency
Linguistics - MA (LING-MA)		Master of Arts	Active	Fall 2022			Term: 2231, Term GPA: 4.000	4.000	GRAD	Nonresident



Communication and Directing Inquiries

- *The Graduate School utilizes the DGS Google Group and general graduate program e-mail for most communication with your unit*
- Full Graduate School [staff listing](#)
- Gradinfo@Colorado.edu -general queries, graduation or thesis questions, thesis pre-checks, GFA checks, DocuSign or form questions
- Graduate.school@Colorado.edu –SAF/COR spreadsheets, intercampus registration, other forms or petitions
- Gradadm@Colorado.edu –student application queries (faculty/staff should reach out to GS staff directly)
- Gradprofdev@Colorado.edu –professional development opportunities, grad+ seminar, writing program
- Graduate.contest@Colorado.edu –competitive awards, travel grants
- Graduate.fundadmin@Colorado.edu –scholarship payment forms, appointment overload petitions



Resources for Faculty and Staff

- Review the Graduate School's [Faculty and Staff website](#) for a wealth of information and resources

Faculty & Staff

Faculty and staff are the driving force behind research and graduate education at CU Boulder, playing the central role in the recruitment, admission, teaching, mentoring, program administration and advising of our graduate students.

- » [Bachelor's-Accelerated Master's and Concurrent Degree Program Information for Faculty and Staff](#)
- » [Final Grade Report for Thesis/Dissertation/Project Hours](#)
- » [Graduate School Policies and Procedures](#)

[Admission Information](#)

[Curriculum Development](#)

[Funding Administration](#)

[Graduate Faculty Appointment & Membership](#)

[Assisting Students with Conflict or in Distress](#)

[Policies & Procedures](#)

[Information and Training Guides for Faculty & Staff](#)

[Mentoring Resources for Faculty & Staff](#)

- [Graduate School Essential Information for Graduate Directors](#)
 - [Graduate Program Assistant Guide](#)
- [New Graduate Program Assistant General Training Slides](#)
 - [New Graduate Program Assistant Onboarding](#)
- [Bachelor's-Accelerated Masters General Process Slides](#)
 - [Detailed Guides to Academic Forms and Processes](#)



Student Resources

- Ombuds: <https://www.colorado.edu/ombuds/>
- CAPS: <https://www.colorado.edu/counseling/>
- Disability Services:
<https://www.colorado.edu/disabilityservices/>
- ISSS: <https://www.colorado.edu/iss/>
- Student Support and Case Management:
<https://www.colorado.edu/studentaffairs/student-concern>
- Report it: <https://www.colorado.edu/dontignoreit/>
- Victim Assistance: <https://www.colorado.edu/ova/>
- Grad+ Seminar and Writing Support:
<https://www.colorado.edu/graduateschool/professional-development/grad-seminars>
- Professional Development:
<https://www.colorado.edu/graduateschool/professional-development>
- Center for Teaching and Learning:
<https://www.colorado.edu/center/teaching-learning/>
- GPSG: <https://www.colorado.edu/gpsg/>

