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**Graduate School Essential Information Guide**

# **Graduate Admissions**

**Graduate Admissions Website:** Each program has a unique “tile” on this site with information on that program’s admissions deadlines, test requirements, and degree offerings. While we make the actual updates to this website, departments provide us with all of the information contained on these pages. Each spring we ask the department GPA to submit any updates. It is very important to ensure that the information contained on the page is accurate and up to date, and reflects the same information contained on the departmental website. The program pages can be found in the admission’s section of our site: [http://www.colorado.edu/admissions/graduate/programs](https://www.colorado.edu/graduateschool/admissions/prepare-apply/program-information-deadlines)

**Graduate Application:** The Graduate School maintains the graduate application for all programs. The application for each new cycle opens in July each year. Requests for updates and additions to the application will be sent out each spring (typically late March, Early April).

All GPAs should go through Slate training before they can gain access to the software. Please contact Patricia Stanfield, Allison Metzger, or Jen Shurley to request access to this online training. In addition, the [Slate Guide](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/slate_manual1.pdf) is a comprehensive reference on admissions processes and using Slate; please review this document in addition to the online training and other available resources mentioned in the training. If you have any questions about procedures, please contact a member of our admissions staff before proceeding.

**Graduate Recruitment:** The graduate admission recruitment team in the Office of Admissions consists of an international graduate recruiter and two domestic recruiters. Recruiters travel to recruitment events around the state of Colorado as well as internationally and provide information about CU Boulder’s graduate programs and admissions requirements to a wide array of prospective domestic and international students. They also assist programs with marketing and communication efforts. If you are interested in more information regarding graduate recruitment activities, contact [cugrad@colorado.edu](mailto:cugrad@colorado.edu)

**Decline Survey:** Each spring the Graduate School administers a survey to all admitted applicants who have chosen not to attend. The survey is intended to provide information regarding the applicants’ experience while going through the admissions process, what worked well and what could be improved. Information specific to your program is typically available in the fall.

Additional information on graduate admissions policies and procedures can be found in the info for faculty and staff area of our site:

[http://www.colorado.edu/graduateschool/faculty-and-staff#Admissions Info for Staff](http://www.colorado.edu/graduateschool/faculty-and-staff#Admissions%20Info%20for%20Staff)

**Resources for Incoming Students/Welcome Day:** The Graduate School partners with New Student & Family Programs to provide the following resources to incoming students to help smooth the transition to graduate school:

* Biweekly emails through spring and summer with helpful information on resources and tasks to accomplish before arriving on campus.
* A half day orientation featuring presentations on campus support resources and need to know information. There is also a virtual orientation offered through Canvas.

# **Graduate Student Employment**

**Student Faculty Appointments (GA, GRA, TA, GPTI):** These positions are reserved for CU Boulder full-time enrolled, regular degree-seeking students. Compensation for these appointments consists of salary, tuition coverage (often referred to as a tuition waiver or tuition remission), a contribution towards the student gold insurance premium, coverage of mandatory student fees, and dental insurance. Students must work at least 12 weeks in an academic year semester and a minimum of 5 weeks during the summer term to receive tuition remission (exception for students teaching during maymester). Students are not required to be registered in the summer to hold an appointment; however, if they are registered, they are entitled to tuition remission.

Funding for instructional positions comes from a department’s home college, while GRA positions are typically funded from projects. Salary for these positions is set by the Graduate School and salary rates are typically announced after the Regents’ vote on merit increases. Numerous departments also have specially approved rates for their GRA appointments. In addition to salary, the employer also pays the cost of the resident portion of tuition for their student employees, as well as a fringe benefit cost, and for those supported on grants, mandatory fees. If the student is a non-resident and eligible for tuition remission, the differential portion is covered by the university. The insurance contribution is paid out of the university’s benefits pool. It is important to remember that the term tuition “waiver” is a misnomer, and someone always pays for the tuition.

All domestic non-resident graduate students (including permanent residents) must obtain Colorado in-state tuition classification prior to the start of their second year of employment as a graduate student. There is a one semester grace period built in but if they do not achieve residency after that grace period, they are no longer eligible for tuition remission.

During the academic year, graduate students’ work hours are limited to 50% time, 20 hours a week. Any exceptions to this limit must be approved by the Graduate School by submitting the [petition for graduate student overload appointment form](https://grad.apply.colorado.edu/register/GSfundingadmingeneralform)prior to the start of work. Please note that due to extended restrictions as a result of the ACA, no exceptions can be made for hourly appointments that would result in a student working over 25 hours a week, and for contract employees over 28 hours a week/70% time. Students in either type of position may work up to 100% time during the summer. International students are not eligible for exceptions to this limit and may never work beyond 50% time during the academic year.

Students are “**at will**” employees; this means the hiring department can terminate a student at any time. Student employees may be terminated for performance related or disciplinary reasons.

***We recommend that your department develop a termination policy and communicate it to your employees upon hiring. Some things you might want to consider when writing a policy are:***

* What are grounds for immediate termination (e.g., breach in confidentiality, theft, etc.), and what are performance issues that you will give the student a period of time to correct?

Please ensure that when beginning the termination process the student is duly informed through written communication and the reasons for the termination are clearly articulated.

Additional information regarding student appointments may be found in the funding administration area of our website: <https://www.colorado.edu/graduateschool/faculty-staff/funding-administration>

**Fellowship Appointments (also known as pre-doc trainees):** Graduate fellowships and traineeships acknowledge and support graduate students in pursuit of their advanced degree objectives. Graduate fellowships provide financial support to graduate students without a commensurate service requirement. These stipends are paid to students to engage in training or pursue individual research projects. This payment is not a salary. It is made primarily to defray general living expenses. Individuals paid on stipends are not required to complete time/effort documentation (unless required by a sponsoring agency) and do not have an employer-employee relationship with the university.

It is important that these job codes are used appropriately to ensure that compensation is paid in compliance with Internal Revenue Service (IRS) regulations. When these job codes are used inappropriately, the department will be held fiscally responsible for any retroactive corrections (i.e., FICA, Medicare taxes, and other benefit costs). In addition, fellowships stipends are considered financial aid and therefore, may impact a student’s financial aid package.

# **Funding from the Graduate School**

**University Fellowship Funds:** Each year the Graduate School allocates fellowship funds for each program. To apply for these funds departments are asked to provide information on enrollment goals as well as departmental climate objectives. Application solicitations will go out in early October with a deadline of mid-November and departments will be notified of their allocation for the following year by January 1st. These funds may only be used to directly support full-time enrolled, regular degree-seeking students. Since they are fellowship dollars they cannot be used to pay for services (e.g. salaries), but can be used to award money directly to students by posting to their student bursar bills, as “signing bonuses” (which would only be awarded if the student matriculates), fellowship appointments, or used to reimburse students for travel expenses, research materials, etc.

Funds become available each year in August and departments have until the end of June the following year to fully spend the money. Any unspent funds will be returned to the Graduate School. If you have questions about the proper use of these funds, please do not hesitate to ask.

**Recruitment Funds:** Since UF funds are reserved for matriculated students, these recruitment funds are specifically designed to help in recruitment activities (e.g., recruitment travel, applicant visits, advertising, etc.). Each fall we will ask for a budget request and proposal on how these funds will be utilized. Departments will be notified of fund allocations in mid-December, and the funds must be used by the end of the academic year. If there are any left-over funds those amounts will be discounted from next year’s allocation.

**Graduate School Diversity Fellowships:**Each year the Colorado Diversity Initiative, a unit of the Graduate School, awards diversity fellowships to eligible departments.

**Graduate School Competitive Awards:** Each year the Graduate School administers several different award programs in support of graduate students. The programs range from small travel and research grants to semester-long dissertation fellowships to multi-year fellowships for incoming students. While some programs are available for students to apply for directly, some require a faculty or departmental nomination. A list with descriptions of these programs can be found on the student funding area of our site: <https://www.colorado.edu/graduateschool/graduate-student-funding>

### Emergency Financial and Legal Support: This is a list of emergency financial support funds within the university, along with a legal support resource.

* [Graduate Student Emergency Aid Fund](https://www.colorado.edu/graduateschool/funding/awards-grants/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).
* [Student Relief Fund Emergency Grant (through Office of Financial Aid)](https://www.colorado.edu/financialaid/types-aid/student-relief-fund-emergency-grant) 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](https://www.colorado.edu/financialaid/apply-aid/asset) 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](https://www.colorado.edu/studentlegal/) can help students resolve or minimize their legal situations so they can focus on school.

# **Support for Graduate Students’ Career Development and Community Building**

**Professional Development** [**Workshops**](https://www.colorado.edu/graduateschool/professional-development/)**:** Our professional development workshops are designed to help graduate students identify and **expand core competencies** and skills, as well as **explore diverse career options** available to them and **develop effective job search strategies**. The Graduate School offers multiple seminars throughout the year that holistically develop graduate students’ career preparation.

**GRAD+ Program:** 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. Our workshops and accountability seminars help students **set goals and maintain good writing habits**, while fostering relationships with peers across disciplines.

* The Endurance program is a part of the Graduate School’s [GRAD +](https://www.colorado.edu/graduateschool/professional-development/grad-seminars) 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.
* Writing Accountability Seminars: We grow community through continued contact by encouraging students to attend each week and report their progress to their peers.
* Weekly Write-Ins with a professional writing consultant available on demand at the site: When students are having trouble making dedicated time for their writing, they can join other graduate students in staying focused and accountable on graduate writing goals by providing the quiet time and space devoted to writing.
* Writing retreats – offered several times a year, multiple day sessions.

**Three-Minute Thesis (3MT) Competition:** Founded by the University of Queensland in 2008, the Three Minute Thesis (3MT) is an international academic competition that cultivates students’ presentation and research communication skills.

* The event challenges students to communicate science to lay people by describing their research within three minutes to a general audience.
* Participants have the opportunity to participate in training and workshops designed to improve students’ public speaking and science communication skills leading up to the final competition.

**Peer Mentoring Program:** with over 1,000 participants this program matches incoming graduate students with more advanced students who provide academic and social support.

**Graduate Inclusive Mentoring Communit**y (GIMC): provides trainings, workshops, and community to support inclusive mentoring practices.

# **Dean’s Office Academic Student Services**

The Graduate School serves as the Dean’s office for all graduate students on campus (MBA and law excluded). Requests needing dean’s office approvals will come through our student services office. Requests may include registration changes, leave of absence, transfer of credit, approval of degree plan, award of degree, etc.

Graduate students follow the registration calendar and deadlines set by the Registrar’s Office. Information on registering and the drop/add calendar can be found on the [academic calendar](https://www.colorado.edu/registrar/students/calendar#registration-664). Programs can make some registration changes with instructor’s approval after the deadline. After the deadline to make changes has passed, forms requesting changes should be submitted to the student services office with program endorsement and student petition. A list of [administrative forms](https://www.colorado.edu/registrar/faculty-staff/enrollment/forms) can be reviewed to determine how best to handle a registration request. Registration forms requiring the Dean’s signature should be e-mailed to the [student services office](mailto:graduate.school@colorado.edu), including Leave of Absence forms, Intercampus registration forms, etc.

Students who would like to petition for an exception to a Graduate School rule or requirement should petition the Dean of the Graduate School, through our Student Services office. Such petitions should include the extenuating circumstances which may warrant an exception and must always be endorsed by the department. The Graduate Program Assistant or DGS should feel free to reach out with any questions about processes.

The Graduate School works in a variety of areas related to Curricular Affairs, including new course proposals and new proposals for new graduate certificates or degree programs, along with changes to existing courses and programs. These processes utilize the Curriculum Management Information system (CIM) and utilize a workflow process for review and approval. Information is available on the [academic programs](https://www.colorado.edu/registrar/faculty-staff/curriculum/programs) website, please reach out should you have questions.

# **Graduate School Policies**

The Graduate School rules contain the basic requirements for graduate students to obtain a degree. The rules cover a wide variety of topics.

Transfer Credits

* Transfer credit: earned at another accredited institution, another CU campus, or as a non-degree student
* Standards and requirements for transfer credit acceptance

Course Requirements

* Minimum credit hour requirements for master’s and doctoral degrees
* Course level requirements and other limits

Grades and Quality of Work

* Minimum grades required to use courses toward degrees, limits on registration, pass/fail limitations
* Information on probation and dismissal for students whose GPA falls below 3.0

Examinations

* Requirements regarding the doctoral Comprehensive, Dissertation Defense/Final Examination, and master’s final examination
* Information on committee make-up and Grad Faculty Appointment requirements for committee members/chairs/outside members

Full-time status and Minimum Registration Requirements

* Full-time registration requirements for graduate students
  + International student requirements/students on appointment

Thesis/Dissertation Requirements

* Requirements for a master’s or doctoral thesis
* Dissertation credit hour requirements
* Continuous enrollment requirement for doctoral students- must register during comprehensive exam through dissertation defense/final examination

Time Limits for Completion of Degrees

* Regulations regarding the time allowed for completion of a degree, requesting an extension of time limit, and the leave of absence program.

The document can be found in its entirety on our [policies](https://www.colorado.edu/graduateschool/graduate-school-policies-procedures) website, along with other important policy documents.

The Graduate School utilizes DocuSign, Slate, and OnBase, depending on the type of form. It’s essential for your GPA to have access to the workflows and lifecycles for the various forms. For several forms handled through OnBase, the GPA will sign on behalf of the unit; work closely with them to establish an internal process for review in advance of approval.

**Student Academic Progress and Evaluation**

Students are subject to the academic requirements of the Graduate School (spelled out in our rules, specifically related to cumulative GPA and other minimum standards) and also program-specific requirements. Over the last academic year, the Graduate School has been working on a set of guidance surrounding advising, yearly evaluations for doctoral students, and procedures related to academic dismissal. The intent of the guidance is to facilitate student progress and success by providing students with transparency; it’s important that students understand the benchmarks they need to meet, whether they are remaining on track, and how to plan for a return to good standing in cases where they are not. We are also looking to provide graduate programs with a consistent process to help students stay on pace or to get back on track where necessary. This guidance is part of our larger effort to bolster mentoring and advising of graduate students, including our which will be underway this fall.

The guidance has now been finalized and the [document is posted](https://www.colorado.edu/graduateschool/content/guidelines-student-academic-progress-and-success-procedures-dismissal) on our policies and procedures [website](https://www.colorado.edu/graduateschool/faculty-staff/graduate-school-policies-procedures). Please review the document at your earliest convenience and consider any updates you’ll need to make to your program guidelines, websites, or practices. In particular, we ask that you review those program documents to ensure that:

* Required benchmarks and timelines for completion are clearly spelled out, so that this information can be utilized in yearly progress reports
* Information is provided to students regarding the typical process for establishing and changing an advising relationship
* Program-specific documents do not include contradictory information in the areas of advising, evaluation, or the dismissal process

We are asking that yearly evaluation of doctoral students begin this coming academic year. If your program already does an evaluation or has a progress report in place, no change to that piece will be needed so long as the progress reports include the information spelled out in the guidance and allow for a “satisfactory” or “unsatisfactory” evaluation. If your program does not, the Graduate School has created two versions of (essentially) the same Progress Report form, which could be utilized by any program needing it to conduct annual evaluations of doctoral students. Version 1, a DocuSign form [posted on our website](https://www.colorado.edu/graduateschool/content/annual-progress-report-doctoral-students), will follow a built in workflow and logic process. Version 2, a Microsoft word form, is available to be sent to you for your use. It includes all of the same fields but obviously can’t have quite the same logic; there are fillable boxes to explain completion or anticipated completion of milestones. This version could be customized with program-specific milestones, saved, and sent via e-mail.

Whichever format is utilized to evaluate student academic progress, the [academic recovery plan (ARP)](https://www.colorado.edu/graduateschool/content/academic-recovery-plan-0) which will be requested for any student who receives an unsatisfactory progress report is already in place and has been utilized in the past for students in academic warning.

The guidance also includes step by step procedures where the processes for review and academic recovery have been followed and academic dismissal is now needed.

**Bachelor’s-Accelerated Master’s degrees**

In departments with approved BAM programs, students are admitted to this program around their junior year, with an online application process (departments may require their own admissions materials above and beyond the application form). Students are admitted at undergraduate status and will receive the bachelor’s degree along the way and continue on for the master’s degree. They must apply to graduate with the bachelor’s degree early in the semester in which undergraduate degree requirements are complete, along with filling out a master’s continuation form for the semester following their bachelor’s degree graduation and a supplement form to identify the double counting courses. They will then continue at graduate status until the master’s degree is complete. Students may take up to and including 12 graduate level credit hours while in their undergraduate program to be used toward the master’s degree, and a select number of double-counting coursework can be applied toward both the bachelor’s and the master’s degrees. [Guidelines, FAQs, and links](https://www.colorado.edu/registrar/faculty-staff/programs/bam) are available for faculty/staff use, and a listserv is in place to update programs with programs in place. A [student-facing page](https://www.colorado.edu/registrar/students/degree-planning/bam-program) is also available.

# **Graduation**

The Graduate School awards degrees for graduate students three times per year (there is just one university-wide ceremony). Students wanting to have a degree awarded must meet the posted deadlines to apply to graduate in that semester, submit required paperwork, and upload the thesis/dissertation. Final graduation checks are done by the Graduate School. Applicable deadlines and links to important forms and requirements for graduation are available on our [website](https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements). There can be nuances with graduation dates, registration requirements, and completion of defenses and theses. Please work with your GPA or reach out with any questions or concerns.

The Registrar’s Office has been working to build degree audits for graduate programs. We’ll be continuing to ask for help from departments (GPAs in particular) to assist with program specific requirements and nuances. Many master’s program audits are in place for students who were admitted fall 2020, and has continued toward doctoral audits and addressing other programs (BAM, etc.) moving forward.

# **International Students**

International students should be sure to remain in close contact with [ISSS](https://www.colorado.edu/isss/) throughout their graduate career. Students may be subject to immigration requirements above and beyond general university and Graduate School policies. (For example, students are required to maintain full-time status at all times, and may not petition to work more than 50% time.)

Enrollment in particular is essential to immigration status, and students considering a break in enrollment or approaching graduation should be sure to understand their options.

For information about OPT or CPT, consult the ISSS current student [website](https://www.colorado.edu/isss/students/current-students/f-1-student-overview). Note that requirements to participate in CPT have changed in recent years.

**Students of Concern**

A number of [resources](https://www.colorado.edu/graduateschool/faculty-staff/assisting-students-distress) are available to faculty/staff to assist with concerns about students in distress. **Student Support and Case management**, which falls under the division of Student Affairs, supports students throughout their career with a number of services, including: navigating campus and community resources, referrals to community providers, exploration of or referral for behavioral health concerns, coordination and follow-up during and after hospitalization and/or medical leave of absence, health and safety referrals, problem resolution, help managing multiple or complex medical needs, and crisis management. Faculty, staff, or students can make a referral to the [Student of Concern Team](http://www.colorado.edu/studentaffairs/sscm) through an online report form, at 2-7348 or [scot@colorado.edu.](mailto:scot@colorado.edu)

The [Red Folder](https://www.colorado.edu/redfolder/) initiative also offers a quick reference guide for recognizing, responding to and referring distressed students. Staff and faculty who have Dedicated Desktop Support through OIT may see the “CU Red Folder” icon on their desktops to connect to this resource quickly.

# **Conflict Resolution, Grievances, Honor Code**

The Graduate School website includes a variety of resources for students related to conflict resolution to explore before considering a formal grievance. One important resource is the [**Ombuds**](https://www.colorado.edu/ombuds/our-services) office, a confidential service to voice, discuss, and clarify university-related concerns. They can help identify options to resolve disputes, determine a course of action, and aid in informal resolution of concerns, including interpersonal conflicts.

The Graduate School grievance [process and procedures](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final_linked.pdf)are available on the Graduate School website. Students may file a grievance appeal through the Graduate School only after exhausting all formal grievance opportunities at the department level. Last year the Graduate School worked closely with campus stakeholders to update and revise the Graduate School grievance Process and Procedures. The document now includes a program level grievance process (which is standardized campus-wide) and the Graduate School grievance appeal process. The DGS is the first point of contact for a program level grievance, and we will work closely with you if a grievance is filed.

The [process and procedures](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final_linked.pdf) document includes information about concerns which do not fall under Graduate School jurisdiction. These may include grade appeals or appeals of purely academic decisions, research integrity concerns, allegations of unprofessional [faculty conduct](https://www.colorado.edu/bfa/resources/prr), etc. Allegations of discrimination or sexual harassment will not be considered and must be filed with [OIEC](http://www.colorado.edu/institutionalequity/reporting-options). Issues of academic honesty should be reported to the Honor Code promptly for investigation. Detailed information can be found on the [Honor Code](http://honorcode.colorado.edu/) website.

**Graduate Faculty Appointments**

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

Regular graduate faculty appointments are generally given to full-time 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, but for Asst. Profs shouldn't extend past an upcoming comprehensive or 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. For such appointments, the specific duties should be requested on the graduate faculty appointment form, and the individual may then only fulfill these duties as specified by the chair of the department and approved by the Dean of the Graduate School.

For more detailed information about types of graduate faculty appointments, privileges, criteria etc., please see our [website](https://www.colorado.edu/graduateschool/faculty-staff/graduate-faculty-appointment-membership). Only departments which offer a graduate degree are eligible to initiate a graduate faculty appointment. Persons brought in from outside the university for a committee or to teach a course (this includes institutes and research centers as well as other institutions outside CU Boulder) must be sponsored by an eligible department.

Please note that Higher Learning Commission guidelines require that instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement in the field. Exceptions can only be made in cases where the individual has equivalent experience to that terminal degree. We are currently working on more detailed guidance, but please thoughtfully consider, with the chair of your department, any requests for exceptions. Such requests must include an additional memo be attached to the graduate faculty appointment request, which should give helpful information about the program’s needs, and clearly explain the ways in which equivalent experience has been established for this individual.

**Faculty and Staff Training Information**

**Information and Guides:**

The Graduate School provides many resources to our graduate program assistant colleagues. We hold regular training sessions, virtual coffee hour events for connection, and provide a number of resources on the [faculty/staff section](https://colorado.edu/graduateschool/faculty-and-staff) of our website.

The [information and training guides](https://www.colorado.edu/graduateschool/faculty-staff/information-and-training-guides) page includes:

* Graduate Program Assistant Guide- Provides detailed information to assist new and seasoned GPAs as they navigate policies and procedures
* New Graduate Program Assistant general training slides- Utilized for a once/semester training session with new GPAs, these slides provide an overview of the processes, procedures, and forms GPAs utilize when interacting with the Graduate School
* Multiple individual guides and slides related to different academic processes

Detailed [admissions](https://colorado.edu/graduateschool/faculty-staff/admission-information-staff), [funding administration](https://colorado.edu/graduateschool/faculty-staff/funding-administration), and [Graduate Faculty Appointment](https://colorado.edu/graduateschool/faculty-staff/graduate-faculty-appointment-membership) information for staff is also available. Resources for staff who may have [students experiencing conflict or in distress](https://colorado.edu/graduateschool/faculty-staff/assisting-students-distress) may be helpful when those situations arise.

**Recommended Onboarding and Trainings for New GPAs:**

[Graduate Program Assistant onboarding documents](https://www.colorado.edu/graduateschool/faculty-staff/information-listservs) - Provides suggestions for onboarding new staff members.

For Slate access, please contact Allison Metzger to request access to online training. In addition, the [Slate Guide](https://www.colorado.edu/graduateschool/sites/default/files/attached-files/slate_manual1.pdf) is a comprehensive reference on admissions processes and using Slate; please review this document in addition to the online training and other available resources mentioned in the training.

**Graduate School Google Groups: You may add yourself through the** [**website**](https://www.colorado.edu/graduateschool/faculty-staff/information-listservs)**.**

* **Graduate Program Assistant/Advisor Google Group (through the Graduate School)**    
  This group is for Graduate Program Assistants campus-wide, maintained by the Graduate School. Crucial to receive communications, deadlines, new initiatives, etc. [gradprogasst@colorado.edu](mailto:gradprogasst@colorado.edu)
* **Director of Graduate Studies Google Group (through the Graduate School)**    
  This group is for Directors of Graduate Studies to receiving communications, deadlines, new initiatives, etc. [dgs@colorado.edu](mailto:dgs@colorado.edu)
* **BAM Google Group**

This group is for staff members in departments with BAM programs.

[bamprograminfo@colorado.edu](mailto:bamprograminfo@colorado.edu)

### Other groups you or your GPA may consider joining:

* **AdvisorNet:** This group is for academic advisors or those associated/connected to advising on campus. [advisornet@colorado.edu](mailto:advisornet@colorado.edu)
* **Registrar Network:** This group is managed by the Registrar’s Office and will allow you to receive their regular updates [regnetwork@colorado.edu](mailto:regnetwork@colorado.edu)
* Sign up for the **ISSS news**: You can subscribe to receive monthly communication from ISSS on their website via [ISSS News](https://www.colorado.edu/isss/isss-news)

**Graduate School Staff Members:** a full list of staff is available on our [website](https://www.colorado.edu/graduateschool/about/our-people)

**General Inquiries, Student Services**

Gradinfo@colorado.edu | P:  303.492.8220

1B53 Regent Administrative Center

* General inquiries for students (thesis, graduation, etc.)
* Pre-check of theses or dissertations

**Funding Administration**

[Graduate.Fundadmin@colorado.edu](mailto:Graduate.Fundadmin@colorado.edu)

* Scholarship and Fellowship Payment Forms
* Appointment Overload Petitions

**Graduate Contest**

[Graduate.Contest@colorado.edu](mailto:Graduate.Contest@colorado.edu)

* Travel grant inquiries and proof of travel submission
* Questions about graduate school competitive awards

**Graduate Admissions**

[Gradadm@colorado.edu](mailto:Gradadm@colorado.edu)

* Applicant questions regarding graduate application and admissions

**Graduate Student Forms**

[Graduate.school@colorado.edu](mailto:Graduate.school@colorado.edu)

* SAF/COR form, Intercampus registration, related registration forms
* Academic Recovery Plans
* Other forms approved to be submitted electronically
* Staff/faculty questions regarding processes and procedures