Graduate Admissions Website: Each program has a unique “tile” on this site with information on that program’s admissions deadlines 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 admissions section of our site: http://www.colorado.edu/admissions/graduate/programs

Graduate Application: The Graduate School maintains the graduate application for all programs. The application for each new cycle opens the second week of 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. 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.

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

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

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 full day orientation featuring presentations on campus support resources and need to know information. There is now a virtual orientation offered through Canvas.

• Social activities to introduce them to the CU Boulder graduate student community – organized through GPSG.

**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 may semester). 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. If the student is a non-resident and eligible for tuition remission, the differential portion is covered by the Office of the Provost. 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. Failure to do so will result in ineligibility for tuition coverage, starting with the following semester.

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](#) 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 monthly salaried 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 not ever 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-doctoral 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).

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 expend 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 plans 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 department is eligible for a $7,500 diversity fellowship. Departments will notify the GS of the candidate(s) they have selected to receive the fellowship by the middle of March. If the nominee does not attend they may offer the fellowship to another applicant as long as that individual meets the specified diversity criteria. If the department wants to offer two $3,250 fellowships they may.

Graduate School Competitive Awards: Each year the Graduate School administrators 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 full list and 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.

1. **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.
2. **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.
3. **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.
4. **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.
5. **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).
6. **Student Legal Support** 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: 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. In addition, the Graduate School is offering digital credential badges that may be earned by current graduate students participating in our professional development opportunities. These digital credential badges are not for academic credit.

- **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+ 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.

- 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 participate in training and workshops designed to improve students’ public speaking and science communication skills leading up to the final competition.
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. 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 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, 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 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 masters 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
    o Int’l student requirements/students on appointment

Thesis/Dissertation Requirements
  • Requirements for a masters 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 website, along with other important policy documents.

**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 are available for faculty/staff use, and a listserv is in place to update programs with programs in place. A student-facing page 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 in a given semester must meet the posted deadlines to apply to graduate, 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. 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.

The Graduate School continues to update forms and workflow processes in an effort to improve efficiency. We utilize docuSign 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. The Graduate School is also working on a project for more effective tracking of graduate students through the Slate platform and will be reaching out with more information as we make progress.

**International Students**
International students should be sure to remain in close contact with 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. Note that requirements to participate in CPT have changed in recent years.

**Students of Concern**
A number of resources 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 through an online report form, at 2-7348 or scot@colorado.edu.

The Red Folder 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 a new “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 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 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 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, etc. Allegations of discrimination or sexual harassment will not be considered and must be filed with OIEC. Issues of academic honesty should be reported to the Honor Code promptly for investigation. Detailed information can be found on the Honor Code 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 should not 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. 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 exception. 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.

**Graduate Program Assistant 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](#) of our website.

The **information and listserv** 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
- Milestone tracking information - Provides information about university-wide graduate student requirements, which are tracked in campus solutions

Detailed [admissions](#), [funding administration](#), and [Graduate Faculty Appointment](#) information for staff is also available. Resources for staff who may have [students experiencing conflict or in distress](#) may be helpful when those situations arise.

**Recommended Onboarding and Trainings for New GPAs:**
[Graduate Program Assistant onboarding documents](#) - Provides suggestions for onboarding new staff members.

**Listserv information:** [https://lists.colorado.edu/sympa/help/user](https://lists.colorado.edu/sympa/help/user)

**Graduate School listservs:** You may add yourself through the [website](#).

1. **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

2. **Director of Graduate Studies Listserv (through the Graduate School)**
   This listserv is for Directors of Graduate Studies to receiving communications, deadlines, new initiatives, etc. dgs@lists.colorado.edu

3. **BAM listserv** This listserv is for staff members in departments with BAM programs.
   bamprograminfo@lists.colorado.edu

**Other Listservs you or your GPA may consider joining:**

1. **AdvisorNet** This listserv is for academic advisors or those associated/connected to advising on campus.
1. **Registrar Network** This listserv is managed by the Registrar’s Office and will allow you to receive their regular updates. Sign up for the [ISSS news](mailto:ISSS_news) to receive monthly communication from ISSS on their website via [ISSS News](http://issss.colorado.edu).

**Graduate School Staff Members**

**Leslie Blood, Director of Graduate Community and Professional Development**

[Leslie.Blood@colorado.edu](mailto: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**

[Genevieve.Borst@colorado.edu](mailto:Genevieve.Borst@colorado.edu) | P: 303.735.3534

- 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](mailto: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
- 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 constituents
• 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, exam report forms, final grade reports etc.
- Maintenance of student records and milestones
- Support to thesis and dissertation and graduation processes including pre-checks and final submission review, SED, degree award etc.
- Support Graduate School staff with services and purchases, liaison to service units, unit-wide meetings/events, ad hoc projects, etc.

**Loren Hough, Faculty Director for DEAI**  
[Loren.hough@colorado.edu](mailto:Loren.hough@colorado.edu) | P: [303] 492-8220  
- Coordinate activities with other DEI campus leadership  
- Support departmental diversity recruitment efforts  
- Community building among diverse identity groups  
- Support retention efforts for underrepresented graduate students

**Allison Metzger, Graduate Admissions and Fellowships Manager**  
[Allison.metzger@colorado.edu](mailto: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](mailto: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](mailto:Jennifer.shurley@colorado.edu) | P: [303] 492-5297  
- 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 Admissions and Fellowships**
Patricia.stanfield@colorado.edu | P: 303.492.5297

- Oversight of online graduate application
- 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:

- 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

Vacant position, Director of Communications

- Issues management lead
- Media lead
- Twice-monthly communications to graduate students via 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

Vacant position, Measurement Insights 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

General Inquiries, Student Services
Gradinfo@colorado.edu | P: 303.492.8220
1B53 Regent Administrative Center

- General inquiries for students (thesis, graduation, etc.)
• Dissertation Title submission
• 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
• Transfer of Credit form
• SAF/COR form, Leave of Absence, Intercampus registration, related registration forms
• Academic Recovery Plans
• Other forms approved to be submitted electronically
• Staff/faculty questions regarding processes and procedures