Graduate Admissions

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 admission’s 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 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 in April after the Regents’ vote on merit increases. Numerous departments also have specially approved rates for their GRA appointments. 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 for out of the university’s benefits pool. It is important to remember that the term tuition “waiver” is actually 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](https://www.colorado.edu/graduateschool/faculty-staff/funding-administration)

**Fellowship Appointments (also known as pre-doc trainees):** Graduate fellowships and traineeships are recognized as a means to 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. In order 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 the 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 2/15/21. 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 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 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](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** 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.
- **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** 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 at CU Boulder 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. Badges may be earned in the following categories:

- Communication
- Professionalism
- Leadership
Mentorship

**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 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.

- 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 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.

**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 Preliminary, 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
  - Int’l student requirements
  - Please note that these Graduate School requirements are for academic purposes only and that Financial Aid has different requirements for students receiving federal aid

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.

**Registration changes and Dean’s Office Approvals**

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.

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 without a Dean’s signature has passed, forms requesting changes should be submitted to the student services office. A list of administrative forms can be reviewed to determine how best to handle a registration request. Approval of the instructor is required, along with support of the faculty advisor, and a letter of petition explaining the reason for the request and the extenuating circumstances should be included. 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.

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

*AY 2019 and beyond:* 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.

*Prior to July 1, 2019:* Students were admitted as part of a concurrent degree structure. These students
will continue through the program and graduate with both degrees at the same time. Students admitted
to the concurrent degree program were admitted at undergraduate status. To comply with Title IV
Higher Education regulations, CU-Boulder students pursuing a concurrent bachelors/master’s degree
will automatically be changed to graduate status after the completion of 130 credit hours (or 145 credit
hours for a student in the College of Engineering and Applied Science). It is important to note that
transfer and advanced placement hours are included when determining the total credit hours
completed. Students at graduate status are assessed graduate tuition rates and are no longer eligible for
COF. In addition, graduate students receiving financial aid are considered “independent” and are no
longer eligible for aid requiring undergraduate status.

**Graduation**

Students wanting to graduate 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].

Students who defend their thesis/dissertation or do their final examination before the end of a
semester, but too late to graduate in that semester, should apply to graduate in the next semester’s
graduation. Such students may not need to register again, as the registration requirement extends
through the semester of the final defense/exam, but they would not officially graduate until that future
semester when all requirements are completed by the deadlines. **(Please note**- international students
must discuss their registration and graduation plans with [ISSS] to ensure compliance with regulations
and laws. Immigration status is based on enrollment, not on graduation or time limits. All students
should be aware that if they do not register in a semester they are not considered to be current students.)

The Registrar’s Office has begun work to build degree audits for graduate programs. We’ll be asking 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 the office will be working toward doctoral audits and addressing other programs (BAM, etc.) moving forward. In addition, we’ve been working to improve some forms and workflow processes in an effort to improve efficiency.

**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 recently changed.

**Students of Concern**

A number of resources are available to faculty/staff 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 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. 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. 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. The guidelines include a provision for individuals with equivalent experience- encouraging institutions to develop faculty hiring qualifications with a system of evaluation for this experience. For individuals who do not hold the terminal degree or meet the above, we ask that 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.

**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.

- **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](mailto:gradprogasst@lists.colorado.edu)

- **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](mailto:dgs@lists.colorado.edu)

- **BAM listserv**  
  This listserv is for staff members in departments with BAM programs  
  [bamprograminfo@lists.colorado.edu](mailto:bamprograminfo@lists.colorado.edu)

Other Listservs you may consider joining:

- **AdvisorNet**  
  This listserv is for academic advisors or those associated/connected to advising on campus.  
  [advisornet@lists.colorado.edu](mailto:advisornet@lists.colorado.edu)

- **Registrar Network**  
  This listserv is managed by the Registrar’s Office and will allow you to receive their regular updates  
  [regnetwork@lists.colorado.edu](mailto:regnetwork@lists.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/iss)

**Graduate Program Assistant Information:**

**Resources for GPAs:**

- **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  
- **Graduate Program Assistant onboarding documents** - Provides suggestions for onboarding new staff members.

**Recommended Trainings for New GPAs**

Go to [https://mycuinfo.colorado.edu](https://mycuinfo.colorado.edu) and use your Identikey/password to login  
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 majority of the required modules can be found here

Ex: Navigate on the left to CU-SIS and find 3 required ones: FERPA, Introduction to CU-SIS, and CU-SIS Campus Community

You can also navigate under "Library" tab at the top and under "Department Specific", 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 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)
Graduate School Staff Members

Micah Abram, Director of Advancement
Micah.Abram@colorado.edu | P: 303.541.1446

- Partner with the Dean to raise major gift funds for the Graduate School
- Manage personal solicitation process for alumni and friends of the school

E. Scott Adler, Dean of the Graduate School
E.scott.adler@colorado.edu

Lynne Azar, Student Services Assistant
Lynne.azar@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.

Sarah Baumann, Survey Design and Assessment Analyst
Sarah.baumann@colorado.edu

- 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

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
Ginny Borst McNellis, Assistant Dean  
Ginny.mcnellis@colorado.edu

- 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

Janet Braccio, Director of Communications for Academic Affairs and the Graduate School  
Janet.Braccio@colorado.edu | P: 303.499.9031

- 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 the Director of Advancement for the Graduate School.

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

- Provide information on Graduate School rules, policies, and procedures
- Admission to candidacy and graduation requirements
- Transfer of credit
- Registration/grade change issues, Leave of Absence and registration requests
- Examination committee approvals
- Time limits and extension requests
- Concurrent bachelor's/master's and BAM paperwork
- Thesis and dissertation format and submission
- Academic probation
- General advising

Maizy Faithfull, Director of Budget and Finance  
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.
• Serves as the Faculty Affairs liaison for the Graduate School
• Provides budgetary review and guidance for new professional graduate certificate and degree programs
• HR liaison

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
• Oversees the Graduate Peer Mentoring program and work on developing further mentoring programs

Allison Metzger, Graduate Admissions & Fellowships Manager
Allison.metzger@colorado.edu | P: 303.735.8648

• Admission application support
• Graduate application maintenance
• Approval of UF forms
• Scheduling assistance for Sr. Assistant Dean
• Event management and coordination
• Management of awards and grants

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

Patty A. K. Stanfield, Assistant 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
• Approving authority for OTPs for student faculty
• Exceptions to graduate school policies for student faculty appointments

**General Inquiries** - Gradinfo@colorado.edu

P:303.492.8220 1853 Regent Admin Center

• 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/Concerns** - Graduate.school@colorado.edu

• Examination report forms for committee approval
• Transfer of Credit Requests
• Registration requests
• Other forms for dean’s approval

**Graduate Professional Development** - gradprofdev@colorado.edu

• Professional development opportunities for graduate students
• Writing support and accountability seminars