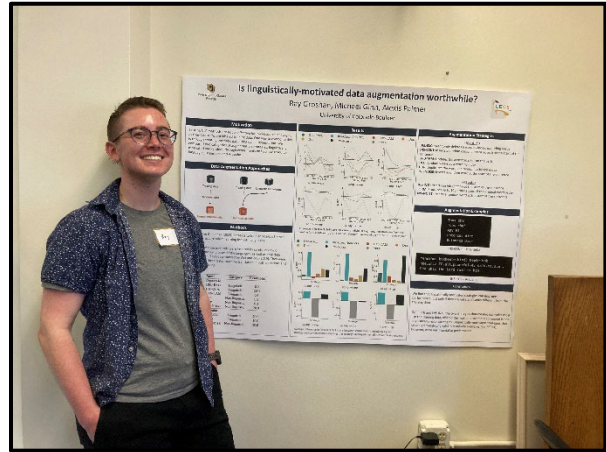


# CLASIC

## Graduate Student Handbook

Supplement to the University of Colorado Boulder Graduate School Rules  
Computational Linguistics, Analytics, Search and Informatics (CLASIC)



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<https://www.colorado.edu/linguistics/graduate-program/computational-linguistics-clasic-ms>

**Current version: Aug 2025, updated as needed.** This handbook has been checked for consistency, but errors may remain. If you find any, please let the Program Manager and the Director know. **If there is a disagreement between any statement in this Handbook and the information on the Program website, the website is the authority.** Current Graduate School guidelines override any that are referred to in this document.

## CLASIC Graduate Student Handbook

This Handbook is a resource for graduate students in the Computational Linguistics, Analytics, Search and Informatics Professional Master's program, an interdisciplinary degree jointly offered by the Departments of Linguistics and Computer Science at the University of Colorado Boulder. **Those policies and requirements in effect at the time of your matriculation will apply to you during your course of study here.** If there are revisions to the requirements while you are enrolled, they will *not* apply to you retroactively unless you specifically make that request.

All students are bound by both **Program requirements** and **Graduate School requirements**, which are separate. Make sure you understand both sets. Authoritative information on Graduate School requirements is given in the Graduate School site <https://www.colorado.edu/graduateschool/> and the Graduate School section of the University Catalog <https://catalog.colorado.edu/>. Use the Catalog and the Handbook for the year you entered until you graduate, since together they govern your graduation requirements.

You can find additional general information by searching the University's website. Current [courses offerings](#) are available in Campus Solutions registration. Course descriptions are provided in the [online catalog](#), in the registration system and by individual instructors. Before registering for courses each semester, consult your advisor.

This handbook should answer your questions about the rules and requirements of the program for your degree. This information is also available on [our website](#). In case you have questions or are unclear about the rules, it is best to talk to your advisor.

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## 1. Introduction

This handbook outlines the rules and requirements for your degree program. This information is also available on [our website](#). If you have questions or are unclear about the rules, please talk to the Program Manager.

**Dr. Kristine Stenzel** is the **CLASIC Program Manager**, a part-time position. She is your first point of contact any time you have questions, problems, or need some help in any matter related to your studies.

### *Contact information:*

Email address: **clasic\_contact@colorado.edu**

Phone: 303-492-2159

Office: Buchanan 124b (until Dec. 2025, then moving to LBB 114)

Office Hours for Dr. Susan Windisch will be determined each semester. CLASIC office hours vary by semester and are subject to adjustments for other activities. The Program Manager will usually be in the CLASIC office Monday, Wednesday, and Thursday. You may email Kris any time during regular business hours (M-F, 9am-5pm); this is the quickest form of contact!

## 2. Facilities

### 2.1 Access

CLASIC offices are in the Buchanan (LBB) building, with the main entrance to the CLASIC/CLEAR suite of rooms through 124, where the kitchen area is located. All CLASIC students can have access to this suite and use the study space available in 126. In Spring of 2026, room 124b will be available for group study or small meetings. The library, room 122a, may be reserved in advance for meetings of up to 12 people using the online system <https://ems.colorado.edu>. Key requests for 124/126 should be made using [this link](#). You must have an active Buff One Card and you can normally pick up your key the next day at [Access Services](#) in Folsom Stadium. Please order and carry your own key for access to our suite, as the door to the suite remains locked even during the day.

Other rooms in this suite are:

120 – Office of Dr. Susan Windisch

122a – Faculty office, library, and meeting space

122b – Office of Dr. Martha Palmer, Dr. Jim Martin, and Dr. Kira Hall (for fall semester)

124b – Office of the Program Manager, Dr. Kristine Stenzel, for Fall 2025; then LBB 114 in Spring 2026.

126 – Office of CLEAR graduate students, visiting scholars, and study space for CLASIC students.

128 – Office of Dr. Alexis Palmer

LBB 430 is a large office and meeting room for graduate students working with Dr. Alexis Palmer, Dr. Maria Pacheco, and Dr. Katharina von der Wense. Some meetings of the BoulderNLP group take place in this room and are announced in advance.

### 2.2 Printer/Copy Machine

Students may use the Linguistics printer/copy machine located in Buchanan 148. Use of the machine is for academic purposes only. You should not copy books or any other material that violates copyright laws.

### 3. Goals of the CLASIC Program

The **Computational Linguistics, Analytics, Search and Informatics Professional Master's Degree (CLASIC)** is a unique interdisciplinary degree between the Departments of Linguistics and Computer Science. The field of computational linguistics, or natural language processing, is burgeoning and has fantastic career opportunities at companies such as Google, Facebook, Amazon, Apple, and more.

The program is intended to:

- Provide a solid foundation in computer science, data-driven linguistics, and natural language processing graduate course work.
- Educate graduates to be specialists in the application of computers to the processing of natural languages, such as English, Chinese, Arabic and Urdu.
- Teach validated machine learning approaches, including deep learning, either with or without linguistic annotation as training data, and extend them to new domains and new genres, as well as new linguistic phenomena using appropriate evaluation methodologies.
- Prepare students for jobs in the field of computational linguistics, also known as text analytics, natural language processing, and informatics, a field critical to the success of mainstream global businesses who compete for employees qualified to address these needs.

#### **Coursework Alone is not Sufficient for a Degree**

Students are expected to take responsibility for their own education. You are encouraged to seek advice from faculty members and make requests concerning special interests or plans (e.g., individual study with faculty members). Students are also encouraged to interact with each other and with faculty members. Your own work, through research, reading, attending academic talks, participating in scholarly meetings, completing an internship, and interacting with other computational linguists, is essential to building the intellectual curiosity and knowledge expected of someone holding an advanced degree.

### 4. Advising

Your advisor helps verify that you are taking the proper courses to satisfy both the CLASIC program and University requirements and to meet your personal career goals. You should always talk to your advisor about any issues that may be affecting your work. If you have a problem that your advisor cannot help you to handle, he or she will help you to find the resources you need.

#### **Advisors:**

[Susan.Brown@colorado.edu](mailto:Susan.Brown@colorado.edu), Director and primary Academic Advisor

[Martha.Palmer@colorado.edu](mailto:Martha.Palmer@colorado.edu), Director Emeritus

[Jim.Martin@colorado.edu](mailto:Jim.Martin@colorado.edu), Computer Science Faculty

[Alexis.Palmer@colorado.edu](mailto:Alexis.Palmer@colorado.edu), Linguistics Faculty

#### **The Record of Progress**

The Record of Progress is a checklist of requirements to help you track your progress and record decisions about your individual plan of study. During the first conference with your advisor, you will begin filling out the Record of Progress form. The form will be consulted and updated at each subsequent advising session.

## 5. The CLASIC Professional Master's Program

The CLASIC Professional MS requires 32 credit hours of coursework. This includes **8 required courses** (23 credit hours) and **3 elective courses** (9 credit hours). Among the required courses is a 2-credit capstone project that runs in conjunction with (but is not always concurrent with) an internship or an in-depth faculty-directed research project that contributes to an ongoing CU research program. As part of the capstone, all students prepare a [Professional Internship or Research Agreement \(PIRA\) form](#) early in the process, typically by the end of the second semester, and prepare a technical report on the completed project that the program directors and project leader jointly evaluate. No thesis or final examination is required.

Students typically complete the CLASIC degree in two years but may choose to take longer, consulting with the Directors to discuss this option.

The CLASIC Curriculum is shown below and can be consulted [online](#).

### 5.1 CLASIC Curriculum

#### Requirements

Students must complete at least 32 hours of approved graduate study, including a 2-credit capstone course. For minimum grade and GPA requirements, see sections 9.1 and 9.2 below.

#### Required Courses and Credits

##### Core Linguistics Courses - 3 courses total

9 credits

Required of all students:

[LING 5420](#) Morphology and Syntax (alt: [LING 6450](#) Syntactic Analysis)

Choose one of the following, required

[LING 5030](#) Phonetics

[LING 5430](#) Semantics and Pragmatics

+ 1 Elective: any advisor approved LING class at the 5000-, 6000- or 7000-level

##### Core Computer Science Courses - 3 courses

9 credits

CLASIC students choose from graduate "breadth" courses offered in the 3 different breadth bins. NLP [CSCI/LING 5832](#) is a required **Core CLASIC** course from Bin 2; one course from Bin 3 is required; the third course can be from any Bin. Visit the [computer science department website](#) for a full list of course options in each of the 3 breadth bins. (Updated every two years.)

\*CSCI areas: Artificial Intelligence; Database systems; Gen Comp. Science; Graphics; Numerical Computation; Operating systems and Hardware; Programming Languages; Software Engineering; Theory of Computation

#### Bin 1

Recommended options:

[CSCI 5454](#) Design and Analysis of Algorithms

or [CSCI 5444](#) Introduction to Theory of Computation

or [CSCI 5714](#) Formal Languages

|                                                           |                                                                 |
|-----------------------------------------------------------|-----------------------------------------------------------------|
| <a href="#">CSCI 5606</a><br>or <a href="#">CSCI 5646</a> | Principles of Numerical Computation<br>Numerical Linear Algebra |
|-----------------------------------------------------------|-----------------------------------------------------------------|

Bin 3 (choose one)

Recommended options:

|                           |                                                              |
|---------------------------|--------------------------------------------------------------|
| <a href="#">CSCI 5253</a> | Datacenter Scale Computing - Methods, Systems and Techniques |
| <a href="#">CSCI 5448</a> | Object-Oriented Analysis and Design                          |
| <a href="#">CSCI 5535</a> | Fundamental Concepts of Programming Languages                |

## **CLASIC Capstone** **2 credits**

|                                |                 |
|--------------------------------|-----------------|
| <a href="#">LING/CSCI 5140</a> | CLASIC Capstone |
|--------------------------------|-----------------|

## **Core CLASIC Courses - 5 courses: 3 required & 2 electives** **12 credits**

|                                |                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------|
| <a href="#">CSCI/LING 5832</a> | Natural Language Processing (required, credits counted above in Core CS courses) |
|--------------------------------|----------------------------------------------------------------------------------|

Choose two of the following, required:

|                                |                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------|
| <a href="#">CSCI/LING 7565</a> | Computational Phonology and Morphology                                               |
| <a href="#">CSCI/LING 7575</a> | Computational Lexical Semantics                                                      |
| <a href="#">CSCI/LING 7585</a> | Computational Models of Discourse and Dialog (prereq. LING 5832)                     |
| <a href="#">CSCI 7000</a>      | Certain Topics courses will be approved for this requirement on a case-by-case basis |

## **Elective Courses - Choose two of the following**

|                                |                                                                                                      |
|--------------------------------|------------------------------------------------------------------------------------------------------|
| <a href="#">CSCI 5417</a>      | Information Retrieval Systems                                                                        |
| <a href="#">CSCI 5817</a>      | Database systems                                                                                     |
| <a href="#">CSCI 5352</a>      | Network Analysis and Modeling                                                                        |
| <a href="#">CSCI 5502</a>      | Data Mining                                                                                          |
| <a href="#">CSCI 5622</a>      | Machine Learning                                                                                     |
| <a href="#">CSCI 5839</a>      | User-Centered Design & Development 1                                                                 |
| <a href="#">CSCI 5922</a>      | Neural Networks and Deep Learning                                                                    |
| <a href="#">CSCI 6622</a>      | Advanced Machine Learning                                                                            |
| <a href="#">CSCI 7000</a>      | Current Topics in Computer Science (Inference, Models & Simulation for Complex Systems)              |
| <a href="#">CSCI 7222</a>      | Topics in Nonsymbolic Artificial Intelligence (Probabilistic Models of Human & Machine Intelligence) |
| <a href="#">CSCI 7222</a>      | Topics in Nonsymbolic Artificial Intelligence (Representation Learning for Language)                 |
| <a href="#">LING 5200</a>      | Introduction to Computational Corpus Linguistics                                                     |
| <a href="#">LING 5800</a>      | Open Topics in Linguistics (Machine Learning and Linguistics)                                        |
| <a href="#">LING 6300/3800</a> | Topics in Language Use (Formal Models of Linguistics)                                                |
| <a href="#">LING 6520</a>      | Topics in Comparative Linguistics (Computational Grammars)                                           |
| <a href="#">PHIL 5440</a>      | Topics in Logic                                                                                      |
| <a href="#">PHIL 5460</a>      | Modal Logic                                                                                          |

Any other CSCI or LING course at the 5000-, 6000- or 7000-level\*

Any Core course listed above (not already taken)

\*The Professional Internship course [LING 6930](#) (see 5.6 below) cannot count as an elective towards program requirements.

## 5.2 Course Load for M.S. Students

Six to nine hours (2-3 courses) is a normal semester course load. All courses taken towards the degree must be at the 5000 level or higher. Students should enroll in all their courses as a Boulder campus student.

## 5.3 Distance Courses

There is no limit on the number of distance classes a graduate student may take. Many, but not all, CS courses have online sections; most LING courses are only offered in-person. International students should consult [ISSS](mailto:ISSS@colorado.edu) ([ISSS@colorado.edu](mailto:ISSS@colorado.edu)) for regulations on in-person/distance enrollments.

## 5.4 Master's Pass/Fail Courses

No graduate courses may be taken for Pass/Fail credit. This includes graduate courses that are transferred into the program. You can take courses for No Credit, but they will not count towards your degree.

## 5.5 Transfer credits

Students can request to transfer up to 9 credits of equivalent coursework taken at an accredited institution or other CU campus and not already applied to a degree.

Transfer credit requests can only be made after the student has successfully completed 6 credits (typically one semester) in the program and must follow all the guidelines and meet the requirements as set up by the Graduate School. Instructions and the [transfer credit form](#) are available on the Graduate School site. Both the Graduate School and CLASIC program will evaluate the request to determine equivalency to CLASIC courses offerings.

## 5.6 International students Curricular Practical Training (CPT) & Internship Course

The Professional Internship course LING 6930 allows international CLASIC graduate students to receive CPT authorization and academic credit for professional internships that have an academic component to them suitable for graduate-level coursework. This course may be taken during any term following a student's initial enrollment and participation in the graduate program.

Please note the following:

- International students must **apply** to be admitted into the internship course and participation requires an internship agreement between the student, faculty advisor, and an industry partner who will employ the student in a role that supports the academic goals of the internship.
- Students should complete the [Professional Internship or Research Agreement \(PIRA\) form](#) and once they have obtained all the signatures (industry supervisor, academic advisor), send the form to the CLASIC Program Manager.
- The application process for a given semester will have strict timelines and registration deadlines associated with it. During summer, the internship course follows Term D deadlines. All

requirements must be met to enroll in the course and the application process must be completed and approved **before** the internship is accepted. Students cannot participate in internship and then register for this course after the fact.

- International students doing internships must also complete the new ISSS [Curricular Practical Training \(CPT\) eform](#), which can be accessed through the [MyISSS](#) portal. Once the student completes their section of the eform, the advisor will receive an email with instructions on how to complete their section of the form. Once completed and approved by ISSS, a copy of the new I-20 should also be sent to the Program Manager.

## 6. Resources for Research

### 6.1 Library Resources

University of Colorado's Norlin Library has an excellent general collection of linguistics books, which are fully accessible in Norlin's open stacks. Books may be checked out or portions photocopied at copy machines. Items that Norlin does not have may be obtained through Interlibrary Loan. You may also notify the Linguistics Department Library Liaison (this changes every year) if you need something that is unavailable so that they can advise the library to buy it for future use. The [University Libraries website](#) has a search engine as well as a wide variety of databases and electronic journals: From off-campus, you will need to use the [VPN utility](#) so that you can access electronic databases and journals that are licensed for use solely by CU faculty, staff, and students.

### 6.2 Corpus Facilities

CU Boulder is an institutional subscriber to the Linguistics Data Consortium or LDC, <http://www.ldc.upenn.edu>, which gives it access to a variety of speech and text corpora (transcriptions and digital recordings of spoken language as well as collected newswire, broadcast news talk shows and weblogs in multiple languages). We also subscribe to [COCA at BYU](#). To access COCA, users just need to create an account with the @colorado.edu email. There should be no issues as long as users log in from on campus or using the VPN which will be authenticated with the Libraries' IP addresses.

These corpora are used in certain courses as well as for individual research. Many LDC corpora are already available to CLASIC students. See current holdings on the Corpus Listing page of the CU Linguistics website, <https://verbs.colorado.edu/CUCorpusInfo/>. See current LDC holdings on the LDC's catalog page. For more information consult with [Michael Ginn](#), the Linguistics Department's corpus manager.

### 6.3 The Center for Computational Language and Education Research (CLEAR)

[Alexis Palmer](#) (LING) and [Jim Martin](#) (CS) are co-directors

The Center for Computational Language and Education Research Lab [CLEAR](#) is dedicated to advancing Human Language Technology. It conducts research and development that informs theoretical questions in human language technology. The Center projects include:

- adaptive assessment and intervention for reading difficulties;
- the development of increasingly rich linguistic annotation schemes that can serve as training and evaluation data for machine learning;
- information extraction and natural language understanding using semantic role labeling and co-reference resolution;

- spoken language processing and dialog understanding;
- human-computer interaction using animated agents or customizable interfaces.

These projects have led to a wide variety of systems, including some for language acquisition skills, tutoring and therapy, tools for question answering and navigating the web, and for learning and presentation of science topics ranging from plate tectonics to acoustics.

The center holds weekly lab meetings from 11:30-1 on Wednesdays in either Muenzinger (MUEN) D430 or LBB 430, with location announced on the mailing list. These meetings are open to CLASIC students and are a great way to meet fellow students and learn about research opportunities. Meetings are called Boulder NLP. All CLASIC students are added to the mailing list to receive news from this group.

**6.4 The Linguistics Circle** is a series of approximately weekly meetings and colloquia in which faculty, advanced students, and visiting scholars speak on current research. LingCircle talks are announced on the Linguistics grad students email list. In the spring, as part of the PhD proseminar, LingCircle presentations discuss graduate-school-survival skills and career development strategies. Students can check the Ling website [news & events](#) for upcoming talks or other events.

## 6.5 Computer Science Graduate Student Community

### Computer Science Colloquia

Students are encouraged to attend as many of the talks in the colloquium series as possible. Talks cover a wide range of research topics and may provide some familiarity with people and projects.

### Slack

Slack is one of the primary points of contact for the graduate student community. It is a free messaging service that can be used in a browser or downloaded as an app. Sign up for a Slack account with your Colorado email address at <https://boulder-cs-grads.slack.com/>.

Channels address topics such as:

- #courses : Ask questions about recommended professors, work associated with a course, etc.
- #housing : Find a roommate or ask for recommendations on neighborhoods.
- #freefood : Self-explanatory, not very active,
- #games : Board game nights, often organized semi-spontaneously,
- #gsa\_planning : Events planning for the Graduate Student Association
- #intramurals : Organizes teams and team captains for the university recreational sports league.

New channels are created all the time for various interests, students of a particular course, upcoming events, etc.

Outside of Slack, both Computer Science and the Computer Science Graduate School Association (CSGSA) organize a few community events every semester. Reoccurring ones include:

- Welcome back event: At the start of the semester, a chance to meet new students and reconnect with old friends.
- Friendsgiving: A potluck a few weeks before Thanksgiving.
- Winter Celebration: Early December, the fanciest event of the year, featuring a catered meal with live performances from students and faculty.
- Graduate Student Research Expo: Students present research in the form of posters and talks.
- Spring Picnic: In May, the department hands out awards and provides food.

These events are usually advertised on Slack and via the department mailing lists: [cs-phd@lists.colorado.edu](mailto:cs-phd@lists.colorado.edu) and [cs-ms@lists.colorado.edu](mailto:cs-ms@lists.colorado.edu)

If you want to get involved in planning events or have an idea for an event that you would like to see happen, you should contact the CSGSA ([csgsa@colorado.edu](mailto:csgsa@colorado.edu))

## 7. Student Affairs

### 7.1 Information Sources

The [University of Colorado](#) website provides an array of resources pertaining to student life, from transportation to technology services. The [Graduate School](#) website also has essential information for graduate students, and the [International Student and Scholar Services](#) office is an important resource for all international students.

### 7.2 Email

Students should check their university email regularly for Program, Department, and Graduate School announcements. Students are responsible for keeping the CLASIC Program Manager informed of changes in their contact information.

### 7.3 CLASIC Student Associations

CLASIC students are added to the **Boulder NLP** mailing list and are encouraged to attend regular Wednesday 11:30am – 1pm Boulder NLP meetings in Muenzinger (MUEN) D430. These meetings and talks offer opportunities to gain familiarity with people and projects. Meetings are not held most of the summer. Students are also added to a computer science email list with information about forums for talks covering a wide range of research topics.

### 7.4 Grievances

Grievances, whether related to individual courses or Program actions, should be brought first to the attention of your advisor or the Directors. If a grievance is not resolved informally to your satisfaction in this way, you may address a formal appeal to the faculty, which will then be considered by a specially appointed committee. Further appeal to the Graduate School may also be made (see the [Graduate School Rules](#) for details). The [Ombuds Office](#) offers confidential counsel to students at any stage of a grievance.

For grade grievances, if discussions between the instructor and the student have not led to any resolution of the problem, the student shall have the option of making a formal written appeal to the Director. The appeal must be submitted within 45 days of the end of the academic term in which the course was taken, and it must specify the solution desired by the student. The Director or a designee will meet (together or separately) with the student and with the faculty member who taught the course. If the Director/designee is unable to broker a solution mutually acceptable to both student and instructor, then the Director shall appoint an ad hoc Grade Appeals Committee to review the dispute. This committee shall consist of at least three impartial faculty members competent in the subject matter of the course in question. The Director will provide the committee with the student's appeal and a written response from the faculty member. Within 45 days, the committee will submit a report and recommendation to the Director, and the Director will recommend to the instructor either (1) that the originally assigned grade stand; or (2)

that a new grade be assigned. In cases where a change of grade is recommended and the instructor does not wish to accept the recommendation of his/her colleagues, the Director shall forward the written materials associated with the appeal to the Dean of the College.

Refer to the **Graduate School Rules**. To communicate concerns related to academic issues or academic conflicts, please refer to the Graduate Student Grievance [Process and Procedures](#), revised 2019.

## 7.5 Student Government: University Level

The interests of all university graduate students are represented by the Graduate and Professional Student Government (GPSG). [GPSG](#) deals with topics including health insurance, childcare, employment, and campus security, as well as social programming. Linguistics and Computer Science graduate students elect representatives to the GPSG each year. The representatives must attend meetings regularly for the Department graduate students to receive activity funds from GPSG. Find out who your representatives are each year.

## 8. Financial Aid

### 8.1 University Financial Aid

To receive University financial aid, domestic students must complete the Free Application for Federal Student Aid (FAFSA) form, available from the Office of Financial Aid and on the [FAFSA website](#).

Additional information about financial aid may be found at the [Office of Financial Aid](#), and [Aid for Professional Students](#). The Graduate School has [funding information](#) including National Fellowship Opportunities, and CEAS has a list of [External Funding Opportunities for Graduate Students in Engineering](#).

### 8.2 Employment

Students in Professional MS programs, such as CLASIC, are not eligible for Teaching Assistantships (TAs), Research Assistantships (RAs), or Graduate Part-Time Instructor (GPTI) appointments. Part-time hourly jobs as graders or for individual professors may be available once students have arrived on campus. Grading positions are usually announced each semester. Students interested in grading for a computer science course should consult [the CS Jobs page](#) for requirements and deadlines.

### 8.3 Employment from other Departments

There are occasional opportunities for part-time hourly jobs in other programs, particularly in the Program for Writing and Rhetoric and in foreign language departments.

### 8.4 Student Employment Office

Remember to check out the [Student Employment Office](#) for on-campus and off-campus opportunities. International students can work a certain number of hours per month and must consult with the [International Student and Scholar Services](#) Office (ISSS).

## 8.5 Residency

U.S. citizens and Green Card holders should establish Colorado residency to have access to the non-resident tuition rate. It takes 12 months (minimum) to establish residency. To have your residency status approved, you should:

- [register to vote](#) in Colorado;
- [register your car](#) in Colorado;
- [obtain a Colorado driver's license](#); and
- pay taxes as a Colorado resident (and as a non-resident of whatever state you used to live in).

**Some of these requirements mean that you must take steps when you first move to the state, and before the first day of classes your first semester here.** Your application for residency may not be accepted if you start this procedure later than the first day of classes. You must complete all the above steps. In addition, you should keep rent receipts. The actual application should be submitted in the spring of your first year because approval takes some time.

To be granted residency status for tuition purposes, you must apply to the Tuition Classification Office by submitting a Tuition Classification form before the relevant deadline. Information about petitioning for in-state tuition classification, including deadlines, is in the [Tuition Classification Guidelines](#) or at the Tuition Classification Office in the Office of the Registrar, Regent Administration Center, Rm. 101. This [Tuition classification graduate student handout](#) gives a useful summary, and [more information can be found here](#). Be sure to check the deadlines to obtain your resident classification as soon as possible!

International students cannot become Colorado state residents unless they are already qualified permanent residents of the United States.

## 8.6 Progress Toward the Degree and Financial Aid

The Graduate School requires students to maintain a 3.00 (B) GPA (cumulative grade point average) in all courses taken, whether graduate or undergraduate. If you are not making acceptable progress or meeting the registration requirement, you can petition to be allowed to retain financial aid that has already been awarded to you, but this will only work for a semester or two at the most. Financial aid is very unlikely to be given to students who have several incomplete course grades or who are otherwise not making satisfactory progress towards the degree.

## 8.7 Sufficient Progress, Probation, Leave of Absence

Students whose cumulative average falls below 3.0 are placed on probation by the Graduate School and will be suspended if their GPA does not reach 3.0 within the time specified by the notice of probation. The CLASIC Program is also given the authority to drop any student who fails to make sufficient progress toward a degree. CLASIC will take no action under this authority without first informing a student of what they must do to resume adequate progress and giving them a fair amount of time to satisfy those requirements. The best way to avoid problems is to maintain regular contact with your faculty advisor.

Students may take a [Leave of Absence](#) from graduate study if personal circumstances are making it difficult to maintain a GPA of 3.0 or if they decide not to take any courses in a particular semester. Discuss

this option with your advisor. Failure to register or sign up for a Leave of Absence will result in being dropped from the program and you will have to reapply and be accepted again to resume your studies.

See the [University Catalog](#), Graduate School, subsection on Credit Policies for additional information about academic probation and suspension, provisions for removal of grades below B by [retaking a course](#) (grade replacement), I (incomplete) grades, and the [Leave of Absence Program](#).

## 8.8 Independent Study

CLASIC students may take up to 3 hours of independent study during their academic career. Independent study should be work in an area where the program does not offer a formal course or go more in-depth into a field.

If a faculty member agrees to set up an individual study with you, an Individual Study Contract (obtainable [online](#), see Enrollment Procedures at bottom of page) must be completed and submitted to the CLASIC Director or Associate Director for approval. Individual study is not to be used to duplicate existing courses (e.g. in a semester in which they are not offered). Two or more students may also participate together in the same independent study.

## 8.9 Part-time Study

Students admitted to the graduate program are expected to work steadily toward completion of their degree requirements. Part-time study is not discouraged, especially for students with jobs.

## 8.10 Conference Travel Grants

During their time in the CLASIC program, students who have had papers accepted for presentation at an academic meeting (conference, workshop, etc.) can request up to \$750 (for out-of-state domestic meeting) / \$1000 (for an international meeting) in travel funds. Requests should be made using the online [Conference Travel Funding Form](#) and questions can be directed to the Program Manager.

Since CLASIC funding may not cover all costs, students are encouraged to seek additional funding in advance. Two good sources are [Graduate School travel grants](#) (deadlines and procedures for application) and GPSG- [Graduate and Professional Student Government travel grants](#).

# 9. Grades and Course Credit

## 9.1 Grades

Graduate School grades are somewhat inflated as compared to most undergraduate grades. Although professors vary in their grading policies, the following is a rough guide as to how grades in M.S. level courses are likely to be interpreted by people evaluating your transcript, e.g., for admission to the Ph.D.:

- A encouragement to doctoral-level study in the field
- A- cautious encouragement to doctoral-level study in the field
- B+ good M.S.-level work, cautious about whether study beyond the M.S. is appropriate
- B acceptable M.S.-level work, study beyond the M.S. is probably not appropriate
- B- minimal passing work, study beyond the M.S. is strongly discouraged, and it is likely that you are not in the appropriate field of study.

## 9.2 Minimum grade and GPA requirements

CLASIC students are expected to earn a minimum grade of B in all LING and CS CLASIC Core courses and must maintain a minimum GPA of 3.0. For any course to count toward a degree, the Graduate School requires a minimum grade of C (not C-), in addition to the requirement for a minimum GPA of 3.0. Please consult [this checklist](#).

## 10. Graduation

Please be aware that you need to complete **both** steps below to graduate!

### 10.1 Candidacy Application for an Advanced Degree

The first step towards graduation is to complete the **online Application for Candidacy form** on the Graduate school [forms](#) page early in the semester you intend to graduate. Just below the form, there is an instruction guide with screenshots.

When completing the Candidacy Application, CLASIC students should check **Degree Plan II** (non-thesis, no exam, degree plan). Once completed, the form will be routed to CLASIC for signatures before continuing to the Graduate School for approval.

The deadlines for this first step are usually **Feb. 1 for graduation in the Spring** and **Oct. 1 for graduation in the Fall**.

### 10.2 Applying for Graduation

The second step is to officially **apply to graduate** through your **MyCUInfo portal**.

- Click on the student tab and then select the “Apply for Graduation” link in the middle of the page. Follow the instructions to apply for the semester you plan to graduate.
- If you do not graduate in the semester originally planned, you will need to go to your myCUInfo and apply for the following semester.