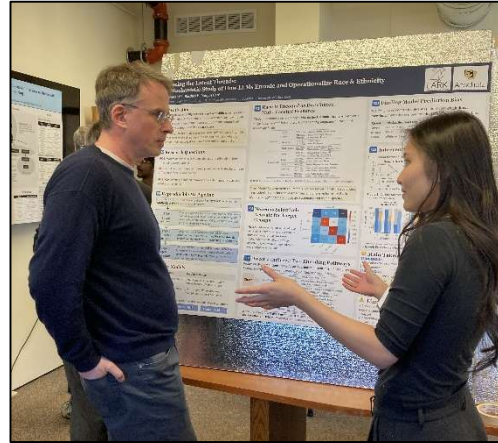


CLASIC

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 2026, 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, 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: LBB 122b

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. All CLASIC students can have access to this suite and use the study space available in the library, LBB 126, which may be reserved in advance for meetings of up to 12 people using the online system <https://ems.colorado.edu>. Room 124b is available for group study or small meetings. Key requests for 124 should be made by filling in [the key request form](#). Students need an active Buff One Card and can normally pick up their key the next day at [Access Services](#) in Folsom Stadium. Students should order and carry their own keys for access to the suite; the suite is locked even during the day, and there may not be people in the suite to open the door for you.

Other rooms in this suite are:

120 – Office of Dr. Susan Windisch

122a – CLASIC Program Office, Dr. Kristine Stenzel

122b – Office of Dr. Martha Palmer, Dr. Jim Martin, and Dr. Julia Bonn

128 – Office of Dr. Alexis Palmer

LBB 430 is a office and meeting room for graduate students working with Dr. Alexis Palmer, Dr. Maria Pacheco, and Dr. Katharina von der Wense. Some Boulder NLP meetings may take place in this room.

2.2 Printer/Copy Machine

Students may use the Linguistics printer/copy machine located in LBB 148.

For printing:

- Make sure your computer is connected to CU Secure wifi.
- Under printier options, add the printer's IP address: 128.138.186.20 (named in the system as: [\\dds-print.colorado.edu\LING](#) - LBB 147 - Xerox Altalink C8170)
- Select a file, number of sets, etc. and print as usual.

You can also make copies and scan to email. The copy/print release code is 2901

The Linguistics copier (shared with English) can also be used. It is outside N220.

For printing:

- Make sure your computer is connected to CU Secure wifi.
- Go to the printer's IP address: <http://128.138.229.61>
- Keep it on account, enter your login ID (or 1111), click login at the bottom right.
- Once logged in, click on direct print on the menu on the right side.
- Select a file, add the number of sets, and click OK at the bottom of the screen.

For copying, the copier codes that work are **1111** and **1876**.

Use of the printer/copier 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, interacting with each other, seeking advice from faculty members, and initiating requests concerning special interests or plans (e.g., individual study with faculty members). Students' 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 students seeking an advanced degree.

4. Advising

The advisor helps verify students are taking the proper courses to meet both CLASIC program and University requirements as well as their personal career goals. Students should reach out to the advisor about any issues affecting their work. If the advisor cannot help, they will point to the resources needed.

Advisors:

Susan.Windisch@colorado.edu, Director and primary Academic Advisor

Martha.Palmer@colorado.edu, Director Emeritus

Jim.Martin@colorado.edu, Computer Science Faculty
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.

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 - 2 courses

6 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
CSCI 5606	Principles of Numerical Computation
or CSCI 5646	Numerical Linear Algebra

Bin 3 (choose one)

Recommended options:

CSCI 5253	Datacenter Scale Computing - Methods, Systems and Techniques
CSCI 5448	Object-Oriented Analysis and Design
CSCI 5535	Fundamental Concepts of Programming Languages

CLASIC Capstone

2 credits

LING/CSCI 5140	CLASIC Capstone
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Core CLASIC Courses - 5 courses: 3 required & 2 electives

15 credits

CSCI/LING 5832	Natural Language Processing (required, credits counted above in Core CS courses)
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Choose two of the following, required:

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

Elective Courses - Choose two of the following

CSCI 5417	Information Retrieval Systems
CSCI 5817	Database systems
CSCI 5352	Network Analysis and Modeling
CSCI 5502	Data Mining
CSCI 5622	Machine Learning
CSCI 5839	User-Centered Design & Development 1
CSCI 5922	Neural Networks and Deep Learning
CSCI 6622	Advanced Machine Learning
CSCI 7000	Current Topics in Computer Science (Inference, Models & Simulation for Complex Systems)
CSCI 7222	Topics in Nonsymbolic Artificial Intelligence (Probabilistic Models of Human & Machine Intelligence)
CSCI 7222	Topics in Nonsymbolic Artificial Intelligence (Representation Learning for Language)

LING 5200	Introduction to Computational Corpus Linguistics
LING 6632	Machine Learning and Linguistics
LING 6300/3800	Topics in Language Use (Formal Models of Linguistics)
LING 6520	Topics in Comparative Linguistics (Computational Grammars)
PHIL 5440	Topics in Logic
PHIL 5460	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 main 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](#) (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 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 Learning Outcomes for the CLASIC Program

By the completion of the program, students will be able to:

- Demonstrate skills in computer programming, quantitative analysis, data management and processing, statistical machine learning and the development and deployment of large language models.
- Understand the implementation of statistical machine learning and the development and deployment of large language models.

- Identify major concepts of linguistics, including both the structures of language and the social context of language use and variation, and apply those concepts to building better and fairer applications.
- Analyze and develop solutions to real-world problems in the field of computational linguistics, also known as text analytics, natural language processing and informatics.
- Communicate knowledge in the discipline through writing and oral communication.

5.7 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 an 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, the student should send a copy of the new I-20 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 their @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.

CLASIC students can also perform computing tasks using the node managed by CURC on the dedicated server Blanca.

The steps are:

1. Give Kris your identikey at orientation. She will pass on all the CLASIC student info to Drs. Pacheco and Palmer.
2. Create a CURC account: https://curc.readthedocs.io/en/latest/getting_started/logging-in.html#getting-a-curc-account
3. Follow CURC guidelines for Blanca
<https://curc.readthedocs.io/en/latest/clusters/blanca/blanca.html>

6.3 The Center for Computational Language and Education Research (CLEAR) and the BoulderNLP research group

[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 called **Boulder NLP**, from 11:30-1 on Wednesdays in either Muenzinger (MUEN) D430 or LBB 430, with location announced on the mailing list. These meetings involve students and faculty in the [Boulder NLP group](#) and are open to CLASIC students. They are a great way to meet fellow students and learn about research opportunities. All CLASIC students are added to the Boulder NLP 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. These events are usually advertised on Slack and via the department mailing lists: cs-phd@lists.colorado.edu and 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)

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. Students are also added to a computer science email list with information about forums for talks covering a wide range of research topics. CLASIC students are also encouraged to participate in the [Graduate Linguistics Association](#), which has a position for an elected CLASIC student representative.

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 grievance process and procedures](#) 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 has 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.

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.

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. 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. 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), and I (incomplete) grades.

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](#) (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](#) (with application deadlines and procedures) 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.

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 Graduate School **online** [Application for Candidacy form](#) early in the semester you intend to graduate. There is also an [instruction guide with screenshots](#). The preferred deadlines for this first step are **Feb. 1 for graduation in the Spring** and **Sept. 1 for graduation in the Fall**.

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.

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.