

**RULES OF THE GRADUATE SCHOOL
DENVER CAMPUS**

**UNIVERSITY OF COLORADO AT
DENVER AND
HEALTH SCIENCES CENTER**

COMPOSITE COPY: ALL SCHOOLS AND COLLEGES

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I. INTRODUCTION

The mission of the Graduate School of the University of Colorado at Denver and Health Sciences Center (UCDHSC) is to facilitate and enhance the educational experiences and opportunities for all graduate students and to encourage excellence in research, creative and scholarly work.

The UCDHSC Graduate School best serves our diverse graduate and professional programs by promoting a *total learning environment* for graduate education across campus, while leaving to the respective schools and colleges matters requiring specific disciplinary expertise. The following principles apply:

- School and College regulations, if more stringent, take precedence over any minimum guidelines suggested by this document; and
- Each student in a graduate program is expected to adhere to the highest code of personal and professional ethics as put forth in *the Academic Honor Code and Discipline Policies* and *“Research Integrity at CU-Denver: The Research Misconduct Guidelines and Procedures.”* Students who do not meet these standards may be disciplined and/or dismissed as delineated in these two documents and further in the Graduate School Rules.

II. STRUCTURE OF THE GRADUATE SCHOOL

The Graduate School at UCDHSC consists of a Graduate Council, a Dean of the Graduate School, and all Schools and Colleges with post baccalaureate programs. The Graduate School Rules identify the roles and responsibilities for the Graduate Council, the Schools and Colleges, and the Graduate Dean. In addition, the Rules provide for cross-disciplinary perspectives and a voice for graduate education in the university planning process.

The Graduate School consists of:

- College of Architecture and Planning
- College of Arts and Media
- College of Engineering and Applied Sciences
- College of Liberal Arts and Science
- Graduate School of Public Affairs
- Business School
- School of Education and Human Development and Human Development
- The Graduate Council
- The Dean of the Graduate School

III. ADMINISTRATION OF THE GRADUATE SCHOOL

The Graduate School of the University of Colorado at Denver and Health Sciences Center shall be jointly administered by a Graduate Council, by individual Schools and Colleges, and by the Dean of the Graduate School as outlined below.

The Graduate Council. Each year the Graduate Council shall consist of faculty representatives (either elected or appointed) from each school and college, one from each school or college with under 500 graduate students, and two for those with 500 or more graduate students, as determined by course registrations in the Fall of each year at the census count date. One member of the Library faculty will be a voting member. Terms will be for three years unless enrollment changes reduce the number of representatives. One student representative will be a voting member and will rotate among the schools and colleges. The Graduate Council is responsible for:

- Reviewing, evaluating and recommending the approval of new graduate degree program proposals;
- Striving for the acquisition of campus-wide external graduate support;
- Promoting and sponsoring graduate activities to create a real learning environment for graduate students;
- Providing a voice for graduate education in the university planning process;
- Hearing appeals regarding procedural violations of graduate policies/ procedures at the school or college level.

Role of Schools and Colleges. The Schools and Colleges work with the Graduate Council and the Dean of the Graduate School to provide excellence in graduate education and a total learning environment for students at the University of Colorado at Denver. The Schools and Colleges are responsible for:

- Creating a governance structure for developing and implementing its specific graduate school rules. The governance structure and rules will conform to the framework described in this document. Schools and colleges may create any additions deemed necessary;

- Developing and maintaining availability of a policy document which includes all the components required in Rules and Regulations for Graduate Programs;
- Establishing qualifications for graduate faculty for their particular school or college, approving graduate faculty appointments, forwarding the graduate faculty list to the Dean of the Graduate School for approval, and maintaining a list of current graduate faculty;
- Developing and applying policies and procedures for admission, retention and graduation for approved degree programs;
- Approving curriculum changes and maintaining academic standards for course and degree programs which currently exist. Changes that redefine the nature of an existing degree program should be approved as if they are new programs;
- Developing proposals for new degree programs.

Participation of non-professional Masters Degree and Doctoral Degree Programs (Adopted April 19, 2004). All doctoral programs offered at CU-Denver shall comply with all pertinent provisions of these Graduate School Rules. All non-professional Masters Degree Programs shall also abide by all pertinent provisions of these Graduate School Rules.

Participation of Professional Masters Degree Programs (Adopted April 19, 2004). CU-Denver Schools and Colleges offering Masters Degree programs that undergo periodic external appraisal by nationally recognized accreditation bodies may petition the Graduate Council by September 30, 2004 to establish their own programmatic provisions with respect to these subjects: *degree requirements, residence requirements, time limits for degree completion, masters committee composition, student probationary status and grievance procedures.* Professional Masters Degree programs established after September 30, 2004 shall initially be established under the prevailing Rules of the Graduate School, but may subsequently submit their own such petition. Petitioners shall provide to the Dean of the Graduate School a brief summation of all program-specific provisions regarding each of these named subjects, no later than by December 31, 2004.

In addition, each successful petitioner shall also provide to the Dean of the Graduate School a copy of the Self-Study Document prepared at the time of appraisal for each subsequent accreditation or re-accreditation. Moreover, the Dean of the Graduate School is to be provided a copy of the final report of the Accreditation Body. In the

event the professional Masters Degree program is denied a full-term re-accreditation, or is accorded accreditation or re-accreditation despite there being noteworthy deficiencies, the Program Director shall provide to the Dean of the Graduate School both a plan and a schedule for remedying such deficiencies. Eligible professional Masters Degree programs that do not so petition shall comply with all pertinent provisions of these Graduate School Rules. Graduate School Masters thesis format standards and library archival practices will continue to apply to all successful petitioners.

All persons offering graduate instruction at CU-Denver shall hold either Regular or Special Appointments to the Graduate Faculty, as defined elsewhere in these Rules. All graduate degree programs, both non-professional and professional, offered at CU-Denver shall be rostered within the Graduate School.

Dean of the Graduate School. The Dean of the Graduate School is appointed by the Vice Chancellor for Academic and Student Affairs under the authority delegated by the President and the Board of Regents. He/she serves as Chair of the Graduate Council and reports to campus and system administration on the operation of the Graduate School. The Dean of the Graduate School is also responsible for:

- Calling and presiding at meetings of the Graduate Council, and convening and presiding over the review panel for new graduate program approvals;
- Insuring UCDHSC, college, and school policies for graduate admissions, graduate degrees, and graduate faculty status are followed;
- Approving of college and school rosters for graduate faculty appointments;
- Promoting communication about graduate issues with all university constituencies, and advocating for graduate education within the university community;
- Administering all campus-wide graduate fellowship programs;
- Creating and maintaining the “Directions for Preparing Master’s and Doctoral Theses Handbook;”
- Supervising the organization and maintenance of administrative materials housed for the Graduate Council.

Additional rules for individual Colleges/Schools if any:

College of Engineering's Special Provision.

Department Graduate Committees. Each department may have a Department Graduate Committee to perform functions delegated to the committee by the department graduate faculty, such as accepting or rejecting students applying for admission to the department's graduate programs.

College Graduate Committee. The College Graduate Committee shall consist of the Chairs of each Department Graduate Committee; and its responsibilities shall be (1) approval of new or revised graduate courses, (2) approval of college graduate faculty appointments, and (3) approval of new and revised departmental graduate rules.

IV. REGULATIONS FOR GRADUATE PROGRAMS (on and off campus)

The following regulations govern graduate education at the University of Colorado at Denver. In some cases the University has established certain minimum or maximum requirements, although the individual Colleges/Schools are free to establish more stringent requirements of their own. The following principles will be used when interpreting these rules:

- College/School regulations, if more stringent, take precedence over any minimum or maximum University requirement in this document.
- Each College/School may create additional rules and regulations to meet its professional or accreditation needs.
- Paragraphs that are labeled "**University requirements**" establish the required maximums or minimums which all Colleges/School must meet or exceed, and which were formally approved by the entire university. Paragraphs that are labeled "**Generic rule if not otherwise specified by a College/School**" are general rules provided by the Graduate School which Colleges/Schools must follow if they do not otherwise supply their own rule in a given category. Any College/School is free to provide its own alternative to a generic rule as long as the rule still meets or exceeds any applicable University requirement in that category. If the College/School rule in a given category addresses only part of the material covered by the university requirement or generic rule, then the university requirement or generic rule will apply in all areas where the College/School rule remains silent.

A list of all Graduate Faculty appointments and a copy of the Graduate Faculty Rules of the school or college shall be maintained by the school or college and placed on file in the office of the Dean of the Graduate School. Graduate faculty appointments are reciprocal among all schools and colleges across the University of Colorado at Denver.

Each school or college has an appeals process for individuals who wish to file grievances about the application of any rule or regulation. The appeals process is described in section VIII. APPEALS POLICIES AND PROCEDURES below.

A. Graduate Faculty

All graduate courses at the University of Colorado at Denver will be taught by members of the Graduate Faculty. Membership in the graduate Faculty shall be awarded to individuals who have significant achievements in one or more of the following:

- The scholarship of discovery, including both investigative search for knowledge and creative work in the arts;
- The scholarship of integration, including synthesis of knowledge within and across disciplines;
- The scholarship of application, including achievements in using knowledge and theory in professional, business, schools, and governmental contexts; and
- The scholarship of teaching, including successful instruction in school, university, and other settings.

The individual Colleges' and Schools' interpretations of these four areas are set out below, together with their processes and procedures for determining which of their faculty qualify as members of the Graduate Faculty. The School/College will provide a roster of Graduate faculty to the Dean of the Graduate School and the Graduate Council by the end of the second week of classes each term, certifying that the individuals were selected and evaluated using these approved procedures. In some cases, faculty require consideration for appointment to the Graduate Faculty after the second week of classes (for example, appointments to dissertation committees); in these cases, the Dean of the College/School should send a letter to the Graduate Dean amending the previous letter. Should the Graduate Dean have concerns at any time, these concerns will be resolved by the Dean of the College/School and the Dean of the Graduate School.

1. Criteria for appointment to regular faculty status.

a. Generic rule if not otherwise specified by a

College/School. Regular membership on the Graduate Faculty is limited to full-time, tenure track faculty who: 1) hold an earned doctoral degree or other terminal degree relevant to the College/School's academic mission from an accredited institution of higher learning; or 2) have demonstrated significant professional accomplishments deemed to qualify them for Graduate Faculty membership.

b. College of Architecture and Planning. Same as the generic rule, but with the following addition: members of the College of Architecture and Planning faculty who have been admitted to regular graduate faculty status, who hold the earned doctorate, who have a significant record of peer-reviewed work and publication, and who show evidence of strong teaching and related interactions with graduate students, will also be admitted to membership in the Ph.D. Program Committee, which is the standing committee within the college with delegated responsibility for the coordination and administration of the college's Ph.D. program.

c. College of Arts and Media. Regular membership on the Graduate Faculty is limited to faculty who have:

- A terminal degree (i.e. MFA, Ph.D., J.D. M.B.A., D.M.A. D.F.A. Ed.D., or M.D.) In those disciplines that do not have a terminal degree beyond the Master's degree, an MA, MS, or MH may be considered the terminal degree in that discipline.
- An outstanding record in research/creative work as verified by reviews, grants, exhibitions, etc., which establish a national or international reputation in the field.

d. Business School.

Basic qualifications:

The Graduate Faculty, in aggregate, should have sufficient academic and professional qualifications to accomplish the mission of the Business School. Membership in the Graduate Faculty shall be awarded to individuals who have significant achievements in one or more of the following:

- the scholarship of discovery, including investigative search for knowledge;
- the scholarship of integration, including the synthesis of knowledge

within and across disciplines;

- the scholarship of application, including achievements in using knowledge and theory in professional, business, school, and government contexts; and
- the scholarship of teaching, including successful instruction in school, university, and other settings.

The following statements define academically and professionally qualified faculty.

Academic Qualification

Academic qualification involves the scholarship of discovery, of integration, and/or of teaching. Academic qualification requires a combination of original academic preparation (degree completion) augmented by subsequent activities that maintain or establish preparation for current teaching responsibilities. Specific conditions and requirements include the following:

- A doctoral degree in the area in which the individual teaches. This includes individuals holding the JD degree who teach business law or legal environment of business and individuals who teach taxation holding (a) LLM (in taxation)/CPA, or (b) JD with an accounting master's degree.
- A doctoral degree in a business field, but primary teaching responsibility in a business field that is not the area of academic preparation. Persons meeting this condition normally would be considered to be academically qualified, assuming they maintain active involvement in the areas of teaching responsibility through writing, participation in professional meetings, or related activities. Those with doctoral degrees in areas related to the field in which they teach are translating their expertise in ways relevant to business. Since many business theories and practices derive from related business fields, these business doctorates can be important faculty resources. The greater the disparity between the field of academic preparation and the area of teaching, the greater the need for supplemental preparation in the form of professional development.
- A doctoral degree outside of business, but primary teaching responsibilities that incorporate the area of academic preparation. Those with doctoral degree in areas related to the field in which they teach are translating their expertise in ways relevant to business. Since many business theories and practices derive from basic disciplines outside of business, these individuals can be important faculty resources. Therefore, faculty meeting this condition normally will be considered academically qualified, provided they maintain active

involvement in areas of teaching responsibility as outlined above. The greater the disparity between the field of academic preparation and the area of teaching, the greater the need for supplemental preparation in the form of professional development.

- A doctoral degree outside of business and primary teaching responsibilities that do not incorporate the area of academic preparation. Those meeting this condition would not be considered academically qualified without additional preparation. To be considered academically qualified, an individual meeting this condition must have completed additional course-work or personal study sufficient to provide a base for participation in the mix of teaching, intellectual contribution, and service. These individuals are considered to be academically qualified, but their number should be limited.
- Substantial specialized course-work in the field of primary teaching responsibilities, but no doctoral degree. Individuals meeting this condition may constitute specialized instructional resources for the School. Such a faculty member may have a specialized master's degree in a business related field and have completed some course-work in a business doctoral program, or currently may be a student in a business doctoral program. These individuals are considered to be academically qualified, but their number should be limited.

Professional Qualification

Professional qualification involves the scholarship of integration, of application, and/or of teaching. Both relevant academic preparation and relevant professional experience will be considered in establishing a faculty member as professionally qualified. Normally, the academic preparation should consist of master's degree in a field related to the area of the teaching assignment. Also, the professional experience should be relevant to the faculty member's teaching assignment, significant in duration and level of responsibility, and current at the time of hiring.

e. School of Education and Human Development. Regular graduate faculty appointments are made for tenure track faculty in the School of Education and Human Development who hold a Ph.D. or the appropriate terminal degree in their field.

f. College of Engineering and Applied Science. Regular membership on the Graduate Faculty is limited to full-time, tenured, tenure track or rostered faculty members who hold an earned doctoral degree or have demonstrated significant professional accomplishment deemed to qualify them for Graduate Faculty membership. The criteria to be applied in evaluating applications for regular membership include evidence of continuing scholarship and evidence of teaching

competence.

g. College of Liberal Arts and Sciences. CLAS Departments and Programs will establish criteria for regular graduate faculty membership and forward these criteria to the Dean's Office. If they do not specify any criteria, they will default to the generic rule 1.a. above. Criteria for graduate faculty membership established by CLAS Departments and Programs and the decisions they make based upon these criteria must uphold the requirements specified by Campus rules and may exceed them.

h. Graduate School of Public Affairs. This membership category will generally be limited to full-time tenure track or tenured faculty members who hold an earned doctoral degree or other terminal degree relevant to the GSPA academic mission from an accredited institution of higher learning. Such applicants should be able to demonstrate:

- evidence of the potential for continuing scholarship;
- evidence of the potential for teaching competence; and
- evidence of the potential for service to the school, the campus, the university, and/or non-profit organizations and governmental institutions in the broader community of which the university is a part.

For the purpose of determining whether these criteria have been met, reference shall be made to GSPA's revised Policies and Procedures on Retention, Tenure, and Promotion, adopted by the Faculty Council in December of 1996.

2. Criteria for appointment to special graduate faculty status.

a. Generic rule if not otherwise specified by a College/School. Special membership shall be sought by the College/School for faculty who are not full-time faculty of the University, or who are hired for a fixed term other than a pre-tenure appointment. Special graduate faculty must 1) hold an earned doctoral degree or other terminal degree relevant to the College/School's academic mission from an accredited institution of higher learning; or 2) have demonstrated significant professional accomplishments deemed to qualify them for special Graduate Faculty membership.

b. College of Architecture and Planning.

Master's degrees. Same as generic rule.

Ph.D. In addition to the generic rule above, the Ph.D. Program Committee may make proposals to Primary Units of the College for the appointment of adjunct/adjoint faculty, whose required qualifications are specified in the Faculty handbook.

c. College of Arts and Media. In extraordinary cases where a faculty member does not have a terminal degree, a record of outstanding research/creative work on a national/international level may be considered for a "Special Faculty" graduate school appointment in lieu of the criteria in section A.1.c. above.

d. Business School. Rules for special membership are the same as for regular membership.

e. School of Education and Human Development. To prepare students for leadership in professional practice, the School of Education and Human Development seeks faculty members with significant accomplishment across the four areas of scholarship listed in Section A. To achieve a breadth of faculty expertise, the School of Education and Human Development may grant special membership on the Graduate Faculty to individuals:

- who hold an existing Master's or Ph.D. degree in a field relevant to the assignment;
- who provide evidence of significant accomplishment in at least one of the four scholarly areas listed in Section A above; and
- whose area of expertise matches with the planned assignments.

f. College of Engineering and Applied Science. Special members are individuals who are not full-time faculty of the University or who are full-time faculty but not regular members of the Graduate Faculty. Special appointments are typically made for teaching specific courses, for a specific length of time, or for service on thesis or dissertation committees. Special members must hold an earned doctoral degree or must have demonstrated other accomplishments deemed to qualify them for special membership.

g. College of Liberal Arts and Sciences. CLAS Departments and Programs will establish criteria for special graduate faculty membership and forward these criteria to the Dean's Office. If they do not specify any criteria, they will default to the generic rule 2.a. above. Criteria for graduate faculty membership established by CLAS Departments and Programs and the decisions they make based upon these criteria must uphold the requirements specified by Campus rules and may exceed them.

h. Graduate School of Public Affairs. The category of special membership may be sought by GSPA on behalf of faculty (1) who are hired on a part-time basis, (2) who are hired to teach specific courses, (3) who are hired for a fixed term other than a pre-tenure appointment, or (4) for service on a doctoral dissertation committee.

Special members will hold an earned doctoral degree or other terminal degree relevant to the GSPA academic mission from an accredited institution of higher learning; or must have demonstrated a unique mix of applied expertise and experience in areas directly related to the academic mission of the school. No recommendation for special membership shall be made on behalf of an applicant who will be teaching required courses in GSPA's Ph.D. program unless that individual would also meet the criteria for regular membership.

It will generally be the practice of GSPA to seek candidates for special membership who meet the same criteria as for appointment as regular members (earned doctorate or other appropriate terminal professional degree and potential for significant research and teaching accomplishment). However, since an important element of GSPA's academic mission is to forge and maintain strong linkages between the study and the practice of public administration/public affairs and with the practitioner community generally (see mission statement, RTP Policies and Procedures, § 1), the school recognizes that there are instances in which individuals not holding the Ph.D., but having a great deal of expertise and practical experience in the area in which the appointee would teach or dissertation committee on which s/he would serve, should be permitted to join the graduate faculty.

At a minimum, all such appointees will hold a graduate degree in a field relevant to the duties they will be performing at GSPA. Individuals progressing toward a doctoral degree will not be appointed unless (1) they have been advanced to candidacy (that is, have completed all degree requirements excepts submission and defense of the dissertation), and (2) the chair of the appointee's dissertation committee can affirm in writing that there is a high probability the appointee will be awarded the doctorate within 12 months of being appointed.

The only possible (and rarely employed) exception to this general rule shall be in the instance of Ph.D. students who have successfully completed their comprehensive examinations and already hold a terminal professional degree in an allied field, such as the Juris Doctor, MPA, or MCJ degrees. In the event that the school is recommending appointment to a dissertation committee of an individual who does not hold the Ph.D., and who does not have a record of academically published research, the letter of recommendation shall specify the unique contribution of professional knowledge, expertise, and experience not otherwise available on the GSPA faculty that the

appointee will make to supervision of the dissertation process.

3. Process by which appointments are made.

a. Generic rule if not otherwise specified by a College/School. Recommendations for regular and special memberships in the Graduate School are initiated by each department chair or program director and forwarded to the College/School Dean. The recommendations should include: 1) a letter from the chair/director justifying the appointment and, if appropriate, indicating the length of the appointment; 2) a current vita; and 3) in the case of special appointments, a description of the graduate responsibilities to be assigned. The Dean will review these recommendations to assure that they conform to the College/School rules, and then will send a list of approved Graduate School faculty to the UCDHSC Dean of the Graduate School certifying that they meet the College/School and University requirements for membership.

b. College of Architecture and Planning.

Master's degrees. Same as generic rule.

Ph.D. Same as the generic rule above, but in addition for adjoint or adjunct appointments, the following process will be followed. Nominations require a written endorsement of at least one tenured or tenure-track faculty member of the Ph.D. Program Committee. A nomination must be accompanied by a resume of the candidate and any other relevant supporting material. It must also include a description of the contribution(s) the proposed adjoint or adjunct faculty is expected to make to the Ph.D. program. Such contributions can include the teaching of one or more courses on an honorarium basis, serving on student committees, guest presentations, participation in seminars, or acting otherwise as a special resource.

Recommendations for appointment as adjoint/adjunct members of the faculty require the endorsement of a majority of the Ph.D. Program Committee. Before a candidate will be voted upon, the committee may agree to invite him or her to make a public presentation. After consideration of the appointment by the Ph.D. Program Committee, the chair of that committee forwards its recommendation for appointment to the Chair of the appropriate primary unit who will formally request the adjunct/adjoint appointment. After action by the primary unit, the appointment request will be forwarded to the Dean of the College of Architecture and Planning, who will review the recommendation to ensure that it complies with college, institutional and Regental policy, and then forward this to the subsequent levels of review and

authorization.

c. College of Arts and Media. For appointments to special faculty status, the department chair will present the credentials and case for special consideration to the Executive Committee of the College, comprised of Chairs and Deans, for review and recommendation. The Executive Committee will review these recommendations to assure that they conform to the College rules, and then will send a list of approved Graduate School faculty to the UCDHSC Dean of the Graduate School.

d. Business School. On initial appointment or reappointment to graduate faculty membership or in conjunction with accreditation reviews, the Dean of the Business School reviews the qualifications of candidates for graduate faculty membership, and certifies that they meet the qualifications above. The Dean will then send a list of approved Graduate School faculty to the UCDHSC Dean of the Graduate School.

e. School of Education and Human Development. Regular appointments to the Graduate Faculty are made by the Dean upon recommendation of search committees (for newly appointed faculty members) and the School's Reappointment, Tenure, and Promotion Committee (for continuing appointments).

Special appointments to the Graduate faculty are made by the Associate Dean for Academic Programs after either an expedited or full review. Reviews will be expedited when all the following conditions are met: (a) the candidate holds a Ph.D. or appropriate terminal degree; (b) a substantial and up-to-date curriculum vita has been submitted for the candidate; and (c) the candidate's qualifications for significant accomplishment in one of the areas of scholarship listed in Section A is substantiated beyond doubt. A full review will be conducted for candidates not meeting all three of these conditions. For a full review, the SOE Curriculum Committee will review applications for Special Appointments and make a recommendation to the Associate Dean to approve, disapprove, or request further information. The Dean will then forward a list of approved faculty to the Graduate Dean.

f. College of Engineering and Applied Science. Recommendations for regular membership are initiated by each department chair or executive committee. The recommendation is forwarded to the Dean who, if he/she approves, forwards the application to the College Graduate Committee for approval. Approved recommendations are then forwarded to the CU-Denver Graduate Dean. Requests for appointment to special membership must include a comprehensive current vita and a letter from the department chair which both justifies the appointment and lists the graduate responsibilities and duties to be assigned.

g. College of Liberal Arts and Sciences. CLAS Departments and Programs will make appointments to the graduate faculty and forward these appointments to the Dean's Office. The appointment must include a letter from the graduate program director or chair justifying the appointment and indicating the length of the appointment, a comprehensive current vita, and in the case of special appointments, listing the graduate responsibilities to be assigned.

The CLAS Dean's office will check appointments as they come in for appropriate title and length of appointments. The Dean will then send a list of approved Graduate School faculty to the UCDHSC Dean of the Graduate School. Should the Dean find that a pattern of decisions by a Department or Program may fail to uphold these requirements, the Dean shall take appropriate action to bring the Department or Program into conformity with Campus rules.

h. Graduate School of Public Affairs. Letters of recommendation for appointment prepared by GSPA on behalf of prospective members will indicate whether it is a regular or special membership that is being sought. All regular appointment recommendations will be drafted within the context of and by reference to the standards and criteria set forth in the school's RTP Policies and Procedures. For special appointments, the letter of recommendation will specify the purpose for which the appointment is being sought. The Dean will review all recommendations for Graduate School faculty appointments to assure that they conform to the School rules, and then will send a list of approved Graduate School faculty to the UCDHSC Dean of the Graduate School.

4. Terms of Appointments (length of time).

a. Generic rule if not otherwise specified by a College/School. Regular graduate faculty are appointed for indeterminate terms which last as long as their full-time tenure or tenure track appointments. Special graduate faculty are appointed for terms which match the length of their teaching appointments, or, in the case of members appointed specifically to serve on a master's or doctoral committee, for the duration of the student's committee.

b. College of Architecture and Planning. *Master's degrees.* Same as the generic rule.

Ph.D. program. Same as generic rule. In addition, special adjunct and adjunct faculty members may be appointed for an initial period of up to 3 years; subsequent renewals may also be for up to 3 years at a time.

c. College of Arts and Media. Regular Graduate Faculty

appointment in the CAM shall be for a term not to exceed 3 years per appointment cycle. Special Faculty appointments shall be for a maximum of one year.

d. Business School. Regular graduate faculty, are normally appointed for the term of their contracts or for ten years, whichever is shorter. Appointment status may be modified in conjunction with accreditation or program reviews, subject to the approval of the Dean of the Business School. Special graduate faculty are normally appointed for the specific term for which they are hired, or in the case of special faculty hired on a continuing basis, for a maximum of 3 years.

e. School of Education and Human Development. Regular faculty appointments are for the period of the contract before tenure is granted. After tenure is granted, the appointment time is until the next post-tenure review. Special appointments to the graduate faculty are initially made for a period of one year, with all renewals lasting for up to three years

f. College of Engineering and Applied Science. Regular graduate faculty are the same as the university generic rule. Special graduate faculty are appointed for a one to three year term, or, in the case of members of a doctoral committee, for the duration of the student's committee.

g. College of Liberal Arts and Sciences. Not specified.

h. Graduate School of Public Affairs. For pre-tenure faculty members, appointment to the UCDHSC Graduate Faculty shall be limited to the period of their contractual appointment to the university faculty. For tenured faculty, appointments shall be renewed every seven years... Special membership appointments will be made for a period of one to three years. In the case of dissertation committees, membership shall be for the period of the student's candidacy for the degree.

5. Criteria for appointment to doctoral committees if different than above.

a. Generic rule if not otherwise specified by a College/School. Same as for regular and special faculty appointments.

b. College of Architecture and Planning. Not specified.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Graduate faculty appointments for course instruction and doctoral committees require identical appointment criteria and procedures. However, special appointments to the Graduate Faculty that only involve service on dissertation committees may be made for the entire duration of a committee's existence (i.e., until the student successfully completes the dissertation).

f. College of Engineering and Applied Science. Same as generic rule.

g. College of Liberal Arts and Sciences. Same as generic rule.

h. Graduate School of Public Affairs. Same as generic rule.

6. Privileges of graduate faculty appointments.

a. Generic rule if not otherwise specified by a College/School. Privileges of regular members of the Graduate Faculty include:

- Teaching graduate courses;
- voting on issues that are before the Graduate Faculty;
- serving on committees of the university Graduate School;
- participating in the activities of the specific program or programs to which the faculty member is appointed or in which his/her instruction may be deemed relevant;
- serving as chair or member of graduate student examining or advisory committees.

Privileges of special Graduate Faculty are identical to those of regular Graduate Faculty except that a special member may not vote in university Graduate School elections and may not serve as chair of an examining or advisory committee unless approved by the Dean's Office in the College/School.

b. College of Architecture and Planning.

Master's degrees. Same as generic rule.

Ph.D. Faculty of the College of Architecture and Planning who are Regular members of the graduate Faculty have all of the privileges in the generic rule for Regular faculty above with two exceptions: 1) only those faculty who are admitted to membership of the Ph.D. Program Committee may serve as chairs of examining or advisory committees; and 2) only members of the Ph.D. Program Committee may vote on issues that are before the Ph.D. Program Committee. Special Graduate Faculty including adjoint and adjunct faculty hold privileges as in the generic rule for Special Faculty above, with two exceptions: 1) they may not vote on matters before the A&P Ph.D. Program Committee; and 2) they may not chair Ph.D. dissertation committees.

c. College of Arts and Media. Same as generic rule.

d. Business School. Same as generic rule.

e. School of Education and Human Development. Same as generic rule.

f. College of Engineering and Applied Science. Same as generic rule.

g. College of Liberal Arts and Sciences. Same as generic rule.

h. Graduate School of Public Affairs.

Regular membership. Same as generic rule.

Special membership. A special member of the Graduate School holds the same privileges as a regular member, with two exceptions: (a) s/he may not vote in Graduate School elections; and (b) s/he may not serve as chair of an advanced degree examining committee. One rarely used category of special membership is a Ph.D. student who has successfully completed his/her comprehensive examinations and already holds a terminal professional degree in an allied field, such as the Juris Doctor, MPA, or MCJ degrees. Such individuals shall not be eligible for membership on GSPA dissertation committees.

B. Curriculum Development and Program Review

1. Procedures and criteria for reviewing and approving courses in existing graduate programs.

a. Generic rule if not otherwise specified by a College/School. In existing graduate programs, recommendations for new or revised graduate courses are initiated in the department/program/division and are forwarded to the appropriate College/School Curriculum or Executive Committee for approval. In particular, the Committee should review the proposal for its possible impact on other courses and programs, and for its contribution to the mission of the College/School.

b. College of Architecture and Planning.

Master's degrees. Same as generic rule, using a uniform College course proposal and revision form.

Ph.D. Proposals for new courses may be put forward by any Ph.D. Program Committee member (defined in section A.1.b. above) to the Ph.D. Program Committee, or designated subcommittee. After endorsement by the Ph.D. Program Committee, the proposed course will be reviewed for fiscal viability by the primary unit in which the proposer and/or course resides. If approved, the Chair of the primary unit forwards the proposal to the college's Academic Affairs Committee for review and endorsement. Once establishment of the new course is approved within the college, the Dean of the College forwards the proposal to the Dean of the Graduate School for review and approval.

c. College of Arts and Media. All new courses shall be proposed to and approved by the relevant graduate program. Approved courses are then submitted to the CAM Curriculum Committee for review and vote. The CAM Curriculum Committee shall develop procedures and criteria for reviewing and approving courses.

d. Business School. Authority to review and approve courses in existing graduate programs is vested in the faculty of the individual programs (defined as the faculty having taught courses in the program within three years or scheduled to teach in it within the next academic year), with the approval of the Dean of the Business School, and subject to review by the entire faculty of the Business School. Each of these faculties determines its own rules of operation, under the leadership of a program director.

The MBA program faculty has adopted specific procedures for coordination and review of MBA core classes. The Health Administration programs have an executive board charged with such review. Other MS programs operate by vote of the program faculty.

e. School of Education and Human Development. Course additions or changes in existing graduate programs will be reviewed by the SOE Curriculum Committee to ensure (a) consistency with the program's specified knowledge base, (b) coherence with the complete degree program, and (c) efficiency of program delivery in the program and School of Education and Human Development. The SOE Curriculum Committee may approve the additions or changes, request more information, or refer the addition or changes to the SOE Faculty for approval. All School of Education and Human Development policies on curriculum review will be followed.

f. College of Engineering and Applied Science.

Recommendations for new graduate courses or for revisions to existing courses are initiated and approved by the department graduate faculty and are then forwarded to the College Graduate Committee for approval.

g. College of Liberal Arts and Sciences. Any CLAS Department wishing to develop and deliver a new graduate course, or to revise or delete an existing graduate course, within an existing graduate program must submit a *CU-Denver Course Proposal and Revision Form* to the CLAS Curriculum Review Committee. The Curriculum Review Committee has the responsibility for reviewing the proposal according to the criteria required on this form.

h. Graduate School of Public Affairs. Each degree program is governed by a degree program committee with representation from the GSPA faculty, students, and staff. Each committee periodically reviews its program, and initiates proposed changes. These proposals are then reviewed by the GSPA Faculty Council. No changes may be made to a degree program except by majority vote on a resolution of the Faculty Council.

2. Procedures and criteria for reviewing and revising existing graduate programs.

a. Generic rule if not otherwise specified by a College/School. Recommendations for changing existing graduate programs are initiated in the department/program/division and are forwarded to the appropriate College/School Curriculum or Executive Committee for approval. In particular, the Committee should review the proposal for its possible impact on other courses and programs, and for its contribution to the mission of the College/School.

b. College of Architecture and Planning.

Master's degrees. Same as generic rule.

Ph.D. Proposals for changes to the Ph.D. program may be put forward by any Ph.D. Program Committee member (defined in section A.1.b. above) to the Ph.D. Program Committee, or designated subcommittee. After endorsement by the Ph.D. Program Committee, the proposed change will be reviewed by the affected primary unit(s). If endorsed by the primary unit(s), the proposal is forwarded to the college's Academic Affairs Committee for its review and recommendation. Once the proposed changes are approved within the college, the Dean of the College forwards the proposal to the Dean of the Graduate School for review and formal approval.

c. College of Arts and Media. All revisions of CAM graduate programs shall be proposed to and approved by the relevant graduate program. Approved revisions are then submitted to the CAM Curriculum Committee for review and vote. The CAM Curriculum Committee shall develop procedures and criteria for reviewing and approving program changes.

d. Business School. Same as B.1.d above. In addition, the Dean may from time to time appoint ad hoc committees to review and recommend changes to existing programs, either in conjunction with accreditation or other external review or independently of it.

e. School of Education and Human Development. When substantive revisions occur to existing graduate programs, the same procedures are followed that apply to new graduate programs. Minor revisions associated with keeping programs current with advances in the field are reviewed following procedures for course revisions.

f. College of Engineering and Applied Science. Recommendations for revising existing graduate programs are initiated and approved by the department graduate faculty, and are then forwarded to the College Graduate Committee for approval.

g. College of Liberal Arts and Sciences. Any CLAS Department wishing to add to or subtract from the total credit hours required for the certificate must submit a proposal for the revision to the CLAS Educational Planning & Policy Committee (EPPC). Departments proposing such changes must otherwise demonstrate in their proposals to EPPC that the revised certificate programs still meet the minimal CLAS rules for student credit hours and student grade point average for certificates.

h. Graduate School of Public Affairs. Same as IV.B.1.h. above.

3. Procedures and criteria for developing and approving new graduate programs.

Proposals for new graduate programs must be reviewed and approved by the University and the CU-system in accordance with the process set out in section VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below. This section describes the internal processes for developing and approving new graduate program proposals within the individual Colleges and Schools.

a. Generic rule if not otherwise specified by a College/School. Recommendations for new graduate programs are initiated in the appropriate department/program/division and are forwarded to the College/School Executive Committee for review. The Committee should review and approve the proposal to assure the following:

- The proposal should demonstrate student demand for the new degree.
- The proposal should demonstrate a viable employment market for graduates receiving the degree.
- The proposed degree should not conflict with any existing degree programs offered within the College/School or offered on the CU-Denver campus. If overlap in program goals and content exists between the new degree and other existing degree programs, such overlap should be justified.
- The proposed degree should demonstrate sufficient college and department resources to develop and sustain the degree program, including both human and financial resources.

b. College of Architecture and Planning. Same as generic rule.

c. College of Arts and Media. All new CAM graduate programs shall be proposed to and approved by the CAM Curriculum Committee, the Executive Committee of the College, (comprised of Department Chairs and Deans) and then submitted to the university according to the process set out in section VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below. The CAM Curriculum Committee shall develop procedures and criteria for developing and approving new graduate programs.

d. Business School. Proposals for new programs are initiated by program faculty or other committees of the Business School, approved by the entire faculty of the Business School and the Dean of the Business School, and then submitted to the university according to the process set out in section VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below.

e. School of Education and Human Development. Proposals for new graduate degree and professional licensure programs are reviewed by the SOE Curriculum Committee and the School of Education and Human Development Faculty. To initiate the process, a program or division faculty or faculty task force submits a proposal for a new graduate program to the SOE Curriculum Committee. The SOE Curriculum Committee reviews the proposal and presents a written recommendation to the SOE Faculty, considering all of the following criteria:

- The proposal should demonstrate student demand for the new degree.
- The proposal should demonstrate a professional need for graduates receiving the degree.
- The proposed degree should not conflict with any existing degree programs offered within the College/School or offered on the CU-Denver campus. If overlap in program goals and content exists between the new degree and other existing degree programs, such overlap should be justified.
- The proposed degree should demonstrate or identify the need for sufficient college and department resources to develop and sustain the degree program, including both human and financial resources.
- The program should demonstrate the existence of sufficient partnerships with local and regional entities to support development of practical skills associated with the program.
- For Ph.D. proposals, the program faculty should have a record of sustained and influential research in the discipline or program area.

After consideration of a program proposal, the SOE Curriculum Committee will present both minority and majority views in a written recommendation. The SOE Faculty review the proposal and the SOE Curriculum Committee recommendations and determine by majority vote whether to forward the proposal to the Dean, deny the proposal, or request changes. After approval by the Dean the recommendation is

submitted to the university according to the process set out in section VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below.

f. College of Engineering and Applied Science. Development of new graduate programs is initiated and approved in the department and the proposal is then forwarded to the College Graduate Committee for approval. After approval by the Dean the recommendation is submitted to the university according to the process set out in section VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below.

g. College of Liberal Arts and Sciences. Any CLAS Department wishing to develop and deliver a new graduate degree or dual degree must submit a proposal for the degree to the CLAS Educational Planning & Policy Committee (EPPC). The EPPC must review and approve the proposal to assure the following:

- The new degree proposal should demonstrate the student market and need for, and/or strategic opportunity created by, the new degree.
- The new degree proposal should demonstrate a viable employment market for graduates receiving the degree.
- The new degree should not conflict with any existing degree program offered within the College or offered on the CU Denver the campus. If overlap in program goals and content exists between the new degree and other existing degree programs, such overlap should be carefully circumscribed and explained.
- The new degree proposal should demonstrate sufficient college and department resources to develop and sustain the degree program, including both human and financial resources.
- The new degree proposal must meet the minimum CU Denver Graduate School requirements for student credit hours, student grade point average, time to completion, and graduate faculty qualification. If the proposal is for a dual degree, such proposal must meet the minimum CU Denver Graduate School requirements for such degrees.

Any CLAS Department wishing to develop and deliver a new graduate certificate must submit a proposal for the certificate to the CLAS Educational Planning & Policy Committee (EPPC). The EPPC must review and approve the proposal to assure the following:

- The certificate proposal should demonstrate the student market and need for, and/or strategic opportunity created by, the new certificate.

- The new certificate should not conflict with any existing degree or certificate program offered within the College or offered on the CU Denver the campus. If overlap in program goals and content exists between the proposed certificate and other existing degree or certificate programs, such overlap should be carefully circumscribed and explained.
- Any graduate certificate program offered within CLAS should require a minimum of 9 graduate credit hours, and a minimum grade point average of 3.0, for successful completion.

The new certificate proposal should demonstrate sufficient college and department resources to develop and sustain the certificate, including both human and financial resources.

After approval by the Dean the recommendation is submitted to the university according to the process set out in section VII.

REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS below.

h. Graduate School of Public Affairs. Same as IV.B.1.h. above.

C. Masters, advanced and doctoral admissions requirements

1. Procedures and criteria for admitting regular students.

a. University requirements. The criteria for admission shall be based on a combination of the following: grade point average no lower than 2.5, standardized examinations, prior professional experience, portfolios or other indicators. Application materials shall include, at a minimum, those items required by the Office of Admissions and Records. (note: criteria regarding transfer credits are in section C.4. below.)

b. College of Architecture and Planning.

Master's degrees. Applicants must have at least a 3.0 grade point average, although students may be admitted on probation with a grade point average above 2.5 but below 3.0 (see rules about probation below). Student must submit 3 letters of recommendation, official transcripts, a statement of purpose, and a portfolio of creative work (Architecture and Landscape Architecture) or a sample of writing or a work project. (Urban and Regional Planning). Graduate Record Exam scores must be submitted for applicants to Urban and Regional Planning whose G.P.A. is below 3.0; applicants to Architecture or

Landscape Architecture are highly advised to submit GRE scores if their G.P.A.'s are below 3.0.

Ph.D. degree. Candidates for admission to the Ph.D. Program must meet the minimum Graduate School Rules requirements. The specific admission requirements for the Ph.D. Program in Design and Planning are as follows:

- *Degree.* Applicants must hold at least a bachelor's degree, although most will have also completed a master's degree. Field specialization and background are open, and may include architecture, landscape architecture, architectural engineering, urban design, geography, urban economics, environmental law, urban sociology, real estate, management science, computer science, public administration, or environmental psychology. A successful applicant will have an undergraduate grade point average of at least 3.0 (out of a possible 4 points), and a graduate grade point average of 3.5 or better.
- *Prior Course Work.* If students do not hold a professional or a pre-professional degree in a design or planning field, they must complete 12 credit hours of upper level undergraduate course work in the College of Architecture and Planning. A grade of B or higher is required in each of these courses. These courses are to be chosen from a selected list in consultation with the student's advisor, and are to be completed within two years after admission to the Program.

A student must have completed 12 credit hours in an undergraduate program in one of the following areas:

- Social and Behavioral Sciences
- Environmental and Natural Sciences
- Engineering
- Humanities

A student must also have completed **one** of the following prerequisites with a grade of B- or above; the choice depends on the area of specialization:

- Statistics, including probability theory, parametric and non-parametric methods, and acquaintance with basic multivariate techniques for a minimum of 3 credit hours.
- Mathematics, including differential equations, finite mathematics, algorithms data structures, or other appropriate courses for a minimum

of 3 credit hours.

- Language, ability to read at least one foreign language relevant to intended dissertation.
- Computer Applications, background in Computer Aided Design (CAD) or Geographic Information Systems (GIS) for a minimum of 3 credit hours.

All applicants also need to submit at least three letters of reference, an official transcript of past academic work, a sample of written work and any other evidence relevant to admission to the Ph.D. Program, a statement of purpose (summarizing career objectives and reasons for pursuing doctoral education, and indicating proposed areas of specialization and, if possible, a potential faculty mentor), and Graduate Record Examination (GRE) scores.

c. College of Arts and Media. In addition to each graduate program's general requirements for admission, applicants must arrange for the following:

- Originals of all undergraduate transcripts, with overall G.P.A. of at least 2.75
- An interview with the appropriate Graduate Program Director before proceeding with the application process
- Three letters of recommendation, per CAM required format.
- Appropriate undergraduate training from a college or university of recognized standing, or demonstrated completion of work equivalent to that required for such a degree given at this university. Professional background or other indicators that supply evidence of ability to pursue the Graduate degree may also be considered.
- Show promise of ability to pursue advanced study, and/or research/creative accomplishment, as judged by the student's scholastic record.
- Test results from the Graduate Record Exam or other exam formats are not uniformly required, but may be required by specific graduate degree programs.

Many of the graduate programs have special application requirements, such as writing samples, portfolios, auditions, or personal interviews.

Audition arrangements for the Graduate Program are initiated directly by the department or program after the Office of Graduate Admissions,

CAM, has received the application.

d. Business School. Admission to graduate degree programs is based on multiple sources of evidence about the likelihood of success in the program. The bachelor's degree must be earned from a regionally accredited university. The total academic record is considered, including the grade-point average, the course of study, and the quality of the program. The Graduate Management Admissions Test (GMAT) is required for admission consideration for any applicant who does not have a post-baccalaureate degree. A minimum score of 400 is necessary for admission consideration. A record of appropriate employment at increasing levels of responsibility is considered a positive indicator of the likelihood of successful completion of graduate work. It is expected that students have an adequate level of personal computer proficiency in a word processing and spreadsheet package, as well as a good working knowledge of basic algebra and proper English. The applicant must complete Parts I and II of the Application for Graduate Admission, have required GMAT scores sent directly to the graduate business admissions office, and have two official transcripts mailed directly from each school, college, and university ever attended.

e. School of Education and Human Development. Admission to graduate degree programs is based on multiple sources of evidence and collegial professional judgment of program faculty about the likelihood of success in the program and available space for new students. The faculty of each program considers undergraduate grade point averages (2.5 on a 4.0 scale being the minimum), graduate grade point average (3.5 on a 4.0 scale being the minimum), and at the discretion of the program faculty, prior professional experience, standardized examinations, portfolios, interviews, letters of reference, and other indicators.

Application materials to all graduate programs shall include the Part 1 Admissions application; letters of recommendation as required by the program, copies of all degree-bearing transcripts and transcripts from other institutions attended for which coursework taken applies to prerequisites needed toward licensure or degree or for transfer of credit.

f. College of Engineering and Applied Science. The student must hold a bachelor's or master's degree from an accredited college or university. For the master's degree, the student must have earned a cumulative undergraduate G.P.A. of 2.75. For the Ph.D. degree, the student must have earned a 3.0 cumulative G.P.A. and must also meet the specific requirements for admission as established by department faculty, including remedial course work or examinations. Students wishing to obtain a Coordinated Ph.D. degree with CU-Boulder must follow the admissions policies laid out in "Rules and Policies for the Coordinated PhD. Program-Department of Civil Engineering University

of Colorado at Denver' (available in the UCDHSC College of Engineering Dean's office).

g. College of Liberal Arts and Sciences.

Master's degrees. In addition to the requirements of the Office of Admissions and Records, the minimum requirements for regular admission to Master's programs within the College of Liberal Arts and Science are described below.

- Regular admission to master's programs requires the completion of a bachelor's degree or master's degree from an accredited college or university at the time of matriculation or demonstration of the completion of work equivalent to that required of these degrees as specified by CU-Denver.
- Applicants for regular admission must have earned a cumulative undergraduate grade point average of 2.5 or better on a 4.0 scale. In the event that the applicant has 24 or more semester hours of graduate course work, this requirement can also be met by a 3.00 grade point average on a 4.0 scale.
- Meet all additional requirements for admission as established by the program faculty, including any required remedial course work or examinations.

Bachelor's–Master's Programs

Some graduate programs offer undergraduate students the opportunity to begin graduate work while they are completing their undergraduate degree in that discipline. Students participating in a Bachelor's-Master's option must:

- fulfill all of the normal requirements for both the graduate and undergraduate programs.
- petition to the graduate program allowing this option before taking any graduate level courses, and be advised by both undergraduate and graduate advisors.
- apply and be admitted to the graduate program in the next regular semester (fall or spring) following the completion of the undergraduate degree.

Students in the program may transfer certain undergraduate credits into the graduate program, as specified in section C.4.g. below.

Ph.D. admission requirements.

The same rules apply as for Master's degree programs, although the rules regarding transfer credit are different. See section C.4.g. below.

h. Graduate School of Public Affairs. The criteria are different for each of the three degree programs (see below). Implementation details are addressed by the degree program directors and the admissions subcommittees of the three degree program committees. The associate dean serves as an ex officio member of these committees, to assure observance of graduate school rules concerning adherence to campus-wide admissions criteria.

Master of Criminal Justice. Preferably a minimum grade point average of 3.00 (where 4.0=A).

Master of Public Administration. Preferably a minimum grade point average of 2.75 (where 4.0=A).

Ph.D. in Public Administration. Students who have a master's degree in any field are eligible for admission to the doctoral program. If a student does not have a master's in public administration, public affairs, or public policy, he or she will in most cases have to take some prerequisite coursework. Graduate Record Examination scores are required. Minimum requirements for doctoral students include the following:

- A minimum combined score of 1000 on the verbal and quantitative sections of the Graduate Record Examination;
- A minimum 3.5 graduate grade point average in previous graduate studies; and
- Evidence of strong motivation and determination to successfully complete the degree.

In exceptional circumstances, in order for a student to be eligible for admission, he or she must meet minimum requirements in only two of the three categories listed above. It should be emphasized that students who meet minimum entrance standards are not assured admission. The program is highly selective, and admits only persons who are genuinely qualified to successfully complete the degree.

2. Procedures and criteria for admitting international students.

a. University requirements. International students must meet all requirements for regular admission as described in section C.1 above, as well as the requirements of the UCDHSC Office of International Education. These include:

- Documentation in English or a certified English translation of the completion of a bachelor's degree, master's degree or the equivalent at the time of matriculation as evaluated by International Admissions.
- financial documents required by the Office of Admissions and Records.
- a certified English translation of all records and references not in English.
- TOEFL scores above 500.

b. College of Architecture and Planning.

Master's degrees. Same as university requirements above, plus: a TOEFL score of at least 550 is required of all foreign students whose native language is not English; 4 letters of recommendation; official transcripts; original Financial Resource Papers; and a portfolio, sample of writing or a work project as described for the different programs in section IV.C.1.b.

Ph.D. Same as university requirement above, but also: a TOEFL score of at least 575 is required of all foreign applicants whose native language is not English. A TOEFL score is not required from students with a prior degree from an institution of higher education in a country whose primary language is English.

c. College of Arts and Media. Same as university requirements above, but also: a minimum score on the TOEFL of 550 is required for admission. The student's ability to speak and write in English will be further tested on arrival at the University. If the student's English is not adequate, he or she will be required to register for noncredit English courses.

d. Business School. Same as university requirements above, but also: students must score at least 525 on the TOEFL exam, and meet significantly earlier deadlines.

e. School of Education and Human Development. TOEFL scores must be above 500; Financial documentation; Acceptable English translation of all records and references not in English with the original signature of the translator. Individual programs may require additional documentation of English language skills.

f. College of Engineering and Applied Science. Same as university requirements above.

g. College of Liberal Arts and Sciences. Same as university requirements above.

h. Graduate School of Public Affairs. Same as university requirements above.

3. Procedures and criteria for provisional students.

An applicant who does not meet the requirements for admission as a regular degree student may be considered for admission to a master's program as a provisional degree student upon the recommendation of the program faculty. Individual Colleges/Schools may set their own requirements for provisional status, and may elect to supervise the progress of their provisional students. In this case, they will be responsible for ensuring either that students are removed from provisional status once they have met the minimum requirements for regular admission, or that they are suspended if they do not meet the requirements. Individual Colleges/Schools may also elect to have the UCDHSC Graduate School undertake this process.

a. Generic rule if not otherwise specified by a College/School. Programs may admit students under a probationary agreement subject to the following requirements:

- The term of the probationary period shall not exceed two years.
- The student must complete each semester's course work with a G.P.A. of 3.0 or higher on all work taken (whether applied to the master's degree or not).
- The probationary agreement should clearly state any additional program requirements.
- Failure to meet the conditions of the probationary agreement will be cause for suspension.

b. College of Architecture and Planning.

Master's degrees. Architecture and Planning will oversee the progress of its provisional students. Students in Architecture or Landscape Architecture who are admitted on probation will be given one semester to obtain at least a 3.0 grade point average in at least 12 credit hours; otherwise they will not be allowed to continue. Students admitted on probation in Urban and Regional Planning will have 2 semesters to obtain at least a 3.5 grade point average in 2 core courses and one other course.

Ph.D. If the student does not have the requisite educational background, grade point average, or GRE scores, the student may be admitted on a conditional or provisional basis and additional course work may be required in accordance with Graduate School Rules.

c. College of Arts and Media. CAM will oversee the progress of their provisional students. Students who do not meet the requirements for admission as regular degree students may be recommended for provisional degree status by their major department. With the concurrence of the dean of the college, these students are admitted for a probationary term of one semester of full-time study or the equivalent for part-time students. At the end of the specified probationary period, provisional degree students must be either admitted to regular degree status or dismissed from the graduate program to which they were provisionally admitted.

According to the terms of their admission, provisional degree students are required to maintain a 3.00 grade point average or higher during each semester or summer session for all work, whether or not it is to be applied toward the advanced degree sought. Students who fail to maintain such a standard of performance will be subject to suspension from the Graduate Program.

To be changed to regular degree status from provisional status, a student must maintain a 3.00 grade point average in all graduate course work.

d. Business School. Business does not admit students on a provisional basis.

e. School of Education and Human Development. The School of Education and Human Development will oversee the progress of their provisional students. A provisionally admitted student must follow the probationary agreement as indicated at admission. Failure to meet the conditions of the probationary agreement will be cause for suspension.

The School of Education and Human Development has elected to have

the Graduate School oversee the progress of its provisional students.

f. College of Engineering and Applied Science. Engineering will oversee the progress of their provisional students. An applicant may request admission to provisional status if he or she cannot meet the minimum requirements for admission as a regular student or has taken more than 20% of undergraduate courses as "pass/fail." A student may be removed from provisional status by earning at least a 3.25 G.P.A. in the first 12 hours of graduate course work in admitted status. This must occur within two calendar years following the start of study as a provisional student.

g. College of Liberal Arts and Sciences. CLAS has elected to have the Graduate School oversee the progress of its provisional students.

h. Graduate School of Public Affairs. GSPA will oversee the progress of their provisional students. The criteria are different for each of the two master's degree programs (see below). Implementation details are addressed by the degree program directors and the admissions subcommittees of the three degree program committees. The associate dean serves as an ex officio member of these committees, to assure observance of graduate school rules concerning adherence to campus-wide admissions criteria.

Master of Criminal Justice. Occasionally students who do not meet the minimum qualifications for admission will be admitted as provisional students. The conditions for this status are specified in the letter of acceptance. If the student completes 12 credit hours with a G.P.A. of B (3.0) or better within his/her first year of study, s/he will be moved from provisional status to regular status. Otherwise, s/he will be suspended.

Master of Public Administration. Students who do not meet the minimum qualifications for admission may be considered for admission as provisional students. The conditions for this status are specified in the letter of acceptance. Typically, if the student completes 12 credit hours of Master of Public Administration course work with a G.P.A. of 3.0 or better within his/her first year of study, he/she will be moved from provisional status to regular status, subject to meeting any other provisions stated in the letter of acceptance. Otherwise, s/he will be suspended.

4. Transfer credits.

a. University requirements.

- Schools or colleges shall determine their own rules concerning the acceptance of transfer credits, with the approval at the program level. Unless a College/School specifies otherwise, courses may be transferred from any other accredited institution of higher education.
- Schools or colleges shall determine if graduate classes taken by an undergraduate can be transferred to a graduate program. Unless a College/School specifies otherwise:
 - Courses numbered below 5000 cannot be transferred, while classes numbered 5000 and above can be transferred.
 - In special linked undergraduate to graduate programs (3-2 programs, accelerated undergraduate to graduate programs, etc.), the classes taken as an undergraduate do not count as transfer credits and therefore fall outside the limits on transfer credits.
 - If the courses taken as an undergraduate are not part of a special linked program (as in the rule above), and if a College/School allows courses taken as an undergraduate to count towards graduate degrees, then those credits will count as transfer credits and will fall inside the limits on transfer credits.
- Unless a College/School specifies otherwise, courses taken anywhere in the CU system are considered resident, not transfer, and therefore fall outside the limits on transfer credits.
- The maximum number of transfer credits shall be 9 hours, or 30% of credits required for the degree, whichever is higher, for Master's degrees and 18 hours for Performance degrees and Ph.D. degrees. Unless a College/School specifies otherwise, the maximum will encompass all courses transferred in of whatever type, including but not limited to non-degree, extended studies, and courses from other institutions.
- Courses with pass/fail or satisfactory/unsatisfactory are not accepted.
- A grade of B- or above must be earned.
- A ten year time limit is in effect. Unless a College/School specifies otherwise, courses older than ten years must be revalidated by an appropriate review process within the graduate program, and approved

by the Dean of the College/School.

b. College of Architecture and Planning.

Master's degrees. Same as university requirements with the following addition: Related four year pre-professional and five- or six-year first-professional degree programs are defined as special linked programs for the purposes of evaluating transfer credits upon admission to the college's graduate first- and post-professional programs.

Ph.D. Academic credit for course work from another accredited institution or earned as a special student at CU-Denver may be transferred into the Ph.D. program under certain conditions:

- Transfer credit is accepted only after evaluation and approval by the student's advisor and the Program Director;
- No transfer credits can be applied to the core curriculum;
- Credit will not be accepted for transfer until the student has been in residence in the CU-Denver Graduate School for at least one semester. Transfer credit does not reduce the residency requirement.

With the approval of the student's Advisor and the Program Director, courses taken on other campuses of the University of Colorado are regarded as resident, not transfer credit, so long as the faculty members who taught these classes held an appointment to the Graduate Faculty at their respective campus at the time the course work was completed.

c. College of Arts and Media.

Seniors at the University of Colorado. A University of Colorado senior who has satisfied the undergraduate residence requirement and does not need more than 18 semester hours of advanced subjects to meet the requirements for a bachelor's degree may be allowed to take graduate courses but may not be eligible for financial aid, scholarships, or fellowships as a graduate student until the equivalent of the minimum requirements for the bachelor's degree has been satisfied. University of Colorado seniors shall be subject to prescribed limits in the accumulation of graduate credits until formal graduate residency has been established.

Transfer Credit--Master's Program. Work already applied toward a master's degree received from the University of Colorado or from another institution cannot be accepted for transfer toward a master's degree in the College of Arts and Media; extension work completed at another institution cannot be transferred; and correspondence work, except to make up deficiencies, is not recognized. Students may use

the resources of the Division of Continuing Education for graduate studies only if they obtain proper academic approval in advance from the major department and the graduate dean. Continuing education credits taken before a student is admitted into a graduate program are considered transfer hours. All transfer of credit limitations applies.

All courses accepted for transfer must be at the graduate level and be completed within five years of the final degree requirement or be validated by special examination. A course in which a grade of less than B- was received will not be accepted for transfer.

Credit will not be transferred until the student has established, in the Graduate School of this university, a satisfactory record of at least one semester in residence; such transfer will not reduce the residence requirement at this university, but it may reduce the amount of work to be done in formal courses.

Undergraduate credits from another institution may not be transferred to the Graduate School. Seniors in this university may, however, transfer a limited amount of advanced resident work (up to 9 semester hours or 30%, whichever is higher) provided such work:

- Is completed with a grade of B or above in the senior year at this university;
- Comes within the five-year time limit;
- Has not been applied toward another degree; and
- Is recommended for transfer by the department concerned and is approved by the dean of the Graduate School.

The maximum amount of work that may be transferred to this university depends upon the master's degree sought. Requests for transfer of credit to be applied toward an advanced degree must be made on the form specified for this purpose and submitted to the Graduate School. This form is to be completed by the student, endorsed by his or her advisor, the department chair or the designated representative, and the Dean of the college if applicable, and sent to the Graduate School. An official transcript of credit must accompany the request. To have courses considered for transfer, a student must have an overall B average in all courses taken at the University of Colorado in the Graduate School. Grades of courses accepted for transfer, however, are not calculated in the G.P.A..

d. Business School. Upon approval of the Program Director, up to 6 credits may be taken non-degree from the College and then applied towards the degree requirements. These credits are outside the

University limit on transfer credits. A maximum of 12 semester hours of graduate business course work may be transferred to the M.B.A.—and a maximum of 9 semester hours may be transferred to the M.S. degree—from another AACSB-accredited master’s program, if completed within the last five years with at least a grade of B (not B-). Courses taken at other CU campuses are considered transfer and therefore fall within the University limit on transfer courses. Work already applied towards a conferred master’s degree received at the University of Colorado or at another institution cannot be accepted for transfer credit.

e. School of Education and Human Development. Credits from prior work at other institutions may be counted toward degree program requirements at the discretion of the program faculty. The maximum number of transfer credits shall be 9 hours or 30 percent of the hours required for the degree, for a Master’s degrees and 9 hours for Ph.D. programs. However, doctoral program committees are authorized to grant exceptions to the 9-hour limit and approve up to 18 hours of transfer credit in exceptional circumstances. Courses with pass/fail or satisfactory/unsatisfactory will not be accepted. A grade of B- or above must be earned. A ten year time limit is in effect, but individual programs may set more restrictive limits. Courses taken through the UCDHSC School of Education and Human Development’s extended studies program are considered resident credit, not transfer credit. Courses taken from other campuses in the CU System are considered resident credit.

f. College of Engineering and Applied Science. Undergraduate credits from another institution may not be transferred into Engineering graduate programs. Graduates of the University of Colorado or other institutions may transfer up to 9 hours of graduate courses taken during the senior year of their undergraduate studies (courses numbered 5000 or above) provided the courses: a) carry a grade of B or better; b) fall within the time limit for the graduate degree; c) have not been applied to another degree; and d) are approved by the department chair and the Dean’s office. For accelerated undergraduate to graduate programs requirements c) above can be waived for up to six hours of graduate courses. A graduate course taken on another campus of the University of Colorado is considered as resident not transfer credit so long as the faculty member who taught the class held an appointment to the Graduate Faculty of that campus at the time the course was taken.

A graduate course taken at the University of Colorado while in non-degree status is considered as resident not transfer credit. A maximum of 9 credit hours of non-degree work can be applied to the degree.

Work already applied toward a graduate degree received at the University of Colorado or at another institution cannot be transferred toward another graduate degree of the same level at CU-Denver.

Requests for transfer credit must be approved by the department chair and the Dean's office.

g. College of Liberal Arts and Sciences.

Bachelor's-Master's Program. Some graduate programs offer undergraduate students the opportunity to begin graduate work while they are completing their undergraduate degree in that discipline, as described in section C.1.g. above. In this program, Up to 9 credit hours of graduate level course work may be taken and applied as resident credit toward the graduate degree, while the student is an undergraduate. This course work may not be used to satisfy any undergraduate degree requirements. Up to 3 credits of Master's Project/Report/Thesis credit may be taken while an undergraduate and counted toward the graduate degree. The total of transfer and CU-Denver pre-admission courses may not exceed 15 credit hours.

Master's degrees. A maximum of 9 credit hours of transfer course work may be applied to a master's degree. Transfer courses are those taken at any campus other than CU-Denver. A maximum of 9 credit hours of CU-Denver course work taken prior to admission into the program may be applied to a master's degree.

All transfer courses and pre-admission courses must meet the following criteria:

- The courses are recommended by the current program for transfer and approved by the Dean of the College of Liberal Arts and Sciences.
- The courses were not applied toward another degree.
- The student received a grade of B- or better (no pass/fail or satisfactory/unsatisfactory grades are transferable).
- The courses were completed within ten years of the time the approval is requested. A student may request a waiver to transfer course credit more than ten years old at the time approval is requested.

Graduate work done at one of the other CU campuses counts as **transfer** credit if it is completed prior to admission to the CU-Denver master's program and counts as part of the 9 credit hour maximum. Graduate work done at one of the other CU campuses after admission to the CU-Denver master's program counts as **resident** course work if approved by the program and is exempt from the credit hour maximums above.

Doctoral degrees. A maximum of 18 transfer credit hours or credit hours taken as non-degree student at UCDHSC may be applied toward a

Ph.D. degree. Courses already used for a Master's degree may be used for a Ph.D. degree, subject to other applicable requirements including a maximum of 18 transfer credit hours. Graduate courses taken toward a Master's degree in the same graduate program as the Ph.D. degree are considered resident credit.

h. Graduate School of Public Affairs. The criteria are different for each of the three degree programs (see below). Implementation details are addressed by the degree program directors and the admissions subcommittees of the three degree program committees. The associate dean serves as an ex officio member of these committees, to assure observance of graduate school rules concerning adherence to campus-wide admissions criteria.

Master of Criminal Justice. Students who take MCJ classes as non-degree students may transfer up to 12 of these credits into the program once they are admitted as regular students. These credits fall outside the university limit on transfer hours. Students who have taken criminal justice course work at other institutions may be able to transfer some portion of that work into the GSPA MCJ program. A maximum of 9 graduate level semester hours may be transferred. Students should request transfer of credits immediately after successfully completing one semester of course work as a regularly admitted degree student. In order to request a transfer of credit, students need to complete the Transfer of Credit Form available in the GSPA office and attach official transcripts to the form (if GSPA does not have a copy of the official transcripts). The request is then reviewed by the student's faculty advisor, the MCJ Director and the Dean. Upon review, the Dean's office will notify the student of acceptance or rejection of his/her request.

Master of Public Administration. Students who take MPA classes as non-degree students may transfer up to 12 of these credits into the program once they are admitted as regular students. These credits fall outside the university limit on transfer hours. Students who have taken public administration course work at other institutions may be able to transfer some portion of that work into the GSPA MPA program. A maximum of 9 graduate level semester hours may be transferred. Students should request transfer of credits immediately after successfully completing one semester of course work as a regularly admitted degree student. In order to request a transfer of credit, students need to complete the Transfer of Credit form available in the GSPA office and attach official transcripts to the form (if GSPA does not have a copy of the official transcripts). The request is then reviewed by the student's faculty adviser, the MPA Director and the Dean. Upon review, the Dean's office will notify the student of acceptance or rejection of his/her request.

Ph.D. in Public Administration. Doctoral students are allowed to apply up to 12 semester hours of graduate credit taken at other appropriate

universities toward their doctoral degree plan. Any such credits must be approved for transfer by the Director of Doctoral Studies. In general, transfer credit will not be permitted for required doctoral seminars. Elective credit—including transfer credit—is expected to be clearly related to the dissertation plans of the student. Criteria for acceptance include quality and relevance of the course. Only graduate coursework taken no longer than ten years prior to application are considered acceptable for transfer.

5. Procedures for students changing degree programs.

a. University requirements. Students changing degree programs must meet the requirements of the new degree program.

b. College of Architecture and Planning. Same as university requirements.

c. College of Arts and Media. A graduate student wishing to change department or major must submit a complete graduate application to the new department or school and request the former department to forward recommendations and credentials.

d. Business School. Same as university requirements.

e. School of Education and Human Development. Same as university requirements.

f. College of Engineering and Applied Science. Students seeking to change from one degree program to another must provide all items required of students applying to the Graduate School at CU-Denver for the first time. However, these applicants may petition the program to which they were initially admitted for release of documents supplied with their initial application.

g. College of Liberal Arts and Sciences. Students changing degree programs must be admitted by the new department. Students must provide all items required of students applying for the first time, but these applicants may petition the program to which they were originally admitted to release the documentation submitted at the time of their initial application. Any transfer of courses is at the discretion of the new department.

h. Graduate School of Public Affairs. Inasmuch as each degree program has its own admissions criteria, which are at least as strict or stricter than the Graduate School minima, any student wishing to change degree programs must meet the same admissions criteria as

any other applicant to the program. Advanced standing will only be awarded in cases where there is close congruence between the credits earned in the degree program in which the student is currently enrolled and the one for which s/he is applying for admission.

6. Procedures for former students requesting readmission.

a. University requirements. Application materials shall include, at a minimum, those items required by the Office of Admissions and Records. (Note; readmissions after suspensions are addressed in section IV.D.5. Processes for Determining Probations and Suspensions below.)

b. College of Architecture and Planning. Same as university requirements.

c. College of Arts and Media. Any former student who has been out of attendance for one term or more without an approved leave of absence and who wishes to return to the school must:

- Clarify their status with the department to determine their eligibility to return and pursue the same degree.
- After receiving departmental approval, submit an application to the Office of Admissions before enrollment levels are met or deadlines passed for the term in which they expect to return to the university.
- Attach to the application a one-page statement explaining their absence and defining their goals for completion of the degree. In some cases a copy of the transcript for the applicant's undergraduate work is required.

d. Business School. Any CU-Denver student who has not been enrolled for three consecutive semesters (summer included) is considered a former student, and must reapply for admission to the program by submitting Part I of the Application for Graduate Admission and must pay the applicable fee. Readmitted students must conform to degree requirements in effect during the term in which they are readmitted. If the new requirements differ significantly from the former degree plan, a petition may be submitted for any exceptions.

e. School of Education and Human Development. As a professional school serving many students with career responsibilities, the School of Education and Human Development assumes that many students may experience breaks in their program of studies. Consequently, students will remain as active students as long as they

have completed at least one UCDHSC resident or extended studies course associated with the requirements of their program during any three consecutive semesters. Individual programs may establish additional requirements for continuous progress. Readmission after a break of one year is at the discretion of the program faculty, who may request an expedited readmission through a letter from the program coordinator, or a full readmission, for which the individual completes a new Part 1 of the application form and supplies any other materials required by the program. After review of these materials, the program faculty may grant readmission.

f. College of Engineering and Applied Science. A student who has not attended for two consecutive semesters (summers not included) must reapply.

g. College of Liberal Arts and Sciences. If less than one calendar year has passed since a student in good standing was last enrolled in courses at CU-Denver, a student must only notify the program.

Students in good standing who have not been enrolled at CU-Denver for more than one year but who are within four years of their original admission date must request permission from the department to resume studies. Students must provide all documentation required by the Office of Admissions and Records. Additional materials may be required by the department. Students in good standing who have not been enrolled in classes and are more than four years beyond their original admission date must complete the full application process. If a past student is readmitted to a Ph.D. program, program rules determine how past attempts at Ph.D. examinations apply after readmission.

h. Graduate School of Public Affairs. Such requests are handled on a case-by-case basis. Factors taken into consideration in determining whether readmission will be allowed include the reason(s) why a student withdrew from or became inactive in a program, the student's academic standing at the time of withdrawal/inactive status, the reason(s) why readmission is being requested, and space availability in the degree program. Such determinations are made initially by the degree program director, with referral to the degree program committee when warranted.

D. Masters and advanced student graduation requirements

1. Procedures for assuring graduation requirements are met.

a. Generic rule if not otherwise specified by a College/School. Individual Colleges/Schools may elect to undertake their own degree audits, and to certify that the graduation requirements have been met. In this case, the Dean of the College/School must ensure that appropriate checking procedures are in place and must certify the graduation list. Individual Colleges/Schools may also elect to have the UCDHSC Graduate School undertake the degree audits and certify the graduation requirements. In this case, the College/School will coordinate with the Graduate School Dean to assure a consistent and efficient process for processing applicants for graduation. The Graduate Dean will certify students on this graduation list. Requests for exceptions to the Graduate School Rules will be handled by the Dean of the College/School unless those requests require special consideration of UCDHSC minimum requirements. Such requests will be forwarded to the Dean of the Graduate School for final decision.

c. College of Arts and Media. CAM will undertake its own degree audits. Students must plan a program under the guidance of the graduate advisor(s) in their field of concentration. Students are required to contact their advisor at the beginning of each semester. The chair on a yearly basis assigns the graduate advisor for each area of specialization. Students may contact the CAM Advising Office at the beginning of fall semester for the name of their advisor.

The graduate advisor makes an ongoing evaluation of each student's progress toward the degree each semester in consultation with the student. The faculty in the student's area of specialization reviews any problems.

d. Business School. Business will undertake its own degree audits. Progress toward satisfaction of degree requirements and final degree audit are performed by college faculty and staff, using forms developed for the purpose. Specific deadlines and other procedures are listed in the catalog.

e. School of Education and Human Development. The School of Education and Human Development will complete its own degree audits for Master of Arts and Educational Specialist degrees. The review of student records for determination of satisfactory completion of degree program requirements is performed by the SOE's Student Services Center representatives. Documentation will be required for changes to a student's program plan of study and will be approved by the assigned faculty advisor.

f. College of Engineering and Applied Science. A Study Program form will be used to monitor a student's program development

and completion. The form will be initiated at the student's first meeting with his/her graduate advisor and will be updated periodically by the student's advisor as the student progresses through the program. The form will contain at least a list of deficiency courses and date of completion, a list of graduate courses expected to be used to complete the degree, a list of graduate courses completed and date of completion, a list of approved transfer graduate courses being used to satisfy the degree requirements and the date of completion, date of written examination completion, date of oral examination completion and a list of the examining committee members, and review and approval sections. The review and approval sections shall at least cover satisfaction of the credit hour requirements, acceptable final G.P.A., completion of deficiency courses, transfer course acceptance, revalidation of old course work, submission of required forms, and approval to grant the degree. Each approval must show the date of approval and the name of the person completing the review and approval.

g. College of Liberal Arts and Sciences. Has elected to have the Graduate School manage the degree audits and certify the graduation lists.

h. Graduate School of Public Affairs. GSPA will undertake its own degree audits. The review of student records for determination of satisfactory completion of degree program requirements for all three degrees is performed by GSPA's student service representatives. Every student admitted to a degree program is assigned a student service representative, who maintains that student's records and periodically monitors the student's progress through the program. Any inconsistencies between a student's performance in a degree program and degree program handbook requirements are reported by the student services representative first to the student's advisor for clarification; and then, if need be, to the student and the degree program director for clarification and resolution.

2. Minimum credit hour and thesis requirements for non-doctoral graduate programs.

a. University requirements. A minimum of 18 semester credits at the 5000 level or above, a minimum of 30 semester credits total for Masters degrees of which no more than 6 can be thesis credits.

b. College of Architecture and Planning. The post-professional degrees in Architecture and in Urban Design are 36 credit hours. The first professional Architecture degree requires a minimum of 60 credit hours, of which a 12 credit thesis is available but not required in all three of these degrees. The Landscape Architecture professional

degree requires a minimum of 48 credit hours for qualified students, of which 12 hours may be an optional thesis. The Urban and Regional Design program requires a minimum of 24 credit hours for qualified students, of which 6 hours may be an optional thesis.

c. College of Arts and Media. The specific graduate program determines minimum credit hours per non-doctoral graduate programs in the CAM. College policy dictates a minimum of 18 semester credits at the 5000 level or above, a minimum of 30 semester credits total for Masters degrees of which no more than 6 can be thesis credits.

d. Business School. The MBA program requires 48 semester hours. MS programs require a basic business core of at least 18 semester hours (which may be waived on the basis of appropriate course work) and at least 30 hours of graduate work (of which at least 18 hours must be at the 6000 level). Specific waiver and course requirements for individual programs are listed in the catalog.

e. School of Education and Human Development. Requirements for non-degree licensing programs and for Educational Specialist degrees are specified by programs offering these degrees.

f. College of Engineering and Applied Science. A student has three options: Plan I (thesis option) requires at least 30 credits, including 4-6 hours of thesis work. No more than 6 credits may be in independent study. Plan II (report option) requires at least 30 credits, including a 3 -hour report or project. No more than 6 credits may be in independent study. Plan III (course option) requires the completion of at least 30 credits, but no thesis or report.

g. College of Liberal Arts and Sciences. The minimum requirements of graduate work for the Master's degrees in CLAS may be fulfilled by following either plan below:

- Thesis Plan (Plan I): By presenting 30 semester hours of graduate work, including 4–6 thesis hours. At least 18 semester hours of this work must be at the 5000 level or above.
- Non-Thesis (Plan II): By presenting 30 semester hours of graduate work, without a thesis. At least 18 semester hours of this work must be at the 5000 level or above. Graduate work may include a project/report.

Note: The above requirements are minima. Individual graduate program may require additional course work for attainment of the degree.

Master's Thesis/Project Credit

Every graduate student working toward a master's degree under Plan I

must earn 4 to 6 semester hours of thesis credit. Project/report hours are determined by the specific programs with this requirement. The final grade will be withheld until the thesis/project/report is completed. If the thesis/project/report is not completed at the end of the term in which the student is so registered, an In Progress (IP) will be reported.

Master's Thesis/Project/Report Requirements

Students are responsible for observing the deadlines, published in the Schedule of Classes, for thesis approval.

- Any student doing research that involves gathering data from human subjects must have his or her research protocol approved by the Human Research Committee.
- Any student doing research that uses animals in any form must have his or her research protocol approved by the Institutional Animal Care and Use Committee.
- The record of the thesis defense must be approved by the student's faculty committee and filed with the Graduate School before graduation. In programs where the project/report defense counts as the comprehensive exam, this requirement applies to projects/reports as well.
- The student's faculty committee must approve the final draft of the thesis, three copies of which must be filed with the Graduate School before graduation.
- The thesis must comply with specifications outlined in Directions for Preparing Master's and Doctoral Theses, which is obtainable from the Graduate School and have received a preliminary thesis format approval from the Graduate School.
- The thesis binding fee must be paid when the thesis is submitted to the Graduate School.

h. Graduate School of Public Affairs. The requirements are different for each of the two Master's degree programs (see below). Implementation details are addressed by the degree program directors and the associate dean, who assures observance of graduate school rules concerning adherence to campus-wide criteria.

Master of Criminal Justice.

- The completion of a minimum of 36 semester hours of graduate work with a grade-point average of B or better.

- Pre-service students (those who have not had the equivalent of at least one year of professional practical experience in the field of criminal justice) must take 3 semester credit hours of field study by enrolling in CJ 6910, Field Study in Criminal Justice.

Master of Public Administration.

- The completion of a minimum of 36 semester hours of graduate work with a grade-point average of B or better.
- Pre-service students (those who have not had the equivalent of at least one year of professional practical experience in the field of public administration or nonprofit organization) are required to take an additional 3 semester hours of field study, bringing their minimum total hours to 39 semester credit hours. These 3 credit hours are met by taking PAD 6910, Field Study in Public Administration.

3. Graduate course listings.

a. University requirements. 1) No course below the 4000 level may be counted for graduate credit. 2) Graduate courses are taught by Graduate Faculty.

b. College of Architecture and Planning.

Master's degrees. Same as university requirements.

Ph.D. In addition to university requirements, courses applied to satisfy the degree requirements may not be taken pass/fail, except the colloquia that are part of the core curriculum.

c. College of Arts and Media. Programs dictate specific requirements. College policy dictates:

- No course below the 5000 level may be counted for graduate credit.
- Graduate courses are taught by Graduate Faculty

d. Business School. Graduate courses are listed in the catalog. No course in business below the 5000 level may be counted for graduate credit. Graduate courses are taught by graduate faculty.

e. School of Education and Human Development. All courses that may count toward a student's graduate degree must be approved by the degree-granting program faculty. Normally, courses below the

4000 level are not counted for graduate credit; however, in exceptional cases a 3000 level course may be counted for graduate credit with documented prior approval of the program advisor. All graduate courses must be taught by members of the Graduate Faculty.

f. College of Engineering and Applied Science. No course below the 5000 level shall be counted for graduate credit if it is from the same Department as the Department granting the Master's Degree. (Approved 9.11.2000)

g. College of Liberal Arts and Sciences. All courses that may count toward a student's graduate degree must be approved by the degree-granting graduate program. At least 30 semester hours of this course work must be considered graduate rank. Courses will have graduate rank if they are taught by members of the graduate faculty and are in one of the following categories:

- Courses within the major program at the 5000 level or above.
- Courses that are outside the major program, provided they are approved for a specific degree plan by the graduate degree-granting program.
- No course below the 4000 level may be considered graduate rank. If individual graduate programs require more than 30 semester hour of graduate course work, those additional courses may be at the 3000 level or above.

Students may use courses offered through Extended Studies programs in individual schools and colleges in the pursuit of graduate study only if they obtain proper academic approval from the graduate program.

h. Graduate School of Public Affairs. Only courses 5000 and above may be counted towards the graduate degrees.

4. Processes for computing minimum grade point average.

a. University requirements. 1) A minimum grade point average of 3.0 in courses applied to a degree program is required. 2) Grades of D and F cannot be applied to the completion of a graduate program. 3) Credits transferred from another institution are not calculated in the UCDHSC grade point average.

b. College of Architecture and Planning. Same as the University requirements, except that in the architecture programs a grade of C or

below cannot be applied.

c. College of Arts and Media. In addition to the university requirements, the following rules apply:

- Work receiving a grade below C+ may not be counted toward a master's degree, nor may it be accepted for the removal of deficiencies.
- Marks below B- are not accepted for the Ph.D.
- Should a student enter the armed forces before completing a course and an IW is reported, this grade may be carried on the records for the duration of the student's service provided arrangements have been made in advance with the Dean of the Graduate School.
- An in-progress (IP) grade given for thesis or dissertation hours will be valid for a maximum of 5 years. Once a grade has been received, it will be calculated into the student's cumulative grade point average.
- Course work to be applied toward an advanced degree may not be taken for "no credit". Courses taken for no credit cannot be used toward the minimum credit load requirement for full-time or half-time status.
- No course work to be applied toward an advanced degree may be taken pass/fail.

Programs may determine additional specific grade requirements.

d. Business School. A minimum cumulative grade-point average of 3.0 must be achieved and maintained for courses taken toward a graduate business degree. All CU-Denver graduate courses completed to meet business degree requirements are computed in the graduate business grade-point average. Transfer hours and grades from other institutions, including University of Colorado courses taken at the Boulder, Health Sciences, and Colorado Springs campuses are not computed in the business G.P.A..

e. School of Education and Human Development. 1) A minimum grade point average of 3.0 across the courses applied to a degree program is required. 2) Courses with grades of C- and lower cannot be applied toward requirements of a graduate program.

f. College of Engineering and Applied Science. Grades of C- or lower cannot be applied to the completion of a graduate program.

g. College of Liberal Arts and Sciences. A student is required to maintain a cumulative G.P.A. of 3.0 in all course work applied to the degree program. Only courses in which grades of C (2.0) or better are

received are accepted for the master's degree program. Grade requirements to satisfy language requirements, to remedy deficiencies or as a prerequisite for graduate study are determined by the individual graduate program. These grades do not count in the cumulative G.P.A. of the student.

Grades received in courses transferred from another institution and/or grades earned while classified as a special student are not included in the cumulative G.P.A..

Courses applied to a graduate degree may not be taken pass/fail.

h. Graduate School of Public Affairs. The requirements are different for each of the two Master's degree programs (see below). Implementation details are addressed by the degree program directors and the associate dean, who assures observance of graduate school rules concerning adherence to campus-wide criteria.

Master of Criminal Justice.

The calculation of cumulative G.P.A. shall be based on all course work applied to the degree, including any courses taken as a non-degree student. (Note: courses taken in non-degree status are not included in the overall calculation of G.P.A. on the official transcript, but are included in the overall calculation of G.P.A. within GSPA for graduation purposes). Students must complete a minimum of 36 semester hours of graduate work with a grade-point average of B or better. Students must receive a grade of B- or better in all required core courses. If a student receives a C+ or below in any of the required core courses, he/she must retake the course and receive the grade of B- or better. Grades lower than a C- are not accepted toward a student's degree requirements.

Master of Public Administration.

The calculation of cumulative G.P.A. shall be based on all course work applied to the degree, including any courses taken as a non-degree student. (Note: courses taken in non-degree status are not included in the overall calculation of G.P.A. on the official transcript, but are included in the overall calculation of G.P.A. within GSPA for graduation purposes). Students must complete a minimum of 36 semester hours of graduate work with a grade-point average of B or better. Students must receive a grade of B- or better in all required core courses (see 3.3). If a student receives a C + or below in the required core courses, he/she must retake the course and receive the grade of B- or better. Grades lower than a C- are not accepted toward a student's degree requirements. Preparatory workshops that are required must be completed with a B- or better.

5. Processes for determining probation and suspension.

a. Generic rule if not otherwise specified by a College/School. Individual Colleges/Schools may elect to manage their own process for determining probation and suspension. In this case, the Dean of the College/School will take responsibility for implementing and supervising the process. Individual Colleges/Schools may also elect to have the UCDHSC Graduate School manage the process, which is as follows:

When a regular graduate student's cumulative G.P.A. falls below 3.0, the student and the department will be notified and the student will be placed on academic probation by the UCDHSC Graduate Dean. In the semester following placement on probation, the student's G.P.A. in course work taken must be at least 3.0. Otherwise, he or she will be suspended by the Office of the UCDHSC Graduate Dean at the conclusion of that semester. At the end of two semesters following placement on probation, the student must raise his/her cumulative G.P.A. to 3.0. Otherwise he or she will be suspended by the Office of the UCDHSC Graduate Dean and both the student and department will be notified. In extenuating circumstances, the student may petition the UCDHSC Graduate Dean for an extension of the probationary time period. The suspension decision is in force unless a temporary extension is approved by the UCDHSC Graduate Dean.

b. College of Architecture and Planning. CAAP will manage its own probations and suspensions, like the one described in the generic rule above. In addition, at the end of the semester following placement on probation, the student's overall G.P.A. must be at least 3.0, as well as a 3.0 G.P.A. in courses taken that semester. Students are allowed one semester to obtain these G.P.A.'s, or they are put on suspension.

c. College of Arts and Media. CAM will manage its own probations and suspensions. A graduate student may be placed on probation for either of two reasons:

- Any graduate student whose cumulative G.P.A. falls below 3.00 will be placed on probation. (some programs require a higher grade point average).
- All students will be reviewed at the mid-point of their graduate program and given a formal assessment of their progress toward graduation. If a student's work in this area is found to be insufficient, the student is informed of the recommendation by the appropriate committee and placed on probation by the department. Reasons might include: lack of timely progress toward the degree; poor performance in

core courses; creative projects or work in courses that are indicative of insufficient talent, development, imagination or motivation.

If a student was put on probation because of a low G.P.A., then he or she must raise the cumulative G.P.A. to 3.0 within two semesters or be suspended. If a student was put on probation because of problems raised in the mid-point evaluation of their progress, then during the following term the student must provide sufficient evidence of improvement to remove the probationary status. Insufficient improvement after one term will result in suspension. Students who have been suspended are eligible to apply for readmission after one year from the date of suspension. Approval or rejection of this application rests with the student's department faculty.

d. Business School. Business will manage its own probations and suspensions. If the student's cumulative graduate business grade-point average falls below a 3.0 after completion of 9 semester hours, the student will be placed on academic probation and normally given three semesters (one calendar year) or 9 semester hours of course work (whichever occurs first) in which to achieve the required 3.0 cumulative average. Failure to achieve the required G.P.A. within the allotted time period will result in suspension.

e. School of Education and Human Development. The School of Education and Human Development will manage its own probations and suspensions. When a regular graduate student's cumulative G.P.A. in course work to be applied to the graduate degree falls below 3.0, the student will be notified that he or she has been placed on academic probation. In the semester following placement on probation, the student must achieve a 3.0 G.P.A. in all course work taken that semester. Otherwise, the student will be notified that he or she has been suspended. At the end of the second semester following placement on probation, the student must raise his or her cumulative G.P.A. in course work to be counted toward the degree to 3.0. Otherwise, the student will be notified that he or she has been suspended. In the case of extenuating circumstances, the student may petition the program coordinator for an extension of the probationary time period and a decision will be made by the program coordinator in consultation with the Associate Dean.

f. College of Engineering and Applied Science. The College of Engineering has elected to have the Graduate Dean manage probations and suspensions, in accordance with the generic rule above.

g. College of Liberal Arts and Sciences. When a regular graduate student's cumulative G.P.A. in course work to be applied to the graduate degree falls below 3.0, the Graduate Dean will notify the student's graduate program director, who will place the student on academic probation and inform the CLAS Associate Dean and the

student. In the semester following placement on probation, the student must achieve a 3.0 G.P.A. in all course work taken that semester. Otherwise, he or she will be suspended from the program by the Associate Dean in consultation with the student's graduate program director. At the end of the second semester following placement on probation, the student must raise his or her cumulative G.P.A. in course work to be counted for the degree to 3.0. Otherwise, he or she will be suspended from the program by the Associate Dean in consultation with the student's graduate program director. In the case of extenuating circumstances, the student may petition the graduate program director for an extension of the probationary time period and a decision will be made by the graduate program director in consultation with the Associate Dean.

h. Graduate School of Public Affairs. GSPA will manage its own probations and suspensions. A student who fails to maintain an overall B (3.0 grade-point) average will be placed on probation. A student receiving a grade of F in any course is automatically placed on probation. Probationary status shall not be allowed to extend beyond three semesters (including summer session) during which the student is enrolled. Failure on the part of the student to remove himself/herself from probation (i.e., by achieving a G.P.A. of at least 3.0) during this time interval will result in automatic suspension from GSPA. A suspended student is eligible to apply for readmission after one year. Approval or rejection of this application rests jointly with the student's faculty advisor, the Program Director and the Dean. The student may appeal this readmission decision to the UCDHSC Graduate Council in accordance with the rules set out in section VIII. below.

6. Language requirements.

a. University requirements. Students will be proficient in use of the English language.

b. College of Architecture and Planning. Same as University requirements.

c. College of Arts and Media. Students are required to demonstrate reading knowledge of a language that is of practical use in their graduate work. Proficiency is determined by departmental examination. Students are expected to satisfy this language requirement within the first year of graduate study. If language coursework is necessary, students are encouraged to begin such coursework in the fall of their first year. Fulfillment of the language requirement is a criterion in the selection of students as Teaching

Assistants.

(When required by specific graduate programs), students must demonstrate reading fluency in foreign languages in any of the following ways: (1) by passing the department foreign language examination, (2) by enrolling in and completing with a minimum grade of B, UCDHSC French, German, Italian, and/or Spanish. One of these language requirements must be satisfied by the end of the third quarter of residence. Students cannot begin the fourth quarter without having passed the exam. The other language must be completed by the end of the third semester of residence. If this requirement is fulfilled by examination, the examination must be taken by the end of the semester in question.

d. Business School. Students will be proficient in use of the English language.

e. School of Education and Human Development. The School of Education and Human Development has no foreign language requirements for degree completion. Individual programs may specify additional requirements. Students will be proficient in use of the English language.

f. College of Engineering and Applied Science. Same as university rules.

g. College of Liberal Arts and Sciences. A student must be proficient in the use of the English language in order to receive a graduate degree. Other requirements such as knowledge of ancient and modern languages are determined by individual graduate programs. See specific graduate program requirements.

h. Graduate School of Public Affairs. Not specified.

7. Procedures for filing of application for admission to candidacy.

a. Generic rule if not otherwise specified by a College/School. A student who wishes to become a candidate for a master's degree must file a completed Application for Admission to Candidacy in the Graduate School by the appropriate deadline for graduating that semester. This application must be made on forms obtainable from the Graduate School or in the student's graduate program, and must be signed by the student's advisor and the program chair or director, certifying that the student's work is satisfactory and that the program outlined in the application meets the requirements set

for the student. A student on probation is not eligible to be awarded a degree until he or she is removed from probation.

b. College of Architecture and Planning. The College of Architecture and Planning will undertake its own procedure for filing the application for admission to candidacy, following procedures similar to those in the generic rule.

c. College of Arts and Media. Same as generic rule above.

d. Business School. Business will undertake its own procedure for filing the application for admission to candidacy, following procedures like those in the generic rule.

e. School of Education and Human Development. The School of Education and Human Development will undertake its own procedure for filing graduation paperwork. In order to graduate, students must complete and submit: the Application for Admission to Candidacy or SIS Degree Progress (depending on their program) and be approved by the assigned faculty advisor. Students also must submit an application for diploma card. All paperwork must be submitted by the second week of the semester in which the student plans to graduate.

f. College of Engineering and Applied Science. After completion of a significant portion of the required course work, a master's student who wishes to become a candidate for a degree must file an application in the College Dean's office. This application must be filed no later than 10 weeks prior to the date of the start of the comprehensive examination. The student's degree plan must be reported in this application along with approval of the plan by the major advisor and the department chair. The College Dean's office will approve the application for candidacy only when it is demonstrated that all requirements have been met.

g. College of Liberal Arts and Sciences. Same as generic rule above.

h. Graduate School of Public Affairs. In order to graduate, students must:

- Submit an approved Application for Admission to Candidacy form (available in the GSPA office) to the GSPA office no later than the second week of the semester in which the student plans to graduate.
- Indicate that by the date of graduation, all courses indicated on the approved MPA Degree Plan will have completed with at least a B average.

- Be approved by the assigned faculty adviser.
- Submit an Application for Diploma card to the GSPA office

8. Procedures for comprehensive examinations.

a. Generic rule if not otherwise specified by a College/School. If a comprehensive examination is given, then the following rules apply:

- Students must be registered when they take the examination.
- Notice of the examination must be filed by the student in the College/School (or Graduate School, if it manages comprehensive examinations for the College/School) at least one week in advance of the examination.
- The examination is to be given by a committee of three members, all of whom must be graduate faculty members. Graduate programs may have additional requirements on the membership of this committee.
- A majority of the committee must pass the examination.
- The examination may be oral, written, or both.
- A student who fails the comprehensive final examination may retake the examination only once.

b. College of Architecture and Planning. A&P does not have comprehensive exams.

c. College of Arts and Media. *Comprehensive Examination Plan.* The specific Graduate Programs determine Comprehensive Examination Plans. In the case of the requirement of the Comprehensive Exam, the written examination is taken at home over two full consecutive days and examines a broad range of knowledge in the program subject area. After completion, the committee grades the student either pass or fail. The student may be reexamined on any failed portions of the examination when it is next regularly scheduled, or within the year following the term in which it was first taken.

Thesis Plan. The specific Graduate Programs determine the requirement of the Thesis.

d. Business School. Not applicable.

e. School of Education and Human Development.

Comprehensive examination procedures and requirements are defined by each degree program and documented in program handbooks. Students must submit their intent to take the comprehensive exam by filing the School of Education and Human Development comprehensive exam card by the second week of the semester in which they plan to take the comprehensive exam.

f. College of Engineering and Applied Science. The College does not require a comprehensive final exam, however individual departments may choose to require one. If a student chooses to do a thesis or report, he/she must defend it in front of a three-member committee of Graduate Faculty. (Approved 9.11.2000)

g. College of Liberal Arts and Sciences. All candidates for a master's degree are required to take a comprehensive final examination and/or to defend their theses/projects/reports, or both, after the other requirements for the degree have been completed or nearly completed.

The following rules applying to the comprehensive final examination must be observed:

- Students must be registered when they take the examination.
- Notice of the examination must be filed by the student in the Graduate School at least one week in advance of the examination.
- The examination is to be given by a committee of three members, all of whom must be graduate faculty members. Graduate programs may have additional requirements on the membership of this committee.
- The examination may be oral, written, or both.
- A student who fails the comprehensive final examination may retake the examination only once.

h. Graduate School of Public Affairs. For the Master of Public Administration, a cumulative advanced seminar is required in lieu of a comprehensive exam. For the Master of Criminal Justice, the following procedures apply:

All MCJ students must take a written comprehensive examination in criminal justice. The comprehensive exam will cover the entire field of

criminal justice, including the system components of police, courts, and corrections. The material to be covered will generally correspond to the literature included in the MCJ core classes, plus literature in two criminal justice elective courses taken in the program. Thus, a total of six mandatory, essay-based questions—four covering each of the core courses and two covering elective courses—comprise the exam. Students are expected to take the comprehensive exam in the last semester of completing all required course work. No student will be permitted to take the comprehensive exam who has not successfully completed all MCJ core courses and a minimum of 15 semester credit hours in criminal justice elective courses with a cumulative G.P.A. of at least 3.0. The comprehensive exam comprises a four-day, written take-home exam that is designed and graded by faculty members in the MCJ program.

9. Time limits for degree completion.

a. University requirements. A maximum of 7 years for completion of a master's degree.

b. College of Architecture and Planning. Students have up to twice the length of their program to complete, or 7 years, whichever comes sooner.

c. College of Arts and Media. Same as university requirement.

d. Business School. M.B.A students must finish the curriculum within five years plus one semester from the first term of enrollment in the program. Courses older than five years generally will not be accepted for the degree unless they have been revalidated by petition to the specific department. M.S. students must complete courses beyond those in the Common Body of Knowledge list within 5 years, and with reasonable continuity.

e. School of Education and Human Development. A maximum of 7 years for completion of a Master's degree. Programs may set more restrictive limits.

f. College of Engineering and Applied Science. The time limit for completion of a master's degree is 7 years. Courses (whether resident or transfer) older than 7 years must be revalidated.

g. College of Liberal Arts and Sciences. Master's degree students have a maximum of seven years from the date of the start of course work after admission to the program to complete all degree requirements. This limit can be extended by any leave of absence

approved by the student's graduate program. Individual graduate programs may have time limits that are more stringent than those listed by the College.

h. Graduate School of Public Affairs. Students should expect to complete the degree in no less than one and no more than six calendar years (the average is about two and one-half years). Time spent on Leave of Absence (i.e., when the student is not enrolled in courses) does count toward the six-year limit. With the approval of their faculty advisor and the Program Director, students who are making steady progress toward the degree may be allowed to extend the six-year limit by one or two additional semesters. Such approval should be sought as far as possible in advance of the student's planned graduation date.

10. Residency requirements.

a. Generic rule if not otherwise specified by a College/School. Not specified.

b. College of Architecture and Planning. Not specified.

c. College of Arts and Media. Not specified.

d. Business School. Not applicable.

e. School of Education and Human Development. Not specified.

f. College of Engineering and Applied Science. There is no residency requirement for the master's degree.

g. College of Liberal Arts and Sciences. Not specified.

h. Graduate School of Public Affairs. Not specified.

E. Doctoral graduation requirements

1. Procedures for assuring graduation requirements are met.

a. University requirements. No degrees will be awarded retroactively. Unless a College/School specifies otherwise, the generic procedure for assuring that PhD graduation requirements are met is the same as the generic procedure for Master's degrees specified in section

D.1.a. above.

b. College of Architecture and Planning. Students inform the Ph.D. Program Director within 2 weeks of the start of their final semester of their intent to graduate. The program director then reviews their files to verify that all degree requirements have been met. If this is not the case, the prospective graduate is notified in writing of any outstanding work. If the requirements have been met, the student must (1) file an Application for Diploma with The College of Architecture and Planning by the second week of the semester; (2) submit three unbound, thesis bond copies of the dissertation to the Graduate School office at least two weeks prior to commencement; and (3) submit fees for binding, microfilming, copyrighting, and abstract publication to the Graduate School Office at least two weeks prior to commencement. The three final bound copies will be distributed to the Library and the Architecture and Planning office. No student will be permitted to graduate unless all three requirements for the degree have been met.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. The campus minimum requirements apply to the School of Education and Human Development.

f. College of Engineering and Applied Science. Students wishing to obtain the Coordinated Ph.D. with CU-Boulder may have additional requirements to those below. Details can be found in "Rules and Policies for the Coordinated Ph.D. Program-Department of Civil Engineering University of Colorado at Denver." A Study Program form will be used to monitor a student's program development and completion. The form will be initiated at the student's first meeting with his/her graduate advisor and will be updated periodically by the student's advisor as the student progresses through the program. The form will contain at least a list of deficiency courses and date of completion, a list of graduate courses expected to be used to complete the degree, a list of graduate courses completed and date of completion, a list of approved transfer graduate courses being used to satisfy the degree requirements and the date of completion, date of written examination completion, date of oral examination completion and a list of the examining committee members, and review and approval sections. The review and approval sections shall at least cover satisfaction of the credit hour requirements, acceptable final G.P.A., completion of deficiency courses, transfer course acceptance, revalidation of old course work, submission of required forms, and approval to grant the degree. Each approval must show the date of approval and the name of the person completing the review and

approval.

g. College of Liberal Arts and Sciences. Not specified.

h. Graduate School of Public Affairs. To graduate in a given semester, a student must (1) file an Application for Diploma with GSPA by the second week of the semester; (2) submit three unbound, thesis bond copies of the dissertation to the Graduate School office at least two weeks prior to commencement; and (3) submit fees for binding, microfilming, copyrighting, and abstract publication to the Graduate School Office at least two weeks prior to commencement. The three final bound copies will be distributed to the Library and the GSPA office. No student will be permitted to graduate unless all three requirements for the degree have been met.

2. Credit hours in doctoral programs.

a. University requirements. A minimum of 30 semester credits of coursework at the 5000 level or above and a minimum of 30 semester credits of dissertation.

b. College of Architecture and Planning. The doctoral program requires 76 credit hours minimum, allocated as follows: dissertation (30), core curriculum (10), area of specialization (12), minor (12), and support electives (12). At least 30 credits of course work must be at the 5000 level or above. Up to 18 hours of qualified graduate course work may be transferred from another institution.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Students must complete at least 50 (Approved 8.25.03) semester hours of coursework at the 5000 level or above that is approved by a program committee and recorded on an advising sheet plus a minimum of 20 (Approved 8.25.03) semester credits of dissertation. Dissertation credit is to include EDLI 7010, "Dissertation Planning and Design" (Approved 8.25.03).

f. College of Engineering and Applied Science. Same as university rules above.

g. College of Liberal Arts and Sciences. Same rules apply as for Master's degrees. In addition, doctoral programs require a minimum 30 semester credits of courses at the 5000 level or above and a minimum

of 30 semester credits of dissertation.

h. Graduate School of Public Affairs. The doctoral program consists of 36 credit hours beyond the master's degree. A minimum of 24 credit hours of an appropriate doctoral level course work must be taken at the University of Colorado. Up to twelve credit hours of doctoral coursework may be transferred from another institution. Finally, 30 hours of dissertation credit are required, following the pre-dissertation review.

3. Grade point average.

a. University requirements. A minimum grade point average of 3.0 in courses applied to a degree program is required.

b. College of Architecture and Planning. Grades of C or lower for graduate course work cannot be applied to completion of the degree requirements. Grades from other institutions, including University of Colorado courses taken at the Boulder, Health Sciences, and Colorado Springs campuses are not computed in the cumulative G.P.A..

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Students must maintain an overall average 3.25 in all courses applied to the Ph.D. program. Courses with grades of C- or below cannot be applied toward requirements of a doctoral degree program. Courses with grades of C may be counted at the discretion of the student's program committee. For repeated courses where the grade is changed, only the higher of the grades will be considered in computing the grade point average.

f. College of Engineering and Applied Science. A student is required to maintain at least a 3.0 G.P.A. in all course work. Only courses in which grades of B- or better are received are accepted for the Ph.D. program.

g. College of Liberal Arts and Sciences. Same rules apply as for Master's degrees, except that a grade of B- or better must be obtained for courses applying to the doctorate.

h. Graduate School of Public Affairs. All doctoral students must maintain an overall grade point average of 3.5 in courses included in their program of study at the University of Colorado. No doctoral

students will be advanced to candidacy if their grade point average is less than 3.5. Any grade less than B is not acceptable for degree plan purposes.

4. Processes for determining probation and suspension.

a. Generic rule if not otherwise specified by a

College/School. Unless a College/School specifies otherwise, the generic procedure for determining probation and suspension in Ph.D. programs is the same as the generic procedure for Master's degrees specified in section D.5.a. above.

b. College of Architecture and Planning. Each year, before the end of spring semester, the Ph.D. Program Committee reviews the progress of all students enrolled in the program. This review is intended to monitor: 1) the students' performance in courses taken; 2) if applicable, their advance towards completion of the dissertation; and 3) work as an instructor, teaching assistant, or research assistant. Advisors prepare a brief annual report for students whose committees they chair, summarizing progress during the past year. These reports become part of the students' files. Ordinarily, the reviews will result simply in a revalidation of students' enrollment in the program. However, in rare cases, students may be informed of concerns that have arisen. In these instances, the Program Director, in consultation with the advisor and Program Committee, will advise students in writing of recommended actions to address these concerns. Students' insistent refusal to respond appropriately may lead to their suspension and discontinuation in the program.

A student receiving a grade of F in any course is automatically placed on probation. Probationary status as per UCDHSC graduate school rules shall not be allowed to extend beyond three semesters (including summer session) during which the student is enrolled. Failure on the part of the student to remove himself/herself from during this time interval will result in automatic suspension. A suspended student is eligible to apply for readmission after one year.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Students whose overall G.P.A. in courses applied to the Ph.D. program is below a 3.25 will be put on academic probation. Students have one semester to raise their average to 3.25. If this is not accomplished the student will

be dropped from the Ph.D. program.

f. College of Engineering and Applied Science. These are the same as for master's students.

g. College of Liberal Arts and Sciences. Not specified.

h. Graduate School of Public Affairs. When a doctoral student's cumulative grade point average (G.P.A.) falls below 3.5, he/she will be placed on academic probation. This student will have two semesters in which to raise the cumulative G.P.A. to 3.5 or above. The student will be subject to dismissal if:

- The student does not earn a 3.5 G.P.A. in all courses taken in the first of these two probationary semesters, or
- After the two-semester probationary period, the cumulative G.P.A. is still below 3.5.
- The final decision on dismissal will be made by the Director of Doctoral Studies. Students may use academic grievance procedures described in section VIII below to appeal a dismissal.

5. Language requirements.

a. University requirements. Students will be proficient in use of the English language.

b. College of Architecture and Planning. If a student's Dissertation Committee deems it necessary for effective professional functioning after graduation, it may require the student to demonstrate adequate proficiency in the pertinent foreign language.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Students for whom English is a non-native language will demonstrate appropriate proficiency in the use of the English language through their annual portfolio reviews.

f. College of Engineering and Applied Science. Same as university rules above.

g. College of Liberal Arts and Sciences. Not specified.

h. Graduate School of Public Affairs. Not specified.

6. Processes and procedures for examinations.

a. University requirements. Each Ph.D. program will require at least comprehensive and final examinations. Notice of all examinations must be filed with the Dean of the Graduate School two weeks prior to administration. College/School rules must specify the number of times that examinations can be taken.

Comprehensive and final examinations. Unless a College/School specifies otherwise, then the following rules apply:

- Students must be registered when they take the examinations.
- The comprehensive and final examinations will be given by the student's dissertation committee.
- The committee must unanimously pass the examinations.
- The examinations may be oral, written, or both.
- A student who fails the comprehensive final examination may retake the examination only once.

Dissertation defense. Unless a College/School specifies otherwise, then the following rules apply:

- Students must be registered when they defend the dissertation.
- The defense will be administered and evaluated by the student's dissertation committee.
- The committee must unanimously approve the defense.
- A student who fails the defense may defend again only once.

b. College of Architecture and Planning. Not specified. A Student

must pass through three points of evaluation:

- a Preliminary Review,
- a Comprehensive Exam,
- a Doctoral Dissertation and public defense.

Preliminary Review

The Preliminary Review (PR) is intended as an opportunity to assess students' progress in the program. It will typically take place at the end of the second semester. It may be conducted at a later time, but no sooner than at the end of the first year. The PR is based on Seminars I and II of the Core Curriculum. It involves two stages. Students first prepare in writing responses to two questions chosen from a known pool of questions, representing the material covered in the seminars.

Shortly afterwards, the Advisory Committee meets with the student to discuss his or her answers. Although questions will be selected from a limited list, available to all students in advance, the specific questions chosen by a student's Advisory Committee will vary according to the student's individual interests and research direction. The Advisory Committee will then deliberate to recommend to the Program Director in writing any of the following decisions: (1) Pass with Distinction; (2) Pass; (3) Redo the PR; or (4) Discontinue Enrollment in the Program. A recommendation for discontinuation shall be reviewed by and have the support of a majority of the Program Committee. If the Advisory Committee recommends that a student redo the PR, there will be no more than one additional attempt to pass.

The Comprehensive Exam

The Comprehensive Exam (CE) will typically take place after completion of the minimally required course work and before preparation of the Dissertation Proposal. For students entering with a master's degree, the timing will normally be no sooner than the end of the fourth semester. The CE is conducted by the Advisory Committee and involves two stages.

Students first prepare two papers in their chosen area(s) of specialization. Preparation of these specialization papers is to ensure that students possess the requisite background for the dissertation research to be undertaken. This effort is also intended to assist students in integrating the diverse disciplines and perspectives to which they have been exposed as these relate to their area(s) of specialization. The subject matter will be delineated so as to reflect the students' interests and research direction and is determined in consultation with the student's Advisor and Committee. One paper will be theoretical or methodological in nature, whereas the other paper will

focus on a substantive topic. Both papers must entail an extensive review of the pertinent literature, describing and summarizing past research, critically evaluating its findings, and identifying remaining questions, while outlining appropriate approaches to address them. The papers cover the following two domains:

- *A domain of design or planning theory*, e.g., ecological theory, design theory, planning theory, environment and behavior, urban economics, theories of the avant garde, human judgment, and decision theory.
- *A domain of design or planning application*, e.g., architectural design, urban design, architectural history, planning history, housing, transportation, facilities programming and management, open space systems, growth management, and land use controls.

Preparation of these papers may begin during the second year of full-time study. Students will typically find it to their advantage to produce them in the context of an independent study arrangement with a sponsoring faculty member. If appropriate, a student's Dissertation Committee may agree to the preparation of a single paper that otherwise meets the requirements outlined above.

An oral exam that assesses the student's general knowledge and understanding of the field in which the dissertation will be developed. It is based on the previously prepared specialization papers and conducted by the Dissertation Committee, which will decide among the options of Pass with Distinction; Pass; or Fail. If students fail the Comprehensive Exam, their Advisor will inform them in writing of the grounds for falling short. Students have one opportunity to try again.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. The School of Education and Human Development requires the following reviews and examinations: (1) Annual Reviews. Each year, students in the Ph.D. program complete an annual review. This review is based upon successful completion of work in five domains and completion of planned coursework. A three-member committee reviews the student portfolio and recommends, on majority vote, a pass or fail. Three faculty signatures are required for any annual review. Students may not retake an annual review. A failure at any annual review means the student is withdrawn from the Ph.D. program. The first annual review marks the applicant's successful admission to Ph.D. program. Students who do not constitute a program committee and arrange for their first annual review within 4 semesters of provisional admission to the program will be dropped from the program. Students who do not

arrange for any subsequent annual review within three semesters of the previous review will be dropped from the program. The last annual review is considered the comprehensive examination and admits the candidate to dissertation status. Notice of the last annual review (comprehensive examination) is filed with the UCDHSC Graduate School two weeks prior to its administration. (2) Dissertation Defense (Final Examination). The successful defense of the student's dissertation is considered the final examination in the Ph.D. program. Notice of the last dissertation defense is filed with the UCDHSC Graduate School two weeks prior to its administration.

f. College of Engineering and Applied Science. The Ph.D. comprehensive examination may be written or oral or both and will test the formal course work which the student has completed. Failure to pass the Comprehensive Examination may be remedied by repeating the examination after an interval of not less than four months. Failure to pass the second time will result in the student's dismissal from the Graduate program. The comprehensive examination shall be conducted by a committee appointed by the department chair. The committee will consist of the PhD advisory committee and additional members as necessary to a minimum of at least five persons who are members of the Graduate Faculty.

A final examination of the dissertation and related topics will be conducted. The examination will be conducted by a committee appointed by the department chair and will consist of at least five members of the Graduate Faculty, one of whom must be from outside the student's program. Individual programs will determine criteria for the student to pass.

g. College of Liberal Arts and Sciences. Each Ph.D. program requires at least comprehensive and final examinations. Notice of all examinations must be filed with the Dean of the Graduate School two weeks prior to administration. Each examination may be taken at most twice. The Graduate School is notified about a successful final examination, but the record of the final examination is sent to the Graduate School only after the final version of the thesis is approved by the student's committee and the approval of the program director, which confirms that all requirements for the Ph.D. degree have been satisfied.

h. Graduate School of Public Affairs. All doctoral students must take a comprehensive exam in public administration. The comprehensive exam will cover the entire field of public administration, public management, and public policy. The material to be covered will generally correspond to the literature included in the first four doctoral seminars. However, it will not necessarily be limited to the content of any particular course. Students are expected to take the comprehensive exam the semester following their completion of the first four seminars.

The comprehensive exam comprises a two day written closed book exam that will be designed and graded by faculty members appointed by the Director Doctoral Studies each semester for this purpose.

There are two grades for the comprehensive exam: pass or fail. In cases of exceptional performance, a "pass with distinction" will be given. Students who fail will have a second opportunity to retake the exam. If a student fails the comprehensive exam a second time, he or she will be required to leave the program. Students can expect a very restricted choice of questions on the exam. Previous comprehensive exam questions are available for student inspection in the GSPA office.

The dissertation colloquium represents a final examination. At the colloquium a doctoral student presents the dissertation proposal to GSPA faculty and students, and to his/her dissertation committee. This colloquium provides a formal opportunity for feedback and suggestions for improvement from the entire GSPA community before the writing of the dissertation. A candidate goes into a colloquium with a specific proposal for a dissertation. The candidate should gain from the colloquium a refined proposal and assurance from the dissertation committee that, if the refined proposal is executed according to appropriate standards and with the continuing advice of the dissertation committee, the final product will be accepted and the student will be awarded the doctorate. The colloquium is the last chance of the faculty to review the preparation of the student for admission to candidacy. Therefore, faculty may request students to demonstrate their mastery of portions of the literature of public administration, policy and management through an oral examination of the student. In general, this oral examination will focus on subjects relevant to the student's dissertation topic. If the student fails to satisfy the committee that he or she has a satisfactory mastery of literature, the committee may refuse to accept the colloquium proposal.

The Doctoral Secretary/Coordinator will schedule a colloquium at the request of a candidate only with the concurrence of the committee chair. The secretary/coordinator must be notified of the desired date and time so that room arrangements can be made. Students are responsible for providing the GSPA office with five copies of the approved proposal and five copies of the abstract at least two weeks prior to the scheduled colloquium. No student will be scheduled for a colloquium who is not in the last semester of completing all required coursework and who has not passed the comprehensive exam.

A dissertation proposal should generally include a clear explanation of what the student plans to do and how the student expects to do it, a discussion of how the proposed work will contribute to knowledge in the area of inquiry, and a fairly thorough review of the literature along with a bibliography that includes all relevant literature known to the candidate.

While it is the role of a student's dissertation committee to suggest or require specific items to be included in the proposal, all proposals should contain the following:

- a title page,
- an abstract of not more than two double-spaced pages,
- an introductory statement of the significance of the study,
- a literature survey,
- a statement of the propositions to be tested or issues to be examined,
- an explanation of methodology,
- anticipated findings (optional), and
- a bibliography.

A proposal should be no longer than thirty double-spaced pages exclusive of abstract and bibliography.

The colloquium is chaired by the chair of the student's dissertation committee. All GSPA students and faculty are welcome to attend all colloquiums. While formats may vary, usually students make a formal presentation of their proposal and then accept questions and comments from the audience. At the colloquium, the student and his or her committee formally asks the GSPA community:

- Will the work proposed, if competently carried out, represent an original contribution to the literature that measures up to generally accepted standards in the field and in relevant sub-fields?
- What revisions in the approach would strengthen the inquiry proposed?
- What other literature and other data sources should be included?

7. Procedures for filing of application for admission to candidacy.

a. Generic rule if not otherwise specified by a College/School. Unless a College/School specifies otherwise, the

procedure for applying for admission to candidacy in a Ph.D. program is that same as the procedure for the Master's degree specified in section D.7.a. above.

b. College of Architecture and Planning. Same as generic rule.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Applications for candidacy are to be filed in the SOE Office for Academic and Student Affairs by the deadlines published each semester.

f. College of Engineering and Applied Science. After completion of a significant portion of the required course work and before the comprehensive examination is scheduled, a doctoral student who wishes to become a candidate for degree must file an application in the Dean's office. The application must be submitted at least 14 days before the scheduled start of the comprehensive exam. It must include a degree plan approved by the student's advisor and the department chair. Approval of the application will occur only after the comprehensive examination has been passed, the student has been in residence for at least three semesters, and all standards of quality and content have been met.

g. College of Liberal Arts and Sciences. A student must file application for admission to candidacy at least two weeks before the comprehensive examination. Approval of transfer courses must be obtained before filing the application for admission to candidacy, using forms for this purpose. After program approval, the application for admission to candidacy is submitted to the graduate school. Admission to candidacy constitutes a final approval that all courses listed there may be applied toward the Ph.D. degree and that all requirements of the program have been met except for the dissertation and any deficiencies noted in the application...

h. Graduate School of Public Affairs. A student is admitted to candidacy for the PhD Degree only after he or she has completed all of the requirements for the degree except the dissertation. The student must successfully complete the colloquium in order to advance to candidacy. Students admitted to candidacy must have successfully passed both their pre- colloquium review and their colloquium. Upon certification by all members of a student's dissertation committee that the student has passed the colloquium, the student will be admitted to candidacy. No student will be permitted to defend their dissertation without having been admitted to candidacy.

In order to be admitted to candidacy, students must complete and deposit with the Doctoral Secretary/Coordinator a final written draft of the colloquium proposal acceptable to all committee members. This final written draft must reflect the comments and suggestions of all committee members and signatures certifying satisfaction with the document must be affixed from all committee members.

8. Requirements for doctoral committees.

a. University requirements. Dissertation defense committees must include at least four graduate faculty members, one of whom is outside the primary department.

b. College of Architecture and Planning.

The Advisor and Advisory Committee

The Program Director and each student select an Advisor who is mutually satisfactory during the first semester in residence, based on the student's interests and background. During the second semester of residence, in consultation with his/her Advisor, the student selects the remainder of his/her Advisory Committee. This committee consists of at least three faculty members, at least two of whom are members of Ph.D. Program Committee. The committee chair is a member of the Ph.D. Program Committee.

The committee assists the student in developing a degree plan, which is filed with the Program Director by the beginning of the second semester. The Advisor and Advisory Committee also oversee the student's progress through the Ph.D. program, and conduct the Preliminary Review and Comprehensive Examination.

The Dissertation Committee

After passing the Preliminary Review and before the Comprehensive Exam (see below), each student selects a Dissertation Committee in consultation with his or her Advisor. The Dissertation Committee may include any or all members of the student's Advisory Committee, and must have at least five faculty members. Two of these faculty members may be—and one must be—from outside of the College. The chair of the committee must be a member of the Ph.D. program committee, and is responsible for overseeing the research and writing of the dissertation. The Dissertation Committee reviews drafts of the dissertation and evaluates its public defense

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Ph.D. students in the School of Education and Human Development are required to constitute two committees. The *program committee* consists of a primary advisor and at least two other members. The program committee guides the student through program planning, coursework, and completion of the annual reviews. The *dissertation committee* consists of a dissertation advisor and at least three other members. One member of the dissertation committee must be from outside the UCDHSC School of Education and Human Development. Members of the program committee may be on the dissertation committee, although it is not required. The primary advisor may also be the dissertation advisor, although this is not required. All program committee members and dissertation committee members must be on the graduate faculty. Graduate faculty appointments must be completed and verified before a committee meeting can be held.

The program committee must be fully constituted and meet no later than the second semester that the student is registered. Membership in the program committee must be filed with the Ph.D. administrative assistant. Verification of graduate faculty appointments must be obtained by the primary advisor before the first committee meeting is held.

The dissertation committee may be constituted and meet at the student and advisor's convenience. However, a committee membership form must be filled out by the student in the semester following successful completion of the comprehensive examination. This may be revised as required. All graduate faculty appointments must be made and verified by the fourth week of the semester during which a student expects to graduate.

f. College of Engineering and Applied Science. The dissertation committee must include at least five graduate faculty members, one of whom is outside the student's program.

g. College of Liberal Arts and Sciences. Dissertation defense committees must include at least four graduate faculty members, one of whom is outside of the primary department.

h. Graduate School of Public Affairs. A dissertation committee has three basic roles,

1. a resource of ideas and information for the student,

2. a source of guidance and feedback during the research and writing process, and
3. the evaluator of the final product.

A student's dissertation committee is the final authority for approving the proposal as well as the dissertation. A dissertation committee shall consist of a chair (who must be drawn from the full time, tenured, or tenure-track GSPA faculty); at least three other faculty members from the University of Colorado; and at least one "external advisor"—either a practitioner, researcher, or academic—selected for the knowledge and skills that the of external advisor" can bring to bear an the dissertation topic. The chair of the dissertation committee is the student's faculty advisor.

Doctoral students in consultation with a faculty advisor are responsible for assembling their dissertation committee. The composition of the committee must be submitted to the Director of Doctoral Studies for formal approval. The Director of Doctoral Studies, in consultation with the student's faculty advisor, will either approve the committee as constituted or make specific recommendations of changes. A colloquium will not be scheduled until the Director of Doctoral Studies has approved the committee composition. Since the working relationship between a doctoral candidate and the committee may extend over many months, sometimes years, the quality and continuity of relationships are very important to all parties.

Role of Chair

While the chair is the most important member of a student's dissertation committee, all committee members are important. Accordingly, the student's responsibility is to keep all committee members informed about the progress of the dissertation. Students who consistently seek and heed the advice of all committee members can expect to encounter fewer problems in the dissertation process.

Committee Authority

The committee decides when a student's work on a dissertation topic has advanced enough to warrant scheduling a colloquium. Subsequently, after a student writes and reviews his dissertation with the committee, the committee determines when the dissertation is acceptable for defense. Following the defense, the committee determines what, if any, changes must be made in the final version. The chair and at least three other members of a dissertation committee must sign off on the dissertation, thereby indicating their final approval of the thesis.

Changing Committee Members

Committee membership may always be adjusted with the permission of the Director of Doctoral Studies. Should the chair of a student's committee leave the university's employ during the dissertation process, he or she may remain on the committee as an outside reader -- if the student desires. The chair must always be a full-time GSPA faculty member.

9. Time limits for degree completion and any extension processes.

a. University requirements. An eight year maximum limit is in effect for doctoral studies. Unless a College or School specifies otherwise, students may: 1) apply for time extensions for reasons of extenuating circumstances, which must be approved by the College/School Dean (or the Graduate School Dean if the Graduate School manages the College/School Ph.D. processes); and 2) take approved leaves of absence as long as the total time to the completion of the degree does not exceed ten years. These leaves must also be approved by the College/School Dean (or the Graduate School Dean if the Graduate School manages the College/School Ph.D. processes). A student may take up to a year of approved leave of absence without reapplying to the program upon his/her return.

b. College of Architecture and Planning. In addition to university requirements, leaves of absence must initially be approved by a student's advisory or dissertation committee and the program director.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Students have seven years to complete their Ph.D. program once they have received their letter indicating formal program admission (i.e., they have passed their first annual review). Time extensions beyond the total limit of eight years are granted only for severe emergency situations. Approved leaves of absence do not extend the limit beyond a total of ten years.

f. College of Engineering and Applied Science. Same as university rules above.

g. College of Liberal Arts and Sciences. Ph.D. study must be completed within eight years of admission to the Ph.D. program. A

student may petition the Graduate Dean for extension of the limit in justified cases.

h. Graduate School of Public Affairs. Students are expected to complete all degree requirements within six years from the date of the start of course work in the doctoral program. Extra time granted for doctoral work must be approved by the Director of Doctoral Studies.

10. Dissertation requirements.

a. University requirements. The "Directions for Preparing Master's and Doctoral Theses Handbook" developed by the Graduate Council will serve as the basis for format requirements. The UCDHSC Graduate School Dean conducts the final review of dissertations for format.

b. College of Architecture and Planning. Not specified.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Same as university requirement above, and:

Dissertation Proposals

Students will complete and present a proposal to their dissertation committee before engaging in data collection. The proposal will be approved by a majority of committee members and the approval filed in with the SOE Associate Dean for Academic Programs.

Human Subject Review Forms

Students will submit and receive approval for human subject research as appropriate before dissertation data are collected. A copy of the approved form should be filed with the Dissertation advisor and Associate Dean for Academic Programs before data collection begins.

f. College of Engineering and Applied Science. Same as university requirement above.

g. College of Liberal Arts and Sciences. Same as university

requirement above.

h. Graduate School of Public Affairs. After students pass their Comprehensive Exam, they prepare a *dissertation proposal* comprising:

- a description of the question or hypothesis that the student wishes to research for the dissertation;
- an explication of the proposed design, methods, and data sources for the research; and
- an assessment of the proposed project's contribution to the field.

The proposal must be presented to and approved by the student's Advisor and Dissertation Committee. The dissertation should be an original contribution to the students' chosen field. This may involve adding new bodies of knowledge to the field, offering insightful reinterpretations of existing bodies of knowledge, or developing new procedures and methods. The student's Advisor and Dissertation Committee periodically review drafts of the dissertation and offer suggestions for its completion. Students complete the final degree requirement by a successful public defense overseen by the Dissertation Committee. In it the student must be able to justify the originality and significance of the contribution and how it advances the field.

After students have had their dissertation formally approved and signed off on by at least four members of the committee, one copy on plain white paper must be submitted to the Graduate School Office of the University of Colorado at Denver for a final technical review at least four weeks before anticipated graduation. Students must satisfy the form and style requirements of the doctoral program and the Graduate School before their dissertation will be formally accepted by GSPA. If the Graduate School Office determines that a dissertation has not met form and style requirements, the dissertation will be returned for adjustments, and the student may not be able to graduate that semester. If the student submits to the Graduate School two acceptable final copies on thesis bond paper, and one final copy on plain white paper, along with fees, at least two weeks prior to commencement, and if the Graduate School Office notifies GSPA in writing that the dissertation is in conformance with all specifications, the Director of Doctoral Studies will forward for graduation the name of the student.

11. Dissertation credit hour requirements.

a. University requirements. A maximum of 10 hours of dissertation

credit may be registered for in any one semester. A minimum of 5 hours of dissertation credit must be registered for each Fall and Spring semester following successful completion of the comprehensive examination. However, once 30 dissertation credits have been completed, the student need enroll for just one credit each Fall and Spring semester until a successful defense. Students who are unable to register for these minimum credits because of extenuating personal circumstances should apply for a leave of absence as explained in section IV.E.9. above.

b. College of Architecture and Planning. Same as university requirements.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. A maximum of 10 hours of dissertation credit may be taken in any one semester. Prior to completing the comprehensive exam students may register for 1-10 credits in any given semester. However, the total number of hours before successful completion of the comprehensive exam may not exceed 10 hours.

After successful completion of the comprehensive examination, students must register for at least 5 credit hours each Fall and Spring semester. Students must be registered for 5 credit hours of dissertation credit in the semester in which they defend their dissertation.

f. College of Engineering and Applied Science. Same as university rules above.

g. College of Liberal Arts and Sciences. A maximum of 10 hours of dissertation credit may be registered for in any semester. A minimum of five hours of dissertation credit must be registered for each Fall and Spring semester following successful completion of the comprehensive examination. A student does not have to register for thesis hours after a successful final examination and thesis defense even if the final version of the thesis and the record of the final examination are submitted to the graduate school only later. Students on leave of absence, approved by the program and filed with the graduate school, do not have to register for thesis hours.

h. Graduate School of Public Affairs. All students must register for a minimum of 30 hours of dissertation credit before they are eligible to graduate. Once a student passes his or her pre-colloquium review, he or she must be continuously registered for dissertation credit each fall and spring semester or he or she will be dropped from the program.

A part-time student must register for 5-9 credit hours a semester; a full-time student for up to 10 credits. After registering for 30 hours, a student must continue to register for a minimum of one credit hour each fall and spring semester until the dissertation is completed. A student must be registered for dissertation credit during the semester that he or she has a colloquium or defense. A doctoral student may not register for more than ten dissertation credit hours in any one semester.

12. Residency requirements.

a. University requirements. A minimum of three semesters of work.

b. College of Architecture and Planning. Not specified.

c. College of Arts and Media. Not applicable.

d. Business School. Not applicable.

e. School of Education and Human Development. Student must be resident (take at least five hours of credit) for three semesters to graduate from the EDLI Ph.D. program. These semesters do not need to be consecutive.

f. College of Engineering and Applied Science. Same as university rules above.

g. College of Liberal Arts and Sciences. A minimum of three semesters of work is required.

h. Graduate School of Public Affairs. Not specified.

V. DUAL DEGREE PROGRAMS

Dual Degree Programs must have prior approval of the faculty of each of the component programs and the schools or colleges. For existing dual degree programs a student may obtain two masters degrees in which some credits are applied to both degrees under the following conditions:

- Dual degrees must be awarded simultaneously.
- The dual degree option shall require a minimum of 2/3 or 70% whichever makes sense for the programs, of the course work in each of the two programs, exclusive of background and entry courses for which the program grants waivers based on prior undergraduate credit.
- The student must satisfy the core requirements of both master's programs. In cases where both masters programs require the same course in the core, the common course shall not count toward the core requirements of both degrees. The faculty of the component programs will determine appropriate substitutes so that a student takes enough courses to satisfy the quantity of core courses for each program.
- The student must satisfy all completion requirements in both programs, unless specifically waived for dual degree students.

VI. COORDINATED DEGREE PROGRAMS

A coordinated degree program is a single program that the Colorado Commission on Higher Education (CCHE) has approved for more than one campus to offer. A coordinated program is characterized by a single curriculum, a single set of admission criteria, a single set of graduation requirements, and shared resources. CCHE approval of a coordinated program gives authority to the specified institutions to confer the degree. All minimum standards for degrees apply.

Special Provision: College of Engineering and Applied Science. Students wishing to obtain a Coordinated Ph.D. degree with CU-Boulder must follow the admissions policies laid out in "Rules and Policies for the Coordinated Ph.D. Program-Department of Civil Engineering University of Colorado at Denver."

VII. REGULATIONS FOR PROPOSING NEW GRADUATE PROGRAMS

Review of new graduate programs is completed by the Graduate Council, schools and colleges, the Dean of the Graduate School, the Budget Priorities Committee of the Faculty Assembly, the Regents, and

CCHE.

- Schools and colleges submit a proposal for a new graduate program to the Graduate Council;
- The Graduate Council Chair convenes a review panel consisting of members of the Graduate Council, representative/s from the school or college preparing the proposal, and representative/s from schools or colleges affected by the proposal;
- Given the extensiveness of the external approval cycle, the Graduate Council Chair and the panel work together to expedite the review of new programs. Schools and colleges can expect a response to their proposal within 30 days of submission.
- The review panel presents a written recommendation based on academic issues to the Vice Chancellor for Academic Affairs and the Budget Priorities Committee. Minority and majority views are expressed in the written recommendation.
- The proposal is to be routed through the Office of the Vice Chancellor for Academic and Student Affairs to the System Vice President for Academic Affairs, the Board of Regents, and CCHE for final approval.

VIII. APPEALS POLICIES AND PROCEDURES

Appeals of grades or other academic issues are conducted according to the procedures of the schools and colleges, with final resolution residing with the Dean of the College/School. The Graduate Council shall only review grievances related to procedural issues that cannot be resolved at the school or college level.

Cases coming to this body do so at the written request of a UCDHSC graduate student, faculty member or administrator. Appeals may be filed on behalf of a group. Appeals may originate from schools or colleges with graduate programs.

The written appeal is in the form of a letter submitted to the Graduate Council describing the problem in detail. The letter should answer the following questions:

- What procedural violation is being appealed? What steps have you

already taken to resolve this problem?

- What are your specific objections to the decisions that were made?
- What is the rationale for your objections?
- What changes do you want? What are your specific reasons for believing changes should be made?

The Graduate Council reviews the written appeal and if the case appears substantive will forward the letter to the appropriate school or college to provide a written rejoinder.

The Graduate Council may make a decision based on the written evidence. Both the individual/s bringing the appeal and the school or college will be notified in writing of the Council's decision.

If the Graduate Council believes more information is necessary, an oral hearing may be called. The Graduate School Dean will convene and preside over the hearing. The individual/s appealing will have 15 minutes to present a case. The school or college will have 15 minutes to present a case. Questions, to a maximum of 30 minutes, may be asked by members of the Graduate Council.

The Graduate Council will make a decision within 21 days of the appeals hearing and notify both the individual/s bringing the appeal and the school or college in writing of the Council's decision.

The school or college will notify the student in writing of the actions taken regarding the Graduate Council decision.

Appeals of the Graduate Council decision or the school/college response may be made to the Vice Chancellor for Academic and Student Affairs.

Special Provisions: College of Arts and Media. A student may appeal a recommendation for termination through the following steps:

- The student submits to the departmental chair and the chair of the appropriate committee a written appeal stating the specific causes for reconsideration.
- The chair of the committee submits a response to the departmental chair and the student.
- The departmental chair appoints an ad hoc committee consisting of three tenured members of the faculty to review the student's appeal and committee's response. The ad hoc committee also meets separately

with the student and the committee. The ad hoc committee forwards its written recommendation to the departmental chair.

- The departmental chair makes the departmental recommendation and informs the student and the Graduate Division of the decision in writing.
- A departmental faculty representative may be present at each review hearing within the department.

Special Provisions: School of Education and Human Development.

Student, Faculty, and program appeals related to Graduate School Rules will follow procedures established by the SOE Academic Appeals Committee and will be administered through that Committee. Once SOE appeals processes have been exhausted, the next level of review for appeals related to Graduate Rules will be the Graduate Council.

IX. AMENDMENTS

Amendments to the rules that are specific to a particular College/School initially will be handled using the same procedures that are used for amending its own governance documents. Once amendments are approved by the Dean of the College/School, they will be forwarded to the Dean of the Graduate School to ensure that they comply with university requirements. Any problems will be resolved between the Dean of the College/School and the Dean of the Graduate School. Approved changes will then be put into this document and circulated to all Colleges/Schools.

Amendments to the university requirements may be brought forward to the Graduate Council by petition of at least 25 graduate faculty. The Graduate Council reviews the petition and alerts the Dean of the Graduate School. If the amendment is found to effect a major change in the document, then the amendment is brought to the Faculty Assembly and circulated to all faculty. A vote of the Faculty Assembly on the amendment is conducted within 30 days and the results are forwarded to the Dean of the Graduate School, the Vice Chancellor for Academic and Student Affairs, and the Vice President for Academic Affairs.

Minor corrections of typos, updates of information, or modifications for compliance with State, Regents or CCHE guidelines may be made by the Dean of the Graduate School after consultation with the Graduate

Council and the Deans of the Schools/Colleges.

Special Provisions: College of Liberal Arts and Sciences.

Amendments to the rules specific to CLAS may be brought forward by petition from at least 8 members of the CLAS Graduate Faculty (from at least 3 different graduate programs) and may be adopted upon recommendation by an ad hoc committee composed of the CLAS Graduate Program Coordinators and approval by the Dean of CLAS.

Special Provisions: School of Education and Human

Development. The School of Education and Human Development's Graduate Rules are a part of the School's governance document and may be revised using established procedures for revising the governance document. These include a written notification to the faculty and a two-thirds majority of the voting faculty present (including proxies) in order to approve the amendments.