

*College of Architecture and Planning*

**RULES OF THE GRADUATE SCHOOL**

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

**Current as of August 1, 2004**

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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
- 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.

#### **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 and Health Sciences Center 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 need to be appointed 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.

## **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.

## **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.

**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 adjoint 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.

## **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.

## **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.

## **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.

### **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.

## **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. 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 GPA is below 3.0; applicants to Architecture or Landscape Architecture are highly advised to submit GRE scores if their GPAs 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** 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.

## **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.

### **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 GPA 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.

## **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.

## **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.

## **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.

## **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.

### **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.

### **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.

### **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.

### **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 GPA 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 GPA 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 GPA 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 GPA must be at least 3.0, as well as a 3.0 GPA in courses taken that semester. Students are allowed one semester to obtain these GPAs, or they are put on suspension.

## **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.

## **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.

## **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.

## **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.

## **10. Residency requirements.**

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

**b. College of Architecture and Planning.** 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.

### **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.

### 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 GPA.

### 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.

## 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.

## 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.

## **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.

## **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

## **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.

## **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.

## **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.

## **12. Residency requirements.**

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

**b. College of Architecture and Planning.** 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.

## **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.

## **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.