

Graduate School

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For specific information and degree requirements for graduate study, refer to the department/program descriptions in the schools and colleges sections of this catalog. Consult the rules of the Graduate School, available online at www.cudenver.edu, for a full summary of all rules pertaining to graduate study and graduate students at the University of Colorado at Denver and Health Sciences Center's downtown Denver campus. This site will be periodically updated to provide the latest requirements for each school and college.

Information About the Graduate School

Quality graduate programs are synonymous with the University of Colorado. Professors are actively involved in research and creative activity and, as teachers and scholars, continue to study and absorb new data, ideas, and techniques, eventually bringing these experiences to the classroom.

The Graduate School on the downtown Denver campus includes the following colleges and schools:

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

Degrees Offered

The following graduate programs are authorized for completion through the Graduate School at the downtown Denver campus:

Master of Arts (MA)

- Anthropology
- Communication
- Economics
- English
- History
- Political Science
- Psychology
- Sociology

Master of Arts (MA Education)

- Administration, Leadership and Policy Studies
- Counseling Psychology and Counselor Education
- Curriculum and Instruction
- Early Childhood Education
- Educational Psychology
- Information and Learning Technologies
- Special Education

Master of Science (MS)

- Accounting
- Applied Mathematics
- Biology
- Chemistry
- Civil Engineering
- Computer Science
- Electrical Engineering
- Environmental Sciences
- Finance
- Health Administration
- Information Systems
- Management and Organization
- Marketing
- Mechanical Engineering
- Recording Arts
- Technical Communication

Master of Architecture (MArch)

Master of Basic Science

Master of Business Administration (MBA)

- 11-Month
- Executive Health
- Health
- Professional

Master of Integrated Science (MIS)

Master of Science International Business

Master of Criminal Justice (MCJ)

Master of Engineering (MEng)

Master of Science in Health Administration (MS) Executive Option

Master of Humanities (MH)

Master of Landscape Architecture (MLA)

Master of Public Administration (MPA)

Master of Public Administration (MPA) Executive Option

Master of Social Science (MSS)

Master of Urban and Regional Planning (MURP)

Master of Urban Design (MUD)

Specialist in Education (EdS)

- Administration, Supervision, Curriculum Development
- School Psychology

Doctor of Philosophy (PhD)

- Applied Mathematics
- Civil Engineering
- Computer Science and Information Systems
- Design and Planning
- Educational Leadership and Innovation
- Health and Behavioral Sciences
- Public Affairs

Requirements for Admission

Note that the following are minimum requirements. School and college regulations, if more stringent, take precedence over the minimum guidelines as set forth by the Graduate School.

REGULAR DEGREE STUDENTS

Qualified students are admitted to regular degree status by the appropriate department. In addition to departmental approval, applicants for admission as regular degree students must:

1. Present a combination of the following: a cumulative undergraduate grade point average (GPA) of 2.5 or better on a scale where *A* is equal to 4.0, standardized examinations, prior professional experience, portfolios, or other indicators.
2. Meet the specific requirements as established by the program faculty.

PROVISIONAL DEGREE STUDENTS

Applicants who do 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. Programs may admit students under a provisional agreement subject to the following requirements:

1. The term of the provisional period shall not exceed two years.
2. 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).
3. The provisional agreement should clearly state any additional program requirements.

Failure to meet the conditions of the provisional agreement will be cause for suspension.

APPLICATION PROCEDURES

Graduate students who expect to study at UCDHSC should contact the Office of Admissions concerning procedures for forwarding completed applications.

Once a student has decided to apply for a graduate program, a completed application must be submitted before the deadline date. Contact the specific program of study for deadline dates.

An applicant for admission must present:

- parts I and II of the downtown Denver campus Graduate School application form, including the tuition classification form, which may be obtained from the departmental program coordinator.
- two official transcripts for all academic work in colleges and universities completed to date.
- three letters of reference. Have the nominators include the applicant's name and social security number in their letters of reference.
- a nonrefundable application fee (check or money order) of \$50 (international student application fee is \$75). *No application will be processed until this fee is paid.*
- any other material required specifically by the program faculty. This may include scores from the Graduate Record Examination (GRE) or other examination. Check with program coordinators in the departments for additional information that may be required.

When a prospective degree student applies for admission, the chairperson or a student admissions committee of the department will decide whether the applicant shall be admitted and make that decision known to the Office of Admissions.

Check with the program to determine the deadline for submitting the application and application fee.

Students who wish to apply for a graduate student award (e.g., fellowship, scholarship, assistantship) should contact their department before the application deadline date for information, since deadlines are usually earlier for aid requests.

Re-admission/Changing Programs

Former and current students who wish to be re-admitted or change from one degree program to another must meet the requirements of the new degree program and provide all items required of students applying to the Graduate School on the downtown Denver campus for the first time. These applicants, however, may petition the program to which they were initially admitted to secure a release of transcripts and letters of recommendation supplied at the time of their initial application.

Transferring

Students transferring from another CU campus to the downtown Denver campus must apply and be accepted to the new campus.

A student who has completed a master's program at UCDHSC must resubmit parts I and II of the graduate application for acceptance into the doctoral program.

Nondegree Students

A student who wishes to take graduate courses, but is not interested in earning a specific advanced degree, may apply as a nondegree student. Contact the Office of Admissions at 303-556-2704 for further information. Nondegree students will be allowed to register only on the campus to which they have been admitted.

Nondegree students who later desire to pursue a graduate degree program at this university are encouraged to submit the complete graduate application and supporting credentials to their department as soon as possible. Note that the grade point average (GPA) for courses taken as a nondegree student is calculated separately, and is not incorporated in the official graduate GPA.

A department *may* recommend the transfer of as many as 9 credit hours toward the requirements of a master's degree for courses taken either as a student at another recognized graduate school, as a nondegree student at the University of Colorado, or a combination.

A grade of *B-* or better must be earned. A 10-year time limit is in effect.

INTERNATIONAL GRADUATE ADMISSIONS PROCESS

1. Submit a complete international application form along with a \$75 nonrefundable application fee, payable to the University of Colorado at Denver and Health Sciences Center. **DO NOT SEND CASH.** The application fee must be in U.S. funds only. (*Use an international money order or your personal check payable in U.S. currency.*) Send it to the following address:

By Courier:

University of Colorado at Denver and Health Sciences Center
International Admissions
1250 14th Street, Suite 130
Denver, CO 80202-1702
USA

By Air Mail:

University of Colorado at Denver and Health Sciences Center
International Admissions
Campus Box 185, P.O. Box 173364
Denver, CO 80217-3364
USA

For Graduate Students Applying to the College of Architecture and Planning, send materials to:

University of Colorado at Denver and Health Sciences Center
Campus Box 126, P.O. Box 173364
Denver, CO 80217-3364
USA

2. Two certified copies of *official* academic records from each college or university, and/or professional schools attended, should be submitted to UCDHSC. These official academic records should include courses completed, grades or marks obtained, certificates or degrees awarded.

Official academic records are records sent by the issuing institution directly to UCDHSC or are issued to the student in a sealed envelope to be delivered by the student to the university. If documents are not in English, they must be translated by a certified translator. The translation must be literal and no conversion of grades should be attempted by the translator.

- International students whose first language is not English are required to submit either TOEFL or IELTS scores as proof of English proficiency. Minimum TOEFL/IELTS scores may vary by department. Applicants must submit an official TOEFL score report no more than two years old. The UCDHSC institutional code for TOEFL is 4875. The English language requirement may be waived if the applicant has attended a college or university in the United States as a full-time student and has completed two semesters of academic work with a “B” average. Institutional TOEFL is not accepted.
- A financial statement and a bank statement from the sponsor showing the amount of funds available for support must be submitted to UCDHSC. If you have been awarded a scholarship from a private source or government agency, enclose the award letter. All financial support documents and documentation must be original and should not be more than a year old.
- Three letters of recommendation (four letters are required for applying to programs in electrical engineering, English, chemistry and biology) from college or university professors must accompany the international application form. If you have been out of school for several years, we will also accept recommendations from your employer or supervisor. Usually the admissions committee prefers academic recommendations over employer/supervisor recommendations.
- Applicants should plan to take the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). The GMAT is required if you are applying to the Business School.

For more information, visit www.mba.com. You can also e-mail gmat@ets.org or call +1 (609) 771-7330. The UCDHSC institutional code for GMAT is 4819.

The GRE is a requirement for admission consideration in many graduate departments and considered valuable for all others. You are advised to take the Subject Test in your major field. For more information, visit www.gre.org. You can also e-mail gre-info@ets.org or call +1 (609) 771-7670. The UCDHSC institutional code for GRE is 4875.

If you are applying for the public administration or criminal justice program, you may take the GMAT or GRE.

Departmental Requirements

Graduate applications are reviewed by a faculty committee in the department in which the student wishes to enroll. Only those students who have completed an undergraduate program that is equal to a U.S. bachelor's degree are considered for admission.

Please be advised that all documents submitted along with the application form become property of the university and will NOT be returned to the applicant at any time.

Your file will not be considered complete, nor will it be submitted to the admissions committee, until all requested materials are received.

New Student Orientation

An orientation program for new students is held at the beginning of the fall and spring semesters, during the week prior to the first day of classes. The orientation program provides information to new students about activities and services available on the downtown Denver campus. Information on the registration process, parking, and securing ID cards is also provided. Academic advising sessions are held before registration for the term. Students should contact their schools and colleges for additional information on advising, as well as special orientation sessions that may be scheduled for their programs.

Registration

On the regular registration days of each semester, students who have been admitted to a graduate program are required to complete appropriate registration procedures.

Students should register for classes the semester they are accepted as graduate students. If unable to attend that semester, they must notify the Office of Admissions and Records, in addition to the department that has accepted them.

CHANGES IN REGISTRATION

A student who wishes to drop a course should follow the standard drop/add procedure. After the 10th week of classes, graduate students may not drop or add a course without presenting a letter to the dean of the appropriate school or college, stating the exceptional circumstances that justify the change. This letter, endorsed by the instructor of the course, must accompany the properly signed and completed drop/add form.

WITHDRAWAL

Graduate students who desire to withdraw from the university must apply to the dean of their school or college for permission to withdraw in good standing. *A student who discontinues attendance in a course without official withdrawal will be marked as having failed the course. After the 10th week of the class, the student must have the associate dean's signature to drop a course.*

Tuition and Fees

For information, see “Tuition and Fees” section of this catalog.

Financial Aid for Graduate Study

COLORADO GRADUATE GRANT

The Colorado Graduate Grant is administered by the Office of Financial Aid. These funds are awarded based on demonstrated need to students who are residents of the state of Colorado. Grants are awarded through the regular need-based financial aid application process. For more information on how to apply, visit www.cudenver.edu/finaid.

COLORADO GRADUATE MERIT AWARDS

Colorado graduate fellowships are awarded primarily to entering and continuing regular degree doctoral students. These are awarded to entering students on the basis of academic promise and to continuing students on the basis of academic success. Contact the department for information about this fellowship.

GRADUATE STUDENT TEACHING APPOINTMENTS

Many departments employ graduate students as part-time instructors or teaching assistants. The instructorship is reserved for those advanced graduate students already possessing an appropriate master's degree who may be independently responsible for the conduct of a section or course. Contact the department for further information.

RESEARCH ASSISTANTSHIPS

Research activities provide opportunities for graduate students to obtain part-time work as research assistants in many departments. Contact the department for further information.

LOAN FUNDS

Graduate students wishing to apply for long-term loans and for part-time jobs through the college work-study program should submit an application for financial aid.

Short-term loan assistance is available to enrolled students. For information on how to apply, go to www.cudenver.edu/finaid. Short-term loans

are designed to supplement inadequate personal funds and to provide for emergencies. Applications are available at the Financial Aid office, North Classroom 1001.

EMPLOYMENT OPPORTUNITIES

The university maintains an employment service to help students obtain part-time work, either through conventional employment or through the college work-study program.

Students employed by the university are hired solely on the basis of merit and fitness, a policy that avoids favor or discrimination because of race, color, creed, sex, age, handicap, or national origin. Students are also referred to prospective employers in accordance with this policy.

Requirements for Advanced Degrees

QUALITY OF GRADUATE WORK

A student is expected to maintain at least an overall 3.0 average in all work attempted while enrolled in a graduate program.

For all graduate degrees, a grade below *C* is unsatisfactory and will not be counted toward the minimum requirements for these degrees.

CREDIT BY TRANSFER

A limited amount of high-quality resident graduate work done in a recognized graduate school elsewhere within the time allowed may be accepted, provided it is recommended by the department concerned and approved by the school or college dean. The maximum amount of work that may be transferred to this university is 9 semester hours or 30 percent of the number of credits required for the degree, whichever is higher for master's degrees, and 18 hours for performance and PhD degrees.

The school or college shall determine if graduate classes taken by an undergraduate can be transferred to a graduate program. They shall also determine if courses taken in the University of Colorado system are considered resident or transfer courses.

Courses taken as pass/fail or satisfactory/unsatisfactory will not be transferred. In addition, a grade of *B-* or above must be earned for a course to be transferred. Courses over 10 years old will not be transferred.

USE OF ENGLISH

A student who is noticeably deficient in the use of standard English in all oral and written work may not obtain an advanced degree from the University of Colorado. Ability to use the language with precision and distinction should be cultivated as an attainment of major importance.

The university reserves the right to test English proficiency for non-native speakers of English to confirm and validate sufficiency for credit-bearing course work and degree programs.

Each department will judge the qualifications of its advanced students in the use of English. Reports, examinations, and speech will be considered in estimating the candidate's proficiency.

GRADUATE APPEALS

The Graduate Council shall review grievances related to procedural issues that cannot be resolved at the school or college level. 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.

Master's Degree

A student regularly admitted to a graduate program and later accepted as a candidate for the master of arts, master of science, or other master's degrees will be recommended for the degree only after certain requirements have been met.

The requirements stated below are minimum requirements; additional conditions may be set by the individual programs.

Students planning to graduate should ascertain current deadlines with their graduate program. It is the graduate student's and the department's responsibility to see that all requirements and deadlines are met (*i.e.*, changing of IW grades, notification of final examinations, etc.).

Departments or program committees may have deadlines that must be met by the graduate students in that department or program. It is the student's responsibility to ascertain and meet these requirements.

MINIMUM REQUIREMENTS

The minimum requirements of graduate work for a master's degree may be fulfilled by completing a minimum of 30 semester credits, of which no more than 9 may be thesis or independent study hours.

A course mark below *C* is unsatisfactory and will not count toward the minimum requirements for a master's degree.

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

Program requirements may be more stringent than these minimum requirements, in which case program requirements supercede the requirements of the Graduate School.

LANGUAGE REQUIREMENTS

Candidates must have such knowledge of ancient and/or modern languages as each department requires. See specific departmental requirements.

GRADUATE CREDIT

Graduate credit is given for courses that are listed at the 5000 level or above, and that are offered by professors who are members of the graduate faculty. Courses at the 4000 level may be counted for graduate credit, but a minimum of 18 semester hours must be taken at the 5000 level. No course below the 4000 level may be counted for graduate credit. Departmental approval must be obtained for the courses taken by a student to count toward the degree plan.

Students are advised that not all courses listed in this catalog are available at any one time. Some are given in alternate years, and this should be considered when developing degree plans.

ADMISSION TO CANDIDACY

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 or in the student's graduate program by the appropriate deadline for graduating that semester.

The application 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.

MASTER'S THESIS CREDIT

Every graduate student working toward a master's degree who expects to present a thesis in partial fulfillment of the requirements for the degree must register for thesis credit with a maximum of 9 semester hours. The final grade will be withheld until the thesis is completed. If the thesis is not completed at the end of the term in which the student is so registered, an *In Progress (IP)* will be reported.

THESIS REQUIREMENTS

A thesis may be of a research, expository, critical, or creative type. Every thesis presented in partial fulfillment of the requirements for an advanced degree must:

- deal with a definite topic related to the major field
- be based upon independent study and investigation
- represent the equivalent of no more than 9 semester hours of work
- receive the approval of the major department
- be essentially complete at the time the comprehensive final examination is given

- comply in mechanical features with specifications outlined in *Directions for Preparing Master's and Doctoral Theses*, which is obtainable from the Graduate School office, and have received thesis format approval

All theses must be approved and signed by the thesis advisor and other committee members. Three copies of the final thesis must be submitted to the Graduate School by the specified deadline. One of these must contain the original signatures of the advisor and other committee members. The thesis binding fee must be paid **by check** when the thesis is submitted to the Graduate School. Approved theses are kept on file in the Auraria Library and in the student's department.

TIME LIMIT

Master's degree students have seven years from the date of the start of course work to complete all degree requirements.

Doctor of Philosophy

The doctor of philosophy (PhD) degree is the highest academic degree conferred by the university. To state the requirements for the degree in terms of credit hours would be misleading, because the degree is not conferred merely upon the satisfactory completion of a course of study, however faithfully pursued.

Students who receive this degree must demonstrate that they are proficient in some broad subject of learning and that they can critically evaluate work in this field. Furthermore, they must have shown the ability to work independently in their chosen field and must have made an original contribution of significance to the advancement of knowledge. The technical requirements stated below are minimal requirements for all candidates for the degree; additional conditions set by the departments will be found in the announcements of separate departments. Any department may make additional regulations consistent with these general rules.

Studies leading to the PhD degree must be chosen so as to contribute to special competence and a high order of scholarship in a broad field of knowledge. A field of study chosen by the student may be in one department or it may include two or more closely related departments. The criterion as to what constitutes an acceptable field of study shall be that the student's work must contribute to an organized program of study and research without regard to the organization of academic departments within the university.

MINIMUM COURSE/DISSERTATION REQUIREMENTS

A minimum of 30 semester hours of graduate courses and 30 semester hours of dissertation credit are required for the PhD degree.

Course Work Requirement. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses will ordinarily exceed this minimum.

Dissertation Hours Requirement. To complete the requirements for the PhD, a student must complete a total of at least 30 hours of doctoral dissertation credit, with not more than 10 of these credit hours taken during any single semester. A minimum of 5 dissertation hours must be registered for each fall and spring semester following successful completion of the colloquium or comprehensive examination. Dissertation credit does not apply toward the minimum 30 hours of required course work specified above.

Course work and work on the dissertation may proceed concurrently throughout the doctoral program.

RESIDENCE

The student must be properly registered to earn residence credit. The minimal residence requirement shall be three semesters of scholarly work.

EXAMINATIONS

Each PhD program will require at least comprehensive and final examinations. Notice of all examinations must be filed with the dean of the Graduate School at least two weeks prior to administration.

COMPREHENSIVE EXAMINATION

The student must pass a comprehensive examination in the field of concentration and related fields. This examination may be oral, written, or both, and will test the student's mastery of a broad field of knowledge, not merely the formal course work completed.

The examination shall be conducted by an examining board. The board shall consist of the advisory committee and additional members as necessary to total a minimum of four members of the graduate faculty, one of whom is outside the primary department.

CONTINUOUS REGISTRATION REQUIREMENTS FOR DOCTORAL CANDIDATES

Following successful completion of the comprehensive examination, students must register continuously. These students will register for and be charged for a minimum of 5 hours of dissertation credit each fall and spring semester. A maximum of 10 hours of dissertation credit may be registered for in any one semester. Continuous registration during the academic year will be required until completion of the dissertation defense (excluding summer). It is expected that the student and advisor will consult each semester as to the number of hours for which the student will register, consistent with the classification identified above.

DISSERTATION REQUIREMENTS

A dissertation based upon original investigation, showing mature scholarship, critical judgment, and familiarity with the tools and methods of research must be written upon a subject approved by the student's major department. To be acceptable, this dissertation should be a worthwhile contribution to knowledge in the student's special field.

In mechanical features, all dissertations must comply with the specifications as outlined in the *Directions for Preparing Master's and Doctoral Theses*, which may be obtained from the Graduate School office. The final draft must be reviewed and approved for format by the Graduate School prior to final copies being made.

Three formally approved and signed, typewritten copies of the dissertation (including abstract), plus one additional copy of the title page and abstract must be filed in the Graduate School office. The thesis binding fee and microfilm fee must be paid **by check** when the dissertation is submitted to the Graduate School office.

The abstract, not to exceed 350 words, will be published in *Dissertation Abstracts International*. The determination of what constitutes an adequate abstract shall rest with the major department.

All dissertations must be signed by no fewer than four members who are regularly engaged in graduate instruction and are members of the graduate faculty.

All approved dissertations are kept on file in the Auraria Library. One copy is deposited in the reference section and the other in the archives section of the library. The third copy is sent to the student's department.

When the dissertation is submitted to the Graduate School office, the candidate must sign an agreement with University Microfilms International to allow for publication in *Dissertation Abstracts International* and to grant University Microfilms International the right to reproduce and sell (a) copies of the manuscript in microform and/or (b) copies of the manuscript made from microform. The author retains all rights to publish and/or sell the dissertation by any means at any time except by reproduction from negative microform.

FINAL EXAMINATION/DEFENSE

After the dissertation has been accepted, a final examination of the dissertation and related topics will be conducted. This examination will be wholly or partially oral, the oral portion being open to anyone. The

examination will be conducted by a committee consisting of at least four members of the graduate faculty, one of whom must be from outside the student's department.

Notice of all examinations must be filed with the dean of the Graduate School at least two weeks prior to administration.

TIME LIMIT

An eight-year maximum limit is in effect for doctoral studies.