

CU IN THE CITY

University of Colorado at Denver

Graduate School

Welcome to the University of Colorado at Denver! This brochure has been developed as a resource for CU-Denver graduate students and will provide helpful information as you begin your graduate career.

Quality graduate programs are synonymous with the University of Colorado at Denver. Professors are actively involved in research or creative activity and, as teachers and scholars, continue to study and absorb new data, ideas, and techniques, bringing these experiences to the classroom. Graduate students at CU-Denver gain not only from interactions with the graduate faculty, but also from other students.

Degrees Offered

Ph.D. - Doctor of Philosophy

College of Architecture and Planning

* Design and Planning

School of Education

* Educational Leadership and Innovation

College of Engineering and Applied Science

- * Civil Engineering

College of Liberal Arts and Sciences

- * Applied Mathematics
- * Health and Behavioral Sciences

Graduate School of Public Affairs

- * Public Administration

M.A. - Master of Arts

School of Education

- * Administration, Supervision, Curriculum and Development
- * Counseling Psychology and Counselor Education
- * Curriculum and Instruction (areas of emphasis: Elementary Education, Secondary Education, Reading and Writing and English as a Second Language)
- * Early Childhood Education
- * Educational Psychology
- * Information and Learning Technologies
- * Special Education

College of Liberal Arts and Sciences

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

M.S. - Master of Science

College of Business

- * Accounting
- * Finance
- * Health Administration
- * Health Administration, Executive Option
- * Information Systems
- * International Business
- * Management and Organization
- * Marketing

College of Engineering and Applied Science

- * Civil Engineering
- * Computer Science
- * Electrical Engineering
- * Mechanical Engineering

College of Liberal Arts and Sciences

- * Applied Mathematics
- * Chemistry
- * Environmental Science
- * Technical Communications

Other Master's Degrees

Architecture and Planning

- * Master of Architecture
- * Master of Landscape Architecture
- * Master of Urban and Regional Planning
- * Master of Urban Design

College of Business

- * Master of Business Administration
- * Master of Business Administration, Executive Option

School of Education

- * Ed.S. - Specialist in Education

College of Engineering and Applied Science

- * Master of Engineering

College of Liberal Arts and Sciences

- * Master of Basic Science
- * Master of Humanities
- * Master of Social Science

Graduate School of Public Affairs

- * Master of Criminal Justice
- * Master of Public Administration
- * Master of Public Administration, Executive Option

Admission Procedures

Graduate students who wish to attend classes at CU -Denver should contact the Office of Admissions for application requirements. An applicant for admission must present:

1. Parts I and II of the CU-Denver Graduate School Application Form, including the Tuition Classification form.
2. Two official transcripts for all academic work in colleges and universities completed to date.
3. Letters of reference. Please have nominators include applicant's name and name of program in their letters of reference.
4. A nonrefundable application fee (check or money order) of \$50 (international student application fee is \$60). *No application will be processed until this fee is paid.*
5. Any other material specifically required by the program to which student is applying. This may include scores from the Graduate Record Examination (GRE) or other examination.

The chairperson or graduate admissions committee of the department will decide whether the applicant shall be admitted and will notify the Office of Admissions.

Graduate Qualifying Examinations

At the option of any department, the Graduate Record Examination (GRE) may be required of applicants for admission to the graduate program. Information regarding the examinations may be obtained from the CU-Denver Office of Admissions (303/556-2704) or The Educational Testing Service, Box 1502, Berkeley, CA 94701 or Box 955, Princeton, NJ 08540.

Other tests may be required by the school or college. Students entering professional schools and special programs may obtain information on the Graduate Management Admissions Test (GMAT), Miller Analogies Test (MAT), Dopplet, and Law School Admissions Test (LSAT) from the college or school requiring the test.

International Students

International students must meet all requirements for regular admission in addition to the requirements of the UCD 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 score of 500 or higher, depending on college to which student has applied

Please see your school or college rules regarding admission of international students, for they may be more stringent.

Please allow extra time for processing of international applications in order to accommodate visa application requirements.

Immigration regulations require that international students be enrolled full-time (5 credit hours) for spring and fall semesters. For questions or additional information, please contact International Education, 303/556-3489.

Students may be admitted to the Graduate School in either of the two following categories:

Regular Degree Students

The criteria for admission shall be based on a combination of the following: grade point average no lower than 2.5 (and higher for most programs), standardized examinations, prior professional experience, portfolios and/or other indicators. Application materials shall include, at a minimum, those items required by the Office of Admissions and Records.

Provisional Degree 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 schools and colleges may set their own requirements for provisional status.

Language Requirements

Students will be proficient in the use of the English language.

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. If a student is unable to attend the semester he or she is accepted, they must notify the department that has accepted them.

Changes in Registration

A student who wishes to drop a course should follow the drop/add standard procedure. After the tenth week of classes, graduate students may not drop or add a course without presenting a letter to the dean of their 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.*

Financial Aid

Colorado Graduate Grant

The Colorado Graduate Grant is administered by the Office of Financial Aid. Competition for these funds is based on demonstrated need and is open to graduate students who are residents of the state of Colorado. Grant awards are announced each semester for the following term. Applications are available from the Office of Financial Aid, 303/556-2886.

Colorado Graduate Fellowships

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. Please contact the department for information about this fellowship.

Graduate Student Teaching Appointments

Many departments employ graduate students as part-time instructors or teaching assistants. Please 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. Please 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 to the Office of Financial Aid by March 31. This office also provides short-time loan assistance to students who have completed one or more semesters in residence. Short-term loans are designed to supplement inadequate personal funds and to provide for emergencies. Application should be made directly to the Office of Financial Aid, 303/556-2886.

Employment Opportunities

The University maintains an employment service in the Office of Financial Aid 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 which 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.

Grades and Quality of Graduate Work

A student is required to maintain at least a "B" (3.0) average in all work attempted while enrolled in a graduate program and a student must have at least a 3.0 cumulative average to receive a graduate degree. Grades of D and F cannot be applied to the completion of a graduate program and credits transferred from another institution are not calculated into the UCD grade point average. Courses taken for graduate degrees may not be taken pass/fail. Please see your school or college rules regarding acceptable grades, for they may be more stringent.

Transfer Credits

Generally, the maximum number of transfer credits will be 9 hours, or 30% of credits required for the degree, whichever is higher, for master's degrees, and 18

hours for performance and doctoral degrees. Courses with grades of B - or above will be transferred while courses with grades of pass/fail or satisfactory/unsatisfactory will not be accepted. Only courses numbered 5000 and above will be transferred. Please see your school or college rules regarding transfer credits, for they may be more stringent.

Probation and Suspension

When a graduate student's cumulative grade point average (GPA) falls below 3.0, he/she will be placed on academic probation. Each school and college determines the length of time allowed to raise the cumulative GPA to 3.0. If, after the allowed probationary period, the student's cumulative GPA is still below 3.0, he/she will be subject to suspension. However, if there are extenuating circumstances, an extension of the probationary time period may be granted.

Procedures for Changing Degree

Programs

A student changing degree programs must meet the requirements of the new degree program and must submit a complete graduate application to the new department or school. He/she may request that the former department forward recommendations and credentials.

Procedures for A Former Student

Requesting Readmission

Application materials shall include, at a minimum, those items required by the Office of Admissions and Records. Please contact the school or college to which application is being made for additional requirements.

Master's Degrees

Minimum Requirements

The student must complete a minimum of 30 semester hours with 18 of those hours at the 5000 level or above. No course below the 4000 level may be counted for graduate credit and no more than 6 hours can be thesis credits. Please contact your program for additional requirements.

Examinations

If a comprehensive exam or defense of a thesis, project, or report is required, student must be registered in the semester the exam or defense is given. Please see your school or college rules regarding minimum requirements, for they may be more stringent.

Thesis Requirements

Students who present a thesis as partial fulfillment of the requirements for the degree must register for a total of 4-6 thesis credits. These hours can be taken in one or over a series of several semesters. A grade of IP (in progress) will be

reported until the thesis is completed, at which time a final letter grade will be awarded.

Copies of the “Guidelines for Preparing Masters’ and Doctoral Theses” are available in the Graduate School, CU-700. These guidelines must be followed carefully in the preparation of the thesis. Each thesis is reviewed for format compliance and must be approved by the Graduate School before final signatures are obtained. Although the thesis committee must be composed of three graduate faculty members, the thesis may be approved and signed by two of the committee members. At least one of the copies must have original signatures.

Three copies of the thesis, two on CU – thesis bond and one on regular paper, must be submitted to the Graduate School by the deadline specified. The two copies on thesis bond remain in the Library (one in Reference Section and one in Archives); the third copy on regular paper is forwarded to the student’s program. Additional personal copies may be submitted for binding at the time the thesis is submitted. The binding fee is due and payable, **by check or money order only**, when the thesis is submitted to the Graduate School. Since fees are subject to change, contact the Graduate School at 303/556-6536 for current fees.

Time Limit

Master’s degree students have a maximum of seven years from the date of the start of coursework to complete all degree requirements. Please see your school or college rules regarding time limits, for they may be more stringent.

Candidate for Degree

Students may register as a Candidate for Degree if they have completed all degree requirements except the comprehensive exam or defense. Since the fee for this registration is substantially less, students will not be allowed to register for this in subsequent semesters. You may obtain the call number for this registration from your program or from the Graduate School. Only students completing master’s degrees will be allowed to register as a Candidate for Degree.

Doctor of Philosophy Degrees

Minimum Requirements

A minimum of 30 semester hours of graduate courses (numbered 5000 or above) and 30 semester hours of dissertation credit are required for the Ph.D. degree, but the number of hours of formal courses will ordinarily exceed this minimum. A minimum of five dissertation hours must be registered for each fall and spring semester following successful completion of the colloquium or comprehensive examination.

Examinations

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 and will consist of the advisory committee and additional members as necessary.

One of these committee members must be outside the primary department. All committee members must hold graduate faculty appointments. The final defense will be wholly or partially oral and is open to anyone. The examination will be conducted by a committee consisting of at least four graduate faculty members, one of whom must be from outside the student's department. Two weeks prior to the defense, an Announcement Form and Request for Graduate Examination form must be completed and submitted to the Graduate School. Both of these forms are available in the Graduate School. **Students must be registered in the semesters the comprehensive exam is done and the defense is presented.**

Dissertation Requirements

Students must present a dissertation as partial fulfillment of the requirements for the degree. A grade of IP (in progress) will be reported until the dissertation is completed, at which time a final letter grade will be awarded. Copies of the "Guidelines for Preparing Masters' and Doctoral Theses" are available in the Graduate School, CU-700. These guidelines must be followed carefully in the preparation of the dissertation. Each dissertation is reviewed for format compliance by the Graduate School, and must be approved before final signatures are obtained. The dissertation must be signed by four committee members, and at least one of the copies submitted must have original signatures. Three copies of the dissertation, two on CU – thesis bond and one on regular paper, must be submitted to the Graduate School by the deadline specified. Two copies on thesis bond remain in the Library (one in Reference Section and one in Archives); the third copy on regular paper is forwarded to the student's program. Additional personal copies may be submitted for binding at the time the thesis is submitted. The binding fee is due and payable, **by check or money order only**, when the dissertation is submitted to the Graduate School. Since fees are subject to change, contact the Graduate School at 303/556-6536 for current fees.

Additional Requirements

The University Microfilm Agreement and the Survey of Earned Doctorates forms must be completed and submitted with the final copies of the dissertation. These are available in the Graduate School.

Time Limit

Doctoral degree students have a maximum of eight years from the date of the start of coursework to complete all degree requirements.

Graduation Procedures

The College of Architecture and Planning (master's program only), College of Business and Administration, and the Graduate School of Public Affairs conduct degree audits for students enrolled in their programs. Degree audits for the School of Education, College of Engineering and Applied Science, College of Liberal Arts and Sciences, and the doctoral program in the College of Architecture and Planning are conducted by the Graduate School. Please contact your college or the Graduate School for procedures and deadlines relating to graduation.

Student Ethics

Students are expected to adhere to the highest code of personal and professional ethics. Students who do not meet these standards may be dismissed upon recommendation of the director of the student's graduate program.

For on-line access to the handbook, please refer to www.cudenver.edu/public/grad

Department Contact Persons

School/College Department	Contact Person	Phone 303/55X-XXXX	Campus Box
Architecture			
Master's Program	Pam Erickson	6-3387	126
Doctoral Program	Willem Van Vliet	303/492-5015	126
Business			
Admissions	Shelly Townley	6-5900	165
Post-admission	Linda Olson	6-5900	165
Education			
Administration	Carol Kemp	6-4857	106
Counseling	Jane Lipscomb	6-8367	106
Curriculum & Instr	Willie Brown	6-4366	106
Engl as 2 nd Lang	Willie Brown	6-4366	106
Lang, Literacy	Willie Brown	6-4366	106
Early Childhood	Laura Hatcher	6-3535	106
Ed Psychology	Laura Hatcher	6-3535	106
Ed Specialist	Jennifer Zavada	6-6022	106
Info & Learn Tech	Jennifer Zavada	6-6022	106
School Psych	Jennifer Zavada	6-6022	106
Special Educ	Jennifer Zavada	6-6022	106
Ph.D. Program	Lori Sisneros	6-8854	106
Engineering			
Civil Engineering	Dawn Arge	6-2871	113
Computer Science	Jackie Waitman	6-4314	109
Electrical Engin	Christy Mourning	6-2353	110
Mechanical Engin	Loretta Duran	6-8516	112

Department Contact Persons (Continued)

School/College Department	Contact Person	Phone 303/55X-XXXX	Campus Box
Graduate School			
Policies/Graduation	Annette Beck	6-6536	163
Liberal Arts			
Anthropology	Connie Turner	6-3554	103
Basic Science	Zenas Hartvigson	6-3075	170
Biology	Gerry Audesirk	6-2593	171
Chemistry	Donald Zapien	6-3203	194
Communications	Sally Thee	6-2591	176
Economics	Lynn Ferguson	6-4413	181
English	Elaine Beemer	6-8304	175
Environmental Sc	Rosemary Wormington	6-4520	136
Health & Beh Sc	Rosemary Green	6-4300	188
History	Sue Sethney	6-4830	182
Humanities	Brian Lisle	6-2305	127
Mathematics	Marcia Kelly	6-2341	170
Political Science	Patricia Padilla	6-3556	190
Psychology	Linda Kucia	6-8565	173
Social Sciences	Brian Lisle	6-2305	127
Sociology	Rachel Watson	6-3557	105
Tech Communic	Sally Thee	6-2591	176
Public Affairs			
A-L	Dawn Savage	6-5976	142
M-Z	Antoinette Sandoval	6-5972	142
Other Important Contacts			
Admissions		6-2704	
Bursar		6-2710	
Financial Aid		6-2886	
Info on GRE		6-3677	
Library		6-2639	
Records (Transcripts)		6-2389	
Tuition Info		6-2389	

