



UNIVERSITY OF
DENVER

Morgridge College
of Education

Bulletin

2008 - 2009

Your successful experience in the Morgridge College of Education (MCE) is important to us. This Morgridge College of Education Bulletin is a tool to ensure you maintain academic progress according to Morgridge College of Education and University of Denver (DU) policies and procedures. Your Program Handbook also contains information addressing specific requirements of your program in addition to those contained in the Morgridge College of Education Bulletin. Please take the necessary time to read this Bulletin, your Program Handbook, and refer to the Morgridge College of Education website (www.du.edu/education) for any updates or changes. If you have any questions about the information contained in this Bulletin, please contact the Morgridge College of Education's Office of Admissions and Enrollment Services at 303-871-2509.

In addition, the University of Denver's Graduate Studies website (www.du.edu/grad/grad_gd.html) is a terrific resource for additional information regarding policies and procedures for graduate students. The 2008-2009 University of Denver Graduate Policies and Procedures can be found at: <http://www.du.edu/grad/forms/Grad%20Policy%20and%20Proc1.pdf>

The University of Denver and the Morgridge College of Education reserve the right to make changes in the regulations, courses, rules, fees, or other changes in this bulletin without advance notice. See the Morgridge College of Education website at www.du.edu/education and the DU website at www.du.edu for any updates to this Policies and Procedures Manual. No verbal modifications to the contents of this Bulletin are allowed. **All program modifications must be in writing and approved by the MCE prior to any modifications.** The University of Denver and its programs are accredited by the North Central Association of Colleges and Schools, the State of Colorado, the American Psychological Association, and the American Library Association.

The University of Denver is an Equal Opportunity Institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment, on the basis of race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, or physical or mental disability. Inquiries concerning allegations of discrimination based on any of the above matters may be referred to the University of Denver, Office of Diversity and Equal Opportunity, 2199 S. University Blvd., Room 221, Denver, CO 80208, 303-871-7436, or the U.S. Department of Education, Office of Civil Rights, 1244 Speer Blvd., Denver, CO 80204.

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MORGRIDGE COLLEGE OF EDUCATION

The Morgridge College of Education (MCE) at the University of Denver plays a leadership role in providing distinctive programming for licensure, endorsement, master's, and doctoral studies. The College also provides models of practice for education, information inquiry, and personal development across the life-span through specialized services, relationships with schools, libraries, universities, and projects in the community. Building on its tradition of small classes and personal attention, while serving students from diverse backgrounds, the College establishes a challenging and supportive environment for students. Its mission is the development of high quality professionals who demonstrate ethical and effective practice. Members of the faculty and staff function as a learning community and are committed to original scholarship, freedom of inquiry, continuous improvement of teaching, innovative uses of technology, and on-going renewal of professional practice.

The graduate curriculum within the MCE is divided into seven academic programs:

- Child, Family, and School Psychology
- Counseling Psychology
- Curriculum and Instruction
- Educational Administration
- Higher Education
- Library and Information Science
- Quantitative Research Methods

Within these programs, degrees are offered at the master's, educational specialist, and doctoral levels. Academic certificates of advanced studies are also offered in several program areas. Descriptions of degree and certificate programs are available on the Morgridge College of Education's website at www.du.edu/education.

MISSION

The Morgridge College of Education's mission is to be a force for positive change in the lives of individuals, organizations, and communities through unleashing the power of learning.

We accomplish our mission in four ways: through preparing highly competent, socially responsible, ethical, and caring professionals to promote learning in diverse settings; through actively reaching out beyond our College to engage in learning partnerships with others; through contributing high quality research to our respective fields, and through modeling excellence in all of our own educational programs.

VISION

The Morgridge College of Education will be a global leader in innovative and effective approaches for promoting learning throughout the lifespan. Transcending traditional ideas about education and schooling, we will embrace a new, comprehensive vision of learning as a lifelong activity that involves the whole person and can occur through a variety of methods, anywhere and at any time. We will promote educational change and social equity and will provide leadership for the improvement of education, mental health, and information services and systems.

STRATEGIC INITIATIVES

1. **Serve the public good.** Align all Morgridge College of Education programs, community engagement activities, and schools with the mission of promoting educational change and social equity to serve the public good.
2. **Promote innovation.** Intentionally promote a culture of innovation with the goal of generating effective approaches for improving learning throughout the lifespan.
3. **Focus on preparing and developing leaders.** Align the curriculum of every program with the goal of producing courageous and ethical leaders.
4. **Leverage intellectual capital.** Investigate, demonstrate and disseminate highly effective strategies and practices for enhancing learning throughout the lifespan and influencing public policy.
5. **Achieve excellence in all programs.** Develop and maintain systems that measure and promote excellence through quality improvement processes and diversity initiatives.
6. **Create contexts for dialogue and social action.** Create and sustain a center/institute for interdisciplinary dialogue, advanced study, and the practical resolution of problems related to teaching and learning, organizational governance and management, health and mental health, and information systems and services.
7. **Foster interdisciplinary work.** Open channels of communication within the Morgridge College of Education and with all University units/divisions/deans to raise the quality of research, teaching, and learning throughout the University and to enhance the quality of Morgridge College of Education programs with contributions from all fields of knowledge.
8. **Develop resources to support mission.** Ensure that vision is supported by strong financial and facility resources.
9. **Raise Visibility.** Continuously and proactively raise the visibility and reputation for quality of the Morgridge College of Education and University of Denver.
10. **Build trust in all we do.** Sustain a thriving, supportive learning community among students, faculty, staff, alumni, and community partners.

OUR COMMITMENT TO DIVERSITY

It is apparent in many ways that the University of Denver and the Morgridge College of Education value diversity.

“We believe that one mark of a leading university is its commitment to diversity and the concomitant practice of recognizing and valuing the rich experiences and world views of individuals and groups” – University of Denver Chancellor Robert Coombe.

The Chancellor’s Diversity Statement, available in its entirety on our web site, reflects the College’s commitment: The University’s commitment to diversity in particular requires that we attract members of historically under-represented racial and ethnic groups. To create a rich academic, intellectual and cultural environment for everyone, our concern must extend beyond representation to genuine participation. Our commitment must entail the creation of initiatives and programs designed to capitalize on the benefits of diversity in education, research and service. In sum, our actions must speak louder than our words.

The Morgridge College of Education’s Diversity Plan is a living document that consistently inspires dialogue and promotes strategic initiatives. We define diversity as a commitment to understanding the

ways in which individuals and groups vary in terms of values, beliefs, and/or behavioral norms. Diversity is a process of valuing individual and group differences by promoting non-prejudicial attitudes and inclusive actions in a safe and affirming environment.

Diversity Core Values

- The MCE is committed to the growth and development of each student, faculty, staff, and administrator within a nurturing, inspiring, and safe environment. Areas of focus include intellectual, creative, social, physical, and moral. All members of the MCE community develop self-confidence and high self-esteem at the MCE through personal growth, community service, and global awareness.
- The MCE honors the individual and embraces human differences. The essence of the MCE is to value all students, faculty, staff, and administrators equally while treating all members of the MCE community fairly. The MCE meets each individual's needs in an environment of respect, responsibility, relationship, and accountability.
- The MCE is committed to accessibility. The MCE is intent on removing barriers – financial, cultural, and physical – that might impede student, faculty, staff, and administrator's access to the MCE.
- The MCE is committed to diversity initiatives that are sustainable. It uses all resources, both physical and human capital, wisely and carefully.
- The MCE is an active, contributing partner in the broader community. As citizens of the world at large, the college community shares its talents and knowledge in support of the common good.

OUR DEDICATION TO COMMUNITY ENGAGEMENT

As an “engaged Morgridge College of Education” we are dedicated to building partnerships with our surrounding schools, libraries, and communities. Through community engagement the wisdom of community residents, teachers, and other practitioners combines with the technical knowledge of professors and students to ensure a more balanced set of political, social, economic, and cultural priorities. This process results in shared resources and shared power, thus leading to equity and social justice.

We are committed to building stronger and healthier educational environments and communities. We believe that success hinges on the effort invested in bringing people together, building and nurturing long-term relationships and partnerships. Multiple benefits will be realized as new individuals and organizations across our city and region are included and involved.

Our partnerships develop, identify, and implement projects and programs that use university scholarship and infrastructure to add value to community programs and contribute to community sustainability, and which add value to university activity.

What Do We Do?

Community-based learning and *public scholarship* are the basis for these partnerships. *Community experts* provide essential input to all engaged activities.

Community-Based Learning takes academic learning for credit out of the traditional classroom. Examples include mentorship, practica and internships, community-based research projects, and service-learning placements. Faculty and students apply their disciplinary knowledge or they serve communities and non-profit organizations while learning civic responsibility. Considerable expertise exists within our College to assist students and faculty with the development of community-based learning opportunities in the curriculum.

Public Scholarship includes scholarly and creative work in the public interest, scholarship planned and carried out in cooperation with community partners, and academic work that produces a “public good” such as exhibits, performances, consultations, and broadly accessible research results. We provide financial, technical, and promotional support for public scholarship enabling faculty and students to address public needs in Denver and beyond.

Community Experts help shape our courses and programs. Inviting community members and educational leaders into planning processes helps our graduates become visionary leaders. Including a broad array of community experts in all stages of our curriculum development helps produce human service professionals who are culturally responsive and able to more closely meet specific needs. We invite leadership from schools, libraries, and community groups to demonstrate that their participation is valued and that their views are essential. This helps to build trust, increase communication, and create openness to utilizing the College’s services.

ENROLLMENT

CLASSIFICATION OF STUDENTS

Graduate students are classified as follows:

Certificate Student

A certificate student is one who is engaged in a program of study leading to a graduate academic certificate rather than a graduate degree program.

Full Time or Part Time

The University’s definition of full-time study is 8 credit hours or more of course work or research credit per term. Half-time students are enrolled in 4 to 7 credit hours. Less than half-time students are enrolled in 1 to 3 credit hours. Some graduate programs and fellowship awards may require more than 8 credit hours of enrollment per term to be considered full-time. Consult the specific program or the Morgridge College of Education Office of Admission and Enrollment Services for these requirements.

Good Standing

Students who have met scholastic requirements and all University financial obligations are in good standing. Grade reports, transcripts, attendance certificates, and diplomas are withheld until all obligations have been met.

Provisional Status

Students admitted with some deficiency in undergraduate training or incomplete credentials hold provisional status. Provisional status must be changed to regular status as soon as the conditions governing this type of admission have been met. This should occur by the end of the first quarter of enrollment. Contact the MCE Office of Admission and Enrollment Services for specific information related to the program of study.

Regular Status

Students unconditionally approved for graduate study hold regular status. Regular status is required for advancement to degree candidacy and graduation.

Special Status Students

Students holding baccalaureate degrees who do not intend to pursue a degree program or professional certification may be admitted under special status. The following policies apply to special status students:

1. No transcripts are required under special status, nor is the student required to pay the application fee.

2. In the event that the student subsequently wishes to undertake a degree program in the Morgridge College of Education, the regular application procedures must be followed, including the submission of the required fee.
3. No more than 15 credit hours earned in special status may be applied to the degree. It is important to note that these credits may or may not be appropriate towards the degree.
4. Students holding special status must apply each term in the Morgridge College of Education Office of Admission and Enrollment Services. Special status students may not register during priority registration, but may register with new students immediately prior to the beginning of each term.
5. Special status students must secure the instructor's signature on the *Special Status* form prior to submission for registration.
6. Admission as a special status student does not guarantee admission to any regular University graduate degree program.
7. International students must add TOEFL/iBT scores – see the Graduate Studies website (www.du.edu/grad/grad_gd.html).

CHANGE OF STATUS

Change of Degree or Program: A graduate student who wishes to change to another degree program must be terminated from the admitted program to which they were originally admitted and apply to the different degree program. If a graduate student wishes to apply to change his/her major or concentration within the Morgridge College of Education, a *Change of Major* form must be completed and approved by the graduate program and sent to the Office of Graduate Admissions and Records.

Non-Medical Leave of Absence: A Student must inform the college and his/her program, and the Office of Financial Aid in writing of their leave of absence, stopout, or non-medical withdrawal.

Probationary Status: Any student whose overall grade point average falls below a 3.0 will be placed on probation. The student must meet with his/her advisor to develop a plan designed to remedy the academic deficits. Also see Grade Requirements in this Bulletin.

Suspended Status: Any student who engages in sufficient academic or behavioral misconduct may be suspended from the program and the University and not permitted to enroll during a specified period. A suspended student who wishes to re-enroll must reapply to be considered for readmission. The University will not accept courses completed at another institution while the student is under suspension.

Termination: If a graduate student maintains a GPA lower than 3.0 for three successive quarters, or when in the opinion of the student's advisor, Program Chair, and Associate Dean, the student is incapable of raising his/her GPA to 3.0, or finishing requirements for the degree, termination from the program will be recommended. A graduate student who wishes to change to another degree program outside of the Morgridge College of Education must be terminated from the current program.

Inactive Status: Degree candidates, conditional degree candidates, and certificate candidates who do not register for classes for more than two consecutive quarters are classified as inactive students. To resume classes, students must reapply under the current program requirements and pay a reapplication fee. Please note that all MCE students must also follow the Continuous Enrollment Policy noted in this Bulletin.

CONCURRENT CANDIDACIES

Students may be enrolled in two programs concurrently. Admission and program requirements must be fulfilled for each program. A student must obtain written approval from each unit to which he/she is applying, indicating that that unit concurs with enrollment in two programs simultaneously. There will be no reduction in the number of credit hours required for either degree. A Graduate Dual Flex Degree option may be considered which also involves applying to both programs, approved admission to both programs, and approval by the Office of Graduate Studies in advance. With the Graduate Dual Flex Degree option, a slight reduction of total credits may be approved.

DEFERRAL POLICY

The MCE allows students to request deferment of the date of their intended enrollment for up to one year, either before or after acceptance. If the student does not enroll in the term to which admission was deferred, he or she must reapply and pay a reapplication fee.

READMISSION

Students who interrupt a degree program by not registering for two or more quarters, with the exception of summer quarter, must apply for readmission. An Application for Readmission can be obtained from the Graduate Admission Office, University Hall, room 216 (<http://www.du.edu/grad/>). Students who are readmitted prior to the beginning of priority registration are eligible for priority registration. Students who are readmitted after priority registration may register according to the Registrar's guidelines once readmission is complete. Students who are readmitted must follow any new policies/procedures from MCE and DU and may have to also follow any new curricular requirements of the program. Students who do not register for two or more academic years must reapply to their program and may not be eligible to count prior courses to the current program of study.

REGISTRATION

Auditing Classes

Auditing privileges are extended only to full-time students who have approval of the course instructor. Approval for auditing is granted at the discretion of the instructor and only where space is available. Students do not officially register for courses that are being audited; therefore, no tuition is charged, and no record of the course is made. If a student does want record of a course on her/his transcript, she/he must register for the course as a non-credit student and pay tuition. Students enrolled in a course for credit may change to audit only if the course is dropped within the first five days of the term.

Class Attendance

Students must officially enroll for the courses they attend. A student cannot receive credit for a course without being enrolled in it.

Instructors have the right and responsibility to establish attendance policies for their courses.

Students are responsible for informing instructors about their absence from class and for completing assignments given during their absence. Most likely, any late assignments or absences will result in a lower grade on that assignment and/or the course overall.

Course Information

Admission to any course implies the permission of the instructor and the department. All courses are subject to the prerequisites identified in the course description unless appropriate equivalent experience or study is approved by the instructor.

Course Number Designation

Course numbers consist of a three or four letter subject code that identifies the academic unit offering the course, followed by four numbers that indicate the level of the course. Graduate credit cannot be earned in courses numbered below 3000.

Morgridge College of Education Course Prefixes

Child, Family, and School Psychology (CFSP)
Counseling and Counseling Psychology (CNP)
Curriculum and Instruction (CUI)
Educational Administration (ADMN)
Higher Education (HED)
Library and Information Science (LIS)
Quantitative Research Methods (QRM)
Teacher Education Program (TEP)

Morgridge College of Education Course Descriptions

All Morgridge College of Education course descriptions are available on the MCE website at www.du.edu/education and on the DU Registrar's site www.du.edu/registrar.

Courses for No Credit

A student may register for no-credit (NC) in any course with approval of the course instructor, and only where space is available. A "no-credit" registration cannot be changed to a credit registration after the deadline for registration has passed. Further, a student enrolled for credit cannot change to "no-credit" after the end of the sixth week of the term. Such courses count as full credit value in determining the total study load allowed. Courses taken on a no-credit basis do not apply as part of the minimum credit-hour requirements for any graduate degree.

The tuition charge for no-credit is the same as for credit courses, and the courses are listed on the student's permanent record with a grade of "NC" (No Credit). Students receiving any type of financial aid, scholarship, or grants should check with the Office of Financial Aid before registering for NC, as financial aid may not cover courses taken for no-credit.

Credit Load

An average full time load in the MCE is 8 credit hours per quarter. Graduate school is much more challenging and rigorous than undergraduate work. To that end, we highly recommend that a graduate student in the MCE rarely take more than 12 credits in a given quarter. If it is necessary to do so, please note the DU policy on tuition payments/charges for 12-18 hours. A credit-hour overload of more than 18 hours requires advisor approval and signature of the Associate Dean of the MCE.

Directed Study

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that term. Directed studies are approved under extenuating circumstances to provide an opportunity to complete a required course.

Directed studies use the same forms and processes as independent studies. Partial applications will not be processed. Directed study courses (4992, 5992) appear on the student's transcript with the specific course title, and must be approved by the instructor and department concerned. There can be no change in the basic content of the course. In particular, this means the level, subject code, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course. Projects must be undertaken within the academic term in which they are registered. Registration after published registration dates is not permitted.

The responsibilities of the instructor of record are to: see that the grades are submitted, see that the material is presented in full in a timely manner, approve the course of study, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

Graduate Courses for Undergraduate Credit (Credit Counted Toward Bachelor's Degree)

With advance approval of the Program Chair and the Associate Dean of the Morgridge College of Education, undergraduate students may request to take a graduate course for undergraduate credit. Forms are available in the Center for Academic and Career Development. The request must be approved and filed in the Registrar's office before the student registers for the graduate course, and registration must be completed before the deadline of the last day for registration with credit.

Graduate courses taken for undergraduate credit may not be used again for credit upon enrollment in University of Denver graduate programs. Students should consult the college, school, department, or institute to avoid potential conflict.

Independent Research

Independent Research opportunities are available to students for dissertation and thesis research.

Independent research projects have course numbers generally ending in -995. Students obtain applications from their academic department, and partial applications will not be processed. The -995 courses are generally reserved for the Doctoral Dissertation (5995) or the Master's Thesis (4995) work. Upon successful completion of the project or on its termination by request of the department, the research advisor will record a final grade. The A-F grading system is used in evaluating the research. Projects must be undertaken within the academic term in which they are registered, and registration after published registration dates is not permitted.

The responsibilities of the instructor of record are to: see that the grades are submitted, approve the course of research, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

Independent Study

Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by class offerings. Students should demonstrate qualities necessary for interested and intensive inquiry. The topic and outline must be agreed upon by the student with the approval of the instructor and department concerned.

Graduate students must obtain applications for Independent Study Projects from the MCE Office of Admission and Enrollment Services, or the DU Office of the Registrar or Office of Graduate Studies. Partial applications will not be processed, and registration after published registration dates is not permitted. To be eligible for Independent Study, the student must be in academic good standing (i.e., 3.0 GPA for graduate students). Independent studies must be at least one credit hour and generally do not exceed five hours. Independent study projects (4991 Master's, 5991 Doctoral) appear on the student's transcript with the specific topic as the course title, and academic grades (A-F) are assigned. Projects

must be undertaken within the academic term in which they are registered. Independent study may not be taken instead of, or to modify, a regular course offered by a department.

The responsibilities of the instructor of record are to: see that the grades are submitted, approve the course of study, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

Internships After Completion of Coursework

Some students are required to do an internship as part of the degree requirements, but do not receive course credit while on internship status. These students, who have completed all other coursework, must see the MCE Continuous Enrollment policy of registration for dissertation credits and must register for Continuous Enrollment. Students should consult the full Continuous Enrollment policy and guidelines and the Office of Financial Aid to see if they are eligible for loans and loan deferment. Students who are not required to participate in full-time internship are not eligible.

Note: There are internship programs available to full-time DU students for credit, and the general regulations governing loans and loan deferments apply. Contact the Office of Financial Aid for further information.

Registration Changes (Add/Drop)

Students must register online via the secure web site (www.du.edu/registrar). Instructions for web registration are available on the Registrar's web site and are also printed on the registration materials. Courses requiring special permissions or forms, such as Independent Study, restricted enrollment, those with unmet prerequisites or those resulting in a credit-hour overload may require registration in the registration office. Students are expected to check with academic advisors and/or the course catalog to identify prerequisites and course restrictions prior to attempting to register for courses.

After priority registration, registration continues through the first five days of the quarter. However, all students (continuing, new, returning stop-outs, and readmitted) who do not register before the first day of the quarter are assessed a late registration service charge. The late registration service charge cannot be waived. Registrations are not processed after the designated registration period of the quarter.

Students may drop or add courses without approval or penalty through the first five weekdays of a quarter (Monday-Friday, summer session excluded) online or during regular office hours in the registration office.

Section Changes: Students may change from one section of a course to another with the instructor's approval for the section being added. The section being dropped is deleted from the student's record.

Adding Courses: Generally, courses may be added during the second to eighth week of a quarter with an instructor's signature. Courses may not be added after the eighth week of the quarter.

Waitlists: Contact the individual academic units for their policy on waitlists. Some units manage waitlists internally instead of through the Registrar's Office.

Withdrawal from (Dropping) Courses:

Administrative Withdrawal - Students must withdraw from courses that are canceled by the University. Canceled courses are deleted from the student's record and tuition charges reversed, if appropriate. Students are notified of the cancellation by the Registrar's Office

via DU email. To remove the course from the transcript the student must withdraw from the class online.

When there is a waiting list for a course, students may be administratively withdrawn from courses by instructors if the students do not attend during the first week of the quarter and have not made arrangements with instructors for excused absences.

Student Withdrawal - With the exception of administrative withdrawals (above), a student must officially drop a course or a failing (F) grade is assigned. For example, if a student ceases to attend a course, the student remains enrolled in the course unless the student officially drops the course through the Registration office. A student cannot drop a course after the automatic withdrawal (W) deadline without all required signatures submitted to the Registration office. In either of these cases, the drop is not processed, and the student receives a failing (F) grade for the course. The student is liable for payment of all tuition and charges related to the course.

Students may not withdraw from courses after the 8th week of the quarter (or after the 4th week of a 5 or 6 week course) except by special permission from the Associate Dean of the MCE and the Vice Provost for Graduate Studies and Research with written documentation of extenuating circumstances beyond the student's control (e.g., medical or personal emergencies) and strong support from their program, or with documentation that they never attended the class. In cases where the grade report indicates the student never attended, the Registrar may process the withdrawal request without referral to the Graduate Academic Exceptions Committee. Section and level corrections are also delegated to the Registrar's Office.

Withdrawal from the University: A graduate student withdrawing from the University must notify the Morgridge College of Education in writing. If the student decides to withdraw after enrolling in classes for the term, the student should contact the Registrar's Office for procedures for dropping all courses. Official withdrawal during the second to sixth weeks of the term will result automatically in the recording of grades of 'W' for all courses. After the sixth week, grades of 'F' will be recorded for all courses. Unofficial withdrawal may result in grades of 'F' and outstanding tuition charges for courses in which the student is registered.

Note:

International students who are considering Withdrawing from the university should also contact the office of International Student and Scholar Services.

Non-Punitive Drop Periods: Courses dropped through the first five days of the quarter (summer session excluded) are deleted from the student's record. A non-punitive notation of withdrawn (W) is assigned for courses officially dropped after the first week of the quarter. Grades of "W" are not counted as part of the student's GPA and will not be removed from the transcript. A course may be dropped without instructor's approval through the published date for automatic withdrawal (generally the end of the sixth week of a quarter). Consult the individual program of study for any additional requirements for dropping a course after the first week of the quarter.

Academic Dishonesty: A student can be prevented from dropping a course in cases of suspected academic dishonesty, even during the automatic withdrawal (W) period. In cases of suspected academic dishonesty, the Registrar's Office can reinstate a course that has been dropped without notification to the student. Once the case is heard by the Office of

Citizenship and Community standards, and if academic dishonesty is determined, an instructor may assign a student a failing (F) grade for the course in question. A withdraw (W) for the course is not honored. If the accused student is found innocent of academic dishonesty, and there has been an attempt to drop during the automatic withdrawal period, the drop is processed and a notation of withdrawn (W) assigned.

Drops with Approval: An instructor may refuse to give permission to drop a course to a student who is failing the course. After the sixth week of the quarter the instructor's signature and advisor's signature are required to drop a course.

Drop Deadlines: Withdrawals during the two weeks (10 class days, Monday through Friday) prior to the scheduled final examination period are not allowed. The Registrar's Office will maintain these and other important dates.

TEST-OUT EXAMS FOR PH.D./ED.S. STUDENTS

This policy applies to all doctoral students. A student may waive or test out of the following introductory courses:

| | |
|--|--------------|
| QRM 4900 Educational Measurement | 3 credit hrs |
| QRM 4903 Empirical Research Methods | 3 credit hrs |
| QRM 4930 Statistical Methods in Education and Psychology | 5 credit hrs |
| CUI 4951 Introduction to Qualitative Research | 3 credit hrs |

If you can waive one of these courses, you do not also need to register to test out. Waivers may be granted for students having taken courses with comparable content at the graduate level within the last five years with a grade of "B" or better. Waivers may be granted under additional circumstances as well if the student can demonstrate content knowledge via past projects or combinations of courses. Please consult the QRM Program Chair if you have questions about waiving a QRM course; consult with the instructor of CUI 4951 regarding waiving that course.

If you desire to test out of these courses, you must pass the exam with a score of at least 80%. You may retake the test **ONLY ONCE**; you will need to wait until the next test-out date is announced and register again. Test-out dates are generally in mid-November and mid-June of each year. If you score above the minimum of 80% you do not need to take the introductory course. You will not be awarded credit hours for passing a test out exam.

The credit hours associated with the class you successfully tested out of should be utilized for other, more advanced research courses. Please note that you are still required to complete at least 28 hours of research credits [covering the 17 introductory credit hours, a minimum of 8 intermediate credit hours, and a minimum of 3 advanced level credit hours]. You should consult with your faculty academic advisor if you have any questions or need advice about whether or not you should take the course or test out. If you do not score above 80% on the second attempt, you must take the course.

The schedule was designed with the intention of students taking no more than 2 exams. If you think you would like to take more than 2 exams during the same testing period, please inform the MCE Office of Admission and Enrollment Services so we can try to accommodate that option. If you are only taking one exam, please register for the first time slot on the testing day.

Information about exam schedules will be published each November and June by the Office of Admission and Enrollment Services. All exams are closed book and no notes, materials, or other persons

may be used or consulted during the exam. All tests will be administered by MCE staff who will proctor the exam in the designated location. Please plan to arrive at the testing location at least 10 minutes prior to the beginning of the exam. You will have only 2 hours to complete the exam.

Advanced registration is required. When you register, you will receive an information sheet indicating the course content and general topics typically covered in the course you are testing out. All retake exams will require an additional registration.

Exam results will be made available to you within 2 weeks of the testing date.

To register for the test(s), please sign up by the deadline noted in the announcement sent. Please contact the MCE Office of Admission and Enrollment Services in Ammi Hyde, Room 127 or call 303.871.2509 to inquire about or register for exams.

STUDENT BEHAVIOR AND CONDUCT

Please refer to individual program handbooks for additional, specific, information regarding expectations related to professional behaviors and/or ethical standards.

The University of Denver has a Code of Student Conduct to maintain the general welfare of the University community. The University is committed to creating a campus environment conducive to education, work, study and personal development.

Admission to the University carries with it the expectation that each student (including all part-time, undergraduate, graduate and non-traditional students) will be a responsible member of the campus community. By enrolling at the University, students assume the responsibility to observe the standards of conduct. By accepting the responsibility to respect the personal safety and individual rights of every member of the University Community, each student is given the opportunity to pursue his/her education in an environment based upon mutual respect.

The Office of Citizenship and Community Standards directs the efforts of students and staff in matters involving student discipline. This office is responsible for interviewing and advising students involved in the disciplinary process, determining the charges against a student, supervising and training the Conduct Review Board (CRB), resolving cases of student misconduct, and maintaining all disciplinary records.

Visit <http://www.du.edu/ccs/honorcode.html> for the complete Code of Student Conduct text.

HONOR CODE

The University of Denver Honor Code was inaugurated in the autumn of 2000 to ensure that all work completed by DU students is their own. Students who knowingly submit work that is not their own or permit others to reproduce their work violate the spirit and purpose of the University and may forfeit their right to continue study at the University of Denver.

The full text of the honor code and honor code violation procedures can be found at <http://www.du.edu/ccs/honorcode.html>.

Honor Code Statement

All members of the University community are entrusted with the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty.

Students are expected to demonstrate the highest level of ethical behavior. Most students understand that copying another student's answers on a test, copying another student's paper, stealing copies of a test,

using forbidden material on a closed book test, etc., are included in the typical definition of academic cheating. As students, you should know such behavior is unacceptable and, according to the DU Honor Code, are grounds for placing a student on probation or dismissing them from the University. Please refer to the DU Honor Code: www.du.edu/ccs/honorcode.html.

MCE Statement on Cheating/Academic Dishonesty

In the MCE, we have tried to maintain an atmosphere of student cooperation. As a result, students are often encouraged to work together on a project or to prepare for tests. Students prepare together for exams and often share notes, references, etc. On the other hand, it is and has been unacceptable in almost any academic setting to use other people's ideas or data without giving them credit. This is called plagiarism and is considered unethical according to the APA (2000) Code of Ethics. As a result, the faculty want to clarify that it is similarly unacceptable to "borrow" another student's work without giving him or her credit. It is often the case that professors use similar or identical assignments from year to year. Usually, this is because they believe the assignments are useful in teaching students a particular concept or skill. Using papers written by others, or parts of papers, materials, and handing it in as your own work is clearly unethical. It is tempting in the guise of friendship to pass on to new students copies of old assignments knowing that a professor may use the same one in future years. It is also tempting for new students to borrow copies of old assignments. Such behavior is, however, unfair to other students who do not have "friends" from whom to borrow assignments, to the student whose work is being "borrowed" without credit, and to the student who is "borrowing" the assignment since they do not have to do the learning involved in working through the assignment on their own. As a result, the faculty will consider such behavior to be cheating. All cases of cheating/academic dishonesty will be reported to the Associate Dean in the Morgridge College of Education to determine if they should be referred to the Office of Citizenship and Community Standards.

Unethical behavior will be considered cause for dismissal at any time during a student's program. Violations of ethical behaviors, code of student conduct, or the honor code are overseen by the Office of Citizenship & Community Standards (www.du.edu/ccs) in conjunction with an appointed DU Conduct Review Board. The Office of Citizenship and Community Standards can be contacted with questions about these policies and procedures at 303-871-4851.

The Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community.

The Honor Code fosters and advances an environment of ethical conduct in the academic community of the University, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect we enhance the value of our education and bring forth the highest standard of academic excellence. Members of the University community, including students, faculty, staff, administrators and trustees, must not commit any intentional misrepresentation or deception in academic or professional matters.

Rationale

The Code was developed following discussions among a broad range of constituencies within the University encompassing students, faculty, staff, administrators and trustees. The Honor Code is a living document that will evolve with time. In order to better foster and advance an environment of ethical conduct in the academic community of the University both substantive requirements and enforcement procedures may be amended by the University to reflect experience gained from its implementation.

Authority

Any modification of the Honor Code, other than to the procedures governing its enforcement, must be approved by the Board of Trustees upon recommendation from the Provost. Modifications and variations in procedures governing enforcement of the Code, including the use of alternative procedures in specific context as mandated by federal or state law, are subject to the approval of the Provost. In addition, upon recommendation from a Dean or the Faculty Senate, the Provost, in his or her sole discretion, may permit individual units or divisions of the University to adopt and implement area-specific descriptions of conduct violative of the Honor Code provided that such descriptions do not authorize or condone conduct prohibited by, or inconsistent with, the Code.

Enforcement

The "University of Denver Honor Code Procedures Governing Students" shall govern and be followed in the case of any student at the University who is accused of violating the Honor Code. The University's "Faculty Personnel Guidelines Relating to Appointment, Promotion and Tenure" shall govern and be followed in the case of any faculty member who is accused of violating the Honor Code. The University's "Employee Handbook of Personnel Guidelines and Procedures" shall govern and be followed in the case of any non-faculty employee who is accused of violating the Honor Code. The By Laws, or other Board policies, of Colorado Seminary or the University of Denver shall govern and be followed in the case of any trustee who is accused of violating the Honor Code. Any conflict or dispute concerning which procedure governs in the enforcement of this Honor Code shall be resolved by the Provost, or, in case of the trustees, by the Board of Trustees.

For the complete Honor Code Pledge, procedures and signature page, please refer to the Honor Code website at <http://www.du.edu/ccs/honorcode.html>.

DISRUPTIVE CLASSROOM BEHAVIOR POLICY

The Code of Student Conduct addresses classroom behavior in the following manner:

6(a): Interference with University Functions—Harassment includes unauthorized conduct of any kind which interferes with the ability of other students to pursue their education in designated environments (e.g., residences, study areas, classrooms, or libraries), the functioning of faculty or staff, or any other aspects of the University's educational mission.

Individual instructors have the right to determine whether specific student behavior is disruptive. Instructors may require a student to leave an individual class meeting for disruptive behavior; however, instructors are not authorized to summarily remove a student from the course. Should such removal be deemed necessary, instructors must follow the procedure outlined below. In exceptional cases where a student's presence is deemed an immediate threat to the instructor or other members of the class, instructors should immediately call Campus Safety at 303.871.3000.

If a student has repeatedly disrupted the class, or if a student's presence represents a significant impediment to the educational process, that student may be removed via an involuntary drop.

1. The instructor should first meet with the student in an attempt to resolve the issue. Another faculty or staff member (including Citizenship and Community Standards [CCS] or Campus Safety staff) may be asked to attend this meeting.
2. If this meeting fails to resolve the situation, the instructor shall inform the student of his/her intention to seek an involuntary drop, and provide the student an opportunity to drop the course voluntarily.

3. The instructor shall bring the matter to the office of the program or the MCE Associate Dean prior to the class meeting following the instructor's meeting with the student. In consultation with the instructor, the dean (or designee) shall determine whether to grant the request for an involuntary drop. The decision should be communicated to the student before the next scheduled class meeting, and shall be communicated no later than one week from the instructor's initial meeting with the student.
4. The student may appeal the decision to the Office of the Provost. This appeal must be submitted in writing no later than one week from the decision. Appeals shall only be considered in the following circumstances:
 - a. The existence of procedural errors so substantial that the student was denied due process;
 - b. A decision clearly not supported by the facts presented;
 - c. Presentation of new and significant evidence that was not reasonably available at the time of the decision; and/or
 - d. The decision is demonstrably arbitrary and capricious.
5. While an appeal is being considered, the student shall be restricted from attending the class from which he/she has been dropped.
6. The appeal shall be considered, and a decision rendered to the student, no later than one week from its receipt by the Office of the Provost. This decision shall be final.
7. Copies of all involuntary drop requests shall be provided to CCS, who shall determine whether disciplinary charges should also be filed. CCS shall generally defer to the recommendation of the course instructor; however, if the student has a previous disciplinary record, CCS reserves the right to take appropriate action regardless of the instructor's recommendation.
8. The course drop shall be effective from the date of the original decision, and for all administrative purposes (e.g., transcripts, tuition refunds, etc.) shall be considered the same as if the drop had been voluntary.

Any questions about this process should be directed to the Office of Citizenship and Community Standards at 303.871.4851 or www.du.edu/ccs.

PROCESS FOR RESOLVING CONFLICT

If a student has a conflict involving another student, a faculty member, or a staff member it is preferable for the student to work directly with that person to resolve the conflict. If that is not possible, the student should feel comfortable contacting his/her advisor. If that does not help to resolve the situation the student can direct his/her concern to his/her Program Chair in person or in writing. If the conflict is not resolved to the student's satisfaction, the student may contact the Associate Dean of the Morgridge College of Education. If the conflict involves a staff member, students should feel comfortable contacting the Assistant Dean of the Morgridge College of Education. If the conflict is not resolved to the student's satisfaction by the Associate or Assistant Dean of the Morgridge College of Education, a student may also contact the Office of Citizenship and Community Standards to file a formal grievance if desired. For further information on the Office of Citizenship and Community Standards, please visit: <http://www.du.edu/ccs/>.

The Ombuds Office at the University of Denver provides confidential and informal assistance to faculty, staff, and students regarding conflicts with or within the University of Denver. For further information on the Ombuds Office, please visit: <http://www.du.edu/ombuds/>.

PROGRAMS OF STUDY

COURSE PLAN FORMS

A student will develop, with the assistance of the advisor, a plan of study consistent with program requirements and identified intellectual and career goals. He or she will present it to his or her advisor who will insure that it conforms to requirements for the program. **It should be completed as soon as possible but no later than the end of the second quarter for M.A./M.L.I.S. and before completion of 30 credit hours for Ph.D. and Ed.S. students. All certificate plans of study must be completed at time of entry.** A copy of the student's course work plan will be placed in the student's file in the Morgridge College of Education's Office of Admissions and Enrollment. This plan may be changed at any time, based on new mutual understandings between the student and his or her advisor, but modifications must be filed in the Morgridge College of Education's Admissions and Enrollment Office. Course Plan Forms are available online from the Morgridge College of Education's website at www.du.edu/education and in the student's program handbook. No modifications to the degree plan may occur without MCE approval. It is the student's responsibility to make sure their degree plan conforms to their program requirements.

WAIVED COURSE

If it is appropriate to waive a course (e.g. similar course already taken, content knowledge demonstrated, or successful test-out for certain research courses) the course credit hours must still be utilized for another course. *A waived course does not mean a reduction in credit hours required.* The student's advisor must complete the appropriate form (available in the Office of Admissions and Enrollment and online at www.du.edu/education) indicating the course waived and the course designated as the substitute for the waived course. This must be done in the first quarter of enrollment.

TRANSFER OF CREDIT

Students may transfer **appropriate** graduate credit earned from an accredited institution to meet degree requirements at the University of Denver under the following regulations.

Transfer of credit for course work taken *prior* to enrollment in a degree program at the University of Denver degree program:

- The student must initiate the request for such transfer through the program and is responsible for seeing that the program has followed through at the College and University levels. An official transcript must accompany the transfer. The request for such a transfer and approval must be made during the **first quarter** of attendance as a degree-seeking student. The program advisor must first approve the relatedness of the credit to the degree the student is seeking.
- The transfer credit must have been earned as graduate credit at a regionally accredited institution offering a graduate degree program in a similar field for which the student is currently seeking a degree.
- The credit must have been earned within a five-year period preceding the request for transfer.

- Graduate students wishing to transfer course work may bring in courses with a "B" grade, providing the average of all graduate transfer course work is "B" or better. If only one course is to be transferred, the grade must be "B" or better. A grade of "B-" is unacceptable. Transfer credit is not included in the computation of the grade point average for the current degree. Courses taken on a pass/fail basis are not acceptable for transfer, unless the instructor provides a class syllabus and the student provides proof from the institution that a "pass" is equivalent to a "B" or better.
- Transfer of credit toward the doctorate is limited to 15. For Educational Specialist students the maximum transfer of graduate credit, taken after the completion of the undergraduate degree, is 15 quarter hours. For M.A./M.L.I.S. students, the maximum transfer of graduate credit is 10 quarter hours.

Transfer of credit for courses taken *after* enrollment in a University of Denver degree program:

- The student must initiate in writing a request for approval of outside course work, prior to actually enrolling in the course. The written petition, submitted to the department, should include the name of the institution where the course will be taken; the course title; number of credit hours; course description; and student's reasons for requesting outside credit. Please note it is rare that these credits will be approved for transfer. It must be clearly demonstrated why a course outside the University of Denver would be necessary to complete the student's program of study.
- If approved, transfer credits earned through outside course work must be at the graduate level from a regionally accredited institution. If a graduate student is approved to take two or more outside courses for transfer credit, the student may transfer in courses with a "B" grade, providing the average of the transfer credit is "B" or better. If only one course is approved for transfer, the grade must be "B" or better. (A grade of "B-" is unacceptable.)

The following maximum amounts of transfer credit are applicable only when recommended by the department and approved by the Vice Provost for Graduate Studies: M.A. or M.L.I.S., 10 quarter hours; Ed.S., 15 quarter hours; Ph.D., 15 quarter hours. All transfers of credit must be completed during the first quarter of enrollment. Certificate programs do not allow transfer of credit.

Students and advisors will be notified via email when transfer of credits have been approved by Graduate Studies.

CERTIFICATES OF ADVANCED STUDY

Requirements for certificates of advanced study vary by program. Students should refer to their student handbook or consult the program for specific certificate information. All credits must be completed within 3 years of admission including any stop outs. *As a note, no transfer credits are allowed for certificate programs.*

MASTER OF ARTS/MASTER OF LIBRARY AND INFORMATION SCIENCE (M.A./M.L.I.S.)

Credit Requirements

A minimum of 45 credit hours of approved graduate credit is required for a master's degree. A minimum of 35 credit hours of graduate credit must be earned at the University of Denver.

Residency Requirements

Enrollment as a graduate student in the University of Denver for at least three consecutive quarters is required for graduation.

Research Requirements

Each candidate must demonstrate proficiency in research and advanced study. Research requirements are determined by the candidate's advisor and program and may include one or more languages, statistical methods, laboratory, or other research skills.

Three Phases of M.A./M.L.I.S.

Phase I

Formal Admission to Program
Discuss Course Work Plan with Advisor
Discuss Course Work Plan with Cognate Advisor (if appropriate)
Obtain Advisor's approval of Course Work Plan (by end of first quarter of study)
If transfer of credits is involved, it must be done in the first quarter of enrollment
File Course Work Plan with Morgridge College of Education
Satisfactorily Complete Core Courses

Phase II

Select comprehensive exam or thesis option (Thesis is not an option in all programs)
Satisfactorily complete concentration and elective courses
Satisfactorily Complete cognate courses

Phase III

Pass Comprehensive Exam or Successfully Complete and Defend Thesis
Graduation

Examinations

- **Admission Examination:** The candidate must take such admission examinations as are required by his/her individual program.
- **Final Examination:** The requirement for a final examination for the master's degree is in accordance with the requirements of program. The examination may be oral or written or both.
- **Oral Examination for Master's Thesis:** An oral examination is required in defense of a thesis. The examination committee consists of no fewer than two (2) members chosen from the faculty of the MCE. In addition, the outside chair of the examination, who serves in addition to the faculty members, is a tenured, full-time faculty member outside the Morgridge College of Education. The examination is concerned primarily with the research project but may include such other information in the major field as is pertinent. Arrangements for appointing the examining committee and for the date and time of the oral examination must be made by the student with the Morgridge College of Education at least five weeks in advance. Copies of the Proposal/Final Thesis must be provided to the committee at least four weeks prior to the scheduled defense. **The student must work with his/her advisor closely to follow thesis guidelines.** Please consult the MCE Guidelines for Completion of Thesis/Dissertation, found online at <http://staging.du.edu/education/resources/current-students/handbooks.html>. The Office of Graduate Admissions and Records must be notified at least five weeks before the date of the examination. Finally, all defenses must be posted on the MCE website. This posting is done as the exam is scheduled. Committee members may not send written comments in lieu of

attending the oral examination. The oral examination must be held at least two weeks before the end of the term in which the degree is to be awarded (see schedule of deadlines at www.du.edu/grad). If the oral examination is failed, the re-examination granted by the college may not be taken until the succeeding term.

Guidelines for Conduct of Oral Examinations of Master's Thesis

- **Role of the Outside Chairperson for Oral Exam:** The chairperson of the oral examination represents the Office of Graduate Studies, which has established the policy of having a tenured full-time faculty member from another college serve as chairperson of the Examination Committee. The chairperson has the responsibility for making certain that the examination is conducted in a professional manner and that the student has a fair opportunity to defend their thesis. The chairperson is expected to provide opportunities for each voting member of the Examination Committee to participate in the examination and to see that the examination is of high quality while staying within proper limits of inquiry. The chairperson is expected to have read the thesis prior to the examination and to participate in the examination as their academic expertise permits, but the chairperson does not vote on the recommendation of the committee.
- **Composition of the Committee:** A thesis Examination Committee is composed of a minimum of two (2) voting members. The Committees are usually composed of regularly appointed faculty of the Morgridge College of Education. Persons on the Committee must hold the earned doctorate and be approved by the Morgridge College of Education Appointments, Promotion, and Tenure Committee, as well as by the Office of Graduate Studies. It is understood that the student candidate may participate in composing the Committee in consultation with the thesis advisor. Two members of a thesis committee, who have been involved with the research project and are familiar with the student's progress throughout its development, compose the Examining Committee. If the minimum number of Committee members is not present, the oral examination must be delayed unless appropriate substitutes, acceptable to the MCE Appointments, Promotion, and Tenure Committee, the Graduate Studies Office, the student, and advisor are authorized to serve on the Committee.
- **Conduct of the Examination:** An oral examination may also be attended by interested students and faculty members from the Morgridge College of Education and academic program in which it is conducted, faculty members from other programs within the University and, in accordance with Morgridge College of Education policy, by graduate students currently enrolled in graduate studies. After the Examination Committee has conducted the essential examination of the candidate, questions may be asked by other persons present within time limits of the examination. Participation of the Examination Committee is not limited to the principle question period. Notices of master's examinations must be posted on the Morgridge College of Education's website. This posting occurs with the form used to schedule the exam and is handled through the MCE Office of Admission and Enrollment Services. A copy of the thesis may be made available in the program's office for reading by interested faculty and the students.
- **Procedures for Making Recommendations:** When the examination is completed, the chairperson will request that the candidate and all other persons not on the Examination Committee leave the room, and will call for a motion to pass or fail the candidate. If the

motion is a recommendation to pass, the Committee must then agree on the conditions of the recommendation as follows:

- **Pass with no revisions** is interpreted to mean that only grammatical, labeling, or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.
- **Pass with minor revisions** indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.
- **Pass with major revisions** implies that a complete chapter or chapters must be rewritten, additional tables will be required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made usually rests with the thesis advisor, but if major changes are indicated, Committee members may also request an opportunity for their approval before final submission.

A recommendation to pass can have no more than one negative vote from members of the Committee.

A recommendation to fail indicates that the thesis content does not exhibit a high level of quality or that the candidate cannot defend the research. In such cases, a new or related study will usually be undertaken. A Committee member who does not pass the candidate is invited to provide a statement to the Morgridge College of Education Associate Dean and the Vice Provost for Graduate Studies and Research indicating the reasons for the failure.

If the Committee cannot come to a decision, a chairperson may postpone the examination. The candidate and their advisor must then reschedule the examination. Such action should be clearly indicated on the Oral Examination Result form.

- **Return of Forms:** The oral examination result form indicating the result of the examination is to be signed by all Committee members as well as the chairperson and returned immediately to the Office of Graduate Admissions and Records, University Hall, Room 216.
- **Comments:** Chairpersons and Committee members are invited to comment on the quality and procedure of the examination.

M.A. Thesis Option

While almost all master's students opt to take a comprehensive examination, a thesis may be elected, if the faculty approve a request from an individual student for this option. Students should decide on the thesis option early in their studies, preferably within the first two quarters, as additional courses will most likely be required for those students selecting the thesis option. Students should refer to their program handbook for specifics.

At least two (2) credits of XXX 4995 should be taken by all Master's degree students while conducting a thesis project.

Final Procedures

The student must assume full responsibility for meeting all basic requirements for the degree, as well as the specific requirements outlined by the program. Following advancement to candidacy, the student must complete the following:

1. File a formal application for graduation in the graduate studies office during the term preceding the one in which he/she expects to complete degree requirements. Failure to complete the degree during the expected term will require a new application and payment of a fee for additional evaluation and services.
2. Complete the final examination, oral or written or both, at least two weeks before the end of the term in which the degree is awarded.
3. Arrange for an oral examination of thesis. Formal notification of the thesis oral examination should be filed in the MCE Office of Admissions and Enrollment no later than five weeks before the examination date. A *Schedule of Oral Examination* form must be completed and returned to the graduate studies office at that time. Check the websites www.du.edu/education and www.du.edu/grad , for more information.
4. Submit the required number of copies of the thesis or project report in acceptable form to each examining committee member at least four weeks before the scheduled date of the oral examination.
5. Submit two copies of the thesis, with signatures as required for approval, to the graduate studies office on or before the final date outlined in the schedule of deadlines. Payment of the charge to cover the cost of microfiche, binding, and depositing of the original and one positive microfilm copy in Penrose Library must be made at this time.

See instructions for the master's thesis in your program handbook and the MCE Thesis/Dissertation Guidelines at <http://staging.du.edu/education/resources/current-students/handbooks.html>

University Information instructions for preparing your thesis are at <http://www.du.edu/grad/gradinfo/graduation.html> .

Extra copies of the thesis ordered by students are delivered to the program in which degree was completed.

If revisions are such that the thesis in its final form cannot be filed at least two weeks before the end of the term, the awarding of the degree will be postponed.

Time to Completion Requirements

Master's degree candidates are expected to complete degree requirements within five (5) years of beginning their programs, as measured from the initial enrollment in work credited toward the degree. Failure to do so will necessitate a written petition for an extension from the student to the Associate Dean of the Morgridge College of Education. If the extension meets Morgridge College of Education guidelines, a request will be made for an extension by the Associate Dean. The department and the student's advisor must recommend this extension. If it is not approved, the student will be terminated from the program.

EDUCATION SPECIALIST (ED.S.)

The primary purpose of the Specialist program in School Psychology is to prepare high quality practitioners for the public schools. The program requires at least three (3) years of academic study and

practicum experiences, followed by a full-time, one-year internship placement. The program leads to eligibility for Colorado licensure as a School Psychologist, and with a passing score on the National Association of School Psychologists Certification Exam, the designation, Nationally Certified School Psychologist (NCSP).

Credit Requirements

A minimum of 93 quarter hours of graduate credit (including practicum and internship) with a “B” or better grade average must be completed for the General concentration of the Ed.S. degree. A minimum of 111 quarter hours of graduate credit (including practicum and internship) with a “B” or better grade average must be completed for the Early Childhood concentration of the Ed.S. degree. In individual cases, additional course work may be required to insure quality and balance in the student’s program, or to correct for deficiencies in previous course work.

Residency Requirements

Enrollment as an Ed.S. student in the University of Denver for at least six quarters, including at least three consecutive quarters of full-time attendance, is required for graduation.

Three Phases of Ed.S.

Phase I

- Formal Admission to Program
- Discuss Course Work Plan with Advisor
- Discuss Course Work Plan with Cognate Advisor (if applicable)
- Obtain Advisor's approval of Course Work Plan (by end of first quarter of study)
- If transfer of credits is involved, it must be done in the first quarter of enrollment
- File Course Work Plan with Morgridge College of Education
- Satisfactorily Complete All Courses

Phase II

- Complete year-long internship

Phase III

- Pass Comprehensive Exam
- Graduation

Time to Completion Requirements

Ed.S. degree candidates are expected to complete degree requirements within six (6) years of beginning their programs, as measured from the initial enrollment in work credited toward the degree. Failure to do so will necessitate a written petition for an extension from the student to the Associate Dean of the Morgridge College of Education. If the extension meets Morgridge College of Education guidelines, a request will be made for an extension by the Associate Dean. The department and the student's advisor must recommend this extension. If it is not approved, the student will be terminated from the program.

DOCTOR OF PHILOSOPHY (PH.D.)

The doctorate is the highest degree offered by the University. It is conferred on students who successfully complete those requirements that the faculty of the Morgridge College of Education and the academic program have prescribed as the criteria for determining the general proficiency and specialized competence of the candidate in his/her chosen field. Total achievement, within the framework of certain

accepted standards and uniform course requirements, constitutes the major consideration in awarding the doctorate. Each candidate's program is planned and carried out under the supervision of the program advisor and committee in accordance with requirements approved by departments and the Morgridge College of Education, as authorized by the Graduate Council and with regard for the individual nature of the student's objectives.

Credit Requirements

A minimum of 90 credit hours of approved graduate credit beyond the Master's degree is required for a doctoral degree.

Residency Requirements

A student must meet residency requirements by enrolling for at least six quarters, including at least three consecutive quarters of full-time attendance.

Research Requirements

Each candidate must demonstrate proficiency in research and advanced study. Research requirements are determined by the faculty in the MCE, and additional research requirements may be determined by the program of study and/or the candidate's advisor, and may include one or more languages, statistical methods, or laboratory, or other research skills.

MCE Required Doctoral Research Coursework – approved 5/2008

| I. Introductory Level | | | |
|---|---------------------|-----------------------------|---------------------|
| <u>Courses</u> | <u>Credit Hours</u> | <u>Prerequisites</u> | <u>Qtr. Offered</u> |
| QRM 4930: Introductory Statistics* | 5 hrs. | None | Fall |
| CUI 4951: Introduction to Qualitative Research* | 3 hrs. | None | Winter |
| QRM 4903: Empirical Research Methods* | 3 hrs. | None | Fall/Spring |
| QRM 4900: Educational Measurement* | 3 hrs. | None | Spring/Summer |
| QRM 4920: Structural Foundations of Research in Social Sciences | 3 hrs | None | Fall |
| *May test out; #Please consult your Program Handbook to determine introductory level research requirements; EOY = Every Other Year | | | |
| MINIMUM REQUIRED | | 0-17 HRS[#] | |
| ↓ | ↓ | ↓ | ↓ |
| II. Intermediate Level | | | |
| <u>Select from these Courses</u> | <u>Credit Hours</u> | <u>Prerequisites</u> | <u>Qtr. Offered</u> |
| CFSP 4364: Single-Case Research Design | 3 hrs. | QRM 4903 | Summer EOY |
| CUI 4036: Community Based Research in Urban Settings | 3 hrs. | None | Winter |
| CUI 4057: Educational Criticism and Connoisseurship | 3 hrs. | CUI 4951, QRM 4951 | Spring EOY |
| CUI 4059: Ethnographic Research | 3 hrs. | CUI 4951 QRM 4951 | Spring EOY |
| QRM 4905: Psychometric Theory | 3 hrs | QRM 4930 | Winter |
| QRM 4907: Meta Analysis | 2 hrs. | QRM 4930 | TBD |
| QRM 4921: Survey Design and Analysis | 3 hrs. | QRM 4930 | Winter |
| QRM 4952: Correlation and Regression [or PSYC 4300 (5hrs)] | 4 hrs. | QRM 4930 | Fall/Winter |
| QRM 4960: Analysis of Variance (ANOVA) [or PSYC 4330 (5 hrs)] | 5 hrs. | QRM 4930 | Winter |
| QRM 4908 Topics in Research Design | 3hrs. | QRM 4903, QRM 4930 | TBD |
| SOWK 5402: Qualitative Research Methods | 4 hrs. | | TBD |
| SOWK 5405: Qualitative Data Analysis | 4 hrs. | | TBD |
| STAT 4680: Sampling Theory and Applications | 4 hrs. | | TBD |

| | | | |
|--|--------------------------------|----------------------|---------------------|
| STAT 4810 Nonparametric Statistics | 4 hrs. | | TBD |
| MINIMUM REQUIRED | 8 HRS. | | |
| ↓ ↓ ↓ | ↓ | ↓ | ↓ |
| III. Advanced Level¹ | | | |
| <u>Select from these Courses</u> | <u>Credit Hours</u> | <u>Prerequisites</u> | <u>Qtr. Offered</u> |
| CUI XXX: Mixed Methods | 3 hrs. | TBD | TBD |
| QRM 4906: Topics in Psychometrics | 3 hrs. | QRM 4905 | TBD |
| QRM 4909: Item Response Theory | 3 hrs. | QRM 4905 | Fall EOY |
| QRM 4925: Structural Equation Modeling | 5 hrs. | QRM 4952 | Spring EOY |
| QRM 4950: Multivariate Analysis | 5 hrs. | QRM 4952 | Spring |
| QRM 4955: Topics in Statistics I | 3 hrs. | QRM 4952 | TBD |
| QRM 4956: Hierarchical Linear Modeling | 3 hrs. | QRM 4952 | Spring EOY |
| QRM 4957: Latent Growth Curve Modeling | 3 hrs. | QRM 4956 | Winter EOY |
| MINIMUM REQUIRED | 3 HRS. | | |
| ↓ ↓ ↓ | ↓ | ↓ | ↓ |
| IV: Program Requirement | | | |
| Dissertation Design Course (consult program requirements) | 2-3 HRS. | | |
| ↓ ↓ ↓ | ↓ | ↓ | ↓ |
| V: Dissertation Credits | | | |
| Dissertation Research (course XXX 5995, must register for at least 1 credit during fall, winter, and spring until graduation.) | 10 HRS. Min. | | |
| ↓ ↓ ↓ | ↓ | ↓ | ↓ |
| TOTAL MINIMUM RESEARCH CREDITS | 23 - 40 HRS[#] | | |

Approved by MCE Faculty 5/2008

Five Phases of Ph.D.

Phase I

- Formal Admission to Program
- Discuss Course Work Plan with Advisor
- Discuss Course Work Plan with Cognate Advisor (if appropriate)
- Obtain Advisor's approval of Course Work Plan (before completion of the first 30 credit hours of study)
- If transfer of credits is involved, it must be done in the first quarter of enrollment
- File Course Work Plan with Morgridge College of Education
- Satisfactorily Complete Core Courses
- Pass Qualifying Examination

Phase II

- Satisfactorily Complete Concentration and Elective Courses
- Satisfactorily Complete Cognate Courses
- Satisfactorily Complete Research Courses
- Pass Comprehensive Exam

Phase III

- Select Dissertation Director/Chair
- Develop Dissertation Proposal

Select and discuss proposal with other faculty members after conferring with Dissertation Advisor
Defend dissertation proposal with three member committee
Doctoral Candidate status after successful completion of course work, comprehensive exam, and dissertation proposal defended
Follow MCE Continuous Enrollment Policy

Phase IV

Follow MCE Continuous Enrollment Policy
Secure Institutional Review Board (IRB) approval
Conduct dissertation research
Complete the 4-member faculty committee for dissertation defense
Arrange date of the dissertation defense after chair approves final dissertation copy
Defend dissertation at oral examination

Phase V

Graduation

Examinations

- **Admission Examination:** The candidate must take such admission examinations prior to admission as are required by his/her program.
- **Qualifying Examination:** The Qualifying Examination demonstrates a student's background knowledge in their area of concentration and demonstrates their proficiency and conceptualization in writing. To be taken early during course work at a time recommended by your course work advisor. Please consult your program handbook to determine whether or not a qualifying exam is required. Qualifying exams should be taken after the first year of doctoral course work is completed. For programs that require an internship, both qualifying and comprehensive exams must be completed satisfactorily prior to internship.
- **Comprehensive Examination:** The Comprehensive Examination demonstrates knowledge and skills in a student's area of concentration. The Comprehensive Examination is taken during the final quarter of course work. For programs that require an internship, both qualifying and comprehensive exams must be completed satisfactorily prior to internship.
- **Oral Examination:** An oral examination is required in defense of the dissertation. The examination committee consists of no fewer than three members chosen from the faculty of the MCE. In addition, the outside chair of the examination, who serves in addition to the faculty members, is a tenured, full-time faculty member outside the Morgridge College of Education. The examination is concerned primarily with the dissertation or research project but may include such other information in the major field as is pertinent. Arrangements for appointing the examining committee and for the date and time of the oral examination must be made by the student with the Morgridge College of Education. Copies of the Proposal/Final Thesis must be provided to the committee at least four weeks prior to the scheduled defense. **The student must work with his/her advisor closely to follow the Morgridge College of Education Dissertation Guidelines, found at:** <http://www.du.edu/education>. The Office of Graduate Admissions and Records must be notified at least five weeks before the date of the examination. Committee members may not send written comments in lieu of attending the oral examination. The oral examination must be held at least two weeks before the end of the term in which the degree is to be awarded (see schedule of deadlines at www.du.edu/grad). In no case may it be

taken the same term as the comprehensive examination. If the oral examination is failed, the re-examination granted by the college may not be taken until the succeeding term.

Guidelines for Conduct of Oral Examinations

- **Role of the Outside Chairperson for Oral Exam:** The chairperson of the oral examination represents the Office of Graduate Studies, which has established the policy of having a tenured full-time faculty member from another college serve as chairperson of the Examination Committee. The chairperson has the responsibility for making certain that the examination is conducted in a professional manner and that the student has a fair opportunity to defend their dissertation. The chairperson is expected to provide opportunities for each voting member of the Examination Committee to participate in the examination and to see that the examination is of high quality while staying within proper limits of inquiry. The chairperson is expected to have read the dissertation prior to the examination and to participate in the examination as their academic expertise permits, but the chairperson does not vote on the recommendation of the committee.
- **Composition of the Committee:** A doctoral Examination Committee is composed of a minimum of three voting members. The Committees are usually composed of regularly appointed faculty of the Morgridge College of Education but one member may be an adjunct faculty member, clinical/research professor, post-doctoral student, professor from another institution, or other qualified persons. Persons on the Committee must hold the earned doctorate and be approved by the Morgridge College of Education Appointments, Promotion, and Tenure Committee, as well as by the Office of Graduate Studies. The student candidate may participate in composing the Committee in consultation with the dissertation advisor. Three members of a doctoral committee, who have been involved with the dissertation and are familiar with the student's progress throughout its development, compose the Examining Committee. If the minimum number of Committee members is not present, the oral examination must be delayed unless appropriate substitutes, acceptable to the MCE Appointments, Promotion, and Tenure Committee, the Graduate Studies Office, the student, and advisor are authorized to serve on the Committee.
- **Conduct of the Examination:** An oral examination may also be attended by interested students and faculty members from the Morgridge College of Education and academic program in which it is conducted, faculty members from other programs within the University and, in accordance with Morgridge College of Education policy, by graduate students currently enrolled in graduate studies. After the Examination Committee has conducted the essential examination of the candidate, questions may be asked by other persons present within time limits of the examination (usually 2-3 hours for the doctoral examination). Participation of the Examination Committee is not limited to the principle question period. Notices of doctoral examinations must be posted on the Morgridge College of Education's website. This posting occurs with the form used to schedule the exam and is handled through the MCE Office of Admission and Enrollment Services. A copy of the dissertation may be made available in the program's office for reading by interested faculty and the students.
- **Procedures for Making Recommendations:** When the examination is completed, the chairperson will request that the candidate and all other persons not on the Examination Committee leave the room, and will call for a motion to pass or fail the candidate. If the

motion is a recommendation to pass, the Committee must then agree on the conditions of the recommendation as follows:

- **Pass with no revisions** is interpreted to mean that only grammatical, labeling, or numbering changes are required. Only a limited number of sentence additions or deletions should be necessary.
- **Pass with minor revisions** indicates that the candidate will be required to reorganize portions of the manuscript and change some of the content.
- **Pass with major revisions** implies that a complete chapter or chapters must be rewritten, additional tables will be required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made usually rests with the dissertation advisor, but if major changes are indicated, Committee members may also request an opportunity for their approval before final submission.

A recommendation to pass can have no more than one negative vote from members of the Committee.

A recommendation to fail indicates that the dissertation content does not exhibit a high level of quality or that the candidate cannot defend the research. In such cases, a new or related study will usually be undertaken. A Committee member who does not pass the candidate is invited to provide a statement to the Morgridge College of Education Associate Dean and the Vice Provost for Graduate Studies and Research indicating the reasons for the failure.

If the Committee cannot come to a decision, a chairperson may postpone the examination. The candidate and their advisor must then reschedule the examination. Such action should be clearly indicated on the Oral Examination Result form.

- **Return of Forms:** The oral examination result form indicating the result of the examination is to be signed by all Committee members as well as the chairperson and returned immediately to the Office of Graduate Admissions and Records, University Hall, Room 216.
- **Comments:** Chairpersons and Committee members are invited to comment on the quality and procedure of the examination.

Dissertation

Completion of a project of original research leading to the dissertation is a major requirement of the doctoral program. The MCE determines the amount of credit allowed for research and work on the dissertation.

All theses and dissertations must be submitted electronically to ProQuest (UMI). The electronic submission instructions can be found at <http://www.du.edu/grad/gradinfo/graduation.html>. ProQuest provides access to graduate works for thousands of libraries around the world. You will find step-by-step instructions on how to submit the thesis/dissertation using the “ETD Administrator” software via the following website: http://www.proquest.com/products_umi/dissertations/. This website is easy to navigate and will direct you through the process.

In addition, students should refer to the MCE's *Completing the Doctoral Dissertation: Guidelines for Students* available on the MCE website at: <http://www.du.edu/education/resources/current-students/handbooks.html>

Dissertation Credits

Dissertation credits are reserved for work on the dissertation, which generally occurs after a student has completed all required courses and after successful completion of the required comprehensive exam. In some programs, however, a student may be under the direct supervision of a faculty member and begin preliminary work on the dissertation. A student may register for dissertation credits before completing and passing the comprehensive exam under the following conditions: 1) if the student's Dissertation Advisor agrees to work directly with the student on a regular basis throughout the quarter in which the student is registering for dissertation credit; and 2) if the student is prepared and able to dedicate substantial work to dissertation planning and preparation.

To conduct preliminary dissertation work, the student must have the support of the dissertation advisor. The dissertation credit form can be obtained from the Morgridge College of Education's Office of Admissions and Enrollment Services, where the eligibility for credit will be verified prior to obtaining the faculty advisor's required signature. **The student must register for dissertation credits during the first week of class of the quarter in which the work will be conducted.**

The policy regarding preliminary dissertation work is as follows:

A student may register for no more than 50% of the minimum number of dissertation credits required by his/her program prior to the completion of all course work and comprehensive exams. Dissertation credit, as with any credits, will not be refunded if the student does not successfully complete his/her dissertation, other required courses, or qualifying or comprehensive exams.

Once the student has successfully completed all required courses and the required comprehensive exam, a student must register for dissertation credits. The faculty support students in the dissertation process by providing advising during this phase of the Ph.D. It is the expectation of the faculty that each student will successfully complete the required dissertation with quality work. In order to encourage the completion of the dissertation, the policy requiring **continuous enrollment** is as follows:

A student is required to remain continuously registered for dissertation credit at the minimum rate of one credit per quarter (Academic Year of Fall, Winter, and Spring quarters), until the student has completed the minimum necessary number of dissertation hours required by the student's program AND until a successful dissertation defense has occurred. Therefore, depending on the time a student takes to successfully complete the dissertation, registration for additional dissertation credits may be necessary beyond the required minimum.

Final Candidacy

The student must apply for or be recommended for advancement to final candidacy as soon as he/she can demonstrate the following:

1. Satisfactory progress in course work,
2. Certification of the completion of research requirements,
3. Progress in research for the dissertation, and
4. Results of the comprehensive examination

Advancement to final candidacy must be made no later than one term before the expected date of completion of degree requirements. In no case can a student graduate the same term he/she is advanced to final candidacy.

Final Procedures for Doctorate

Following admission to final candidacy, the student must complete the following requirements:

1. File a formal application for graduation in the Office of Graduate Admissions and Records at least one term prior to anticipated graduation. Failure to do so will automatically delay graduation to a subsequent term. Failure to complete the degree during the expected term will require a new application and payment of a fee for additional evaluation and services.
2. Arrange for the appointment of an oral examination committee, and schedule a date and time for the examination with the program advisor at least five weeks before the examination date. Formal notification of these decisions must be made in the graduate studies office at this time. Finally, all defenses must be posted on the MCE website. This posting is done as the exam is scheduled.
3. Submit the dissertation to the oral examination committee at least four weeks before the date of the oral examination.
4. Take the oral examination at least three weeks before the end of the term in which the degree is to be awarded. If revisions are such that the dissertation in its final form cannot be so filed at least two weeks before the end of the term, the awarding of the degree will be postponed.
5. Submit the dissertation in final form to the graduate studies office no later than two weeks prior to graduation. See the schedule of deadlines at www.du.edu/grad or check with the department, school or the graduate studies office.

Time to Completion and Extension Policy

University of Denver policy on doctoral studies provides for students a seven (7) year time period in which to complete their course of study, including the dissertation in those programs that award a Ph.D.. This time period begins when the student first enrolls in his or her program of study. The faculty in the Morgridge College of Education fully support this policy and believe that seven (7) years is adequate time to complete all requirements for the Ph.D. in the vast majority of circumstances. We also recognize, however, that there are sometimes extraordinary circumstances that may necessitate extending doctoral study beyond the usual seven (7) years. Outlined below are the policy and procedures of the Morgridge College of Education for requesting an extension of doctoral study beyond the allotted seven (7) years.

It is the policy of the Morgridge College of Education that a student may request one period of extension to their program of study; and that this period of extension shall not exceed one year. Furthermore, requests for extension will not be automatically granted, but rather need to fit within the rubric of extraordinary circumstances. The student is only eligible for an extension if an approved Dissertation Proposal is on file in the MCE. Examples of such circumstances might include serious medical problems, bereavement, unanticipated family problems, etc. If such a request is made, it will need to be submitted to the MCE Associate Dean sometime during the student's seventh year of study; that is, prior to the expiration of the allotted seven years for completion. Requests submitted after this time will not be considered and the student's program of study will be terminated. Similarly, students who do not complete their study during the approved extension period will not be permitted to re-apply for an additional extension and their program of study will be terminated. Any requests for an extension must have a letter of support from the dissertation advisor and may only be requested if an approved proposal has been successfully defended.

To apply for an extension the following will be required:

1. An approved dissertation proposal will need to be on file in the MCE Office of Admission and Enrollment Services prior to requesting an extension. Since it is not feasible to both propose and complete a doctoral dissertation in one year, students may not request an extension until such time as they have completed an approved dissertation proposal.
2. The student will need to submit a letter to the MCE Associate Dean requesting an extension, making it clear how the justification for the request conforms to the College's definition of extraordinary circumstances. Also included in this request should be a clear outline of the student's plan for completing his or her study during the year of extension. A month-by-month plan of tasks to complete must be included.
3. The student will need to obtain a letter from his or her dissertation or faculty advisor supporting the request for an extension. This letter should also be submitted to the MCE Associate Dean along with the student's letter.
4. If approved, the Associate Dean of the Morgridge College of Education will make a request to the Vice Provost for Graduate Studies to approve the extension.

In the event of extenuating circumstances during the year of extension, which prevent completion of the Ph.D., the student may appeal to the Associate Dean of the Morgridge College of Education for additional time. The appeal will first need to be approved by the student's dissertation advisor. It should then be submitted to the Associate Dean in writing, with a full explanation of the circumstances surrounding the need for additional time. In consultation with the student's dissertation advisor, the Associate Dean will make a decision and then a request to the Vice Provost, who will determine whether additional time should be granted to complete the requirements for the Ph.D. A detailed plan for completion must also be submitted. This additional time period will not exceed one year. Finally, a request for an additional extension must also be submitted by the Associate Dean. A clear plan for completing the dissertation must be outlined in the request. The student is encouraged to complete the Graduate Studies form on extensions, found on the Graduate Studies website and to attach the form to your request.

ACADEMIC PROGRESS

CONTINUOUS ENROLLMENT POLICY (UPDATED 5-4-08)

*Please note there are two (2) Continuous Enrollment Policies: one for the Morgridge College of Education and one for DU Graduate Studies. **Students MUST adhere to the MCE Continuous Enrollment Policy at all times AND, under certain circumstances described below, should follow the DU Graduate Studies Continuous Enrollment Policy as well.***

Morgridge College of Education Continuous Enrollment Policy

Once the student has completed successfully all required courses and the required comprehensive exam, a student must register for dissertation credits. The faculty support students in the dissertation process by providing advising during this phase of the Ph.D. It is the expectation of the faculty that each student will successfully complete the required dissertation with quality work. In order to encourage the completion of the dissertation, the policy requiring continuous enrollment is as follows:

A student is required to remain continuously registered for dissertation credit at the minimum rate of one credit per quarter (Academic Year of Fall, Winter, and Spring quarters), until the

student has completed the minimum necessary number of dissertation hours required by the student's program AND until a successful dissertation defense has occurred. Therefore, depending on the time a student takes to successfully complete the dissertation, registration for additional dissertation credits may be necessary beyond the required minimum.

DU Graduate Studies Continuous Enrollment Policy

All graduate degree-seeking students must be in active status and continuously enrolled. Enrollment may consist of registration for courses, thesis or dissertation credits, or Continuous Enrollment registration. The Graduate Studies Continuous Enrollment Policy is ideal for students who need to defer loan repayment while completing the dissertation though you must consult with the appropriate DU Financial Aid Office for more specific information.

Keep in mind you must also register for one credit hour of dissertation research (XXXX 5995) each quarter until you graduate per MCE Policy (noted above). If a student is on a full-time, year-long internship required by your program, this generally applies to Counseling Psychology and Child, Family, and School Psychology students only, the Graduate Studies Continuous Enrollment Policy should be utilized so that you are in active status and are continuously enrolled which is the university policy.

If a student is registering for XXX5995 for less than four (4) credits in a given quarter AND you are attempting to defer student loan repayments, the DU Graduate Studies Continuous Enrollment Policy should be utilized in addition to the MCE Continuous Enrollment Policy. You are advised to always contact the DU Office of Financial Aid to clarify any financial aid requirements. The MCE does not provide financial aid policy interpretation so please consult the appropriate office for support on any financial aid policy.

To register for DU Graduate Studies Continuous Enrollment, a form must be completed and approved by the Morgridge College of Education, who will submit it to the Vice Provost for Graduate Studies for final approval.

For the complete DU Graduate Studies Continuous Enrollment Policy and form, please go to: <http://www.du.edu/grad/current-students/forms.html>.

Some examples of how to use these two policies:

1. If you are not concerned about loan repayment issues or not currently receiving some forms of financial aid, you may only need to register for the MCE Continuous Enrollment Policy. Please consult the DU Office of Financial Aid for specific requirements.
2. If you are receiving some forms of financial aid and/or you need to defer loan repayment while you are working on your dissertation, the DU Graduate Studies Continuous Enrollment Policy would be necessary in addition to the MCE Continuous Enrollment Policy. Please consult the DU Office of Financial Aid for specific requirements.

GRADING

Grading System

The University unit of credit is the quarter hour (except in the Law School).

The University uses the following grading system:

| | | | | |
|----------|----------|----------|----------|---------|
| A = 4.0 | B+ = 3.3 | C+ = 2.3 | D+ = 1.3 | F = 0.0 |
| A- = 3.7 | B = 3.0 | C = 2.0 | D = 1.0 | |
| | B- = 2.7 | C- = 1.7 | D- = 0.7 | |

This grading system is in effect for all students who entered the University in/after fall quarter 1992. Current students or students who are readmitted to finish degree programs already begun will remain under the grading system in effect when they began those programs. Students who completed one degree at the University and began another program during or after fall quarter 1992 will be subject to the new grading system.

Grade Reports

Students may obtain grades for courses on the web at <https://myweb.du.edu>. Grades are available on the web as soon as they are validated in the Office of the Registrar. Privacy regulations do not permit the University to release grades over the phone. Grade reports are mailed by request only. Requests for mailed grades must be received by the last day of classes for the academic term. Students should contact the Office of the Registrar for information on mailing grades.

Grade Requirements

A satisfactory quality of achievement with a grade point average of B (3.0) or better is required in graduate course work accepted for the degree. The average is determined on the basis of the University's grading system. Credits carrying below a "B-" may or may not be accepted by a department as meeting degree requirements. A grade lower than "C" renders the credit unacceptable for meeting degree requirements. Any student whose overall grade point average falls below a "3.0" may be warned, put on probation, suspended or dismissed, depending upon the grade point deficiency. The Graduate Student Records Office informs the Morgridge College of Education in writing at the end of each quarter when a student's cumulative GPA falls below 3.0. It is the department's responsibility to inform the student and the student must contact his or her advisor to develop a plan designed to remedy the student's academic deficits. After three consecutive quarters of deficit, the student will be terminated from the program.

Advanced degrees are not awarded automatically on completion of the required number of courses or hours of credit. The candidate's status is subject to review at any time.

Grade Changes

Grades turned in by instructors at the end of the quarter are final and are not subject to change by reason of revision of judgment on the part of the instructor. An instructor of a course is the only individual who can change a grade. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or retaking of the course. In the event of grade error, the faculty member should be requested to complete a Correction of Error in Grading Form obtained from the Registrar with the approval of the Program Chair and the Associate Dean. Any correction or appeal of a grade must take place in the quarter following the one in which the grade was given. Note: The initial reporting of a grade does not require this form. If the grade was not recorded due to the student not appearing on the final grade roster, or if the course is an IP (In Progress) independent project or internship, a memo on departmental letterhead will suffice.

Incomplete "I" Grade Policy

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Criteria

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing; and

- Attendance has been satisfactory through 60% of the term; and
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date; and
- Required work may reasonably be completed in an agreed-upon time frame; and
- The Incomplete is not given as a substitute for a failing grade; and
- The Incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time; and
- The student initiates the request for an Incomplete grade before the end of the academic term; and
- The instructor and student complete the “Application for Incomplete Grade” form before the end of the academic term.

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

Provisions

The “Application for Incomplete Grade” form may be obtained on the web at www.du.edu/registrar or in the Office of the Registrar, and instructors are encouraged to submit a file copy of the “Application for Incomplete Grade” form when the Incomplete grade is assigned. The instructor should submit an “I” in the online grading system for that student as well. The instructor submits the final grade on the “Application for Incomplete Grade” form used to approve the Incomplete grade.

It is in the student’s best interest that Incomplete grades be made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was recorded. Only under the most extenuating circumstances may an Incomplete be made up more than one calendar year from the date it is recorded and only with a dean’s approval. The course work may be completed while the student is not enrolled.

Incomplete grades appear on the transcript for one year and they do not affect the grade point average at this stage. After one year, or at the time of graduation, Incomplete grades will change to “F” and affect the GPA. (This policy affects Incomplete grades given in Fall 1995 and thereafter. Prior to 1995, unchanged incompletes remain on the permanent record as part of hours attempted and are calculated as a failing “F” grade in the GPA.) Notation of the original Incomplete status of the grade remains on the student’s transcript along with the final grade.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an Incomplete grade in a course must not reregister for the course in order to remove the “I”. An Incomplete should not be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses.

Repetition of Courses

A handful of courses are repeatable by design; for example, research courses such as XXX 4995 and XXX 5995 require students to register for credit in more than one quarter. In such circumstances, grades and credit are awarded for each quarter after successfully completing the thesis/dissertation.

However, most courses are considered non-repeatable; that is, they are designed for students to take and successfully complete only one time. For this type of course, if you complete the course and earn a passing grade, you may not repeat it for credit. Grades of "C" or better are considered passing and qualify for graduate credit in some programs. Please consult your program handbook for specific requirements on grades. When a course is repeated in which a grade lower than "C" was received, the regular tuition rate is paid, and the course will be counted as part of the total load. Both the non-passing grade and the new grade will be counted in the total GPA.

Withdrawal (W)

Official withdrawal during the second to sixth weeks of the term will automatically result in the recording of grades of Withdrawal (W) for all courses. In weeks six through eight W's will be given with the instructor's permission. If a student fails to complete a course and does not withdraw, a grade of "F" will be recorded on the transcript.

PROBATION POLICY

Occasionally students in graduate study fail to meet minimum standards for their program. These may be either academic standards or professional performance standards. In an effort to notify and assist students who fail to meet minimum standards, the program may place such students on Probationary Status. The academic program is responsible for informing any student who fails to maintain a 3.0 GPA. In consultation with the student's advisor, the student will be informed of the low GPA. The program may place such students on Probationary Status. This policy does not apply to recommendations for summary dismissal, which are referred to the Associate Dean of the MCE.

The reasons for which students are placed on probation may include:

- Failure to maintain a 3.0 GPA in graduate course work taken at the University of Denver as per course work requirements, course work plans, and/or advisor course recommendations,
- Failure to conduct themselves in an appropriate professional manner in practicum or fieldwork experiences,
- And/or failure to meet reasonable standards of ethical behavior that may be required by the program/MCE and its related professional organizations' ethical standards. Students are required to know the standards of conduct for their program of study.

A student may be placed on probation by the recommendation of any faculty member of the Morgridge College of Education and the approval of the Morgridge College of Education's Associate Dean following a complete review of the case with appropriate documentation. Students may be placed on probation at any time during the course of their graduate study. If the student remains on probation for any reason for 3 quarters, the student may be terminated from the program.

Following the approval of probationary status by the Associate Dean, an action plan must be formulated by the student's advisor and the student, signed by both, and filed in the Office of Admissions and Enrollment Services. This action plan must include:

- A specific description of the deficiencies,

- A set of objectives and activities for the student to correct the deficiencies,
- A specific timeline for achieving the objectives,
- And a description of support and assistance to be provided by the Morgridge College of Education to help the student be successful.

If the student corrects the problem, the advisor should notify the Associate Dean who will then take the student off probationary status. If, however, the problem is not corrected within the timeline contained in the action plan, the Associate Dean may terminate the student from graduate study after a complete review. If a student is notified of probationary status and fails to formulate an action plan with his/her advisor within one academic quarter, the Associate Dean may recommend termination.

A doctrine of fairness will prevail throughout the probationary process. Students may appeal to the Associate Dean of the Morgridge College of Education at any time if they believe they are being treated unfairly. Appeals will be reviewed and acted upon by the Dean if not resolved.

Please also refer to the Student Behavior and Conduct section above for details about Honor Code violations, ethical standards, and procedures for dismissal of students for violations of ethical behavior.

TESTING INFORMATION

See **Test-Out Procedures in the Enrollment Section Above**

Registration for Exams

You must register for all qualifying and comprehensive exams in the Morgridge College of Education Office of Admission and Enrollment Services, Ammi Hyde Building room 127, the *quarter before* the quarter you plan to take your exam. A fee is required for exams. At the time you register, your file will be checked to insure that the Office of Admission and Enrollment Services has a correct record of your progress toward your degree. *Your signed Course Work Plan must be in your file before you may take any exams.*

Exam Schedule

Exams are offered during *Spring, Summer, and Fall quarters*. No exams are offered during the Winter quarter. Please check with the Morgridge College of Education's Office of Admission and Enrollment Services for the exact date of your exam. They will be held as follows:

| | | | |
|---------------------|----------|---------------------|--------------|
| Ph.D. Comprehensive | 10 hours | Friday and Saturday | 9:00 to 2:00 |
| Ph.D. Qualifying | 5 hours | Friday or Saturday | 9:00 to 2:00 |
| M.A. Comprehensive | 5 hours | Friday or Saturday | 9:00 to 2:00 |

M.A./M.L.I.S. Comprehensive Exam Requirements

Most Morgridge College of Education M.A. degrees and the M.L.I.S. degree require a Comprehensive Exam. Combined Licensure and Master's Program (CLAMP) students, Boettcher Teachers/Urban Education students, Higher Education M.A. students in the Leadership and Organizational Change concentration, and Educational Administration M.A. students should refer to their student handbook regarding requirements for the Capstone. The approved Capstone meets the comprehensive exam requirement of the MCE for some programs.

Ed.S. Comprehensive Exam Requirements

The National Association of School Psychologists (NASP) Certification Exam is used as the final comprehensive examination for the Ed.S. degree in the CFSP program. Students must meet or exceed the current passing score on the exam established the NASP. Students should refer to their program

handbook for further information regarding the NASP exam and the minimum score requirement for passing. It is the student's responsibility to submit results to the Morgridge College of Education Office of Admission and Enrollment Services, Ammi Hyde Building, Room 127.

Ph.D. Qualifying and Comprehensive Exam Requirements

| Program | Qualifying | Comprehensive |
|--|-------------------|----------------------|
| Child, Family, and School Psychology | | √ |
| Counseling Psychology | √ | √ |
| Curriculum and Instruction | | √ |
| Educational Administration | | √ |
| Higher Education (this is a research paper exam) | √ | √ |
| Quantitative Research Methods | | √ |

Use of Computers

The computers available have Microsoft Word as the only word processor. Diskettes will be provided on the day of the exam. No other materials are allowed in the testing room.

Fees

Please check with the Morgridge College of Education's Office of Admission and Enrollment Services for the most current exam fees by either visiting the Morgridge College of Education's website at www.du.edu/education, or by calling 303-871-2509. Please note your fee will not be refunded should you fail to take your exam on the assigned day and time.

On Exam Day

Pens, blank paper, a desk copy of the Standard English dictionary, and a thesaurus will be provided in the examination room. No other reference materials may be used.

Preparation of Exams

Examinations are prepared by at least two faculty in the student's program.

Evaluation of Exams

Unless otherwise indicated on the examination, readers of examinations consider the following criteria in evaluating exams: degree of intellectual power shown, evidence of background of factual information, extent to which the discussion was directed to the essential points, and ability to express in clear and concise language.

Written examinations are assigned a code number so that readers do not have the students' names. They are usually scored by at least two readers who must agree on the score. If the readers are unable to agree on a score, the Associate Dean of the Morgridge College of Education will assign an additional reader. The additional reader scores the examination without knowing the scores given by the primary readers, and the majority score is finally assigned to the exam. Students may appeal exam evaluations using the Appeal Procedure for Graduate Student Grievance (copy available in the Office of Admission and Enrollment Services in the Morgridge College of Education).

Scoring Categories

- **Doctoral Comprehensive Exams:** Honors, Pass, Conditional Pass, Fail
- **Doctoral Qualifying Exam:** Pass, Low Pass, Fail

- **Master's Comprehensive Exams:** Honors, Pass, Conditional Pass, Fail

Questions

Any questions regarding the written exam process should be directed to the Director of the Morgridge College of Education's Office of Admission and Enrollment at 303.871.2485. Any questions regarding the nature of content of exams or how to prepare for them should be asked of your advisor.

Notification of Exam Results

Students will be notified in writing of the results of the examinations. It takes approximately 4-6 weeks for the exams to be scored and the scores to be approved by the committee.

For Students Taking the M.A. Comprehensive, Ph.D. Qualifying, or Ph.D. Comprehensive Exam the following registration deadlines apply:

| | |
|----------------|-----------|
| Fall Quarter | July 1 |
| Spring Quarter | January 5 |
| Summer Quarter | April 1 |

COMPLETION OF GRADUATE PROGRAM

Students should refer to their Student Handbook for specific information about degree requirements. All degree requirements must be fulfilled prior to graduation.

Application for Graduation

Students must file a formal application for graduation with the Morgridge College of Education Office of Admission and Enrollment at least one quarter prior to anticipated graduation, according to the following deadlines:

| | |
|--|--------------|
| Deadline to apply for spring graduation (June) | January 15 |
| Deadline to apply for summer graduation (August) | April 15 |
| Deadline to apply for fall graduation (November) | July 15 |
| Deadline to apply for winter graduation (March) | September 15 |

Failure to submit the application by the deadline will automatically delay graduation to a subsequent quarter. Failure to complete the degree during the expected quarter will require a new application and payment of a fee for additional evaluation and services. The form is available online at: www.du.edu/grad/finish.html. During the quarter of intended graduation, students should be sure that all library fines, traffic tickets, and other encumbered charges have been paid.

Commencement Ceremonies

Two formal Commencement ceremonies are held at the University of Denver. Participating in commencement does not constitute official graduation. It is a celebration that signifies the completion of the appropriate degree requirements, and has no academic or legal implications. The following policies are established concerning participation in Commencement.

Spring Commencement

Spring Commencement occurs at the end of spring quarter, normally in early June. Students who have completed all graduation requirements during autumn, winter, or spring quarters of the current academic year are invited to participate in the ceremony. Students who are within 5 credit hours of graduation and

who are registered to complete these hours during the subsequent summer session may request permission to walk through Spring Commencement. Requests should be submitted in writing to the Office of the Registrar. Note: Only the names of students who have completed all degree requirements are printed in the Commencement Program.

Summer Commencement

Summer Commencement occurs at the end of summer session, normally in mid-August. Students who have completed all graduation requirements during summer session are invited to participate in the ceremony. Students who are registered for and will graduate in the subsequent autumn quarter may request permission to walk through Summer Commencement. Requests should be submitted in writing to the Office of the Registrar. Note: Only the names of students who have completed all degree requirements are printed in the Commencement program.

Commencement Program

A Commencement program lists the names of all graduation candidates who applied at the appropriate time to receive degrees at that specific Commencement ceremony. The appearance of a name in the program does not guarantee a student's graduation at that time unless all degree requirements have been completed.

Attendance at Commencement

All students who are eligible are encouraged to attend either the June or August commencement ceremony, depending on the time of completion of requirements. Attendance is not compulsory, but those who choose to attend are required to wear the appropriate academic regalia (cap and gown). Caps, gowns, and hoods may be rented. Details are made available before commencement via the Office of Graduate Studies.

TRANSCRIPTS

A transcript is an official copy of a student's academic record showing the academic status of the student at the time it is issued. The official transcript includes the complete academic record of courses taken at the University of Denver.

Transcripts are available in University Hall, B108. Transcripts require three to five working days of processing time. Unofficial transcripts may be accessed online at <https://myweb.du.edu>.

To order official transcripts, a written request is required. E-mail is NOT accepted. A signature is required for release of transcripts. Requests should include the following:

- Full Name
- Name Changes
- Dates of Attendance
- DU Student Number
- Social Security Number
- Date of Birth
- Address and Phone Number
- Payment by Cash, Check, or Money Order
- Complete address where transcripts are to be sent
- No Abbreviations
- Indicate if transcripts are to be in sealed envelopes
- Transcripts are only sealed if issued to students

Signature

Send request to: University of Denver, Office of the Registrar, 2197 S. University Blvd., Denver, CO 80208-2284, Attn: Transcripts

Unofficial transcripts can be ordered in the same fashion. Official transcripts are NOT ISSUED until ALL OUTSTANDING ACCOUNTS with the University are paid. Students may check for current holds at <https://myweb.du.edu>. The registrar's office does not hold transcripts pending change of grade. "Issued to Student" is stamped on official transcripts sent to or picked up by students.

Contact Information

Transcript information and status inquiries, 303.871.2284

Recorded transcript information, 303.871.3159

Transcript of Academic Record

Each student receiving a degree receives one unofficial transcript, without charge, of his or her University of Denver academic record. Official and unofficial copies are available for a fee. Official transcripts will not be released to students with financial obligations to the University.

PROCEDURE FOR ACADEMIC GRIEVANCES FOR GRADUATE STUDENTS

A graduate student will direct any appeal of an academic decision first to the Program Chair in which the issue arises and where that decision was made. This appeal must occur within two months of that decision. The Program Chair to which the initial appeal is made may propose consultative procedures in a preliminary attempt to resolve the disputed issue.

Should those procedures not resolve the situation to the satisfaction of the student, the Program Chair shall refer the matter to an ad hoc faculty/professional staff committee chaired by the Associate Dean of the MCE. Members of the committee may represent programs other than the one from which the appeal is made. All review committees at all levels of appeal may, at their sole discretion, accept additional evidence or arguments from the student or from any other person. The appeals committee will normally furnish a decision to both parties within two weeks of its meeting.

Grades

1. On grade issues a graduate student will, where possible, attempt informally to resolve the issue with the professor before filing a written grievance.
2. The Program Chair shall refer grade grievances to the Associate Dean only when based on problems of process, and not on differences in judgment or opinion concerning academic performance.
3. The Associate Dean will overturn an academic decision only if there is clear and convincing evidence that the decision was made in a manner contrary to applicable procedures.
4. The Associate Dean may consult an ad hoc committee to hear a grade appeal if necessary.

Decisions on grades are not subject to further appeal.

Academic Issues Other Than Grades

1. The graduate student must file with his/her Program Chair a written grievance regarding the academic decision within two months of notification of the decision.
2. The Program Chair may provide consultative procedures in a preliminary attempt to informally resolve the disputed issue in a timely fashion.

3. Should those procedures not resolve the situation to the satisfaction of the student, the Program Chair shall refer the matter to an ad hoc faculty/professional staff committee chaired by the Associate Dean of the MCE. When an ad hoc committee is established, the student who lodges the grievance may designate one of the faculty members. The committee may include members who represent programs other than the one from in which the grievance is made. The grievance committee at this or higher levels may, at its discretion, receive from the student, relevant faculty or staff members, or other individuals, any additional evidence or argument that it deems necessary to resolve the grievance. The grievance committee will furnish a decision in writing, to both parties, normally within four weeks of receipt of the grievance.
4. If the student believes that the initial process of grievance resolution has not been satisfactory, the student may appeal in writing to the Provost.

PROCESS FOR EXCEPTIONS TO ACADEMIC POLICY

Students seeking an exception to Academic Policy must first discuss the exception with his/her advisor. If the advisor supports the student's request, the student must write a memo to their Program Chair detailing the nature of the exception. In this memo, please include a rationale for this exception and include any pertinent documentation. If the Program Chair supports the student's request, the Program Chair will also write a memo of support to the Associate Dean of the Morgridge College of Education. Both the student memo and the memo of support from the Program Chair should be forwarded to the Associate Dean for consideration. The student is encouraged to complete the Graduate Studies form on exceptions to academic policy, found on the Graduate Studies website and to attach the form to your request.

Exceptions to MCE academic policy will be made by the Associate Dean. Exceptions that are University policy will first be reviewed and approved by the Associate Dean of the MCE. If the Associate Dean approves the student request, an additional memo of support from the Associate Dean will be forwarded to the Office of the Vice Provost of Graduate Studies and Research. Regardless, *all requests for exceptions to academic policy must be initiated in the Morgridge College of Education.* The student will be notified in writing by either the Associate Dean of the MCE or from the Office of the Vice Provost of Graduate Studies and Research with a letter sent to the student's mailing address.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition Charges

Tuition for most programs during the regular academic year (fall, winter, and spring terms) is charged at a "flat rate" for students carrying 12 through 18 credit hours.

Students with waiver and/or scholarship hours must use all of the hours available before they become eligible for flat-rate tuition. For example; if a student who has 15 waiver/scholarship hours in his/her account enrolls for 17 credit hours, he/she will expend all 15 hours.

Some academic programs have a different tuition rate. Tuition charges are the same for all students whether residents or non-residents of Colorado. The University reserves the right to make changes in tuition charges or refund policies without advance notice.

Student Fees

In order to enhance opportunities for students' use of technology in and out of the classroom and to provide multiple modalities of student learning, a *student technology fee* is charged each term to all students. This fee is charged per credit hour taken. The *student activity fee* is assessed of all registered graduate and professional students (both part- and full-time).

Late Payment Fee

Registered students for a given term who have not paid, or made arrangements to pay, their tuition by the appropriate University deadlines may be assessed a one-time per term late payment fee.

Late Registration Service Charge

A service charge is assessed the first class day of the term for all students who register late. If a student is not registered after the first day of the term, a service charge is assessed through the first week of the term. Starting the second week of the term, the service charge will increase. The "class day" is a day in which any University classes are held, not the class meeting days of specific courses. Tuition, fees, and any other charges are due as specified on the billing statement. Contact the Bursar's Office for more information on service charges.

Student Financial Liability

It is the student's responsibility to abide by the University's payment and refund policies. Upon completion by the student of the registration process, and if the student does not withdraw from registration by the end of the fifth day of the term (defined as the 5th weekday from the start of the term, not the 5th class meeting), the student agrees to pay the total amount of tuition and other charges set forth. The student understands that if any payment is not made when due, or if the student withdraws, or is required to withdraw, from the University for any reason, then all remaining tuition and other charges are immediately due and payable. All amounts that are not paid when due may begin to accrue interest at the rate allowed by law. In addition, the student agrees to pay all collection costs and amounts. If the student has any overdue charges outstanding, the University may recover those overdue amounts by reducing any payments owed by the University to the student.

Students are not removed from classes based only upon non-payment. Students who do not officially withdraw from classes and do not attend have "F" grades assigned and may owe tuition and charges as specified above.

Students with a past due balance for a given term are not allowed to enroll in classes for any subsequent term. Grades, transcripts, and other attendance certifications are withheld and a financial hold placed on the account until payment is received.

Refund Information

The date of withdrawal from a class from the University is the date that the registration office receives a written notification of withdrawal or the date the student drops the class using the Web. In order for tuition charges to be reversed at 100% for complete withdrawals, students should refer to the Registration Add/Drop Calendar on the Registrar's web site, for specific refund dates. Refunds are first applied to any obligations owed to the University, including charges with future dates.

Tuition Appeals: A student may appeal for an exception to the University refund policy if unusual circumstances exist that are beyond the student's control. A student must officially withdraw from the course(s) prior to beginning the appeals process. The statute of limitations for an appeal is 90 days from the end of the term in which the course for which the tuition being appealed was offered.

Informal Appeal/Automatic Refund: If a student drops all classes for a given term, an informal appeal for a full refund may be made to the Registrar's Office. An informal appeal requires that the withdrawal is completed and request for tuition refund is made prior to the end of the sixth week of the term (defined by the deadline for automatic "W"). To be eligible for an automatic refund the condition for withdrawal must meet one or more of the following criteria and must be accompanied by appropriate documentation as specified below.

Criteria and Documentation

Physical and/or mental illness that prevents the student from completing the course(s)

Documentation: A signed, dated, letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness. The letter must specifically state that the student was advised to withdraw due to illness.

Death of a student (6th week deadline for informal appeal waived)

If a student dies after enrolling and paying tuition but before the 6th week of the quarter, the tuition will be refunded without a formal tuition appeal. After the 6th week of the quarter, a formal appeal must be submitted to the Bursar's Office. *Documentation:* Memorial Service folder, notice published in the newspaper, or copy of the death certificate.

Serious illness or death of immediate family member, which prevents the student from completing the course(s)

Documentation for illness: A signed, dated, letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness. *Documentation for death:* Memorial Service folder, notice published in the newspaper, or copy of the death certificate.

Job relocation or loss of employer reimbursement eligibility due to involuntary job loss

Documentation: A signed, dated, letter on letterhead from immediate supervisor or human resource administrator.

Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevents completion of all courses

Documentation: A signed, dated, letter on letterhead from immediate supervisor or human resources administrator that specifies dates of increased workload or travel.

The documentation, as listed above, must be submitted to the Office of the Registrar prior to the end of the sixth week of the term. If the documentation is adequate and establishes a condition that prevents the student from completing the course(s), appropriate adjustments are made to the student's account. If conditions do not merit an automatic refund, the student may make a formal appeal. Registrar's or Bursar's Office staff reserves the right to request that a formal appeal be made, if in their judgment, conditions and/or documentation are inappropriate or dubious.

Formal Appeal: In cases where circumstances do not fit the criteria for an informal appeal, the end of sixth week (automatic "W") deadline has passed, or an informal appeal is not accepted, a formal appeal for full or partial refund may be filed. Petition forms are available at the Bursar's Office in University Hall. Completed forms and supporting documentation must be submitted to the Bursar's Office. Petitions are reviewed and decided by the Tuition Appeals Committee, which meets once per month. The decision of the Committee is final and is communicated to the student by letter.

Notes: *In accordance with Federal, State and Institutional regulations, approval of an appeal may require forfeiture of any financial aid proceeds received, which may result in an outstanding balance being owed to the University.*

FINANCIAL AID

There are a variety of financial aid options available to students. Students are encouraged to contact the Office of Financial Aid early in their studies to determine aid options. Except for Stafford loans, the awarding of financial aid is directed by the MCE. DU graduate students are eligible for two types of aid:

- Need-based (available to U.S. citizens and permanent residents), which includes Graduate Work Study, Colorado Grants, and Perkins Loans, and
- Merit-based, which includes the Graduate Studies Doctoral Fellowship and divisional/departmental scholarships and awards.

Students applying for financial aid, including scholarships, GTA, GRA, work-study, fellowships, and other forms of aid must be accepted to an eligible program in the Morgridge College of Education and must file a Free Application for Federal Student Aid (FAFSA) in advance of the award. U.S. citizens and permanent residents are required to file the FAFSA to be awarded any type of financial aid. (International students do not file the FAFSA.) The FAFSA is available on the web at www.fafsa.ed.gov. On the form, the University of Denver is designated as a recipient of the aid report with the Title IV code of 001371.

Some students will be selected by the Federal government to provide additional documentation to the University to verify information on the FAFSA. If the student is selected for verification, additional documentation must be provided before receiving any Federal aid. The Financial Aid Office will provide notification by email of any additional documentation required.

A number of financial aid programs are available through the Morgridge College of Education, including reduced-tuition programs, scholarships, fellowships, assistantships, and traineeships. We hope, therefore, that cost will not be a major issue for outstanding students who choose to study at our private university. To be eligible for any Morgridge College of Education funding, students must maintain good academic progress and meet minimum Grade Point Average (GPA) as required by the Morgridge College of Education and the specific academic program, and must complete a FAFSA every year of their program. Students in non-traditional, half-tuition programs in the Morgridge College of Education may qualify for student loans, but are not eligible for other types of financial aid provided through the MCE. *As a note, the Teacher Education Program and programs in Educational Administration rarely do offer scholarships.*

Federal Stafford Loans

To qualify for Federal Stafford Loans, graduate students must be enrolled at least half-time in an eligible degree program (4 credit hours or more per quarter), or in an eligible certificate program (6 credit hours or more per quarter). To receive loans, a student must also make satisfactory academic progress in his/her program of study, not be in default of an educational loan and submit all required financial aid forms. Federal Stafford Loans are the most common type of aid for graduate students. Eligibility is determined by information provided on the FAFSA. Awards are offered by the Office of Financial Aid.

Need-Based Funds

Federal Perkins Loans

Students must meet the same qualifications as listed for Federal Stafford Loans; however, students enrolled in a certificate program are not eligible for Federal Perkins Loans. Awards are made through the college, school or department.

Federal Work-Study/Student Employment Program

This work program, funded by the federal government, provides part-time employment at an hourly wage, which is determined by the demands of the job and the skill and experience of the student employee. The program encourages community service and work related to each student's career goals.

To qualify for a Graduate Work-Study award, students must be enrolled in an eligible degree program, which includes Continuous Enrollment students. Students in Dual Undergraduate-Graduate programs who have received the Bachelor's degree and are officially enrolled as Graduate students may be eligible for Graduate Work-Study. Students are required to meet need-based fund requirements listed above and demonstrate a calculated need.

Recipients of the Graduate Work-Study award must be enrolled half-time (at least 4 credit hours per term). Awards are made through the college, school or department.

Work-Study Handbooks are available from the Office of Financial Aid for students and supervisors and provide further details regarding Work-Study policies and procedures.

Job Location and Development/ Federal Student Employment Program

The Student Employment Office locates and develops part-time jobs for currently enrolled students who want jobs regardless of their financial need. Thus, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study. Part-time jobs are available off campus with local businesses, non-profit organizations, government agencies, DU alumni, and families in the Denver community. Students will earn at least the current federal minimum wage, but the amount might be higher depending on the type of work and the skills required. Additional information about part-time employment can be found at: www.du.edu/studentemployment.

Colorado Graduate Grants

These grants, funded by the State of Colorado, offer limited funds to qualified Colorado residents as verified by the Colorado Residency form (<http://www.du.edu/registrar/forms/forms.html>). Students must be enrolled full-time (8 credit hours per term) in an eligible degree program and have an Expected Family Contribution (EFC) of \$5,775 or less. Awards are made through the College.

Merit-Based Funds

Merit-based awards are competitive and limited in number. Early application is always advisable. Application dates vary; check with the College's Office of Admission and Enrollment Services for specific requirements and deadlines.

Doctoral Fellowships

The primary purpose of the Doctoral Fellowship Program is to assist in the recruitment of highly qualified students to doctoral programs at the University of Denver. Only doctoral students are eligible for these awards.

The award amounts may vary between \$1,000 (minimum) and \$5,000 (maximum) per year, per student, and the Fellowship awards can be combined with other types of aid including GTA or GRA appointments in order to create a financial aid package that will attract the most qualified students.

The awarding of the Fellowship funds is based on merit. While graduate units may set their own specific guidelines regarding the definition of merit, the nominees must possess high GPAs for all previous work, have attained exceptional scores on graduate entrance exams (GRE, etc.), and have strong letters of support. Only the very best applicants should be nominated. Since the focus of this Fellowship is recruitment, nominees are expected to be new applicants to DU, however, in special cases programs can

choose to recommend a continuing student. A written request to fund a continuing student should be submitted to the Vice Provost. Typically, students should be enrolled for at least 8 quarter hour credits of course work (i.e. not Continuous Enrollment) during each quarter in which they receive the Fellowship. However, there may at times be special circumstances when this does not meet the best needs of the department. In such cases the department can submit a written request to the Vice Provost to waive the 8 credit rule.

Morgridge College of Education Scholarships *1

The Morgridge College of Education has a limited number of scholarships available for enrolled students. Eligibility criteria, value, and the period of award may vary. Scholarships are generally gift aid, with no obligation for service. Many are offered for a single quarter, providing the recipient continues to meet all eligibility requirements. Students will be notified regarding available scholarships through email lists, bulletin board postings, and through the Morgridge College of Education website. To be eligible for Morgridge College of Education or University of Denver scholarships, students must be admitted, enrolled, and charged full tuition in traditional, full-rate programs, unless otherwise noted. Students must also have a completed FAFSA on file with the Office of Financial Aid. The FAFSA is available online at <http://www.fafsa.ed.gov/>. Students should refer to the Office of Financial Aid website for further information on the FAFSA at www.du.edu/finaid/. The following table shows some of the Morgridge College of Education scholarships available, as well as eligibility requirements. Students should contact their program for the most current scholarship information.

Boettcher Scholarship/stipend *

Competitive fellowships cover the majority of the costs for each participant in the first two years of the program. Full tuition scholarships plus a \$10,000 living stipend.

Buell Scholarship *

The Buell Early Childhood Leadership Program requires completion of 24 quarter-credit hours for the graduate certificate. The Temple Hoyne Buell Foundation will provide funding of all but up to \$1,000 per accepted student for the certificate portion of this program. The Masters portion (21 credits in addition to the certificate) of this program is offered at one-half the cost of DU's current tuition rate.

Dean's Scholarship

These scholarships, typically ranging from \$2,000 - \$16,000 per academic year, are broadly dispersed to new and continuing students based on recommendations from program chairs

DU Doctoral Fellowship

The primary purpose of the Doctoral Fellowship Program is to assist in the recruitment of highly qualified students to doctoral programs at the University of Denver. Only doctoral students are eligible for these awards. The award amounts may vary between \$1,000 and \$5,000 per year, per student, and the Fellowship awards can be combined with other types of aid.

Federal Work-Study

This program provides part-time employment at a per-hour wage, which is determined by the demands of the job and the skill and experience of the student employee. Recipients of the Graduate Work-Study award must be enrolled half-time and have a demonstrated need based on their FAFSA. The Morgridge

¹ Scholarship funds and availability may change from year to year. Students should refer to their program or the Office of Admissions and Enrollment Services for further information on scholarships and financial aid.

College of Education employs many work-study students, typically hiring in the spring and summer for positions starting in the fall.

FFEL Grant

To qualify for a FFEL Grant, students must be enrolled at least half-time and have need as determined by the FAFSA. Award amounts vary, but may not exceed tuition.

MCE Work Stipend

This work stipend gives students an opportunity to work with faculty on research and a variety of projects.

MCE Scholar

Awarded to one outstanding new student in each of our traditional programs each year, this two-year award totals \$20,000 and may be combined with other forms of financial aid.

Named Scholarship

Many of our individual academic programs have been supported by engaged donors who have provided financial gifts and endowments that provide the funding for approximately 40 scholarships.

Federal Perkins Loan

To qualify for the Federal Perkins Loan, graduate students must be enrolled at least half-time in an eligible degree program. Eligibility is determined by information provided on the FAFSA. Interest does not accrue while students are enrolled at least half-time or during grace periods. Perkins Loan may not exceed \$6,000 annually.

*total annual awards are based on number of students admitted to program, amounts may vary.

Our awards are decided by faculty of the academic program to which you have applied. You must be formally admitted to a degree granting program before a decision on financial aid can be made.

Graduate Assistantships

Graduate Teaching Assistantships and Graduate Research Assistantships are assigned by departments to eligible students according to the guidelines below. Some positions may receive a tuition waiver, stipend, or both.

Graduate assistantships may be awarded to eligible students in a degree program who are appointed to positions in the same or closely related fields. Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) appointments are made on a full-, half-, or quarter-time basis.

The policy applies to both GTAs and GRAs except where specified.

Graduate Teaching Assistant (GTA)

The GTA assists faculty members in classroom and laboratory instruction, prepares apparatus or material for demonstration, conducts tutorials and grades assignments. GTAs may also be assigned to teach courses under the supervision of faculty members. In some departments, GTAs may be assigned to carry out research or administrative duties. GTAs are funded by the university budget.

GTAs who are assigned to research or administrative duties (including GAs, GSAs, etc.) are still considered GTAs and international students must take the TSE or iBT exam to be eligible to receive the GTA award.

Graduate Research Assistant (GRA)

The GRA works under supervision in a program of departmental or interdepartmental research. The appointment is made with the understanding that required services will contribute to the student's professional training. GRA work is often used as part of thesis/dissertation research, with approval by the appointing Program Chair and Associate Dean and the thesis/dissertation supervisor. GRAs are funded by external grants or contracts.

The label "GRA" only applies to graduate assistants who receive stipend and waiver benefits from external awards (e.g. grants or contracts).

Eligibility

Assistantship recipients must be enrolled in an academic program during the terms in which they receive their award. Departments may stipulate that recipients must be enrolled full-time.

Any graduate applicant whose native language is not English (including US citizens and permanent residents) who wishes to be considered for a GTA position must first demonstrate fluency in spoken English by taking the Test of Spoken English (TSE), administered by ETS, and receiving a minimum score of 50. Beginning Fall 2005 the new Internet Based TOEFL exam will be accepted by the University of Denver. The iBT will completely replace the old TSE exam by 2007. The minimum qualifying score for a GTA on the iBT Speaking section is 26. Contact the unit and/or the International Admissions Office for details.

Provisionally accepted students who are appointed to GTA or GRA positions must satisfy the provisions and have them removed before 15 credit hours have been completed or one academic year has passed in order to remain eligible for a graduate assistantship.

Should a graduate assistantship recipient wish to change his/her major field of study to another college, school, or department, the award is not transferable to the new department.

Students may not hold a GTA/GRA position and a Work-Study position simultaneously. However, within the same academic year a student may hold a GTA/GRA and a Work-Study position, just not during the same term.

Stipend and Waiver Awards

Graduate assistants receive monthly stipends and, ordinarily, tuition remission in the form of waiver hours. Awards are made through the MCE. The combination of all tuition waivers cannot exceed tuition charges (prior to any assessed fees), and tuition waivers cannot be awarded in cash.

Assistantship awards can be made for any one quarter or all four academic quarters. Most likely, the award would be for three quarters maximum in a given year. Assistantship awards will be full-time, half-time, or quarter-time. Normally, full-time graduate assistants are entitled to 8 hours of waiver for each academic term, half-time assistantships are entitled to 4 hours per term, and quarter-time assistantships are entitled to 2 hours per term.

In general, full-time graduate assistants are expected to devote at least 20 hours per week to their assignments, half-time graduate assistants devote 10 hours, and quarter-time graduate assistants devote 5 hours. However, some academic areas may require more hours.

A graduate student may not hold more than the equivalent of one full-time assistantship or student employee position at any time (GTA and/or GRA).

There is no tuition-waiver benefit for spouses, dependents, or non-dependents of graduate assistants.

Award Duration and Use for Assistantships

When assistantship recipients have both scholarship and waiver hours available in any given term, scholarship hours will be drawn upon first to pay tuition bills. When assistantship recipients are also employees and have a combination of employee waiver, scholarship, and/or assistantship waiver hours available in any given term, the employee waiver will be drawn upon first, then the scholarship hours and finally the assistantship waiver hours will be drawn upon to pay tuition bills.

Because the fiscal year ends before the summer term closes, waivers cannot be carried forward from the spring to the summer term.

Waiver hours may not be used for interterm courses, noncredit courses, or any other fees or fines, including continuous enrollment fees.

If the student drops courses after or during the refund period for which waiver hours have been used, the waiver will not be re-awarded for future use.

If a graduate assistant is proven incapable of performing the responsibilities of the position, the College has the right to terminate the award prior to the end of the award period. If the appointment of a graduate assistant is terminated by means other than death or disablement before the end of an academic term, the award recipient is responsible for repayment of the “unearned” share of the award, including waiver hours “borrowed” from the future (GTAs only). Repayment may occur through deductions from the final paycheck or by other means.

Students with waiver and/or scholarship hours must use all of the hours available before they become eligible for flat-rate tuition. For example; a student who has 15 waiver/scholarship hours in his/her account enrolls for 17 credit hours, he/she will expend all 15 hours.

Generally, a student may be appointed in a Morgridge College of Education GTA or GRA position for no more than three academic years.

GTA Award Duration and Use

When awards are made for multiple terms during an aid year (for instance, fall through spring) GTA waiver hours may be divided equally among the terms, except in the case of term-by-term appointments which should be entered into the specific term for which the award is to be used. Students must inform their program of their plan for waiver hour use. Appointments cannot be effective prior to the term in which the student will actually begin working; i.e. a GTA appointment cannot begin in the summer if the student will not be working until fall term. “Appointed” means that the student is working and earning a stipend.

When awards are made for a single term, waiver hours will be available for use during the term of appointment only. GTAs appointed term-by-term may not borrow waiver hours from the future or carry over waiver hours to the next term. GTAs will not receive waiver hours during any term they are not receiving a stipend.

GRA Award Duration and Use

GRA awards are for one-quarter duration and GRA waivers cannot carry forward. There is no borrowing from the future and no carry-over from one term to the next, and GRA waivers cannot be made available until the term they are earned. GRA awards are subject to these policies for the life of the research grant.

Neither the stipend nor the waiver portion of a GRA award can cover any period outside of the grant or contract period. For example, if a grant or contract begins or ends at the halfway point of a term, no more than one-half of a full award (stipend and waiver) can be paid during that term.

Late Awards

Graduate assistant positions awarded late or after the fall term may affect other financial aid that a student is receiving.

Taxability

Because waiver hours are considered to be merit based scholarships, they are not taxable income. All stipend money received by a graduate assistant is taxable income. Recipients must have a W-4 form on file in the Payroll office.

Hiring Graduate Assistants

Departments/schools must submit an I-9 form for graduate assistants to Human Resources within three business days of hire. When domestic students and US Citizens are hired as GTAs, the department should re-verify (but not necessarily resubmit) the I-9 when the graduate assistant has been absent for more than one term.

International students: If the visa status changes after the student has been hired, a new I-9 must be submitted.

Background Checks

All GTAs and GRAs must fill out background check paperwork and be cleared by Human Resources as eligible to hire prior to officially being offered the assistantship. Background checks must be run if the student has never been employed at DU before or if they have not worked at DU for more than one calendar year. The department or unit hiring the student is responsible for paying the background check fee. Overseas addresses may require additional processing and fees in order for the background check to be completed.

International Student On-Campus Employment

International students may work on campus if their immigration status has been properly maintained. International students working on campus, whether as graduate assistants or in other non-work study student employee positions, may only work part-time during the academic term. Full-time on-campus employment is permitted only during interterm break and vacation periods. Part-time employment is defined as a total of 20 hours per week or less. A total of 21 hours per week or more is considered full-time employment.

Documents Necessary to Hire International Students

Employing departments of international students should refer to the University's I-9 process for verifying employment eligibility.

TSE and iBT English Testing

International students who wish to receive a GTA must first demonstrate fluency in spoken English by taking the Test of Spoken English (TSE), administered by ETS, and receiving a minimum score of 50. Note: beginning Fall 2005 the new Internet Based TOEFL exam will be accepted by the University of Denver. The iBT Speaking section will completely replace the TSE exam by 2007. The minimum qualifying score for a GTA on the iBT Speaking section is 26. Contact the unit and/or the International

Admissions office for details. International students whose native language is clearly English are exempt from the TOEFL but not the TSE/iBT.

Health Insurance Scholarship for Graduate Teaching and Research Assistants

The GTA/GRA Health Insurance Scholarship covers the cost of the DU Health Insurance Plan in addition to the Health and Counseling Center Fee. Eligibility is determined one time per year, in the Fall.

Eligibility

To be eligible for the GTA/GRA Health Insurance Scholarship, graduate assistants must meet the following criteria:

- Have a full time appointment (20 hours worked per week) as a GTA or GRA for the Fall, Winter, and Spring quarters.
- Have a waiver offer averaging at least 8 credit hours for the Fall, Winter, and Spring quarters.
- Register for and complete an average of 8 credit hours during the Fall, Winter, and Spring quarters (for a total of at least 24 credits).
- Must return the completed eligibility form indicating “Accept” by the annual Fall quarter deadline.

After receiving the Health Insurance Scholarship, failure to comply with any of the above listed rules may result in a hold being placed on the student’s account. The hold will not be removed until the student has re-paid the Health Insurance charges.

Satisfactory Academic Progress Policy

Federal regulations require the Office of Financial Aid at the University of Denver to monitor the academic progress of all students receiving financial aid toward the completion of their degree. This process is called SAP. The SAP policy is enforced in conjunction with all other University policies and procedures, including the academic suspension policy. SAP is monitored on a yearly basis, usually in mid to late summer, and is effective the following fall term. Certificate program students are an exception; SAP is monitored after each term, including summer.

SAP is monitored using three factors:

- Cumulative grade point average (CGPA): According to the policy of the Registrar, the grade point average is determined by multiplying the credit points (for example, B+ = 3.3) by the number of credit hours for each course. Total the credit hours attempted, total the credit points, and divide the latter by the former. Grades of I, NR, W are not included in the grade point average. Incompletes that are not completed within one year are calculated as "F" in the GPA. All grades for repeated courses are included in determining the GPA. Undergraduate and undergraduate accounting majors have separate GPA requirements and will be calculated separately. Graduate and Law have separate GPA requirements and will be calculated separately. Official GPAs at the University of Denver are truncated at two decimal places, e.g., a mathematical result of 3.8766666 is reported as 3.87.
- Cumulative Completion Rate (CCR): In order to graduate within the MTF limit, students must complete and pass a minimum of 80% of all courses attempted. The courses used to calculate the CCR will be the courses the student was enrolled in at the end of Week 3. Successful completion of a course of study requires a grade of “Pass” or “D” or above (“C” for graduate students). Grades of W, NC, NP, WF, F, Audit, or Incomplete do not constitute successful completion of a course. All accepted

transfer credits are counted as attempted, with the exception of transfer credits completed while a student is not meeting DU SAP requirements. Remedial coursework is accepted if the credit hours earned apply toward the degree or certificate program.

- Maximum Time Frame (MTF) limit: Students are required to complete all degree requirements within a percentage of the minimum credits required to graduate. The MTF for Graduate and Law students is 150%, thus student may attempt a maximum of 135 credits in order to complete a degree that requires 90 credits. The MTF for all undergraduate students is 125%, thus student may attempt a maximum of 240 credits in order to complete a degree that requires 192 credits. In the case of a class taken more than once, both grades will be counted toward MTF. The courses used to calculate the CCR as well as when the student has reached the MTF limit will be the courses the student was enrolled in at the end of Week 3. Once a student has reached the MTF limit, or at the point we determine they will go over it once they complete their required courses, he or she is no longer eligible for federal or state financial aid.

Students will be notified by the Office of Financial Aid by DU email and by mail at the current mailing address after SAP is determined if they do not meet the following criteria:

UNDERGRADUATE STUDENTS

- Maintain a 2.00 CGPA (2.50 for admitted BSAcc students)
- Maintain an 80% CCR
- Complete all degree requirements within a 125% MTF limit

GRADUATE STUDENTS

- Maintain a 3.00 CGPA (2.20 for Law students)
- Maintain an 80% CCR
- Complete all degree requirements within a 150% MTF limit

Financial Aid Suspension and Probation

Students failing to meet either the CGPA or CCR are placed on financial aid suspension and will not receive a disbursement of federal or state financial aid, until a SAP Probation Contract is completed. The SAP Probation Contract is not available online. Students are required to make an appointment with Financial Aid staff person to complete the contract. Students have one term to complete a SAP Probation Contract. This will always be the fall term or the term immediately following the failure to meet SAP for certificate students. If a SAP Probation Contract is not signed, the student is no longer eligible for federal or state financial aid (unless an appeal is submitted and approved as stated below).

Once a student completes a SAP Probation Contract, the student will be able to receive federal or state aid for a probationary period of three quarters (two semesters) to make up the deficit. Certificate students have a probationary period of one quarter to make of the deficit. Students must meet both the CGPA and CCR by the end of the probationary period for financial aid eligibility to continue. If a student fails to meet either the CGPA or CCR by the end of the probationary period he or she is no longer eligible for federal or state financial aid.

Students will be suspended from federal and state financial aid once they reach the MTF limit (student has attempted 125% or 150%, as applicable, of the minimum credits required to graduate), unless an appeal is submitted and approved (please see below).

Appeal Process

Students who are not meeting Satisfactory Academic Progress and have extenuating circumstances surrounding their failure to abide by the above criteria may appeal their status to the Office of Financial Aid.

Examples of possible appeals include:

- a student who exceeds his or her maximum time frame (MTF) limit due to a change in degree program may have a case to appeal the MTF SAP suspension status;
- or, a student who had extenuating personal/medical circumstances that have been resolved;
- or, a student who was studying abroad and could not reasonably be expected to complete the SAP Probation Contract in the fall term.

To appeal financial aid suspension, students are required to submit the following documentation to the Office of Financial Aid:

- A written statement from the student explaining the reason for appeal, including his or her program of study, anticipated completion date, a list of required courses left to complete the program.
- If appropriate, third party documentation surrounding the reason for the appeal.

Appeal decisions will be emailed to students within three to five weeks of submission. If the Special Circumstances Committee needs more information regarding the SAP appeal to make a decision, a Financial Aid staff person will coordinate this effort and the time frame to make a decision will be delayed. In some cases a Financial Aid staff person may require a SAP Probation Contract. Appeal decisions are final.

GENERAL INFORMATION

ACADEMIC CALENDARS

Quarter System: The academic calendar is divided into fall, winter, and spring quarters and a summer session. Each quarter is 10 weeks long and summer session is nine weeks. Students may complete degree requirements through continuous enrollment, including summers, or may arrange the normal work of a three-quarter academic year in any desirable sequence of quarters and summer session.

Summer Session: Summer session is an avenue for graduate students to accelerate their programs or complete necessary course work across many of the academic programs in the MCE. Elective and required courses are offered in a variety of time frames across many academic programs.

APA REQUIREMENTS

The Morgridge College of Education requires that students utilize the American Psychological Association's 5th Edition (APA) guidelines when writing research papers. This editorial style consists of rules or guidelines that writers observe to ensure clear and consistent presentation of written material. Editorial style concerns uniform use of such elements such as punctuation and abbreviations, construction of tables, selection of headings, citation of references, presentation of statistics, as well as many other elements that are a part of every manuscript. APA's style rules and guidelines are set out in a reference book called *The Publication Manual of the American Psychological Association, 5th edition*. It is recommended that all students purchase this reference book to ensure that papers submitted conform to APA guidelines. The DU Bookstore carries the APA Manual.

BLACKBOARD

Blackboard is a web-based learning environment that many MCE programs use as a supplement to its on-campus courses. Students will utilize Blackboard in many classes. Visit the Blackboard website at www.du.edu/blackboard for information on how to log-in as a first-time user. You may also access Blackboard through webCentral.du.edu.

CONFIDENTIALITY OF STUDENTS' RECORDS

The University of Denver collects and retains data and information about students for designated periods of time for the express purpose of facilitating the students' educational development. The University recognizes the privacy rights of individuals in exerting control over what information about themselves may be disclosed and, at the same time, attempts to balance that right with the institution's need for information relevant to the fulfillment of its educational mission.

The University of Denver complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment." Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The FERPA law, and its implementing regulations, may be reviewed in the Office of the Registrar, University Hall, Garden Level, Room B133.

EMAIL

All new students registering for courses at the University of Denver are automatically provided an email account on the DU computer system. For information on activating and using your DU email account, please visit the following website: <http://www.du.edu/uts/helpdesk/docs/email.html>. Should you need assistance, please contact the University Technology Services (UTS) Helpdesk. You may also access your email account through webCentral.du.edu.

Using Email as Official University Communication

The University assigned email account shall be an official means of communication with all students, faculty, and staff. Students are responsible for all information sent to them via their University assigned email account. Students who choose to forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

All faculty, staff, and students are required to maintain an @du.edu computer account. This account provides both an online identification key and a University Official Email address. The University sends much of its correspondence solely through email. This includes policy announcements, emergency notices, financial aid notifications, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff, and students. Such correspondence is mailed only to the University Official Email address.

Faculty, staff, and students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

Privacy Provisions

The University of Denver will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should not be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the University can assure neither the privacy of an individual

user's use of the University's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

University Access and Disclosure

To the extent permitted by law, the University reserves the right to access and disclose the contents of faculty, staff, students', and other users' electronic mail without the consent of the user. The University will do so when it believes it has a legitimate business need including, but not limited to, those listed below, and only after explicit authorization is obtained from the appropriate University authority.

Faculty, staff, and other non-student users are advised that the University's electronic mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received on University business or with the use of University resources may be made available for review by any authorized University official for purposes related to University business.

Electronic mail of students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The University may access, inspect, and disclose such records under conditions that are set forth in the statute.

Any user of the University's electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate University authority.

The University reserves the right to inspect and disclose the contents of electronic mail in the course of an investigation triggered by indications of misconduct or misuse, as needed to protect health and safety, and/or as needed to prevent interference with the academic mission.

Procedures for Approval for Access to Electronic Communications of Others

Individuals needing to access the electronic communications of others, to use information gained from such access, or to disclose information from such access, must obtain approval in advance from the Vice Chancellor of University Technology Services. Requests must be in writing and minimally include the following:

- Name and title of the person whose communications will be accessed;
- Name and title of the person who will access the communications;
- Purpose of access;
- What forms of communication will be accessed (e.g., voice mail, email, fax);
- Required duration of access;
- What will be done with accessed messages, including to whom they will be disclosed.

ENGLISH LANGUAGE CENTER (ELC)

www.du.edu/intl/elc
303-871-3075

International students who need to improve their English proficiency will find support at the English Language Center. The five-level intensive English-as-a-second-language program includes instruction in grammar, writing, reading, listening, speaking, research, note taking and vocabulary development. Summer and winter quarters, the ELC also offers an intensive Graduate Preparation Program that prepares international graduate students with language skills needed before they begin their programs in the fall or spring quarters. It also offers an International Teaching Assistant Program in fall quarter for graduate teaching assistants. The center is located at 1958 S. Josephine St.

IDENTIFICATION NUMBER AND PIONEER ID CARD

www.du.edu/pioneercard/index
303-871-4545

All students are assigned a student number – often referred to as a “Banner ID.” It is important to memorize your Student ID, as you will need it for registration, financial aid, and other University services. Your Student ID will be printed on your Pioneer ID Card. For security reasons, social security numbers are not used at DU.

Your Pioneer ID Card identifies you as a member of the University community. All students are required to carry their ID cards with them while on campus. Students must present a photo ID in order to receive a Pioneer ID Card. There is no charge for your first ID card. The Pioneer Card Office is located in the Driscoll University Center, South Wing, lower level.

LIBRARIES

www.du.edu/directory/libraries.html

The University of Denver libraries support the teaching and research activities of faculty and students by providing a diverse collection of nearly 3.5 million items. The libraries also offer additional services, including library instruction, reference, course reserves, interlibrary loan, and access to a variety of electronic resources via the Internet. The University’s two libraries are Penrose and the Westminster Law Library. Library collections include subscriptions to nearly 10,000 journals, periodicals, and other serial publications. Print materials are supplemented by a growing number of electronic resources accessible from library workstations and through the University’s network. The University libraries are members of the Association of College and Research Libraries (ACRL); the American Association of Law Libraries (AALL); the Center for Research Libraries (CRL); and the Colorado Alliance of Research Libraries. Through these memberships, DU’s libraries participate in regional- and national-level resource sharing, preservation and collection development.

NEW GRADUATE STUDENTS

Students newly admitted who have sent in their deposit (or, in special circumstances, had their deposit waived) will be sent registration materials from the Office of Graduate Studies before the quarter begins. Students will be informed by the Morgridge College of Education of any required orientation sessions. All new and readmitted international students are required to attend an orientation offered by the Office of International Student and Scholar Services.

REGISTRATION, GRADES, AND BILLING

Complete information regarding registration, grades, and billing can be found on the University of Denver’s Registrar’s website at www.du.edu/registrar. You may also access your grades, register for classes, see your bill, and view your financial aid information through webcentral.du.edu.

ACKNOWLEDGEMENT OF RECEIPT
OF THE
MORGRIDGE COLLEGE OF EDUCATION
BULLETIN
Academic Year 2008-2009

By signing this document, I acknowledge that I have received information on the Morgridge College of Education's 2008-2009 Bulletin and my Program Handbook. I understand I am responsible for knowing and being familiar with all polices and procedures included in the Bulletin and Handbook. I understand I must be in full compliance with Program, Morgridge College of Education, and University of Denver policies. I understand it is my responsibility to check the Morgridge College of Education and University of Denver websites for any updates or modifications.

Student's Major/Program (print): _____

Student's Name (print): _____

Student's Number: _____

Date: _____

Student's Signature: _____