



UNIVERSITY OF
DENVER

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Graduate Policy Manual

Faculty and Staff Reference

2009-2010

Student Handbook version available: www.du.edu/grad
under Current Students tab, then Student Policies and Forms

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ACCREDITATION, EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENTS

The University of Denver reserves the right to make changes in the regulations, courses, rules, fees or other changes in this policy manual without advance notice.

The University of Denver and its programs are accredited by the Higher Learning Commission (HLC, formerly the North Central Association) of Colleges and Schools and by other major accrediting agencies.

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, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. The University complies with all applicable federal, state and local laws, regulations and Executive Orders.

Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver Office of Diversity and Equal Opportunity, Mary Reed Building, Room 310, 2199 S. University Blvd., Denver, CO 80208. Phone: 303-871-2585. Fax: 303-871-7982

PREFACE: POLICY MANUAL PURPOSE AND SCOPE

This manual sets forth policies and procedures pertaining to the operation and governance of graduate schools and programs at the University of Denver which, in consultation with the Graduate Council, have been approved by the Associate Provost for Graduate Studies. The policies set forth herein have binding force on all graduate units of the University, except when a unit has established alternative policies, rules and/or procedures and has received the approval for these alternatives from the Associate Provost for Graduate Studies. In general, the Associate Provost and the Graduate Council will balance decentralization across the units with the need for uniformity and centralized control.

A. Adoption of this Manual

This manual delineates University-wide policies and procedures for all graduate programs. Acknowledging that some unit-level differences exist and although several are noted throughout the manual, it is possible that some practices at variance with the manual have not been noted.

Students should therefore consult the Handbooks or Policy Manuals issued by their own departments or units. In the event that discrepancies between the two documents are found, the student should consult with the appropriate advisor (e.g., Associate Dean or Graduate Advisor) for clarification of the relevant policy or practice.

Each graduate unit must examine this manual and identify all those program (or unit) policies or practices currently in place that conflict with the manual. Each program shall consider how it can adjust its own practices to conform to the policies specified herein. If the unit has good reason to maintain policies or practices that diverge from the manual, it shall notify the Associate Provost for Graduate Studies of these exceptional practices.

If in his/her judgment, the Associate Provost deems it desirable that the program or unit alter any of the practices that do not conform to this manual, he/she shall consult with the program to seek resolution. If that consultation fails to bring about an agreement, the Associate Provost may put the matter before the Graduate Council for its deliberation and recommendation.

B. Petitions for Exceptions

1. Units that wish to introduce policies or procedures that are at variance with the rules set forth herein shall petition the Associate Provost for Graduate Studies for authority to do so.
2. The Associate Provost will consider the petition and will notify the unit of his/her decision. A unit whose petition is denied by the Associate Provost has the right to have the matter be referred to the Graduate Council for review and subsequent recommendation to and reconsideration by the Associate Provost. The Associate Provost will report to the Graduate Council on all petitions and outcomes.
3. If the Associate Provost deems the petition to be controversial or otherwise notable, he/she will submit the petition to the Graduate Council for deliberation and for its recommendation. Following this deliberation, the Associate Provost will decide and report on the matter in accordance with step 2, above.

C. Unit-level Implementation of University Policies

A unit may find it necessary or desirable to introduce rules/procedures that implement the University's policies in a manner that is sensible given the unit's particular situation. In cases where these rules/procedures appear to be exceptions to University policies, the unit will notify the Associate Provost for Graduate Studies of the rules/procedures. If, in his/her view, the rules/procedures represent an exception to the University policies, he/she will notify the unit and will follow the procedures detailed under part A. "Petitions for Exceptions".

D. Modifications to the Manual

Changing or unforeseen circumstances within a unit, the University, or applicable law (or other factors and events) may require modifications to this manual. Any unit and any member of the Graduate Council may propose a change in this manual by submitting a petition to the Associate Provost for Graduate Studies.

ORGANIZATION

Divisions/Units

The primary responsibility of Graduate Studies is to work with the units to maintain the high standards and quality of graduate programs at the University of Denver.

Responsibilities

The Associate Provost for Graduate Studies has oversight responsibility for all graduate programs. The Graduate Council serves in an advisory capacity to the Provost through the Associate Provost for Graduate Studies.

Graduate Studies at the University of Denver includes the programs in the following academic units:

- Arts and Humanities
- Morgridge College of Education
- Conflict Resolution Institute
- Daniels College of Business
- DU-IIiff Joint PhD Program
- Josef Korbel School of International Studies
- Graduate School of Professional Psychology
- Graduate School of Social Work
- Graduate Tax
- Intermodal Transportation Institute
- Natural Sciences and Mathematics
- School of Engineering and Computer Science
- Social Sciences
- Sturm College of Law
- University College

Graduate Council

The Associate Provost and the Graduate Council are charged with the responsibility of reviewing, formulating, and implementing policy concerning graduate education.

Composition

Council membership includes the Associate Provost for Graduate Studies, all of the academic deans from units with graduate programs, an elected faculty representative from each division, two elected representatives from the Faculty Senate, and one representative of the Graduate Student Association Council (GSAC).

Administrators such as the Registrar, the Dean of the Library, the Vice Chancellor for University Technology Services, the Chair of the Undergraduate Council, the Associate Provost for Multicultural Excellence, or the Vice Provost for Internationalization shall be permitted to participate in the Committee's proceedings as voting members whenever any business is transacted that touches upon their responsibilities.

Responsibilities

The Graduate Council shall oversee the configuration of graduate degree and certificate programs, monitor the degree to which these programs further the university's mission, avoid unwarranted program duplication, and establish, monitor, and maintain academic standards across the graduate curricula.

The Council shall formulate policies including, but not limited to, the structure and quality of the graduate curricula; procedures concerning graduate student appeals; and policies governing the initiation and termination of graduate degree programs.

Student Services Offices/Appropriate Authority

The appropriate student services offices/authority which handles administrative issues (eg. admissions processing, graduation, etc.) for each division are listed below:

<u>Academic Unit</u>	<u>Appropriate Office/Authority</u>
Arts and Humanities & Social Sciences (AHSS) Morgridge College of Education (MCE) Conflict Resolution Institute Graduate School of Professional Psychology (GSPP) Josef Korbel School of International Studies (JKSIS) (Admissions only) Natural Sciences and Mathematics (NSM) School of Engineering and Computer Science (SECS) DU-Iliff Joint PhD Program (DU-Iliff)	Director of Graduate Student Services Graduate Studies, Admissions & Records 2199 S. University Blvd. Mary Reed Building Room 5
Sturm College of Law	Law Center 2255 E. Evans Ave.
Daniels College of Business (DCB)	2101 S. University Blvd.
Josef Korbel School of International Studies (JKSIS)	Admission and Student Affairs 2201 S. Gaylord St. Ben Cherrington Hall
Graduate School of Social Work (GSSW)	Admission and Financial Aid, Office and Registrar 2148 S. High St. Craig Hall
Graduate Tax	Law Center 2255 E. Evans Ave. Suite 390
Intermodal Transportation Institute (ITI)	2400 S. Gaylord Street
University College (UColl)	Student Services Office 2211 S. Josephine

GRADUATE PROGRAMS

The following is an explanation of the different types of graduate programs:

Certificate Programs

Policy

At the discretion of the University, academic credit earned in certificate programs may be awarded at the graduate level.

Procedures

A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings. Most certificates require a minimum of 18 credit hours. Credit hours that have already been counted for a previous degree that has been awarded cannot count towards granting a certificate. Contact the unit for details.

Graduate Degree Program

Policy

A Graduate Degree Program is an independent degree program existing under one college, school, department, or institute under the authority of the Graduate Council and the Associate Provost for Graduate Studies.

Procedure

In general, with the exception of students in the Dual Undergraduate-Graduate program, graduate students must have earned a Bachelor's degree from a regionally accredited college or university before matriculation in the graduate program. However, with approval from the Associate Provost for Graduate Studies, students who have already earned a Master's degree, but not a Bachelor's degree, may in rare cases, matriculate without a Bachelor's degree.

Concurrent Candidacies

Policy

Concurrent Candidacies occur when students are enrolled in two programs concurrently.

Procedure

Admission and program requirements must be fulfilled for each program. At the time of admission, the student submits written approval from each unit allowing enrollment in two programs simultaneously. There will be no reduction in the number of credit hours required for either degree.

Formal Dual Degree

Policy

All proposals for Formal Dual Degree Programs must be approved by the Graduate Council and the Associate Provost for Graduate Studies. These programs are only offered at the Master's or JD level.

Procedure

There are two types of Formal Dual Degree Programs. Type one incorporates two distinct disciplines where students complete two separate sets of core courses and cross-count electives. Type two incorporates two areas of study within one discipline where students cross-count a common set of core courses and take separate sets of electives.

Graduate units that offer more than one Master's degree in different but closely related fields may develop a Formal Dual Degree Program that links two Master's graduate programs and leads to two degrees. These programs allow students to cross count a sub-set of core courses for both fields of study in addition to completing electives from both fields. The amount of the credit hour reduction due to cross counting courses is variable across programs. Typically the amount of reduction is no more than 1/3 or less of the total hours of the original degrees. While it is preferred that students complete courses from each field concurrently, in some areas, electives may be taken consecutively.

Students should complete both degrees at the same time. However, students can receive the first degree as long as all original requirements and credits for the first degree have been met.

They then have up to 18 months to complete the second degree.

Students must file a formal application with both programs to graduate from both programs.

Flexible Dual Degree

Policy

Flexible Dual Degree programs are allowed to link two Master's degrees or a Master's degree and a JD degree.

Procedures

Submission and Approval Process

To propose a Flexible Dual Degree, the student must first apply to and be admitted by both programs, pay application fees and admissions deposits for both programs, and seek the counsel of an advisor in each program. Admission into each program does not take the place of filing a Flexible Dual Degree proposal nor guarantee approval of the proposal.

Students should submit the proposal for the Flexible Dual Degree as early as possible and **must propose and be approved by no later than the end of the fourth quarter of enrollment in their first program (or third semester if Law) including summer.** Proposals submitted after this deadline will be rejected.

The dean, chair, or director of each degree program **and** both program advisors, must carefully compare the requirements for each program and approve the proposed curriculum. The student must then submit a copy of the original requirements for each degree (printout from the unit website or copy from the student handbook is acceptable), a detailed course plan showing all proposed courses, the quarters they are to be taken and the credit hours; a one-page statement of the educational/career objectives stating the reasons for the specific course selection and which courses most clearly serve the educational and career goals of the student; and current official/unofficial transcript(s) showing any work already completed towards the proposed program and degrees.

The student then submits the documents listed above to the Office of the Associate Provost for

Graduate Studies, which reviews and decides on the proposals. Proposals with errors or course/program inconsistencies will be returned for revision.

Any changes to the approved program require the student to resubmit a revised proposal packet to the deans/chairs/directors and advisors of both programs and the Office of the Associate Provost for Graduate Studies.

Once the proposal is approved, the student will be entered into the university computer system as a Flexible Dual Degree student.

Curriculum Structure

Students may propose any Flexible Dual Degree program that seems reasonable to them and their advisors for academic and career objectives. Only elective courses may be counted among the hours used for reduction or cross-counting. All the core requirements of each program must be preserved and cannot be overlapped or waived. Credit reduction due to cross counting of elective courses will be limited to the following for each program as determined by the original number of credit hours required for each degree:

Required Credit Hours for Degrees and Flexible Dual Degree Reduction Allowed

45-60 credits = 10 quarter hour reduction

61-75 credits = 12 quarter hour reduction

76-90 credits = 15 quarter hour reduction

45-60-quarter hour degree program:

Reduce or cross-count a maximum of **10**-quarter hours for the one degree without outside transfer credit. The traditional maximum outside transfer credit allowed in this case would be 10-quarter hours. A reduction of 15-quarter hours from the original degree will be the maximum allowed when combining outside transfer hours and the cross counting of degree hours.

61-75-quarter hour degree program:

Reduce or cross-count a maximum of **12**-quarter hours for the one degree without outside transfer credit. The traditional maximum outside transfer credit allowed in this case would be 22-quarter hours. A reduction of 25-quarter hours from the original degree will be the maximum allowed

when combining outside transfer hours and the cross counting of degree hours.

76-90-quarter hour degree program:

Reduce or cross-count a maximum of **15**-quarter hours for the one degree without outside transfer credit. The traditional maximum outside transfer credit allowed in this case would be 45-quarter hours. A reduction of 45-quarter hours will be the maximum allowed from the original degree when combining outside transfer hours and the cross counting of degree hours.

Note: Credits at the Sturm College of Law for a JD degree are calculated using semester hours, 1 semester hour equals 1.5 quarter hours. A 90 semester hour JD degree may only be reduced by a maximum of 10 semester hours for a total of 80 semester hours completed for the JD. (10 semester hours equals 15 quarter hours).

Thesis Requirements

Thesis requirements depend on the structure of the original degree programs.

- If program A requires a thesis, and program B has a thesis or non-thesis option, then the student must write a thesis for program A and either an additional thesis for program B or choose the non-thesis option for program B.
- If program A requires a thesis and program B requires a comprehensive examination, the student must write and defend a thesis for program A and pass a comprehensive examination for program B.

If one of the core requirements of both intended programs is the writing and defense of a thesis, then (with prior approval from both departments) a combined thesis may be written as long as both departments are equally represented (from original proposal to completion) and so long as the most rigorous requirements are adhered to for completion and oral examination.

Finishing the Degrees

Students should complete both degrees at the same time. However, students can receive the first degree as long as all original requirements and credits for the first degree have been met. They then have up to 18 months to complete the

second degree. Students must file a formal application with both programs to graduate from both programs.

If a student decides to only complete one degree, they must inform their unit, program advisors, and the Office of the Associate Provost in writing of their intention to nullify their Flexible Dual Degree proposal. The student must complete all the original requirements for the remaining degree in order to graduate.

Additional information and instructions for submitting a proposal for a Flexible Dual Degree are available on the Graduate Studies website at www.du.edu/grad.

DU-Iliff Joint PhD Program

Policy

The University of Denver (Colorado Seminary) and the Iliff School of Theology jointly administer a program leading to the Doctor of Philosophy in Religious and Theological Studies.

Procedure

The program currently involves faculty and staff from a variety of Iliff's and DU's schools and departments. Joint PhD students maintain student status and have access to resources in both co-sponsoring institutions. Students in the Joint PhD Program should be referred to as "DU/Iliff Joint PhD Students" and not primarily as either Iliff or DU students.

Students should refer to the Joint PhD program handbook for more specific program requirements and procedures. Students in the Joint PhD program are expected to know the specific policies, procedures, and requirements in both the Graduate Policy Manual and the Joint Program Handbook as both pertain to their program.

Dual Undergraduate – Graduate Degree Programs

Policy

A Dual Undergraduate-Graduate Degree Program is an institutionally approved program (formerly known as a 3/2 or 4/1 program) where an undergraduate student takes classes toward a

graduate degree program prior to earning a Baccalaureate degree.

Procedures

The programs may cross-count a limited number of hours toward both degrees. The amount of the credit hour reduction is variable across programs. Typically the amount of reduction is no more than 1/3 of the total hours of the original degree or less. To be admitted, a student's academic progress must demonstrate that the requirements of the program can be completed in five years.

Undergraduates still need to meet all normal core, major, minor, and total credit hour requirements of their respective majors and minors before receiving the undergraduate degree. Graduate coursework is usually taken during the undergraduate "senior" year. Students should be admitted to the Dual Program *before* taking graduate courses since undergraduate students generally may not take graduate courses. Usually, no more than 30 hours of electives may be used in the senior year to begin the graduate/professional program. The total number of credit hours required varies by department. All requirements of the graduate or professional program need to be completed before receiving the advanced degree.

Students may elect to receive their degrees in one of two ways:

1. Students may receive the BA/BS degree after completing the requirements for the Baccalaureate degree and before finishing the requirements for the Master's degree. If the undergraduate degree is awarded first, the student will be considered a graduate student and all academic, administrative, and financial aid policies pertaining to graduate students will apply.
2. Students may receive the BA/BS and MA/MS concurrently after the fifth year when all requirements for both degrees have been met. If the degrees are awarded concurrently, students are considered undergraduates throughout the entire program and all academic, administrative, and financial aid policies pertaining to undergraduate students apply.
 - A student, who initially chooses to receive the bachelor's and master's

degree concurrently, may choose not to continue on for the graduate degree and may count the graduate courses towards the undergraduate degree. (Refer to the appropriate college or school for opt-out options and requirements.)

- If the student chooses to receive the undergraduate and graduate degrees concurrently, graduate financial aid is not available. The student will be eligible only for undergraduate financial aid and the student's DU-funded need-based and/or merit-based undergraduate aid will continue for up to an additional three quarters beyond the normal twelve quarters.
- In cases where students have neither need-based nor merit-based undergraduate aid, no new undergraduate aid will be awarded to them. If the student completes and elects to receive the BA/BS prior to completion of the MA/MS, the student is no longer eligible for undergraduate aid and may apply for graduate financial aid.

Dual Undergraduate-Graduate students are recorded as undergraduate students and access undergraduate aid and tuition rates. Students enrolled in the dual undergraduate-graduate program who have completed all required coursework but are still working on a thesis are not eligible for graduate Continuous Enrollment. These students should register for Independent Research (4995) hours.

Admission and Records Procedures

A number of important processes are affected by a student being in an approved Undergraduate-Graduate Dual program (e.g., financial aid, advising, degree audit, financial modeling). Therefore, it is critical that admission and records procedures are followed consistently and accurately.

- Students are admitted to Undergraduate-Graduate Dual degree programs by the graduate admission unit. The graduate unit follows all normal admission procedures for admitting the student, and the student must meet all admission criteria for the graduate

program other than receipt of the Baccalaureate degree (e.g., appropriate graduate admission examinations unless waived by the Dean of the unit).

- Students should be admitted to the Undergraduate-Graduate Dual Program as early as practical for financial aid and other reasons. They must be admitted to the Dual Program no later than the end of their tenth full-time quarter of the undergraduate degree (i.e., by the first quarter of the senior year).
- The effective term for admission should be the term in which the student is permitted to take graduate courses. For example, if the student's senior year begins fall 2009 and the student meets admission criteria and may begin taking graduate courses in spring 2010, the admission term should be spring 2010.
- The completed graduate admission file should be forwarded immediately to the Admission/Transfer Evaluator in the Office of the Registrar. The file should indicate the student is participating in an approved Undergraduate-Graduate Dual Degree program.
- Graduate Units are responsible for assuring this student information is accurate. Students enrolled in approved Dual Programs are noted on the graduate unit's Student Status Report. The unit must assure that Dual Degree participants are included. The graduate unit should contact the Office of the Registrar to remove Dual Degree participation or add missing students.

*Note: A student who receives a Bachelor's degree and was not previously enrolled in a Dual Undergraduate-Graduate program is **not** eligible to return and enroll in a graduate program and count the Bachelor's credit hours towards the graduate degree.*

Approval of Dual Undergraduate – Graduate Degree Programs

To receive approval, the program must be presented to the Graduate and Undergraduate councils. If approved by the Councils, the program is submitted to the Provost. The admission standards for these programs must be approved by the Provost and reflect higher

standards than typically required for graduate admission.

Program proposals must include the following:

- Rationale
- An articulation of which undergraduate and graduate degrees may be combined (BA, BS, MA, MS, MBA, etc.)
- Admission standards
- A curriculum plan – including a clear articulation of cross-counting credits. (Current approved curricula must be on file in the Office of the Registrar.)
- A financial impact statement

Note: Students should refer to the appropriate college, school, department or institute for additional information on graduate degrees.

Master's Degree (*See section on Master's Degrees*)

Doctoral Degree (*See section on Doctoral Degrees*)

GRADUATE ADMISSIONS

Supporting Documents for U.S. Citizens and Permanent Residents

Policy

The University of Denver requires the submission of specific items and documentation from students applying for admission to graduate study before an application can be processed; including transcripts, application fees and test scores. The following documents are required:

Applying for the Program

Several items are required for an application to be processed. Continue reading for more information.

Application Fee

Policy

An application fee is required.

Procedure

This is a nonrefundable application fee, (bank draft or personal check) drawn on a U.S. bank, which covers the cost of processing application materials. A credit card payment is acceptable for online applications only. Applications will not be processed until this fee is paid. No waivers or deferrals are allowed with the exceptions of McNair and CORE scholars. A letter of verification needs to be included with the application materials.

Transcripts

Policy

Applicants are required to submit official transcripts from each post-secondary institution they have attended, or are presently attending, where 2 quarter hours (or 1 semester hour) or more, were completed. Proof of a Bachelor's, and, if applicable, a Master's degree is required from a regionally accredited college or university.

Official transcripts must be received in the timeframe set by the admitting unit, but no later than the first quarter of enrollment or a hold will be placed on the student's account.

Procedure

The graduate unit is not responsible for obtaining an applicant's transcripts, including any record of work completed at the University of Denver. Applicants must also account for any study undertaken outside the United States. If study abroad grades do not appear on a transcript, those records must be obtained as well.

An official transcript must include the original signature of the registrar and/or the seal of the issuing institution, and must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap. Official transcripts must be submitted prior to matriculation or the student will be admitted with Provisions (*See also the complete policy on admission with Provisions*).

All credentials submitted become property of the University of Denver and cannot be copied or returned to the student or any person(s).

Notes:

Some units may have more restrictive admissions requirements or guidelines. Consult the unit for more information.

The Graduate School of Social Work: requires official transcripts if even one credit hour was completed.

Letters of Recommendation

Policy

Letters of recommendation or other supporting documents (such as statement of purpose or an essay) may be required.

Procedure

Letters of Recommendation from professors, preferably in the student's field of concentration

or from employers, may be required. Consult the individual academic unit for details.

Essay

Policy

Some graduate units require an admissions essay.

Procedure

This personal statement (essay) should include information concerning the student's life, education, practical experience, special interests and specific purpose in applying to the University of Denver. Applicants should consult with the graduate unit for specific essay guidelines. Refer to individual units for details.

Admission Examinations (GRE, GMAT, LSAT, etc.)

Policy

A graduate entrance exam may be required for regular status admission.

Procedure

If an exam is required for admission, it must be taken prior to matriculation unless the applicant is admitted with Provisions with one of the provisions being completion of the entrance examination. The Provision must be satisfied in the timeframe set by the admitting unit, but no later than the first day of priority registration in the first quarter of enrollment or a hold will be placed on the student's account.

Entrance exam scores older than five years from the date of the application may not be acceptable for admission. Contact the department for specific requirements.

Note: Contact the graduate unit for details on required admission examinations.

Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)

Policy

A TOEFL or IELTS score is required for applicants who are not native English speakers, regardless of citizenship, and who have not earned a degree at an English-speaking institution.

Procedure

Some academic units may have more stringent TOEFL or IELTS requirements. Refer to individual units for exact requirements. (*See also the section on TOEFL and IELTS exams for details.*)

Entrance exam scores older than two years from the date of the exam are not acceptable for admission.

Verification of Legal Permanent Residency (Alien Registration Card)

Policy

A copy of the Alien Registration (green card) is required for permanent residents.

After the Student is Admitted

Once the student is admitted to the program, he/she must follow several steps to matriculate in the program or reapply or defer for a different term if the student does not plan to immediately enroll.

Admissions Deposit

Policy

A non-refundable deposit may be required of all new graduate students, including international and domestic students, employees of the University, and current students applying for Formal or Flexible Dual Degree programs.

The University of Denver is part of a Resolution with the Council of Graduate Schools that binds all departments to an agreement that students are under no obligation to respond to offers of financial support (admission) prior to April 15th; earlier deadlines for acceptance of such offers violate the intent of the Resolution.

Procedure

The deposit confirms the applicant's intent to attend the University. ONLY those students who have confirmed their attendance in the program by sending the proper deposit receive registration information. Students must deposit directly to the appropriate admission office. Deposit fees vary by program. Consult the individual graduate unit for information on the required deposit and deadline. If a deposit is required, it is applied to the first term of tuition. However, fully funded Graduate Assistants may request a refund of the deposit from the Bursar's Office upon matriculation.

Reapplication

Policy

Students who wish to enter the same program within one year of a previously submitted application must reapply for admission. The student will be admitted under the degree requirements in effect at the time of reapplying.

Procedure

Applicants reapplying for admission within one year of the previous application must submit a new application and supporting documents and may be charged a fee.

Deferral

Policy

Some graduate programs allow students to request a one-time deferment of the date of his/her intended enrollment for up to one year.

Procedure

If the student does not enroll in the term to which admission was deferred, he or she must reapply and pay the reapplication fee.

Note: Some units may have more stringent requirements. Contact the unit for details.

Supporting Documents for International Student Applications (And Applicants Educated Outside the United States)

Policy

Before an application can be processed, the University of Denver requires the submission of specific items and documentation from international students applying for admission to graduate study. In order to issue an I-20 form to accepted international students, the Office of International Student Admission must verify that the applicant “meets all standards for admission” [per U.S. Federal Register: 8 CFR § 214.3 (k) (3)]. Units or departments may be asked to petition the Associate Provost for Graduate Studies for graduate international applicants whose academic background may not generally meet DU’s graduate admission standards.

The following documents are required for admission review:

Application Fee

Policy

An application fee is required.

Procedure

This is a nonrefundable application fee, drawn on a U.S. bank, which covers the cost of processing application materials. A credit card payment is acceptable for online applications only. Applications will not be processed until this fee is paid. No waivers or deferrals are allowed with the exceptions of McNair and CORE scholars. A letter of verification needs to be included with the application materials.

Copy of Passport

Policy

A copy of the photograph and legal name page of the passport is required. Applicants that do not have a passport will need to make arrangements to obtain a passport before an I-20 can be issued by the University of Denver.

Transcripts

Policy

Applicants are required to submit official transcripts from each post-secondary institution they have attended, or are presently attending, where 2 quarter hours (or 1 semester hour) or more were completed.

Official transcripts must be received in the timeframe set by the admitting unit, but no later than the first quarter of enrollment or a hold will be placed on the student’s account.

Procedure

The graduate college, school or department is not responsible for obtaining an applicant’s transcripts, including any record of work completed at the University of Denver. Applicants must account for any study undertaken both within or outside the United States.

All transcripts must meet the following requirements:

- have the original signature of the registrar and/or the seal of the issuing institution
- be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap
- include a statement of receipt of degrees earned
- be accompanied by certified English translations
- be submitted prior to matriculation or the student will be admitted with Provisions.

All credentials submitted become property of the University of Denver and cannot be copied or returned to the student or any person(s).

Notes:

Errors or omissions in English translations may be grounds for refusal or dismissal. Students should verify the address where they should send transcripts with their particular program.

Original language and certified English translations are required for all countries except for those countries where the native language is English. Other countries may not require original language, please consult the Office of Graduate Studies for specific details.

United States college and/or university transcripts are not evaluated by the Office of International Student Admission.

Graduate School of Social Work: requires official transcripts if even one credit hour was completed.

Letters of Recommendation

Policy

Letters of recommendation or other supporting documents (such as statement of purpose or an essay) may be required.

Procedure

Letters of Recommendation from professors, preferably in the student's field of concentration or from employers may be required. Consult the individual academic unit for details.

Essay

Policy

Some graduate units require an admissions essay.

Procedure

This personal statement (essay) should include information concerning the student's life, education, practical experience, special interests and specific purpose in applying to the University of Denver. Applicants should consult with the graduate unit for specific essay guidelines.

Admission Examinations

Graduate Entrance Exams (GRE, GMAT, LSAT, etc.)

Policy

A graduate entrance exam may also be required for regular status admission.

Procedures

If an exam is required for admission, it must be taken prior to matriculation unless the applicant is admitted with Provisions with one of the provisions being completion of the entrance examination. The provision must be completed no later than the first day of priority registration in the first quarter of enrollment or a hold will be placed on the student's account. Entrance exam scores older than five years from the date of the application may not be acceptable for admission. Contact the graduate unit for details on required admission examinations.

Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS)

Policy

Official scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) are required of all international graduate applicants whose native language is not English, regardless of citizenship, and who have not earned a degree at an English speaking institution or are applying to program that does not consider English Conditional Admissions. Applications will not be processed until the required TOEFL or IELTS score is received. Exam scores older than two years from

the date of the exam are not acceptable for admission.

Students with Bachelor's or Master's degrees from institutions where English is the language of instruction and examination are generally exempt from the English proficiency test requirement (please submit official proof with the application).

Applicants with a regionally accredited Bachelor's degree from a U.S. institution and/or whose native language is English are exempt from the TOEFL/IELTS requirement but not from other graduate entrance examinations.

Procedures

TOEFL

The minimum TOEFL score accepted by the University is 80 (iBT) or 550 (paper-based). The institution code for the University of Denver is 4842.

IELTS

A score of 6.0 or higher will be accepted on the IELTS exam for students applying for graduate level admission, in lieu of the required TOEFL scores mentioned above.

Notes:

Some units and/or programs may require higher scores, check with them for details.

Applicants educated in the following countries do not have an English proficiency requirement: Antigua, Australia, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada (except where French is the language of instruction), Fiji, Ireland, Jamaica, New Zealand, St. Christopher, St. Kitts, Trinidad and Tobago, United Kingdom, West Indies.

Required Tests for GTA Eligibility

Policy

Any graduate applicant whose native language is not English (including US citizens and permanent residents), regardless of his or her educational background, who wishes to be considered for any Graduate Assistantship (except GRA) during any year of study in any graduate department at DU, must demonstrate

fluency in spoken English by scoring a minimum of 26 on the Internet Based TOEFL (iBT) exam speaking section, or an IELTS score of 8.

Procedures

Refer to section on GTA eligibility for more information on required exams and minimum scores. Students may also contact the unit and/or the Office of International Student Admissions office for additional details.

Financial Verification for International Students

Policy

Students must complete the Financial Verification form, included with the international application materials, and provide an original bank letter showing cash availability.

Procedures

No photocopies of financial verification documents will be accepted. The form must be completed with the student's signature. This requirement does not apply to U.S. permanent residents (resident aliens) or students on other visa types who plan to attend DU.

Orientation Program

Policy

All new and readmitted international students are required to attend an orientation offered by the Office of International Students and Scholar Services.

English Conditional Admission (ECA)

Policy

In cases where minimum TOEFL/IELTS scores were not achieved or no English proficiency test was taken, the graduate unit may allow English Conditional Admission.

Units may admit academically qualified non-native speakers of English without proof of English proficiency provided such applicants participate in a process to meet DU's English requirement prior to enrolling in any degree courses.

In order to be eligible to take academic classes and be granted Regular Status in their graduate degree programs, students must:

- Present a departmental qualifying minimum TOEFL or IELTS score.

OR

- Successfully complete intensive English courses through the Graduate Preparation Program (GPP) at the university's English Language Center (ELC). This is the English Conditional Admission (ECA) Program.

ECA students cannot enroll in any regular degree courses prior to meeting the university's English requirement unless such courses are specifically approved by the Associate Provost for Graduate Studies.

Students who are admitted under the English Conditional Admission option are not eligible for Graduate Teaching Assistantships until the student has met the requirements of the ECA program, met the minimum requirement on speaking section of iBT and they have been changed to Regular Status students.

Procedures

Applicants must determine if the department they wish to apply to allows for English Conditional Admission. For departments that utilize ECA option, applicants need to apply for admission to the degree program and indicate that they wish to be considered for ECA.

Students seeking ECA must prove their ability to pay for their first year of studies at DU's English Language Center (ELC) and major/degree studies prior to receiving admission review. It is expected that these financial resources will remain available for the duration of the degree program.

If admitted ECA, the ELC will test the student's English language proficiency and the student will be placed in the appropriate class level (one through five) and Graduate Preparation Program (GPP). Testing for the ECA program class-levels will take place after a student arrives on DU's campus and prior to the beginning of ECA classes.

Students enrolled in units participating in ECA may begin their degree program in any quarter, full-time, as soon as they complete DU's English requirement. On a case by case basis, students may be able to take the summer quarter off before beginning their academic graduate program. This must be specifically approved by the Associate Provost for Graduate Studies and International Student and Scholar Services.

ECA students will submit satisfactory scores on such entrance examinations as are required by the academic unit prior to being changed from ECA to Regular Status.

Graduate departments may, at their own discretion, require any admitted international student to take courses at the English Language Center, regardless of his/her TOEFL/IELTS score or whether they were admitted under ECA status.

Notes:

Some units may not accept students under English Conditional Admission. Contact the unit for details.

Some units may have more specific requirements or higher minimum scores. Contact the unit and/or the Office of International Student Admissions for details.

Admissions Deposit

Policy

A non-refundable deposit may be required of all new graduate students, including international and domestic students, employees of the University, and current students applying for Formal/Flexible Dual Degree programs. Contact the unit for details.

The University of Denver is part of a Resolution with the Council of Graduate Schools that binds all departments to an agreement that students are under no obligation to respond to offers of financial support (admission) prior to April 15th; earlier deadlines for acceptance of such offers violate the intent of the Resolution.

Procedure

The deposit confirms the applicant's intent to attend the University. ONLY those students who have confirmed their attendance in the program

by sending the proper deposit receive registration information. Students must deposit directly to the appropriate admission office. Deposit fees vary by program. Consult the individual graduate unit for information on the required deposit and deadline. If a deposit is required, it is applied to the first term of tuition. However, fully funded Graduate Assistants may request a refund of the deposit from the Bursar's Office upon matriculation.

Reapplication

Policy

Students who wish to enter the same program within one year of a previously submitted application must reapply for admission. The student will be admitted under the degree requirements in effect at the time of reapplying.

Procedure

Applicants reapplying for admission within one year of the previous application must submit a new application and supporting documents and may be charged a fee.

Deferral

Policy

Some graduate programs allow students to request a one time deferment of the date of his/her intended enrollment for up to one year.

Procedure

If the student does not enroll in the term to which admission was deferred, he or she must reapply and pay the reapplication fee.

SEVIS Requirements

Policy

The Student and Exchange Visitor Information System (SEVIS) is the system that U.S. Immigrations and Customs Enforcement (ICE) (which has replaced the INS) and the Department of State use to track international students and scholars in F, J and M (vocational programs) immigration status and their dependents, from the time of the production of the initial visa document (the I-20 for F and M, the DS-2019 [replacing the IAP 66] for J) to the individual's program completion or departure

from the University of Denver. In the case of those students who elect to participate in what Immigration terms "Optional Practical Training" or "Academic Training," tracking a period of employment or attempted employment after the completion of studies is also required.

Procedure

Information Reported and Maintenance of Status

The information on a SEVIS form I-20 or DS-2019 is required. In addition, there are "events" defined in immigration law which are different for F and J visas. Student academic registration information must be reported each academic registration period.

Event Related Reporting Requirement (Students and Scholars)

- local address changes (physical address)
- a change in the student's or scholar's (or dependent's) legal name or address in the home country
- failure of a student or scholar to maintain status or complete his or her program
- any student who has graduated early or prior to the program end date on the SEVIS form I-20
- any scholar who has completed his or her program end date on the SEVIS form DS-2019
- any disciplinary action taken by the school against the student as a result of the student being convicted of a crime
- extension of an academic or exchange visitor program
- intention of transfer to another school or program
- application for employment authorization such as practical training for F1 students or on-campus employment and academic training for J1 students
- any changes in employment details while on optional practical training (OPT), during an OPT STEM extension or during a "cap-gap" OPT extension
- and any other notification request made by SEVIS with respect to the current status of the student

**Session Related Reporting Requirement
(Students)**

- whether the student has enrolled at the school, dropped below a full course of study without prior authorization by the Designated School Official (DSO), or failed to enroll
- the current, physical address of each enrolled student
- the end date of the current session and start date of the next session

TRANSFER CREDIT FOR GRADUATE DEGREES

Policy

- Transfer credit is applicable only when recommended by the college, school, department or institute and approved by the appropriate authority.
- Coursework and credit hours already applied toward a graduate degree received from DU or another institution cannot be accepted as transfer credit towards another graduate degree of the same level.
- Graduate credits earned at DU or another accredited institution can be applied towards a DU graduate degree as long as they were not part of a program in which a degree was granted.
- The student must initiate in writing the request for transfer of credit through the program of study and is responsible for seeing that the appropriate authority of the department, college, school, or institute has approved the request.
- An official transcript must accompany the transfer request.
- 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. Transfer credit is approved on a course-by-course basis.
- The credit must have been earned within a five-year period preceding the request for transfer. Exceptions to this regulation may be made only with specific justification by the college, school or department.
- Coursework with a “B-” grade may be requested to be transferred, providing the average of all graduate transfer coursework is “B” or better. If only one course is to be transferred, the grade must be “B” or better (a grade of “B-” or lower is unacceptable).
- 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 credit is not included in the computation of the grade point average for the current degree.
- All transfers of credit should be completed at least one term prior to the term of graduation.

Coursework Taken Prior to Enrollment at DU

Credits earned prior to enrollment in a degree program at DU may be transferred to meet degree requirements at DU in accordance with the transfer of credit policy and:

- for students entering DU without a previous graduate degree OR students entering a DU doctoral program with a Master’s degree, the request for the transfer must be made during the first quarter of attendance as a DU degree-seeking student.

Coursework Taken After Enrollment at DU

If the credit to be transferred is earned while the student is already enrolled in a degree program at DU, students may transfer graduate credit earned from a regionally accredited institution to meet degree requirements at DU in accordance with the transfer of credit policy and:

- students must initiate in writing a request for approval of outside coursework, prior to enrolling in the course. The written petition, submitted to the department, college, school or institute, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student’s reasons for requesting outside credit.

Master’s Programs

- Transfer credit toward a 45 credit hour Master’s degree is generally limited to 10 quarter hours but some programs may have

more restrictive limits. Some Master's degree programs that require more than 45 credits may allow more than 10 credits to be transferred toward the degree. Contact the unit for details.

GSSW: Students must complete 75 quarter hours in addition to an MSW degree for the doctoral program.

Doctoral Programs

- With approval from the student's advisor and the chairperson of the department, doctoral students may reduce the required hours for a doctoral degree by up to 45 hours with an earned Master's degree from a regionally accredited university. The student may not reduce the number of hours required for the DU doctoral degree by more hours than were awarded for the Master's degree.
- The student must initiate in writing the request for the posting the Master's degree through the program of study and is responsible for seeing that the appropriate authority of the department, college, school, or institute has approved the request.
- An official transcript must accompany the request and must demonstrate that the student earned a "B" average or better in their Master's degree program.
- The student's DU academic department must fill out the Transfer of Credit form and provide a statement that the student's Master's degree is appropriate and adequate background for the doctoral degree being sought.
- Fifteen additional quarter hours may be allowed to be transferred provided the credits have been earned after the Master's degree was awarded.

Note: Some graduate programs may have more stringent policies regarding transfer credit. Contact the unit for details.

Exceptions:

Morgridge College of Education: Students must complete 90 quarter hours in addition to a Master's degree for the doctoral program.

English: Students must complete 90 quarter hours in addition to a Master's degree for the doctoral program.

GRADUATE STUDENT STATUS

Admissions Status

Policy

A student may be admitted to graduate study as a Regular degree student, a student admitted with Provisions, Conditional admission student, Special Status student, Certificate student, or Lifelong Learner. Faculty may take courses as visiting scholars or Special Status students.

Procedures

Regular Degree Student

Students unconditionally approved for graduate study in a Master's, Doctoral, or certificate program have Regular status. Regular status is required for advancement to degree candidacy and graduation. Qualified students may be recommended for admission to Regular degree status to approved programs provided they meet the following criteria: receipt of all official transcripts, proof of a Bachelor's, and if applicable, Master's degree from a regionally accredited college or university; ability to pursue advanced study and research, as judged by the student's scholastic record; adequate preparation to enter graduate study in the chosen field; additional requirements for admission as established by the college, school or department.

Students Admitted with Provisions

Students admitted with some deficiency in undergraduate training or incomplete credentials are admitted with Provisions. Students may be accepted with Provisions on a case-by-case basis. Students admitted with Provisions must be changed to Regular status as soon as the conditions governing this type of admission have been met, and provisions must be satisfied in the timeframe set by the admitting unit. The incomplete admission credentials provision must be satisfied no later than the first day of priority registration within the first quarter of enrollment or a hold will be placed on registration.

The deficiency in undergraduate training provision must be satisfied no later than the first 15 quarter hours of enrollment or one calendar year, whichever comes first. Students must be informed of the Provisional admittance policies and the provisions to be satisfied in the acceptance letter.

Note: Some units may have more restrictive timelines for satisfying provisions. Contact the unit for details.

English Conditional Admission Student

Certain graduate departments may admit academically qualified non-native speakers of English without proof of English proficiency, provided such applicants participate in a process to meet DU's English requirement. This consists of obtaining the departmental minimum TOEFL/IELTS requirement or successfully completing intensive English courses at DU's English Language Center (ELC) through levels one through five and the Graduate Preparation Program (GPP).

The student will be tested by the ELC and placed in the appropriate study level. Students who are not placed into GPP must continue at the ELC until he/she completes the level they tested into and the subsequent levels through the GPP before they can matriculate as a regular student at DU.

Please check with the department to determine if they will admit for English Conditional Admission (ECA).

Graduate departments may, at their own discretion, require any admitted international student to take courses at the English Language Center, regardless of his/her TOEFL/IELTS score.

Students who are admitted under the English Conditional Admission option:

- are not eligible for Graduate Teaching Assistantships

- may not enroll for regular graduate courses until they have completed the ELC and GPP programs or have taken the TOEFL and received a passing score

Under special circumstances a student enrolled in GPP may petition to take one summer interterm course while they are finishing GPP. Petitions must be submitted to the Associate Provost for Graduate Studies for review and decision.

On a case-by-case basis, students may be able to take the summer quarter off after completing GPP and before beginning their regular academic program. This must be specifically approved by the Associate Provost for Graduate Studies and International Student and Scholar Services.

Special Status Student

Students holding Baccalaureate degrees but who do not intend to pursue a degree program may be admitted under Special Status. For domestic applicants, no transcripts are required under Special Status. International applicants must demonstrate proof of English language proficiency. Special Status students must secure the appropriate departmental signature on the Special Status form prior to submitting it for registration. Admission as a Special Status student does not guarantee admission to any regular University of Denver graduate degree program. In the event that the student subsequently wishes to undertake a degree program at the University of Denver, the regular application procedures must be followed, including the submission of the required fee. No more than 15 quarter hours earned in Special Status may be applied to the degree.

Special Status students must apply each term in the appropriate graduate unit. Special Status students may not register during priority registration, but may register with new students immediately prior to the beginning of each term. Some academic units do not allow Special Status enrollment.

Note: Special Status students interested in taking Iliff School of Theology courses must register at Iliff. The classes will be counted as

Special Status hours, not transfer courses, towards the DU-Iliff Joint PhD program with advisor approval upon acceptance into the Joint PhD program.

Certificate Student

A certificate student is one who is engaged in a program of study leading to a certificate. Only academic certificates will appear on the student's transcript.

Visiting Scholar

Faculty members of other institutions may pursue postdoctoral study for no-credit as guests of the University, without paying tuition. Visiting faculty members should apply to the department in which they plan to study. If graduate credit is desired, they must register as Special Status students and pay the regular tuition rates.

Lifelong Learners Program

In the interest of adult students who have diverse educational goals, University College offers its courses to non-degree seeking students and non-certificate seeking students. These students are designated as Lifelong Learners.

Neither entrance examinations nor a baccalaureate degree are required in order to register for courses as a Lifelong Learner. Students must declare their status as Lifelong Learners during their first quarter they are enrolled.

Lifelong Learners may take University College courses for academic credit and a permanent record is maintained by the University of Denver. Lifelong Learners may also take University College courses for non-credit (unless the course is offered for credit only).

Lifelong Learners must maintain a GPA of 3.0 to be eligible to take more than 12 quarter hours of credit. If the cumulative GPA is below 3.0 after the completion of 12 quarter hours of credit, the Admissions Office will send a letter notifying the student that he or she may not continue to take University College courses.

Note: Some units may have more stringent requirements for admission. Contact the unit for details.

Enrollment Status

Regular Enrollment

Policy

The University's definition of full-time graduate study is 8 credit hours or more of coursework 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.

Procedure

Some graduate programs and fellowship awards may require more than 8 credit hours of enrollment per term to be considered full-time. Contact the individual graduate unit regarding specific enrollment requirements.

Special Circumstances

Readmission

Policy

Students who are within their time limits for completion of their degrees but interrupt their graduate programs by not registering for one or more consecutive terms must apply for readmission (with the exception of summer term or who are on an approved Leave of Absence).

Procedure

Students who still have coursework to complete must submit an Application for Re-Admission and indicate the last term attended and the expected term of re-entry. The department must approve the request for readmission and the student must submit transcripts from any institution(s) he/she may have attended during his/her absence from DU. Students who are readmitted prior to the beginning of priority registration are eligible for priority registration. Readmitted students who miss priority registration may register during the regular registration period (following the Registrar's deadlines) once readmission is complete.

Concurrent Enrollment

Policy

Students may enroll concurrently at another college, school or university only if they are pursuing a requirement not currently offered at DU and if the concurrent enrollment does not result in an unacceptable credit overload.

Procedure

The total study load includes all courses taken at the University of Denver and at other institutions concurrently. Courses taken for no-credit (NC) are also applied toward the total study load. The maximum enrollment for any quarter is 20 credit hours.

Consecutive Term Enrollment

Policy

All graduate degree-seeking students must be in active status and enrolled for consecutive terms fall through spring.

Procedure

Enrollment may consist of registration for courses, thesis or dissertation credits, or Continuous Enrollment registration. The minimum thesis or dissertation credit requirements are determined by the individual graduate programs, which may require students to register for additional thesis or dissertation credits to maintain degree candidacy. A graduate student who is not in active status and not consecutively enrolled must apply for readmission.

Student status is rendered inactive after one quarter of non-enrollment. The student will not be able to register for courses and will need to submit a Readmission form to the program.

If a student is not planning to be consecutively enrolled, he or she must apply for a Leave of Absence from the university. Please see the Leave of Absence policy section.

Note: Academic units and programs may have additional registration and/or enrollment requirements. Contact the unit for more information.

Continuous Enrollment

Policy

Registration for Continuous Enrollment (CE) is limited to students who have completed all their coursework (with the exception of Independent Research hours 4995/5995) and are pursuing academic work/research necessary to complete a degree. Continuous Enrollment is designed primarily for students who are working on a thesis, dissertation or research paper/Capstone.

Credit hours for CE are:

- 4 credit hours of enrollment for students who have completed all their coursework and are working on non-thesis research papers, Capstones, performance, or other creative work.
- 8 credit hours of enrollment for students who have completed all their coursework and are working full time on a Thesis or Dissertation.

Continuous Enrollment hours will not appear on student transcripts.

Dual Undergraduate-Graduate students are recorded as undergraduate students and may access undergraduate aid and tuition rates. Students enrolled in the dual undergraduate-graduate program who have completed all required coursework but are still working on a thesis are not eligible for graduate Continuous Enrollment. These students should register for Independent Research (4995) hours.

Continuous Enrollment is not to be used for students who are only engaged in required internships and practicums. Students should register for internship and practicum courses through their department.

Students should be enrolled in CE by the end of the 100% reimbursement/drop-add period to be eligible for the university health insurance and health fee, plus loan deferment. Students who do not enroll prior to the first day of classes of a given term will be charged late registration fees as determined by the Registrar.

Procedure

Continuous Enrollment enables students to maintain active status with the University and to use university resources; including library, e-mail, lab access, student health insurance, and reduced rates at the Coors Fitness Center.

CE is not to be used for enrollment purposes while making up an Incomplete grade. An exception is if all other coursework is completed and the student is working on the thesis, dissertation or research paper/Capstone while completing the work required for the Incomplete. It is the responsibility of the student and graduate college, school or department to make this determination prior to approving eligibility for Continuous Enrollment credit.

Registration in Continuous Enrollment

Policy

Continuous Enrollment requires annual approval by the student's faculty advisor, the Dean, and/or the Associate Provost. Students are responsible for registering themselves in Continuous Enrollment each quarter by the appropriate registration deadlines.

Procedure

Continuous Enrollment Approval Forms may be obtained from and must be returned to the appropriate student services office. Approval by the Dean is required for the Divisions of the Graduate School of Social Work, the Josef Korbel School of International Studies and the Morgridge College of Education.

Approval by the Associate Provost's office is required for all Divisions, Schools, Colleges, and Institutes except for the Graduate School of Social Work.

Permission to enroll in Continuous Enrollment is granted for up to one academic year beginning in the fall quarter. Students requiring CE after fall quarter registration must complete and submit the form prior to the beginning of the subsequent quarter (winter, spring and summer) in order to be enrolled in CE. To avoid late fees, the student must submit a new form for fall quarter of the following academic year.

After permission to enroll is granted, students are responsible for registering themselves online for Continuous Enrollment each quarter. Registration for Continuous Enrollment must follow the Registrar's deadlines. To avoid late registration charges, students must register for CE prior to the first day of classes. To be eligible for health insurance and loan deferment, students must be registered by the end of the 100% refund period. Hours added after that time will not count towards Financial Aid eligibility.

There are five course codes for Continuous Enrollment. Students register for the appropriate type of CE depending on their Thesis/Dissertation requirements and financial eligibility status.

CENR 4500 Non-Thesis (4 credits)

Master's level students working on non-thesis research papers, Capstones, performance, or other creative work.

CENR 4600 Thesis (8 credits)

Master's level students, who are working on a thesis.

CENR 5600 Doctoral (8 credits)

Doctoral level students working on a dissertation.

CENR 4500, 4600, and 5600 registrations will confer loan eligibility or loan deferment if the student is eligible to receive financial aid.

Students with an approved time extension for completion of their degree program, but who are no longer eligible for Financial Aid because they are past the aid eligibility time limit (7 years Master's level, 6 years for MSW, or 10 years Doctoral) register for:

CENR 4700 Master's Level, Non-Financial Aid Eligible (0 credits)

CENR 4700 registrations do not confer loan eligibility or loan deferment.

CENR 5700 Doctoral Level, Non Financial Aid Eligible (0 credits)

CENR 5700 registrations do not confer loan eligibility or loan deferment.

Notes:

Students in University College, the Sturm College of Law, Graduate Tax and the Daniels College of Business are not eligible for Continuous Enrollment.

Peace Corps students are NOT to be put on Continuous Enrollment for the duration of their Peace Corps assignments. These students must follow the Peace Corps' procedures for maintaining appropriate loan deferment status.

Morgridge College of Education doctoral students and students in the DU-Iliff Joint PhD program are required to register for dissertation hours in addition to Continuous Enrollment. Contact the unit for details.

Some units may have more stringent policies. Contact the unit for details.

Fees and Readmission

Policy

Students must register and pay for Continuous Enrollment on a term-by-term basis. In addition to the standard CE fee, technology fees will be assessed based on part/full-time status (four/eight quarter hours).

Procedure

Students who have finished their coursework but who have become inactive because they were not registered for Continuous Enrollment must complete the Continuous Enrollment Application for Re-Admission. The student must submit transcripts from any institution(s) he/she may have attended during his/her absence from DU.

The student will owe Continuous Enrollment and technology fees for the terms he or she was not enrolled from Winter 2005 forward. In addition, a late fee may be assessed at the time of readmission. Paying fees for previous terms will not make the student eligible for retroactive enrollment, financial aid, or retroactive loan deferment.

Note:

GSSW students turn in the Continuous Enrollment Readmission form to the GSSW Registrar.

International Students

Policy

International students must be continuously enrolled and purchase health insurance to maintain their student status at DU.

Procedure

International students must register for three consecutive quarters each academic year to maintain full time student status with the university. International students should consult with International Student and Scholar Services regarding their specific case.

International students working on a thesis or dissertation should be enrolled in CENR 4600 or 5600 even if they are past the maximum time limits for their degrees in order to be properly reported to Federal agencies as enrolled at the university. Registration in these CE course codes will not confer loan eligibility or loan deferment.

Financial Aid Loan Eligibility and Loan Deferment

Policy

United States citizens and permanent residents participating in Continuous Enrollment may be eligible for student loans and loan deferment.

Students registered in Continuous Enrollment are not eligible for waivers, scholarships, or some forms of financial aid which require the student to be enrolled on a full-time basis (eight credit hours or more). These include the Graduate Studies Doctoral Fellowship, and the Graduate Studies Doctoral Fellowship. Nor are students eligible for Perkins Loans, which require the student to be enrolled on a half-time basis (4 credit hours or more).

However, students on Continuous Enrollment may receive a GTA, GRA, or graduate Work Study position as long as they are not required to be enrolled on a full-time basis (eight credit hours or more) according to departmental guidelines.

Registration in Continuous Enrollment does not guarantee eligibility for financial aid.

Procedure

Students must follow the loan procedures established by the Office of Financial Aid and must contact Financial Aid for details on loan, and loan deferment, eligibility. Satisfactory progress towards the degree must be verified.

Eligibility for loans and *in school* loan deferment ends after 7 years in a Master's program (6 years for the MSW) and after 10 years in a Doctoral program. Time away from the program (e.g. Leave of Absence, Medical Leave of Absence, or other non-enrollment periods) will count against the loan and loan deferment eligibility time limit. There are alternatives to the *in school* loan repayment deferment that may be applicable. To find out more information about a *forbearance* or *economic hardship* deferment, please contact the Office of Financial Aid or your lender. Students are responsible for submitting lender-required loan deferment forms to the Office of the Registrar.

Health Insurance and Continuous Enrollment

Students who are on Continuous Enrollment are *not* automatically accessed the Student Health Insurance Plan (SHIP) or Health and Counseling fee each quarter. In order to be accessed the SHIP and Health and Counseling fee and receive the benefits students must complete the Health and Counseling fee and SHIP enrollment forms for Continuous Enrollment for all applicable terms.

Change of Enrollment Status

Change of Degree or Program

Policy

A graduate student who wishes to change to another degree program must be terminated/withdrawn from the program to which he/she was originally admitted and be accepted into the new degree program.

Procedure

A student wishing to change his/her major or concentration, or wishing to change to a lesser degree (doctoral to Master's level), within the same College/School must request that the graduate unit submit a completed change of

major form to the appropriate student services office. Graduate units reserve the right to request that the student submit a full application for admission (which includes the application fee) to the appropriate admissions office, instead of the change of major form.

A student wishing to change to a major or degree outside of his/her current College/School, or wishing to change to a higher degree (Master's level to doctoral), must submit a full application for admission, including an application fee and supplemental admissions documents, to the appropriate admissions office.

Note: Some units may have alternative procedures for changing degree programs. Contact the unit for details.

Probation

Policy

Any student whose overall grade point average falls below a 3.0 will be placed on probation.

Procedure

It is each program's responsibility to inform the student of their probationary status. The student must contact his or her advisor to develop a plan to remedy the student's academic deficits. After three consecutive quarters (two semesters) of deficit, the student may be terminated from the program.

Note: Requirements for probationary status for Sturm College of Law students may be different. Students should consult the unit for appropriate procedures.

Suspension

Policy

Students may be suspended from the University for academic or behavioral misconduct and may not be permitted to enroll for a period specified as part of the terms of their suspension.

The University will not accept courses completed at another institution while the student is under suspension.

Procedure

A suspended student who wishes to re-enroll must reapply through his/her program's admission office.

Termination

Policy

Termination of a student from his/her graduate program may be recommended to the appropriate student services office for the following reasons:

- The student maintains a GPA lower than 3.0 for three consecutive quarters (two semesters).
- In the opinion of the student's advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0, or finishing requirements for the degree.
- A department can document that a student will not be returning.
- The time limit for completing provisions has expired.
- The time limit for completion for the degree has expired.
- The request for an extension of time has been denied.
- The student wishes to change to another degree program outside of the college, school, department, or institute in which he/she is currently enrolled.
- Severe academic misconduct, i.e. plagiarism, cheating, or fabrication (*See section on Student Behavior and Conduct*)

Procedure

If the student chooses to reapply to a program after being terminated, the time limit to complete the degree may not automatically be reset and there is no guarantee a student will be readmitted, even if he/she reapplies.

Notes:

Some programs may have more stringent policies. Contact the unit for details.

Requirements and procedures for termination for Sturm College of Law students may be different. Students should consult the unit for appropriate procedures.

Leave of Absence from the University

See the Registrar's office website for information on withdrawing from courses.

Policy

A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. (For medical circumstances, see the Medical Leave of Absence Policy.) Students who wish to withdraw permanently from their programs should follow the procedures for withdrawing from the university.

In general, Leaves of Absence are for students who want to take a period of time away from the University (excluding summer) with the intent to return. The maximum period of time for a single Leave of Absence is three consecutive quarters, excluding summers. Students who need an additional Leave of Absence should file a new application for a Leave of Absence. While on an approved Leave of Absence, students are guaranteed a place in their current program when they return to the University, provided all deadlines and rules are observed. Some units may have more restrictive guidelines for a Leave of Absence. Students should consult with their unit and program for more information before making a decision about whether to take a Leave. When a student returns, she or he will have the same registration priority as continuing students. It is important to note that students are still held to the original timeline for completion of the degree.

Procedure

A graduate student who wants to take time off from the University must fill out the Application for Leave of Absence for Graduate Students. The form must be signed by the student's adviser and turned in to the appropriate student services by the Registrar's published deadline to drop classes. Students who are currently enrolled for the quarter during which they wish to begin a Leave of Absence must first withdraw from courses for the quarter during which they apply for Leave. Students who fail to withdraw will be liable for full tuition and fee charges, and a failing grade may be recorded for every course for which the student is registered. Please see the

Registrar's office for additional Withdrawal Policy information and instructions.

Students who are called to active military duty while enrolled as a DU student should apply for a Leave of Absence. Active Peace Corps volunteers may apply for a Leave of Absence for the term of their Peace Corps service.

Students on a formal internship, cooperative education, or clinical placement program as part of an academic program at DU should not apply for a Leave of Absence as they may need to be enrolled for internship or practicum credits. Instead, students should work with their graduate unit to be sure they are in compliance with program requirements.

Non-degree seeking (Special Status) students or students who are beyond the time limit to complete their degrees are not eligible for Leaves of Absence.

International students who are interested in a Leave of Absence should be aware of certain restrictions in the immigration laws. Nonimmigrant students may not remain in the United States in F-1 or J-1 immigration status if they are not enrolled full-time in school unless they meet certain criteria and have approval from International Student and Scholar Services (ISSS). In order to take a Leave, international students must either leave the United States while out of school or change to another non-immigrant status. Before applying for a Leave, international students should consult with an adviser in the ISSS office.

Important Considerations Before Taking a Leave of Absence

Finances

Outstanding debts must be cleared with the Bursar's Office before going on Leave. A student's Leave application will be accepted even if they owe money to the University, however, students will not be allowed to register for future terms if they have any outstanding debts to the University.

Students should be clear about the impact on loan repayment requirements as well as scholarships, teaching assistantships, and other

forms of University aid. While on a Leave of Absence, students are not eligible to receive financial aid, including work-study, while on Leaves of Absence because they are not enrolled. Some forms of University aid (ie. GRA and GTA positions and other scholarships or fellowships) are not guaranteed to be reinstated if a student takes a Leave of Absence. In addition, student loan repayment terms may be impacted and in some cases repayment may begin when a student goes on Leave. It is the students' responsibility to notify their lender they are taking a Leave of Absence and will not be enrolled in school.

Students should apply for financial aid well in advance of the quarter they expect to return to school so their disbursement is available at the beginning of the term. Contact the Office of Financial Aid for additional information at finaid@du.edu.

Transfer Credit

If a student intends to take courses at another institution while on Leave, they must follow all procedures for pre-approval of the course(s) as outlined by their particular program policies.

Maintaining Contact

Students retain access to their computer accounts and e-mail while on Leave. Students' DU e-mail accounts are the official means of communication between the University and students. Policy changes, registration information, etc. will be sent to students' @du.edu account. If students plan on using an account other than the University account as their primary e-mail account, they are responsible for forwarding the University e-mail to the new account. Information on forwarding e-mail can be found at <http://www.du.edu/uts/email/>.

It is each student's responsibility to keep both their mailing address and e-mail address updated while on Leave. If a student's address changes while on Leave, it is the student's responsibility to update the address on webCentral or contact the appropriate office with the new information.

Students with Conduct Violations

Students who have outstanding judicial sanctions or actions due to violations of the

Student Code of Conduct will not be considered in good standing with the University of Denver and must first be cleared by the Office of Citizenship and Community Standards before they may be readmitted to DU. Please contact the office of Citizenship and Community Standards with any questions before applying for a Leave of Absence.

Returning to the University

Prior to registration for a student's scheduled return to the University, students should contact their advisers for information on choosing courses appropriate for each academic program. Please contact the appropriate student services office with questions about returning to the university and registering for courses. International students must contact ISSS to obtain proper immigration documents before returning.

Medical Leave of Absence from the University

Medical Leave of Absence Eligibility

Students may apply for a Medical Leave of Absence in cases of serious medical conditions. A student may request a Medical Leave of Absence a total of two times during his or her educational program at DU. For Medical Leaves of Absence, students may apply up to the last published day of classes. In addition, if the Medical Leave is approved, tuition for the quarter in which the student begins the Leave may be refunded.

While graduate students are on a Medical Leave of Absence, their time away from the University will not count as part of the time limit set for degree completion.

If the student is on a Medical Leave of Absence, he or she may not enroll for any courses at any institution unless they have been released by their doctor to return to coursework.

All other provisions and procedures for non-medical Leaves of Absence apply.

Deadlines

The complete Application for a Medical Leave of Absence and all relevant medical

documentation must be submitted within two weeks of the last date the student attended classes and no later than the published last day of classes. Students who fail to provide appropriate documentation within this timeframe will not be able to take a Medical Leave of Absence for that term and will be responsible for any tuition or fees.

Medical Documentation

Appropriate medical documentation must be submitted with the Application for Medical Leave of Absence form and must include the following:

- A signed and dated letter, on clinic letterhead, from a medical care provider appropriate for the medical condition indicated.
- Diagnosis of the condition, indicating confirmation the condition prohibits the student from attending classes and/or completing coursework.

Processing a Medical Leave of Absence

1. If the documents (Medical Leave of Absence form AND official medical documentation) are completed and received **before** the end of the 6th week of the term, all courses will be dropped, the relevant departments will be notified on the student's behalf, and tuition refunded.
2. Students may not apply for a Medical Leave of Absence for a term that has ended. Please contact the Office of the Associate Provost for Graduate Studies and Research to discuss what options might be available for future terms.

Returning from a Medical Leave of Absence

As a condition of accepting a Medical Leave of Absence, students agree to obtain appropriate medical treatment before returning to the University. To be eligible to return, students must submit documentation from an appropriate health care provider.

At least 6 weeks before a student plans to return, the student must submit the following:

- A signed and dated letter, on clinic letterhead, from a medical care provider appropriate for the medical condition indicating the student, at the time of the evaluation by the health care

provider, is medically able to resume study at the University.

- The Health Care Provider Questionnaire (completed by the health provider) available from the Associate Provost for Graduate Studies office or online at www.du.edu/grad under the Current Students tab, and then by selecting the Forms and Policies button.

The Associate Provost for Graduate Studies, or the Associate Provost's designee, has final determination as to whether the documentation the student submitted is sufficient.

It is the student's responsibility to submit medical documentation and necessary letters/forms with sufficient time to allow for processing and priority registration if the student is approved to return. All other provisions for returning to the University apply (e.g., students must resolve registration holds, etc.). Please contact the appropriate student services office with questions about returning to the university or removing holds.

If the student's health provider supports a second year of Medical Leave of Absence, please contact the Graduate Studies office to apply.

If a graduate student does not return from the Medical Leave of Absence, or is not released by their medical provider to return, within one calendar year of taking the Leave, the student will be automatically terminated from their program but may be eligible to reapply at a later date.

Mandatory Withdrawal Policy

A student will be subject to mandatory withdrawal if either of the Associate Provosts, Student Life Division or their designee, in consultation with the Director of Health and Counseling or the Director of Counseling Services, concludes that the student, by probable cause, engages or threatens to engage in behavior which:

- a. poses a significant danger of causing imminent physical harm to the student

- or to others, or which causes the student to be gravely disabled, or
- b. substantially impedes the lawful activities of other members of the campus community, or
- c. reasonably indicates that the student is unable to maintain academic progress at the University.

2. Except in emergencies (see the Mandatory Interim Emergency Withdrawal Policy) at least seven days advance notice will be given to the student if she/he may be subject to mandatory withdrawal. The time and place of the informal hearing will be included in the notice.
3. The student may be asked to undergo a physical or psychological evaluation to assist the Associate Provost in his/her determination. A student who does not complete a requested evaluation may be withdrawn pursuant to the emergency policy.
4. After at least seven days, an informal hearing will be held, wherein:
 - a. The Associate Provost or his/her designee and the Director of Health and Counseling Services will review any physical or psychological evaluation that they may have and give the student the opportunity to review and discuss that evaluation.
 - b. The student may be accompanied by medical or mental health professional, faculty member, or another person of his/her choice who may serve as an advocate.
 - c. A decision regarding continuance or withdrawal from the University will be made by the Associate Provost or his/her designee.
 - d. A statement of reasons will be made and filed with the student's record for any decision requiring a student's mandatory withdrawal from the University. This statement will include the requirements for re-admission to the University. These requirements may include a mandatory period of separation from the University to allow for treatment and recovery.

Record of the withdrawal will be released only under circumstances described by the Federal Educational Rights and Privacy Act (FERPA).

Mandatory Interim Emergency Withdrawal

Policy

An interim emergency withdrawal may be implemented immediately by either of the Associate Provosts, Student Life Division, or his/her designee if any of the following conditions are felt to be present:

- the student's behavior poses a significant danger of causing imminent physical harm to self or others, or
- the student is gravely disabled, or
- the student is substantially impeding the lawful activities of other members of the campus community.

A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Associate Provost, Student Life Division or his/her designee, within 48 hours from the effective date of the interim withdrawal in order to discuss the following issues only:

- a. the reliability of the information concerning the student's behavior, and
- b. whether or not the student's behavior poses a significant danger of causing imminent physical harm to self or others, or of substantially impeding the lawful activities of other members of the campus community.

Procedure

A student subject to such an interim withdrawal may be asked by the Associate Provost or his/her designee to release and submit the following information prior to continuing his/her educational program and/or returning to campus:

- a. Written statement by an appropriate licensed health care provider, including:
 - A description of the problem(s) that led to the student's interim withdrawal, including diagnoses, and indicating that the student, at the time of evaluation by the health care

provider, is medically able to resume study at the University.

- In addition, the health care provider must list any medications prescribed for the student, any side effects that may affect the student's ability to attend and complete classes, whether any prescribed medications require monitoring, and the name of the treatment provider designated to monitor the medication.
 - The student must sign a HIPAA-compliant consent form for release of the information by the provider.
- b. Submit a completed "Treating Health Care Provider Questionnaire" form provided by the University.
 - c. The name of a health care provider who is providing continuing treatment and/or may be contacted in an emergency.
 - d. Releases of information signed for DU's Health and Counseling Center and the Associate Provost's office or Student Life Division to consult with each other and with the treatment provider.

After reviewing the information, the Associate Provost or his/her designee may decide:

- a. to readmit the student
- b. to readmit the student pending the informal hearing, or
- c. to continue the withdrawal pending the informal hearing.

Graduate Student Death Response and Notification Guidelines

Please refer to the Office of Student Life for specific policies and procedures regarding university response to and notification of a graduate student death. Their website is: <http://www.du.edu/studentlife>.

REGISTRATION

Immunization Requirements

Policy

Colorado law (see Colorado Revised Statutes 25-4-901 to 909) and Colorado Department of Public Health & Environment regulations require all college and university students physically present on campus and enrolled for one or more classes to submit proof of immunization, as described below:

Procedure

All new incoming students who were born on or after January 1, 1957, must have had two measles, two mumps, and two rubella doses, the first administered no earlier than 4 days before the first birthday, and the second at least 28 calendar days after the 1st dose. Measles, mumps and rubella (MMR) vaccine is not required for students born before January 1, 1957. In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable.

Prior to the start of classes students must submit the completed Certificate of Immunization form to the Health & Counseling Center. Students must submit proof of immunization before coming to campus. Students that fail to submit proof will not be allowed to register for classes.

In the event of an outbreak, those students for whom a medical, religious, or personal exemption from the immunization requirement has been submitted will be withdrawn from classes until the outbreak is contained, but will not be entitled to a refund of tuition for any missed time.

A downloadable form and instructions can be found at www.du.edu/duhealth. Alternative records, such as a childhood records, may be acceptable upon review of the Student Health and Counseling Center staff. Please call 303-871-2205 for more information.

Note: University College students are exempt from this requirement.

Health Insurance Requirements

(for GTA/GRA Health Insurance Scholarship see that section for specific information.)

Policy

All students attending the University of Denver are required to participate in the Student Health Insurance Plan unless they can present proof of other adequate health insurance.

Procedures

Participation in DU's health care program consisting of the Health/Counseling Fee and the Student Health Insurance Plan allows students to receive medical and mental health care at our Health & Counseling Center for little or no out-of-pocket cost.

The Student Health Insurance Plan and Health/Counseling fee are added to the tuition bill when students register for six or more quarter hours (eight or more hours if you are a Law student). An informational hold is automatically placed on the student's account. To remove the hold students should visit My Web and accept or decline coverage. A student will be receiving the GTA/GRA Health Insurance Scholarship **should not** decline coverage. (See the complete policy on the GTA/GRA Health Insurance Scholarship for more information). If you are a degree seeking student carrying less than six credit hours (less than eight credit hours if you are a Law student), or are on Continuous Enrollment, you will need to enroll for the Student Health Insurance Plan at the Health and Counseling Center. For more information regarding eligibility or enrollment in the Student Health Insurance Plan, please call 303-871-2205 or go to the Health and Counseling Center website at www.du.edu/duhealth.

Students who are on Continuous Enrollment or are not registered for 6 credits are not automatically accessed the Student Health Insurance Plan (SHIP) or Health and Counseling fee each quarter. In order to be accessed the

SHIP and Health and Counseling fee and receive the benefits students must complete the Health and Counseling fee and SHIP enrollment forms for the Fall and Spring terms.

Graduate students with other adequate coverage may waive the charges. Please review the insurance requirements at www.du.edu/duhealth/general/insurance. The waiver is only available after you register for classes and may only be processed by the student online.

To waive the insurance and/or health and counseling fee go to www.du.edu, click on Web Central and then My Web. Once in My Web go to Student and Financial Aid and locate the Registration tab for the waiver.

To complete the waiver students should input their current insurance information and click submit. A confirmation screen indicates the waiver has been processed. Students will also be sent a confirmation email. It is recommended that students keep a record of the transaction by either printing out the confirmation screen or saving the email. If the student will be receiving the GTA/GRA Health Insurance Scholarship **do not** decline coverage.

- Health & Counseling Fee – Charged each quarter
- Student Health Insurance Plan – Paid in the fall and spring quarters for 6 months of coverage with each payment.

Detailed information including step by step instructions to the waiver process, the Student Health Insurance Plan Brochure and services available at the Health & Counseling Center can be found on the Health & Counseling Center website at www.du.edu/duhealth

Registration Changes (Add/Drop)

Policy

Students must register by the appropriate deadlines for all courses they wish to attend.

Procedures

Students may register on-line via the secure web

site, in the registration office located in the Office of the Registrar, or as designated by the college or school the student is attending. 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 students to register in the Registrar's 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. 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

Policy

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

Policy

Generally, courses may be added during the second to eighth week of a ten week quarter with an instructor's signature. Courses may not be added after the eighth week of the quarter. Deadlines for adding courses may differ for semester and interterm periods.

Waitlists

Policy

Contact the individual academic units for their policies on waitlisted courses.

Withdrawal from (Dropping) Courses

(See also the sections on Leave of Absence and Grading)

Administrative Withdrawal

Policy

Students are administratively withdrawn from courses that are canceled by the University.

Procedure

Canceled courses are deleted from the student's record and tuition charges reversed, if appropriate. Students are notified of the cancellation by the college, school or department responsible for offering, and subsequently canceling, the course.

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

Policy

With the exception of administrative withdrawals (above), a student must officially drop a course or a failing (F) grade is assigned.

Procedure

If a student ceases to attend a course, he/she remains enrolled in the course unless he/she officially drops the course through the appropriate registration office. A student cannot drop a course after the automatic withdrawal (W) deadline without all required signatures submitted to the appropriate registration office. If the drop is not processed the student remains enrolled in the course and will receive 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 term (or after the 4th week of a 5 or 6 week course).

In cases where the grade report indicates the student never attended, the Registrar may process the withdrawal request without referral to the Associate Provost's office or the Graduate Academic Exceptions Committee. Section and level corrections are also delegated to the Registrar's Office.

In some cases, the student may need to submit a formal petition for an Exception to Academic Policy to Withdraw from a course. The forms and instructions for this petition can be found at www.du.edu/grad under Current Students. *(See also the section on Exceptions petition guidelines)*

Notes:

Some programs may have more stringent policies regarding withdrawal from courses. Contact the unit for details.

Contact the Sturm College of Law for semester system withdrawal procedures.

International students who are considering withdrawing from the university should also contact the office of International Student and Scholar Services in addition to following the Graduate Studies procedures.

Non-Punitive Drop Periods

Policy

Courses dropped through the first five days of the quarter (summer session excluded) are deleted from the student's record.

Procedure

A 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

Policy

A student can be prevented from dropping a course in cases of suspected academic dishonesty, even during the automatic withdrawal (W) period.

Procedure

In cases of suspected academic dishonesty, the registration 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 or reviewed by the unit in which the case originated, 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. (*See also policies and procedures concerning Academic Dishonesty and the University of Denver Honor Code.*)

Note: Graduate School of Professional Psychology students should consult specific ethics guidelines from the department handbook regarding academic dishonesty.

Requesting Drop When Student is Failing

An instructor may refuse to give permission to drop a course to a student who is failing the course.

Drops with Approval

After the sixth week of a ten week quarter the instructor's signature and advisor's signature are required to drop a course.

Drop Deadlines

Policy

Withdrawals during the two weeks (10 class days, Monday through Friday) prior to the scheduled final examination period are not allowed.

Procedure

The Registrar's Office will maintain these and other important registration activity deadlines.

(*See also section on tuition refund appeal information.*)

Credit Load

Policy

A full-time graduate student may enroll for 8 to 18 credit hours each quarter.

Procedure

A credit-hour overload of more than 18 hours requires instructor and advisor approval and the signature of the Dean of the unit. Each credit hour taken in excess of 18 hours is charged at the current hourly tuition rate.

The total study load includes all courses taken at the University of Denver and at other institutions concurrently. Courses taken for no-credit (NC) are also applied toward the total study load. The maximum enrollment for any quarter is 20 credit hours.

Notes:

Some units may have different policies regarding registration processes, deadlines, and procedures for adding/ dropping of courses and academic dishonesty. Contact the registration office for more details.

Registration deadlines may differ for interterm periods.

University College, Graduate Tax, and the Sturm College of Law may have different policies regarding registration processes, deadlines, and procedures for adding/dropping of courses. Contact their registration offices for more details.

Course Information

Policy

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.

Graduate courses to be applied in a cognate area are subject to the approval of the major department or program.

Procedure

In general, a graduate major or program must be preceded by an appropriate undergraduate major as determined by the graduate program.

Course Number Designation

Policy

Graduate credit cannot be earned in courses numbered below 3000.

Note: Not all 3000 level courses may be offered for graduate credit. Students should consult their unit, program, and course schedule prior to enrolling in any 3000 level course to verify it is offered at the graduate level and may count as credit for the graduate degree.

Procedure

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.

- Pre-collegiate or remedial courses .. 0001-0999
- Undergraduate courses (lower division) 1000-1999
- Advanced (upper division) undergraduate courses 2000-2999
- Advanced undergraduate and certain graduate courses 3000-3999
- Graduate Courses 4000-6999

Independent Study

Policy

Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by class offerings.

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 department may limit the maximum number of Independent Study credit hours a student may apply towards their degree.

Procedure

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 Office of the Registrar, Office of Graduate Studies, or their academic unit. 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.

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.

Independent Research

Policy

Independent Research opportunities are available to students primarily for thesis and dissertation research (Masters 4995, Doctoral 5995 or 6995) or other independent research. The department may limit the maximum number of Independent Research credit hours a student may apply towards the degree.

Projects must be undertaken within the academic term in which they are registered, and registration after published registration dates is not permitted

Procedure

Students obtain applications from their academic department. Incomplete or partial applications will not be processed. Upon successful completion of the project or on its termination by request of the department, the research advisor will record a final grade. The department may use the A-F grading system in evaluating the research or record “P” (pass) or “F” (fail) for the course.

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.

Directed Study

Policy

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.

Procedure

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.

Courses for No Credit

Policy

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. Furthermore, 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 courses is the same as for credit courses.

Procedure

If adding the no-credit course creates a course overload (registration for more than 18 hours), the student will need to get permission for the course overload from the instructor, advisor, and dean of the unit, the same as if the student were adding a "for-credit" class on an overload status.

No-credit 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.

Note: Some units may have more stringent policies regarding "no credit" courses. Students should consult their registration office for information.

Auditing Classes

Auditing privileges are extended only to full-time students who have approval of the course 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. Students enrolled in a course may change to audit only if the course is dropped within the first five days of the term.

Note: Auditing privileges are not available for Daniels College of Business, Graduate School of Professional Psychology, or University College courses.

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

Policy

With advance approval of the chair of the department or the dean of the college or school, undergraduate students may request to take a graduate course for undergraduate 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.

Procedure

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 Credit for Undergraduate Students (Credit Counted Toward Graduate Degree)

Policy

With advance approval of the chair of the department or the dean of the college or school, undergraduate students who are within 10 credit hours of the number required for graduation and who have fulfilled all specific requirements may receive graduate credit for a maximum of 10 credit hours of 3000- and 4000-level courses taken in excess of graduation requirements.

Procedure

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. Registration must be completed before the deadline of the last day for registration with credit.

Internships After Completion of Coursework

Policy

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 register for internship credits.

Procedure

Students should consult the Office of Financial Aid to see if they are eligible for loans and loan deferment. Students who are not required to participate in an internship are not eligible.

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

Class Attendance

Students must officially enroll for the courses they attend. A student cannot receive credit or a grade 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.

Religious Accommodations and Class Attendance

Policy

This issue is still under discussion by the university and no formal policy has been issued.

Procedure

It is university practice to provide religious accommodations for students and employees where possible, unless the accommodation would create undue hardship. With regard to attendance matters, students and staff may request to be excused from work or class to attend to religious obligations. As DU does not endorse, or affiliate with, any particular religious tradition, no specific list of days of observance is issued.

Should questions arise as to the appropriateness of a request to be excused from work or class for religious reasons, please contact the office of the University Chaplain.

Note: Some graduate units may have more restrictive policies. Contact the academic unit for details.

GRADUATE GRADES AND QUALITY OF WORK

Grading System and Reporting Grades

University Grading System

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0.0
I	=	Incomplete
IP	=	In progress
NA	=	Never attended
NC	=	No credit (for non-credit registration)
NR	=	Non-reported grade (no grade)
NP	=	No Pass
P	=	Pass
W	=	Withdrawn (Hours do not count in the computation of the grade point average)

Reporting Grades

It is critical that grades be reported for all registered students in a timely fashion. For federal financial aid purposes, Non-Reported grades may be considered as Failing. This can result in financial obligations for the student.

Never Attended

A Never Attended (NA) grade should be assigned to students who registered for a class (and appear on the roster) but never attended the class.

Failing Grades

If a student ceases attending class or submitting assignments (and has not earned a passing grade), and if the student has not made arrangements for an incomplete (I), a failing (F) grade must be assigned.

Withdrawal (W)

For colleges, schools, departments and institutes on the quarter system, 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. (*See also policies on Leave of Absence and Medical Withdrawals*)

IP, NR and Incomplete Marks

Markers of IP (In Progress) or NR (Non-Reported) for courses on the transcript will turn to marks of Failing upon graduation if no grade has been assigned for the course.

Last Date of Attendance

Policy

Federal financial aid rules require institutions to record a student's last date of attendance if the student ceases attending a class.

Procedure

Last date of attendance appears on web and paper grade rosters. It is very important the university know that a student received a failing (F) grade because he or she ceased attending class. In cases where faculty do not have an exact date, an estimate should be provided (e.g., last assignment date).

Non-Passing Grades

Students who receive non-passing grades often have all non-passing grades for a term. By federal financial aid rules, the University must

consider those students to have withdrawn from the University. If DU does not have accurate records, the University and the student may face financial obligations for federal financial aid.

Grade Reports

Policy

Students may view grades for courses on the web. 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 telephone.

Procedure

For most programs at the University of Denver, grade reports are mailed upon request only. Requests to have grade reports mailed are valid through the summer term and must be renewed each academic year. Requests for mailed grade reports must be received by the last day of classes for the academic term. Grade Report Mailer forms are available in the Office of the Registrar.

Duplicate grade reports or reports requested after the end of the term may be obtained in the Transcript Office for a fee.

Notes:

Some units may have more specific grading guidelines and grade reporting procedures. Contact the unit for details.

Graduate Tax Program: uses a numerical grading system.

Graduate School of Social Work and Graduate School of Professional Psychology: do not award grades of D+, D, or D-.

Sturm College of Law: Faculty have 30 days after the date an exam is given to turn their grades in to the Sturm College of Law Registrar's office. Once grades are turned in, they must be processed. Required courses must fit into the mandated mean and median, which may require several adjustments by the faculty member. After the faculty member finalizes the grades, it takes 24 to 48 hours to post the grades to the web.

Incompletes

Incomplete (I) grades should only be assigned when all requirements for the course have not been completed because of circumstances beyond the student's control. Incomplete (I) grades should only be assigned when the student has made specific arrangements with the instructor prior to the end of the term. An incomplete (I) grade should not be assigned in any other circumstances.

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.

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.

Incomplete grades must be made up and final grades submitted within one calendar year from the date Incomplete was recorded or the Incomplete will be replaced by a grade of Failing (F) on the transcript.

Procedures

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. Once the Incomplete work is finished, the instructor submits the final grade for the course by submitting a change of grade form, available from the Registrar’s office. The instructor of the course is the only individual who can change the grade. Once the final grade is assigned the Incomplete marker will be replaced with the final grade and the notation “Incomplete Removed” will appear with the grade on the transcript.

It is in the student’s best interest that Incomplete grades be made up by the end of the following academic term. 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 approval of the dean of the unit in which the course was taken. The coursework 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.

Note: Some graduate units may have more restrictive policies.

Note: Markers of Withdrawal, Incomplete or Failing grades on a student’s transcript may impact their satisfactory academic progress for determining federal aid eligibility. Contact the Financial Aid office for further information.

Coursework and Grading

Coursework Accepted for the Degree

Graduate credit cannot be earned in courses numbered below 3000.

Note: Not all 3000 level courses may be offered for graduate credit. Students should consult their unit, program, and course schedule prior to enrolling in any 3000 level course to verify it is offered at the graduate level and may count as credit for the graduate degree.

A satisfactory quality of achievement with a grade point average of “B” (3.0) or better is required in graduate coursework accepted for the degree. The average is determined on the basis of the University’s grading system.

In no case may more than one-fourth of the hours accepted toward the degree be of “C” grade. A grade lower than “C-“ renders the credit unacceptable for meeting degree requirements.

Students cannot take more than 8 quarter hours beyond the degree requirements in order to make up grade deficiencies. These additional credit

hours should be relevant for the degree and approved by the student's advisor. Students whose grades are still deficient after taking the additional 8 hours are terminated from the degree program.

Note: Satisfactory grades for the Sturm College of Law may be different. Consult the unit for details.

Repeating Courses

Policy

Unless it is specifically designated as repeatable, a course in which the student has received a passing grade may not be repeated for credit. Grades of "C-" or better are considered passing and qualify for graduate credit. Repeatable courses include independent research, independent study, topics courses, and music performance courses.

If a non-repeatable course is taken again, the regular tuition rate is paid and the course is counted as part of the total credit load. All grades are counted in GPA calculations. The highest grade received in the repeated course fulfills the degree requirements, but hours earned toward degree requirements are counted only once.

All repeated courses appear on students' transcripts. Automated advising tools (e.g. the Academic Progress Report) may show only the course with the highest grade.

Candidate Status and Completion of Coursework

Policy

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

Grade Point Average

The grade point average (GPA) is determined by multiplying the credit points (for example, B+ = 3.3) by the number of credit hours for each course. Add up the total credit hours attempted,

total the credit points, and divide the number of points by the number of hours.

Grades of I, IP, NC, NR, W, NP or P are not included in the grade point average. Incomplete grades that are not completed within one calendar year from the quarter the original course was taken are converted to grades of 'F' in the GPA. All grades for repeated courses are included in determining the GPA.

Undergraduate, graduate and specific program GPAs may be calculated separately.

Good Academic Standing

Policy

Graduate students must maintain a GPA of 3.0 or higher to be in good academic standing.

Grade Point Average Below 3.0

Policy

Any student whose overall grade point average falls below a 3.0 are no longer in good academic standing and may be warned, put on probation, suspended or terminated, depending upon the grade point deficiency. It is the program's responsibility to inform the student of the deficiency and the student must contact his or her advisor to develop a plan to remedy the student's academic deficits.

Students cannot take more than 8 quarter hours beyond the degree requirements in order to make up grade deficiencies. These additional credit hours should be relevant for the degree and approved by the student's advisor. Students whose grades are still deficient after taking the additional 8 hours are terminated from the degree program.

After three consecutive quarters (two semesters) of deficit or, in the opinion of the student's advisor, department chair and/or dean, the student is incapable of raising his/her GPA to 3.0, or finishing requirements for the degree, the student may be terminated from the program.

Students whose GPA falls below a 3.0 may not be eligible for some types of financial aid. See the policy on Satisfactory Academic Progress

(SAP) or contact the Office of Financial Aid for details.

Grade Changes

Policy

Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. 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 by retaking the course.

Procedure

In the event of a grade error, the faculty member should complete a Correction of Error in Grading form obtained from the Registrar. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned.

The initial reporting of a grade does not require the Correction of Error in Grading form. If the grade was not recorded or if the course is listed as IP (In Progress), a memo on departmental letterhead will suffice to report the grade.

Note: Some graduate units may have more restrictive policies. Contact the academic unit for details.

Transcripts

Policy

A transcript is a 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.

Procedure

Transcripts are available from the Registrar's Office. However, transcripts and diplomas are not issued until all outstanding accounts with the University are paid. Students may check for current holds online. The Registrar's office does not hold transcripts pending a change of grade. "Issued to Student" is stamped on official transcripts sent to or picked up by students.

Unofficial transcripts can be obtained on the web.

Transcripts from Colorado Women's College/Temple Buell are also available through the Registrar's Office.

FINANCIAL INFORMATION

Graduate Financial Aid

Financial aid for graduate students is in large part provided by individual departments based on the mission and goals of the unit. The Office of Financial Aid does not award scholarships, grants, fellowships, or GTA/GRA waivers for graduate students. The student should contact the academic department or professional school in which he/she is enrolled or plans to enroll. The Office of Financial Aid offers Federal Work-Study, Federal Perkins loans, Federal Stafford loans, Federal Graduate PLUS loans, and alternative (private) loans to graduate students.

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, and Perkins Loans, and
- Merit-based, which includes the Graduate Studies Doctoral Fellowship, Graduate Studies Doctoral Fellowship for Inclusive Excellence, and divisional/departmental scholarships and awards.

Financial Aid Application

To apply for federal aid and certain types of institutional need-based aid, a student must complete the Free Application for Federal Student Aid (FAFSA). Only U.S. citizens, permanent residents, and eligible noncitizens can submit a FAFSA. International students are not eligible.

The FAFSA is available on **January 1st** each year and is submitted online at <https://www.fafsa.ed.gov/>. DU's school code is 001371. The U.S. Department of Education Central Processing system receives and processes the FAFSA. Once the FAFSA is processed, the student receives an email that allows access an electronic Student Aid Report

(SAR). The SAR summarizes the FAFSA information and provides a dollar amount for the

Expected Family Contribution (EFC). Students should review the SAR comments and make any necessary corrections. The DU Office of Financial Aid will receive the SAR information electronically from the U.S. Department of Education, thus students do not need to send DU a copy.

Each academic year approximately 30% of financial aid applications are selected by the U.S. Department of Education for review. This process of review is known as verification. If a student is selected for verification, a comment will appear on the SAR. In addition, the Office of Financial Aid will send an email to a new student's FAFSA email address or a continuing student's DU account requesting verification documentation.

Federal Stafford Loans

To qualify for Federal Stafford Loans, graduate students must be enrolled at least half-time in an eligible degree or certificate program (4 credit hours or more per quarter.) To receive loans, a student must also make satisfactory academic progress (SAP) in his/her program of study, not be in default on 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.

For students needing additional funding, other financing options are available including payment plans, Federal Graduate/Professional PLUS Loans, and private education loans. For information on these options, please visit the Office of Financial Aid website at <http://www.du.edu/finaid/gradfinance.htm>.

Need-Based Funds

Federal Perkins Loans

The Federal Perkins loan is a federally guaranteed, fixed-rate, low-interest loan for graduate students enrolled at least half-time (4 credits per term). Federal Perkins loans are awarded by the Office of Financial Aid on a

first-come, first-served basis to students who meet the financial aid priority date, March 1st for new students or April 1st for continuing students. To qualify, a graduate student must have an EFC below \$5,000. Not all students who meet the eligibility requirements will receive the award. Funds are limited and awarded until exhausted. The annual award amount is \$4,000 for the traditional academic year (fall, winter, and spring quarters or fall and spring semesters). Students awarded a Perkins loan can find additional information about entrance counseling and the Master Promissory Note (MPN) on the Bursar's website at www.du.edu/bursar/perkins.htm.

Students on Continuous Enrollment are not eligible for Federal Perkins Loans.

FFEL Grant

FFEL awards are:

- Grant funds (not a loan), not paid back by the student.
- For domestic, traditional, students only. International or students in non-traditional programs are not eligible.
- Need-based aid. Students must file a FAFSA, which will be used in determining their level of need. The award cannot exceed the student's need.
- For students who are enrolled at least part time (4 quarter hours) each term in actual course work. Continuous Enrollment students are not eligible for this grant.
- Not limited to a certain minimum amount per student. However, the combination of all individual awards for the unit/department/program cannot exceed the total amount allocated to the unit/department/program by the Associate Provost's office.
- Only able to count towards tuition. The award cannot exceed tuition.

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 or eligible Continuous Enrollment credits. Students in dual undergraduate-graduate degree programs who have received the Bachelor's degree and are officially enrolled as Graduate students may be eligible for Graduate Work-Study. Students must meet the 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 financial aid awarding process through the Office of Financial Aid on a first-come, first-served basis.

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

Background Checks

All employees, including Work Study students, must fill out background check paperwork and be cleared by Human Resources as eligible to hire prior to officially being offered a position. Background checks must be run if the student has never been an employee at DU or if they have not worked at DU for more than 120 days. Overseas addresses may require additional time for processing in order for the background check to be completed.

Job Location and Development

The Office of Student Employment locates and develops part-time jobs for currently enrolled students who want jobs regardless of their financial need. This enables 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 may be higher depending on the type of work and the skills required. Additional information about part-time employment can be found at <http://www.du.edu/studentemployment/>.

Merit-Based Funds

Merit-based awards are competitive and limited in number. Early application is always advisable. Application dates vary; check with the college, school or department for specific requirements and deadlines.

Graduate Studies Doctoral Fellowship

Policy

The purpose of the Doctoral Fellowship Program is to assist in the *recruitment* of *new* highly qualified domestic or international students to doctoral programs at the University of Denver. Awards will be made to excellent nominees as soon as they are received and approved. A small portion of the total Fellowship funds will be reserved for rolling admissions.

Award

The maximum award amount that can be requested is \$5,000 per year, per student. 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 highest qualified students. This Fellowship is *merit-based* and not dependent upon the student's financial need.

Eligibility

- 1) Only **NEW** doctoral students are eligible for these awards. Doctoral students may be domestic or international. **No continuing students** will be considered.
- 2) The awarding of the Fellowship funds is based on merit. While graduate units may set their own specific guidelines regarding the definition of merit, each nominee must possess high GPAs for all previous work, have attained exceptional scores on graduate entrance exams (GRE, etc.), an acceptable TOEFL/IELTS score or equivalent if an

international student, and have a strong letter of support from the admitting unit. Only the *very best* applicants should be nominated.

- 3) Students **must** be enrolled for at least 8 quarter hour credits of coursework (i.e. not Continuous Enrollment) during each quarter in which they receive the Fellowship. If the student drops below the minimum enrollment for the quarter, the Fellowship award will be withdrawn for that quarter.

Process

- 1) The department submits a nomination form and supporting letter for each student they are recommending to the Graduate Studies Office.
- 2) The award is "approved" or "denied" and the department is notified.
- 3) The department notifies the student of the status of the award. Students with approved awards must log in to WebCentral and go into their financial aid account to accept the award.
- 4) The Fellowship awards will then be dispersed through the Office of Financial Aid.

Graduate Studies Doctoral Fellowship for Inclusive Excellence

Policy

The purpose of the Graduate Studies Doctoral Fellowship for Inclusive Excellence (GSDFIE) is to assist in the *recruitment and retention* of highly qualified students to doctoral programs at the University of Denver for the purpose of furthering the university's mission of inclusive excellence. Graduate units with specific needs related to enhancing inclusiveness should submit a detailed, one-page, memo requesting fellowship dollars for students who will enhance the diversity of their doctoral programs. The memo should address how inclusive excellence related to attributes such as race, class, gender, age, culture, ethnicity, religion, sexual orientation, or (dis)ability will be achieved via the recruitment or retention of these students.

Awards will be made to excellent nominees as soon as they are received and approved. A small portion of the total Fellowship funds will be reserved for rolling admissions.

Award

The maximum award amount is \$5,000 per year, per student. 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 assist the highest qualified students. This Fellowship is *merit-based* and not dependent upon the student's financial need.

Eligibility

- 1) Only doctoral students are eligible for these awards. Doctoral students may be domestic or international.
- 2) 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.), an acceptable TOEFL/IELTS score or equivalent if an international student, and have a strong letter of support from the admitting unit. Only the *very best* applicants should be nominated.
- 3) Students *must* be enrolled for at least 8 quarter hour credits of coursework (i.e. not Continuous Enrollment) during each quarter in which they receive the Fellowship. If the student drops below the minimum enrollment for the quarter, the Fellowship award will be withdrawn for that quarter.

Process

- 1) For each student recommended, the department submits a nomination form and letter explaining how the student fits the inclusive excellence mission.
- 2) The nomination is "approved" or "denied" and the department is notified of the decision.

3) The department notifies the student of the status of the award. Students with approved awards must log in to WebCentral and go into their financial aid account to accept the award.

4) The Fellowship awards will then be dispersed through the Office of Financial Aid.

Deans Scholarship Hours

Contact the academic unit for information on availability and requirements.

Satisfactory Academic Progress (SAP)

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.

Procedures

SAP is monitored using three factors:

Cumulative Grade Point Average (CGPA)

Graduate students must maintain a cumulative GPA of 3.0 or better (2.20 for Law students). 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. Undergraduates 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 maximum time frame (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 1 of the academic term. 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.

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

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

Maximum Time Frame Limit (MTF)

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 a student may attempt a maximum of 135 credits in order to complete a degree that requires 90 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 1. 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.

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;
- 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.

Graduate Assistantships

Graduate Teaching Assistantships and Graduate Research Assistantships are assigned by departments to eligible students according to the guidelines below. GTA and GRA positions receive both a tuition waiver and stipend unless the student has completed all coursework and is registered for Continuous Enrollment, then the GTA or GRA is only eligible to receive a stipend (no tuition waiver).

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-, one-third, or quarter-time basis.

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

Note: Regardless of terminology a unit or department may use to describe these positions (GXA, GSA, GA, RSA, etc.) there are only two actual types of positions; either a GTA or a GRA and units, departments, and recipients of these positions must follow these guidelines accordingly.

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 must take the iBT speaking section test and pass with the minimum required score of 26 to be eligible to receive the GTA award. (See sections on TOEFL and IELTS for more details).

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 department head or dean of the college or school 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.

Required Exams for GTA Eligibility

Policy

Any graduate applicant whose native language is not English (including US citizens and permanent residents), regardless of his or her educational background, who wishes to be considered for any Graduate Assistantship (except GRA) during any year of study in any graduate department at DU, must demonstrate fluency in spoken English by scoring a minimum of 26 on the Internet Based TOEFL (iBT) exam Speaking section, or an IELTS score of 8.

Procedures

TOEFL/iBT/IELTS exams are administered by the Educational Testing Service (ETS) at centers throughout the world.

In some cases, the iBT/IELTS Speaking section may be waived if it is verified the applicant has graduated from a higher education institution in which English was the language of instruction for the previous degree.

If the student has met the minimum iBT/IELTS score but not scored a 26 or higher on the Speaking section of the iBT or 8 or higher on IELTS, the unit/department may petition the Associate Provost to authorize a spoken English language evaluation through DU's English Language Center (ELC). Testing may be arranged for a fee, to be paid by the department/unit prior to the test date.

The results of this examination will be forwarded to the Associate Provost for Graduate Studies for decision in cases where a waiver of the iBT speaking section has been requested.

Contact the unit and/or the Office of International Student Admissions office for details. See also the section on Graduate Admissions for additional details on test requirements for international students.

An ELC evaluation cannot take the place of the full TOEFL/iBT/IELTS exam.

GTA/GRA Employment Restrictions

Students who are admitted with provisions who are appointed to GTA or GRA positions must satisfy the provisions in the timeframe specified in the admission letter 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 cannot 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.

A graduate student cannot hold more than the equivalent of one full-time assistantship and/or student employee position, or combination thereof at any time (GTA and/or GRA). Full time is normally defined as 20 hours per week (1.0 FTE).

Students cannot be a GTA/GRA and enrolled in the same class they would be the graduate assistant for at the same time.

Stipend and Waiver Awards

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

Assistantship awards can be made for any one quarter or all four academic quarters. Assistantship awards will be full-time, half-time, one-third, or quarter-time. Normally, full-time graduate assistants are entitled to 8-10 hours of waiver for each academic term, half-time assistantships are entitled to 4-5 hours per term, one-third assistantships are 3.33 hours per term, and quarter-time assistantships are entitled to 2.5 hours per term. Awards in specific colleges, schools, or departments may vary, and some awards may carry no waivers.

In general, full-time graduate assistants are expected to devote 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 different hours.

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 cannot 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.

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.

GTA Award Duration and Use

When awards are made for multiple terms during an aid year (for instance, fall through spring) GTA waiver hours will 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 cannot 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 student employees, including 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.

Terminating Graduate Assistants

If a graduate assistant is proven incapable of performing the responsibilities of the position, the unit 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.

With permission from the appropriate budget officer, the program may hire a replacement graduate assistant and reallocate the unused portion of any remaining stipend or waiver award to the new assistant.

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

Departments employing international students should refer to the University’s I-9 process for verifying employment eligibility.

iBT, TOEFL and IELTS Exams

Please see the sections on GTA eligibility requirements and the iBT, TOEFL and IELTS exams for more details.

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 & 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 as a GTA or GRA for the fall, winter, and spring quarters.
- Have a tuition waiver offer from the department averaging at least 8 credit hours for the fall, winter, and spring quarters (for a total of at least 24 credits).
- 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 of actual coursework, not including Continuous Enrollment).

- Must not be registering for Continuous Enrollment (CENR) alone in any one of the three quarters.
- 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.

Procedures

The following procedures occur prior to fall term deadlines for each aid year:

In order to determine if a GTA or GRA is eligible to receive the GTA/GRA Health Insurance Scholarship, departmental administrators must have entered all their GTA and GRA data into the Banner system Award (RZAAWRD) and Assistantship (SGAASST) forms. Training sessions on the new procedures for entering data into the SGAASST screen will be held in late spring/summer.

Starting in the spring the Office of Graduate Studies places the scholarship offer on the Financial Aid accounts of students with tuition waiver offers of 24 credits or more for the upcoming year. Late in the summer the Office of Graduate Studies runs a report identifying those students who are still eligible for the scholarship. The Office of Graduate Studies then sends each eligible student an email to their DU account containing the Eligibility Form and rules for receiving the GTA/GRA Health Insurance Scholarship. A list of eligible students in each department will also be emailed to the financial aid coordinator for that area. Students who wish to receive the GTA/GRA Health Insurance Scholarship must complete and return the Eligibility Form to the Office of Graduate Studies, otherwise their form will not be processed and the benefit will not be received. Completed forms, in which the student has accepted the scholarship, are then used by Graduate Studies to enter an award into the Financial Aid system. The award (payment) will

automatically be applied to the student’s account if they have registered for classes and have not waived the DU Health Insurance Plan and/or the Health & Counseling Fee online.

Students who are on Continuous Enrollment or are not registered for 6 credits are not automatically accessed the Student Health Insurance Plan (SHIP) or Health and Counseling fee each quarter. In order to be accessed the SHIP and Health and Counseling fee and receive the benefits students must complete the Health and Counseling fee and SHIP enrollment forms for Continuous Enrollment for all applicable terms.

OTHER FINANCIAL MATTERS

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; a student who has 15 waiver/scholarship hours in his/her account enrolls for 17 credit hours, he/she will expend all 15 hours.

Other academic programs, such as the Morgridge College of Education, DU-Iliff Joint PhD Program, Sturm College of Law, Daniels College of Business, University College, and some distance education programs, may 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). Exclusions include students enrolled in degree programs in the Sturm College of Law or University College non-credit courses and non-degree programs.

Late Registration Service Charge

For programs on the quarter system 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 meeting days of a specific course.

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.

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 for programs on the quarter system.

Student Financial Liability

Policy

It is the student’s responsibility to abide by the University’s payment and refund policies.

Procedure

If, after completing the registration process, 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 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

Policy

The date of withdrawal from a class at the University is the date that the Registrar's Office receives a written notification of withdrawal or the date the student drops the class using the Web.

Procedure

In order for tuition charges to be reversed at 100% for complete withdrawals, programs on the quarter system (except University College) 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.

Note: Some units may have different policies regarding tuition, fees and payments. Contact the unit for details.

Tuition Appeals: Quarter System

Policy

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.

Procedures

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. (*See also Medical Stop-Out/Withdrawal policies*)

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 online at <http://www.du.edu/bursar/> or 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.

GSSW: students may submit informal appeals to the GSSW Registrar.

UColl: students may submit informal appeals to the UColl Student Services Director.

DEGREE REQUIREMENTS

Master's Degree

Entrance Exam

Policy

Entrance examinations are required by some individual colleges, schools or departments.

Procedure

If an exam is required, it should be taken *prior* to matriculation/registration in the graduate program. When a student is admitted with Provisions, the exam may be delayed but in all cases it must be taken before 15 quarter hour credits or one year is completed at DU, whichever comes first.

Credit Requirements

Policy

The range of approved graduate credits required for a Master's degree is 45-92 quarter hours. A minimum of 45 credit hours of approved graduate credit is required for a Master's degree. A minimum of 35 hours of graduate credit must be earned at the University of Denver.

Advanced degrees are not awarded automatically on completion of the required number of courses or hours of credit.

Procedure

Students enrolled in a graduate program should not take courses towards another degree program unless he/she has been accepted into the second program, and no more than 15 quarter hours of credit may be earned at the University of Denver and applied towards a degree program before acceptance into that degree program. Advanced degrees are not awarded automatically on completion of the required number of courses or hours of credit.

Residency Requirements

Enrollment as a graduate student in the University of Denver for at least three quarters (two semesters) is required for graduation.

Tool Requirements

Policy

Candidates may be required to demonstrate proficiency in the required tools for research and advanced study.

Procedure

Where required, tool requirements are determined by the candidate's advisor and program and may include one or more languages, statistical methods, laboratory or other research skills. Consult the college, school or department for requirement details.

Advancement to Candidacy

Policy

A review of a candidate's plan of study and progress must be conducted no later than one term before the term in which the student expects to complete their degree.

Procedure

Minimum requirements for the review include completion of any Provisional admission requirements, an approved plan of study that will lead to meeting the degree requirements, posting of any transfer work to the student's record, completion of tool (if required), and a grade point average of "B" or better in all work completed to that point. Successful completion of the review and approval by the appropriate authority constitutes Advancement to Candidacy.

Notes:

Some units may require satisfactory completion of a qualifying examination for Advancement to Candidacy. Consult the academic unit for information regarding requirements.

The Josef Korbel School of International Studies uses a Program Statement instead of a formal Advancement to Candidacy. Students should refer to the JK SIS MA handbook for procedures.

Final Examination

The requirement of a final examination for the Master's degree is in accordance with the

requirements of the candidate's college, school or department. Where required, the examination may be oral or written or both. The examination may focus on overall course content or it may be the final step in the defense of a thesis.

Additional Master's Requirements

In addition to coursework, most Master's degree programs require a thesis, creative project, additional coursework, and/or a comprehensive examination. Typically such projects are directed by a Master's Committee. In units requiring a thesis, the Master's committee is considered to be a Thesis Committee. Students should consult the appropriate student services offices for their program regarding instructions for preparation and format of the Master's thesis.

Master's Committee

The Master's candidate's thesis committee is comprised of a minimum of two and a maximum of five members. Normally, the candidate's thesis chairperson/advisor and at least one committee member must be a faculty member of the candidate's graduate unit. However, faculty from appropriately related units may also serve on the committee as long as the candidate's graduate unit has the majority representation. When a Master's degree is interdisciplinary, faculty representation from all disciplines is expected on the committee. It is the chairperson's responsibility to ensure that the student's research is conducted in a professional manner.

The chairperson should be a tenured or tenure-track professor from within the student's department. With a strong rationale, the support of the student's unit, and the approval of the Associate Provost for Graduate Studies, a research or clinical professor from the student's department can serve as the chair.

In general, all members of the committee should hold Doctorate degrees, have research records appropriate to the student's proposed research area of specialization, and be tenured or tenure-track professors at DU. Exceptions can be made in that clinical professors, research professors, adjunct faculty members, post-doctoral appointees, professors from other institutions, or

other qualified persons, including someone without a Doctorate but with other appropriate qualifications, can serve as members. These exceptions must be supported by a strong rationale, have the support of the student's unit, and be approved by the Associate Provost for Graduate Studies. Students should obtain the Committee Member request form and submit it to the Graduate Studies Office.

Notes:

Some units do not require a Master's Committee.

Other units may have more specific requirements regarding the committee. Contact the unit for details.

Morgridge College of Education students should work with their advisors to obtain approval for special committee members to serve on their committees. If the request is supported by the advisor and the MCE Appointments, Promotion and Tenure (APT committee), it will be forwarded to the Associate Provost for Graduate Studies for final decision.

Some units refer to the committee chair as the thesis advisor.

Thesis Defense/Oral Examination

The Oral Defense of the Master's thesis is undertaken by the candidate's Master's Committee (and in some units, additional faculty members) and an Outside Chairperson who represents the Office of Graduate Studies. The Oral Examination committee must follow the same guidelines as the Master's Committee.

The oral examination must be held at least three weeks before the end of the term in which the degree is to be granted. All members of the examination committee must receive a copy of the candidate's thesis at least two weeks prior to the scheduled examination.

Scheduling and Verification of the Oral Examination

Arrangements for appointing the examining committee and for the date and time of the oral examination must be made by the student with the college, school or departmental advisor.

Students must submit a completed *Schedule of Oral Exam Form* to the appropriate student services office and their academic unit no later than three weeks prior to the date of the examination. On the form, the candidate will designate the Thesis Chairperson, Outside Chairperson, and all other members of the oral examination committee. After the form has been submitted, Graduate Studies will verify that all members of the Oral Exam Committee meet the minimum requirements.

Outside Chairperson

As a representative of the Associate Provost for Graduate Studies, the Outside Chair of the Oral Examination Committee must be a tenured or tenure track faculty member at the University of Denver from a different program, department, or discipline than that of the candidate. The role of the Outside Chair is to provide a broader perspective within the examination process and he/she should have some general knowledge of the topic of the student's research. The Outside Chairperson is expected to have read the thesis prior to the examination and to participate in the examination as his/her academic expertise permits, but he/she does not vote on the recommendation of the committee.

Conducting the Exam

The Outside Chair will preside over and manage the exam process. He or she is responsible for making certain that the examination is conducted in a professional manner and that the student has a fair opportunity to defend his/her thesis. The Outside Chair is expected to provide opportunities for each voting member of the Examination Committee to participate in the examination and to assure that the examination is of high quality while remaining within proper limits of inquiry.

Interested faculty members and, in accordance with departmental policy, currently enrolled graduate students may also attend an oral examination. After the Oral Examination Committee has conducted the essential examination of the candidate, questions may be asked by others present if within the pertinence, propriety and quality as determined by the Examination Committee.

When the examination is completed, the Outside Chair 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. A recommendation to pass can have no more than one negative vote from members of the committee. 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 fail indicates that the thesis content is not of acceptable quality or that the candidate cannot defend the research. A candidate who fails the oral examination may petition the Oral Examination Committee for a maximum of one re-examination. If granted, the re-examination will need to be scheduled through the Office of Graduate Studies and must occur within the normal timelines. However, in most cases, failing the Oral Exam results in the rejection of the student's thesis and a new or related study will usually need to be undertaken.

The *Result of Oral Examination Form* must be signed by all committee members and returned immediately to the Office of Graduate Studies. All signatures must be original. Faxed, photocopied, or electronic signatures will not be accepted.

Notes: Conflict Resolution Outside Chair: A faculty member from one of the Conflict Resolution program's participating units may serve on a Master's committee as long as that faculty member is not a teaching member of Conflict Resolution.

Time Limit for Completion of the Degree

Master's degree candidates are expected to complete degree requirements within five years of beginning their programs, as measured by the matriculation into the degree program. Failure to complete the degree within the established time limit will necessitate a written petition for an extension from the student to the Associate Provost for Graduate Studies. The college, school or department and the student's advisor must recommend this extension. If it is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter and up to a maximum of one year per request. (See section on *Extensions of Time for more information*)

Notes:

GSSW: The MSW must be completed in 4 years.

Students in the Morgridge College of Education DU/ Iliff Joint PhD program, GSSW, University College must send their petition letters for internal review first. If approved, an approval memo and the student's letters will be forwarded to the Associate Provost for Graduate Studies and/or the Graduate Academic Exceptions Committee for review and decision.

Final Procedures for Earning the Master's Degree

The student must assume full responsibility for meeting all basic requirements for the degree as well as the specific requirements outlined by the college, school or department. The student must complete the following:

1. **File a formal application for graduation** in the appropriate student services office by the deadlines established by the student services office. Failure to complete the degree during the expected term may require a new application and payment of a fee for

additional evaluation and services.

Note:

Students in Dual or Flexible Dual Degree programs must file an application for graduation for both degree programs.

Students in the Arts and Humanities, DU/ Iliff Joint PhD program, Conflict Resolution Institute, Graduate School of Professional Psychology, Morgridge College of Education, Josef Korbel School of International Studies, Natural Sciences and Mathematics, the School of Engineering and Computer Science, and Social Sciences must file their applications for graduation by the following deadlines:

*Winter Graduation, September 15th
Spring Graduation, January 15th
Summer Graduation, April 15th
Fall Graduation, July 15th*

2. If the graduate program requires one, **arrange for an oral examination.** Formal notification of the oral examination should be filed in the appropriate student services office no later than three weeks before the examination date and in accordance with the university schedule of deadlines if applying to graduate the same quarter.
3. **Complete any required final examination,** oral or written or both, at least three weeks before the end of the term in which the degree is awarded.
4. **Submit electronic copy of thesis to ProQuest and have faculty approval page turned in** to the appropriate student services office two weeks prior to the end of the term. See complete policy and procedures for electronic thesis and dissertation filing in this handbook or go to <http://www.du.edu/grad/gradinfo/graduation.html> for more information.
 - The student should contact the appropriate student services office for the schedule of deadlines and obtain specific instructions for the preparation of the thesis format.
 - If revisions are such that the thesis in its

final form cannot be filed at least two weeks before the end of the quarter, the awarding of degrees will be postponed.

- In addition to electronic submission, students may submit paper copies to the Office of Graduate Studies for binding. If the student wishes to order a bound copy of his/her document he/she must also pay the charge to cover the cost of binding.
- After binding, student copies of the thesis will be sent to the department in which the degree was completed. It is the student's responsibility to make arrangements with the department to have the bound copies mailed or to notify the student when they are available to be picked up.

Note: Individual academic units may have more stringent policies. Contact the unit for details.

Doctoral Degree

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 college, school or department 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 with regard for the individual nature of the student's objectives.

Entrance Examination

Entrance Examinations are required by some individual colleges, schools or departments. If a graduate entrance exam is required, it must be taken *prior* to matriculation/registration in the graduate program, or before 15 quarter hours or one year is completed at DU, whichever comes first.

Credit Requirements

The approved range of graduate credit for the Doctoral degree is 90-135 quarter credit hours beyond the Bachelor's degree. However, some colleges, schools and departments may have different requirements; consult the specific graduate program for details.

Students enrolled in a graduate program should not take courses towards another degree program unless he/she has been accepted into the second program, and no more than 15 quarter hours of credit may be earned at the University of Denver and applied towards a degree program before acceptance into that degree program. Advanced degrees are not awarded automatically on completion of the required number of courses or hours of credit.

Residency Requirements

Enrollment in at least six quarters (four semesters), including at least two consecutive quarters (one semester) of full-time attendance is required for graduation.

Advising

Responsibility for securing approval of a proposed program of study rests with the student. Consultation with the advisor at regular intervals is essential to satisfactory planning and progress toward a degree. The requirements outlined in the college, school or departmental summaries serve as a guide to program planning and are subject to specific determination in consultation with program advisors, and the student must assume full responsibility for meeting basic requirements and deadlines, as well as the specific requirements outlined by the program advisor.

Research Tool Requirements

Policy

Candidates may be required to demonstrate proficiency in the required tools for research and advanced study.

Procedure

Where required, tool requirements are determined by the candidate's advisor and

committee, and may include one or more languages, statistical methods, laboratory or other research skills. Consult the college, school or department for requirement details.

Advancement to Preliminary Candidacy

Policy

The minimum requirements for advancement to preliminary candidacy include: formulation and approval of candidate's general plan of study, achievement of regular status, a minimum grade point average of 3.0 in all work completed to that point, posting of any transfer credit to the candidate's record, and planning of tool requirements.

Procedure

During or immediately after the first full term of doctoral study (normally the first post-Master's term), the student should arrange with the college, school or department for an evaluation of status so he/she may be recommended for advancement to preliminary candidacy.

Notes:

Advancement to preliminary candidacy may also require satisfactory completion of an entrance (qualifying) examination, if required by the program. Consult the college, school or department for more details.

JKSIS does not have Advancement to Preliminary Candidacy.

Comprehensive/Competency Examination

Policy

This examination is either a written or an oral test designed to evaluate the student's work in the major and related fields. The examination is scheduled at least three quarters (two semesters) prior to graduation. A candidate who fails one or all parts of the examination may petition the college, school or department for re-examination. If granted, a re-examination may not be scheduled until the following term.

Procedure

It is generally expected that students will complete the comprehensive exam prior to defending the dissertation proposal. Students should consult with their unit regarding the

timing of the comprehensive exams and the proposal defense.

Note: JKSIS requires both an oral and written test.

Dissertation

Completion of a project of original research leading to the dissertation is a major requirement of the Doctor of Philosophy (PhD) program. The college, school or department in charge of the student's program determines the amount of credit allowed for research and work on the dissertation.

Note: The Graduate School of Professional Psychology requires their doctoral candidates to complete a doctoral paper instead of a dissertation. The Graduate School of Professional Psychology determines the amount of credit allowed for research and work on the doctoral paper. Information on formatting the doctoral paper and specific deadlines may be obtained from the unit.

Dissertation Committee

The Ph.D. candidate's dissertation committee is comprised of a minimum of three and a maximum of seven members. Normally, the candidate's dissertation chairperson/advisor and at least two committee members must be faculty members of the candidate's graduate unit. However, faculty from appropriately related units may also serve on the committee as long as the candidate's graduate unit has the majority representation. When a Doctoral degree is interdisciplinary, faculty representation from all disciplines is expected on the committee. It is the chairperson's responsibility to ensure that the student's research is conducted in a professional manner.

The chairperson should be a tenured or tenure-track professor from within the student's department. With a strong rationale, the support of the student's unit, and the approval of the Associate Provost for Graduate Studies, a research or clinical professor from the student's department can serve as the chair. In general, all members of the committee should hold Doctorate degrees, have research records

appropriate to the student's proposed research area of specialization, and be tenured or tenure-track professors at DU. Exceptions can be made in that clinical professors, research professors, adjunct faculty members, post-doctoral appointees, professors from other institutions, or other qualified persons including someone without a Doctorate but with other appropriate qualifications, can serve as members. These exceptions must be supported by a strong rationale, have the support of the student's unit, and be approved by the Associate Provost for Graduate Studies. Students should download the Committee Member request form from the Graduate Studies website and submit it to the Graduate Studies Office.

Notes:

Some units refer to the committee chair as the dissertation advisor.

Morgridge College of Education students should work with their advisors to obtain approval for special committee members to serve on their committees. If the request is supported by the advisor and the MCE Appointments, Promotion and Tenure (APT committee), it will be forwarded to the Associate Provost for Graduate Studies for final decision.

Dissertation Defense/Oral Examination

An oral examination is required in defense of the dissertation. The examination is concerned primarily with the dissertation or research project but may include such other information in the major field as is pertinent. The Oral Defense of the Doctoral dissertation is undertaken by the candidate's Dissertation Committee and an Outside Chairperson who represents the Office of Graduate Studies. The Oral Exam Committee must consist of no fewer than three voting members plus the Outside Chairperson. The oral examination must be held at least three weeks before the end of the term in which the degree is to be granted. All members of the oral examination committee must receive a copy of the candidate's dissertation at least two weeks prior to the scheduled examination.

Scheduling and Verification of the Oral Examination

Arrangements for appointing the examining committee and for the date and time of the oral examination must be made by the student with the college, school or departmental advisor. Students must submit a completed *Schedule of Oral Exam Form* to the appropriate student services office and the academic unit no later than three weeks prior to the date of the examination. On the form, the candidate will designate the Dissertation Chairperson, Outside Chairperson, and all other members of the oral examination committee. After the form has been submitted, the student services office will verify that all members of the Oral Exam Committee meet the minimum requirements.

Outside Chairperson

As a representative of the Associate Provost for Graduate Studies, the Outside Chair of the Oral Examination Committee must be a tenured faculty member at the University of Denver from a different program, department, or discipline than that of the candidate. The role of the Outside Chair is to provide a broader perspective within the examination process and he/she should have some general knowledge of the topic of the student's research. The Outside Chairperson is expected to have read the dissertation prior to the examination and to participate in the examination as his/her academic expertise permits, but he/she does not vote on the recommendation of the committee.

Conducting the Exam

The Outside Chair will preside over and manage the exam process. He or she is responsible for making certain that the examination is conducted in a professional manner and that the student has a fair opportunity to defend his/her dissertation. The Outside Chair is expected to provide opportunities for each voting member of the Examination Committee to participate in the examination and to assure that the examination is of high quality while remaining within proper limits of inquiry.

Interested faculty members and, in accordance with departmental policy, currently enrolled

graduate students may also attend an oral examination. After the Oral Examination Committee has conducted the essential examination of the candidate, questions may be asked by others present if within the pertinence, propriety and quality as determined by the Examination Committee.

When the examination is completed, the Outside Chair 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. A recommendation to pass can have no more than one negative vote from members of the committee. 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 fail indicates that the dissertation content is not of acceptable quality or that the candidate cannot defend the research. A candidate who fails the oral examination may petition the Oral Examination Committee for a maximum of one re-examination. If granted, the re-examination will need to be scheduled through the Office of Graduate Studies and must occur within the normal timelines. However, in most cases, failing the Oral Exam results in the rejection of the student's dissertation and a new

or related study will usually need to be undertaken.

The *Result of Oral Examination Form* must be signed by all committee members and returned immediately to the student services office. All signatures must be original. Faxed, photocopied, or electronic signatures will not be accepted.

Advancement to Final Candidacy

The student must apply for or be recommended for advancement to final candidacy as soon as he/she fulfills all advancement requirements, and must be advanced 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. The minimum requirements for advancement to final candidacy include: satisfactory progress in coursework, certification of the completion of tool requirements, progress in research for the dissertation and proposal approved, and satisfactory completion of the comprehensive examination.

Note: Students in the DU-Iliff Joint PhD Program may have an Outside Chair from the Iliff School of Theology, but that faculty member must be outside of the Iliff concentration field in which the student is enrolled.

Time Limit for Completion of Degree

The candidate for the doctorate who holds a Master's degree on entering the doctoral program is expected to complete all requirements for the degree no later than seven years after beginning the program, as measured by matriculation into the degree program. Candidates who hold only a Bachelor's degree on entering the doctoral program are expected to meet all degree requirements no later than eight years after doctoral studies begin. Failure to complete the degree within the established time limits will necessitate a written petition for an extension from the student to the Associate Provost for Graduate Studies. The college, school or department chair and advisor must recommend this extension in writing. If it is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter

up to a maximum of one year per request.

Notes:

See the section on Extensions of Time for more information.

Students in MCE, GSPP, and GSSW must first direct petitions for an extension of time to their program for internal review. If approved by the program an approval memo and the student's letters will be forwarded to the Associate Provost for Graduate Studies and/or the Graduate Academic Exceptions Committee for review and decision.

JKSIS: PhD students should refer to their handbook for "Time Limits" provisions.

Final Procedures for Earning the Doctorate

The student must assume full responsibility for meeting all requirements for the degree. Before becoming a candidate for graduation, the student must complete the following:

1. The candidate must **file a formal application for graduation** in the appropriate student services office 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.

Note: Students in the Arts and Humanities, DU/Illiff Joint PhD program, Conflict Resolution Institute, Josef Korbel School of International Studies, Graduate School of Professional Psychology, Graduate School of Social Work, Morgridge College of Education, Natural Sciences and Mathematics, School of Engineering and Computer Science, and Social Sciences must file their applications for graduation by the following deadlines:

*Winter Graduation, September 15th
Spring Graduation, January 15th
Summer Graduation, April 15th
Fall Graduation, July 15th*

2. **Arrange for an oral examination.** Formal notification of the oral examination should be filed in the appropriate student services office no later than three weeks before the examination date and in accordance with the university schedule of deadlines if applying to graduate the same quarter.
3. **Submit the dissertation to the oral examination committee** at least two weeks before the date of the exam.
4. **Satisfactorily complete 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 filed at least two weeks before the end of the term, the awarding of the degree will be postponed.
5. **Submit electronic copy of dissertation to ProQuest and have faculty approval page turned in** to the appropriate student services office two weeks prior to the end of the term. See complete policy and procedures for electronic thesis and dissertation in this handbook or go to <http://www.du.edu/grad/gradinfo/graduation.html> for more information.
 - The student should contact the appropriate student services office for the schedule of deadlines and obtain specific instructions for the preparation of the dissertation format.
 - If revisions are such that the dissertation in its final form cannot be filed at least two weeks before the end of the quarter, the awarding of degrees will be postponed.
 - In addition to electronic submission, students may submit paper copies to the Office of Graduate Studies for binding. In addition to electronic submission, students may submit paper copies to the Office of Graduate Studies for binding. If the student wishes to order a bound copy of their document they must also pay the charge to cover the cost

of binding.

- After binding, student copies of the dissertation will be sent to the department in which the degree was completed. It is the student's responsibility to make arrangements with the department to have the bound copies mailed or to notify the student when they are available to be picked up.

Electronic Thesis and Dissertation

The primary avenue for submitting the students' work is electronically through ProQuest/UMI. Because ProQuest is widely known and respected as the main searchable database for scholarly work, the University of Denver strongly encourages students to submit their dissertations/theses to ProQuest. This provides the University of Denver and the author an opportunity to showcase and promote scholarly work. The electronic submission process eliminates the need to print these documents for final submission and allows students to pay online via credit card.

Policy

As of spring term 2008, all theses and dissertations must be submitted electronically to ProQuest (UMI) unless an exemption is granted using the "opt out" procedure. ProQuest provides access to graduate works for thousands of libraries around the world.

Note: If the Dissertation/Thesis Chair and the student believe that submitting the work to ProQuest will create serious ethical, publishing or other issues, please request an exception to this process by submitting a memo to the Associate Provost for Graduate Studies that explains the concerns. Please see "opt out" procedure at the end of this section.

Procedure

The electronic submission instructions can be found at <http://www.du.edu/grad/gradinfo/graduation.htm>

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Faculty should review the instructions before advising students about the submission arrangements of their thesis/dissertation.

Criteria for a Master's Thesis or Doctoral Dissertation

- Requires an outside chair and oral examination (defense). The Master's committee is comprised of a minimum of two and a maximum of five voting members. The Ph.D. oral exam committee is comprised of a minimum of three and a maximum of seven voting members.
- The scheduling of the oral exam and formatting of the thesis/dissertation must be coordinated through the Office of Graduate Studies in accordance with the university schedule of deadlines and graduate policy.
- All copyright issues must be cleared before the thesis or dissertation is submitted. The student is responsible for obtaining proper permissions for all material used within the work. Evidence of copyright permission may be required with the student's submission to ProQuest (UMI). For additional information about copyright permission and the copyright process go to http://www.proquest.com/products_umi/dissertations/UMI_CopyrightGuide
- Electronic submission of "publishable" quality scholarly work.

Note: Master's papers that do not meet these criteria will not be called a Thesis and the paper title will not be listed on the student's transcript.

Embargos and Restrictions on Accessing Theses and Dissertations

Students should be advised that a thesis or dissertation may be considered to be "previously published" by some publishers if it is put into a searchable digital/electronic repository (eg. ProQuest). However, it should be noted that then

student, not ProQuest (UMI) retains the copyright.

Students should discuss their future thesis/dissertation publication goals with their advisor. Students planning to publish from their thesis or dissertation should consider requesting an embargo of their work. During an “**embargo**,” ProQuest will completely restrict access to the document for a specified time period. The thesis or dissertation will be held in the ProQuest repository with *no access* until the embargo expires.

Reasons for Embargo

- The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the dissertation or thesis as a book.
- The student is interested in submitting work from the thesis/dissertation to a peer-reviewed journal.
- There are patentable rights in the work in which disclosure may be detrimental to the rights or interests of the author.
- There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time-limited period.

If a student believes that they will need to restrict access for a limited time period they can request a 6 month, 1 year, or 2 year embargo.

When an embargo expires, the thesis or dissertation will be automatically made available electronically by ProQuest.

Renewing an Embargo

An embargo can be easily extended by the student by contacting ProQuest directly, at 1-800-521-0600 x7020 or via email at dissspub@proquest.com. There is no limit on how many times an embargo can be extended.

Penrose Library

ProQuest makes the thesis/dissertation available electronically to the DU Penrose Library. The level of access to the student’s work through Penrose depends upon embargo choices as described below. If the student does not embargo the work, the library will make the work available through the library’s online catalog, with links to both ProQuest and the library’s digital repository.

When an embargo is in place because:

- The student is interested in pursuing the option of an academic or commercial press in acquiring the rights to publish the dissertation or thesis as a book.
- The student is interested in submitting work from the thesis/dissertation to a peer-reviewed journal.

Penrose Library will make the work available only to the DU Community and through Inter-Library Loan in a PDF format. The work will not be made available outside the DU Community over the internet.

When an embargo is in place because:

- There are patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
- There is an ethical need to prevent disclosure of sensitive or classified information about persons, institutions, technologies, etc. for a time limited period.

Penrose Library will completely restrict access to the work until such time that they are notified by ProQuest that the embargo has been released. At that time, the work will be made available through the Library’s online catalog, with links to ProQuest and the library’s digital repository.

Opt Out Procedure

1. In some instances a student may wish to use only Penrose Library as the repository of their work. In such cases the student will submit their work digitally to Penrose and it will be made available only to the DU Community and through Inter-Library Loan in a PDF format.
2. In rare cases where the work includes proprietary information such as company data and records or confidential information that should never be made public, such as client records/interviews or some other serious condition that justifies such an action it may be appropriate for a student to *permanently suppress* their work. In such cases the student will submit their work electronically to Penrose Library. The work will be retained by the library and listed in catalog system, but will not be accessible without permission from the author.

In either of these cases a student and their thesis/dissertation chair (advisor) will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to restrict access to the work.

Ordering a Bound Copy

In instances where students would like to receive a hard bound copy of their thesis/dissertation, DU has maintained the relationship with the Denver Bookbinding Company. Students may submit up to six printed copies of the complete document (in separate boxes) for binding to the Office of Graduate Studies. The cost to the student is \$15 per copy. (Additional charges apply for documents over 2 inches thick.) After the documents have been bound, they will be returned to the student's department for the student to pick up.

GRADUATION

Graduation Requirements

Policy

Students may not receive a University of Denver degree without completing all degree requirements. Students may not receive a degree with fewer than the published number of credits or with a cumulative GPA below the minimum required for their degree program (2.20 Sturm College of Law, 3.0 for all other graduate programs).

Procedure

Students must file an application for graduation with their appropriate student services office by the published deadlines for the term in which they wish to graduate.

Note: Students in the Arts and Humanities, DU/Illiff Joint PhD program, Conflict Resolution Institute, Josef Korbel School of International Studies, Graduate School of Professional Psychology, Graduate School of Social Work, Morgridge College of Education, Natural Sciences and Mathematics, School of Engineering and Computer Science, and Social Sciences must file their applications for graduation by the following deadlines:

Winter Graduation, September 15th

Spring Graduation, January 15th

Summer Graduation, April 15th

Fall Graduation, July 15th

Graduate Commencement Ceremonies

Formal Commencement ceremonies are held at the University of Denver at the end of the Spring and Summer terms.

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.

Commencement Program

The Commencement program lists the names of all candidates who applied by the appropriate deadline to graduate and receive degrees at that specific Commencement ceremony. Only the names of students who should have finished all degree requirements are printed in the Commencement Program. 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.

Spring Commencement

Spring Semester

The Sturm College of Law's Spring Commencement occurs at the end of the spring semester, normally in mid-May. Students who have completed all graduation requirements during autumn or spring semester of the current academic year are invited to participate in the ceremony.

Spring Quarter

Commencement occurs at the end of the spring term, normally in early June. Students who have completed all graduation requirements during autumn, winter, or spring terms of the current academic year are invited to participate in the ceremony.

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.

Diplomas

A diploma is a ceremonial university document which verifies a degree has been granted to the student by the University.

Diplomas are not issued until all degree requirements are complete, grades are posted,

outstanding accounts with the University are paid, and any holds are cleared. Students may check for any holds and posting of grades on their student record online.

ACADEMIC EXCEPTIONS AND GRIEVANCES

Graduate Academic Exceptions Committee

The Office of the Associate Provost and the Graduate Academic Exceptions Committee review requests from students regarding extensions of time to complete degrees, course-related issues, and a variety of other situations where the student is petitioning for an exception to academic policy.

The Graduate Academic Exceptions Committee is headed by the Associate Provost for Graduate Studies and composed of at least three representatives from the faculty

Petitions

The Exceptions Committee meets once a month during the regular academic session (not during summer or interterm periods) to review and decide on student petitions. A valid petition includes, at minimum, the official request form, written documentation from the student, the student's advisor, and, if the request is in regards to a class, the instructor of the course being petitioned. Additional documentation may be required before the petition can be reviewed. Information and instructions for submitting a petition are available on the Graduate Studies website www.du.edu/grad under Current Students. Select the link to "Policies and Forms."

It is the responsibility of the student to ensure that all documents are submitted in a timely fashion. A student has two weeks from the initial submission to complete the packet. If, at the end of two weeks there are still outstanding documents, the packet will be archived and no further actions will be taken. Students must work with their faculty and unit to ensure timely and complete submissions of their petitions.

The Exceptions Committee will not consider petitions for policy exceptions once a student's degree has been certified and posted to the transcript, or more than one calendar year after

the completion of the quarter in question, whichever comes first. Petitions for issues or courses outside of this timeframe may not be reviewed by the Committee.

Decisions of the Exceptions Committee are final.

Grades

The Exceptions Committee does not consider grade grievances or grade changes.

Changing Course Registration After Close of Term

The Exceptions Committee may consider changing course registration (late add or drop of course) after the close of the quarter only under extenuating circumstances and when all financial accounts are up to date. For the committee to consider the request, students must provide justification for not changing their registration status by the appropriate deadline, copy of a transcript (may be an unofficial transcript), written input from the instructor, verification of the student's participation in the course, and submission of a grade. Depending on the circumstances, additional documentation may be required for the petition to be reviewed.

Complete information and instructions for submitting a petition are available on the Graduate Studies website www.du.edu/grad under Current Students. Select the link to "Policies and Forms."

Extensions of Time to Complete Graduate Degrees

Extensions may be granted in increments of a minimum of one quarter up to a maximum of one year. Complete information and instructions for submitting a petition are available on the Graduate Studies website www.du.edu/grad under Current Students. Select the link to "Policies and Forms."

First Extension Requests

Except in unusual circumstances, the first request for an extension of time to complete a degree will be reviewed and decided on only by the Office of the Associate Provost for Graduate Studies and need not be considered by the Graduate Academic Exceptions Committee.

To request an extension, the student must fill out the extension request form (available online) and write a detailed letter of request addressed to the Associate Provost for Graduate Studies explaining the circumstances necessitating an extension of time. The letter should include a detailed and realistic outline (with goal dates) of the student's plan for completing his/her degree leading up to the anticipated date of final completion and graduation.

At minimum, the student's advisor and/or program director (and preferably department chair) must also write a detailed letter to the Associate Provost addressing the student's request for the extension. Student requests will not be reviewed without a letter from the advisor, program director or chair.

Depending on the circumstances, additional documentation may be required before the petition can be reviewed.

It is the responsibility of the student to ensure that all documents are submitted in a timely fashion. A student has two weeks from the initial submission to complete the packet. If, at the end of two weeks there are still outstanding documents, the packet will be archived and no further actions will be taken. Students must work with their faculty and unit to ensure timely and complete submissions of their petitions.

Additional Extension Requests

Additional requests for more than one extension of time will be considered by the Graduate Academic Exceptions Committee. To request an additional extension of time, the student must follow the same procedure as above. The letter from the student must include a realistic and detailed plan for completing the degree and specific goals remaining to be achieved by the requested deadline. The letter from the advisor, program director and/or department chair must

indicate very strong support for the student continuing in the program or the additional extension may not be granted. Confirmation from the faculty that the student is following his/her outlined plan for completion must be received before a decision will be rendered by the Committee.

Notes:

Morgridge College of Education: students must first send their petition letters to the Associate Dean for internal review. If approved by Education, an approval memo and the student's letters will be forwarded to the Associate Provost for review and decision.

DU-Illiff Joint PhD: students must first send their petition letters to the Joint Program Director for internal review. If approved by the Director, an approval memo and the student's letters will be forwarded to the DU Associate Provost and Illiff Academic Vice President for review and decision.

Graduate School of Social Work: GSSW students must first pass an internal review. If approved by GSSW, an approval memo and the student's letters will be forwarded to the Associate Provost for review and decision.

University College: students must send their petition letters to the Director of Student Services for internal review. If approved by University College, an approval memo and the student's letters will be forwarded to the Associate Provost for Graduate Studies for review and decision.

Josef Korbel School of International Studies: JKISIS PhD students must first pass an internal review. If approved by JKISIS, an approval memo and the student's letter will be forwarded to the Associate Provost for Graduate Studies for review and decision. Students should refer to the JKISIS handbook for details.

Procedure for Academic Grievances for Graduate Students

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 head of an academic unit or the appropriate Director/Dean shall refer grade grievances to a committee only when based on problems of process, and not on differences in judgment or opinion concerning academic performance.
3. The grievance committee 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.

Decisions on grades are not subject to further appeal.

Academic Issues Other Than Grades

1. The graduate student must file a written grievance regarding the academic decision within two months of notification of the decision.

The grievance will go first to the Chair or Program Director of the department, or, if no departmental unit exists, to the Director/Dean of the appropriate program, school, college, institute, or division.
2. The head (Chair, Director, or Dean) of the unit to which the initial grievance is submitted 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 head of the unit shall refer the matter either to:

- a. A standing or ad hoc faculty/professional staff committee chaired by the head or a designate **or**
- b. The Director/Dean of an academic unit to which the head reports and who shall convene such a committee to hear the matter.

When an ad hoc committee is established, the student who lodges the grievance may designate one of the faculty members who will serve on this committee. This member must be tenured or tenure-track faculty from the University of Denver.

The Director/Dean may choose members of the committee who represent units or subunits 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.

The Provost may refer grievance appeals to appropriate bodies or personnel for their recommendation on the specific issues. The Provost may refer any grievance to the Graduate Council for its recommendation.

If the issue is referred to the Graduate Council, its Chair will appoint three

members of the Council as a Grievance Committee to hear the case and shall designate one of the committee members to serve as Chair.

The findings of anyone called upon by the Provost shall be transmitted to the Provost as a written recommendation, when possible within four weeks after the case has been referred to them.

5. The Provost is the final authority in the matter, and final action by the Provost should, when possible, take place within four weeks after the receipt of appropriate recommendations.

The Provost shall provide notice of the final decision to the student, the Chair of any committee involved, the head of the unit from which the grievance originates.

Note: Graduate students enrolled in the Graduate School of Social Work, Daniels College of Business, or the Sturm College of Law should consult the specific guidelines for academic grievance procedures for those units.

STUDENT BEHAVIOR AND CONDUCT

Graduate Students of Concern

Policy

Faculty, staff, or students who have a concern about a graduate student at DU can find useful information and/or report their concerns via the Student Life office.

Procedure

If you have concerns about a student, please submit a report so the Student Life office may follow up with the student and/or work with you to address the concerns.

Go to the Student Life home page and look for the "Concerned about a Student" tab or navigate to: <http://www.du.edu/studentlife/advising/resources.htm> for informational resources and an alert mechanism for faculty and staff who regularly interact with students and are therefore in a position to observe signs of difficulty and struggle at an early point.

The "Report a Student of Concern" form allows you to report the name of a student if you have concerns. This information will go to the Student Life and be routed to the appropriate graduate contact person, usually the Office of Graduate Studies. You may be contacted for additional information, and you will be informed when action is taken, although full details of the intervention may not be shared.

You can learn more about issues that may impact students and helpful resources. Browse the topics on the menu to learn more and be linked with specific sources of help and support at DU. While many of these resources have previously been shared with students, you can aid students by reminding them and helping them learn to utilize the various resources available to them across campus.

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.

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

The complete text of the Honor Code and honor code violation procedures relating to students is maintained by the Office of Citizenship and Community Standards and can be found on their website at: <http://www.du.edu/ccs/honorcode.html>.

Note: Some units may have additional or more stringent ethical guidelines. Students should contact the department for details.

Student Conduct

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 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.

Specific information about student conduct, the honor code, student rights and responsibilities, ethical academic behavior, and reporting academic misconduct and the complete text of the Code of Student Conduct can be obtained from the Office of Citizenship and Community Standards (CCS) or on their website at: <http://www.du.edu/ccs/>.

Academic Misconduct

Each student understands, upon admission to the University, that they are required to uphold the provisions of the University of Denver Honor Code. These procedures apply to all students at the University of Denver, whether graduate or undergraduate, full- or part-time. Violations of the Honor Code include, but are not limited to, taking or attempting to take, or assisting someone else in taking or attempting to take, the following actions:

- **PLAGIARISM:** representation of another's work or ideas as one's own in academic submissions.
- **CHEATING:** actual or attempted use of resources not authorized by the instructor(s) for academic submissions.
- **FABRICATION:** falsification or creation of data, research or resources to support academic submissions.

Reporting of Violations

Every member of the University community is encouraged to report apparent violations of the Honor Code to the appropriate faculty member, academic unit, and/or the Office of Citizenship and Community Standards (CCS).

Before initiating a formal complaint, an individual may consult with CCS to request anonymous advice as to the nature of the procedures, information about available options, or on any other relevant matter. No records are kept of such consultations.

A faculty member who believes that there is reasonable suspicion that a student may have committed a violation of the Honor Code should contact CCS to ascertain whether the student in question has previously been sanctioned or reported for academic dishonesty.

Disposition of Violations

Because academic dishonesty is both an academic and behavioral issue, students who violate the Honor Code are subject to dual consequences; these are referred to as academic sanctions and disciplinary actions. The affected faculty member in conjunction with the academic unit determines the appropriate academic sanctions in cases involving graduate students from their programs.

Academic Sanctions

Academic sanctions are assessed by an individual faculty member and/or an academic unit and relate to the student's standing within that course and/or unit. These may include, but are not limited to failure of an assignment, failure of a course, and/or termination from a graduate program.

When academic misconduct is suspected, the faculty member and/or representative(s) of the academic unit shall discuss these suspicions with the student in question and then come to a determination regarding appropriate academic sanctions. The exact process by which this is done is left to the faculty member in conjunction with the academic unit.

Recommendations for faculty regarding potential academic sanctions may be found in the Guidelines for Faculty on Student Plagiarism available on the Citizenship and Community Standards office website: <http://www.du.edu/ccs>.

Academic sanctions are not subject to the appellate process outlined in the Student Code of Conduct but are instead governed by the Procedure for Academic Grievances for Graduate Students.

Disciplinary Actions

The unit or program in question may recommend such disciplinary actions for the student as they deem appropriate. These may include, but are not limited to; disciplinary probation, suspension from the University, and expulsion from the University.

Details on disciplinary procedures and actions can be found in the Code of Student Conduct available on the Citizenship and Community Standards office website: <http://www.du.edu/ccs>.

The faculty member or academic unit should submit an academic dishonesty report form (ADRF) to inform CCS of any Honor Code violation and the academic sanctions imposed (if any) for records keeping purposes.

CCS will then determine what disciplinary action may be appropriate under the Code of Student Conduct, taking into consideration the nature of the violation, the student's previous disciplinary record, and the recommendations of the faculty member or academic unit.

Appeals

Decisions made by a faculty member or an academic unit regarding academic sanctions may be appealed according to the Procedure for Academic Grievances for Graduate Students. Appeals will only be reviewed in the following circumstances:

- The existence of procedural errors so substantial that the accused was denied a fair hearing;

- A finding of fact made in the original hearing clearly not supported by the facts presented;
- Presentation of new and significant evidence which was not reasonably available at the time of the initial hearing; and/or
- The imposition of a sanction that is arbitrary and capricious.

Disruptive Classroom Behavior

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

Procedure

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.

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. 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.

The instructor shall bring the matter to the office of the division or college 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.

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:

- The existence of procedural errors so substantial that the student was denied due process;
- A decision clearly not supported by the facts presented;
- Presentation of new and significant evidence that was not reasonably available at the time of the decision; and/or
- The decision is demonstrably arbitrary and capricious.

While an appeal is being considered, the student shall be restricted from attending the class from which he/she has been dropped.

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.

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.

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.

Sexual Relationships and the Classroom Environment

The university strongly discourages sexual relationships between a teacher and student or between a supervisor and staff member because such relationships tend to create compromising conflicts of interest, or the appearance of such conflicts.

As used in this section, the term "teacher" includes a faculty member, or a graduate student, administrator, coach, advisor, residence staff or program director having supervisory responsibilities for students.

The complete university policy on Consensual Sexual Relationships and Sexual Harassment can be found online at: <http://www.du.edu/bfa/> under their Policies and Procedures section.

Gender Violence

Gender violence encompasses a variety of interpersonal violent issues such as: sexual assault, dating violence, domestic violence, and stalking. Unfortunately, as with many university and college campuses, gender violence is a persistent issue that faces our community. If you have experienced any form of gender violence, suspect that one of your students or peers is struggling because of an assault experience, or if you are looking for information, contact the DU Gender Violence Education and Support Services (GVESS) office for assistance. GVESS is a free and confidential service available to all students, staff, and faculty at DU. Specific resources include the provision of individual advising and advocacy (emotional, physical, academic, legal), The Sexual Assault Survivor Advocate (SASA) Network, an on call team of DU advocates available to assist 24/7 (303-871-3456), a Gender Violence Resource Center and Library (102 Nelson Hall), and training and education for university departments and student groups. If you are concerned about a colleague or student, please call GVESS for advice: 303-

871-3853, 103 Nelson Residence Hall and/or
visit
http://www.du.edu/studentlife/Sexual_Assault.
For information specifically relating to the
sexual misconduct violations at DU, visit
<http://www.du.edu/ccs/code.html#responsibility>.

PROPOSING / CLOSING COURSES, CONCENTRATIONS, CERTIFICATES, DEGREES AND MAJORS

Course Proposals

Procedure

Proposals for new courses, or making changes to existing courses, originate within academic units (see guidelines below). The structure and content of courses are developed by departmental faculty and chairs and approved by the appropriate chairs and deans. Programs may be reviewed by the Graduate Council as appropriate and must be approved by the Associate Provost of Graduate Studies or Chair of the Undergraduate Council. Administration of a course rests with the academic unit offering the course.

Generally, tuition for courses must be charged at the full University-approved rate for the academic unit. Reductions in tuition must be approved by the Provost. To be approved for reduced tuition, programs typically must be offered in a non-traditional format (e.g. University College courses, Morgridge College of Education night or weekend options, or special cohort arrangements). Reduced tuition rates will not be approved for programs that enroll students in the same courses as traditional students.

Course Proposal Form

“New Course Proposal/Change in Course Number, Title or Hours” forms are located online at www.du.edu/registrar/forms/crseprop.pdf. Detailed instructions and guidelines for filling out the form can be found at www.du.edu/registrar/forms/facschins.pdf or by contacting the Office of the Registrar.

The department initiating the new course or course change should fill out the Course Proposal form. This form must be signed by the department and dean of the unit before being

reviewed and signed by the Associate Provost or Chair of the Undergraduate Council. If requesting a change to an already existing course, a course syllabus must be attached to the course proposal form.

Approval Timeline for New Courses

Policy

New courses and/or course changes must be submitted, reviewed and approved in a specific order if they are to be officially approved and advertised by the university. Course proposals that do not follow this process are not approved and the appropriate steps below must be followed.

Procedure

The timeline of submission and approval for new courses is as follows:

- Obtain course proposal/change form from the Registrar’s office or website.
- Review and signature of approval from:
 - a. Department head/Program Director
 - b. Dean of Faculty
 - c. Head of the Undergraduate Council *only* if it is a undergraduate/graduate cross listed course
 - d. Associate Provost for Graduate Studies
- Form is returned to the Registrar’s office for data entry and final processing

Concentration Proposals

A Concentration is an organized program of study which leads to a specific set of skills or knowledge. A concentration confirms that a student has mastery of the content of a clearly defined sub-field of an academic major field of study. It provides in-depth training, but not to the breadth of a major or degree. Proposals for

concentrations originate within academic units. The structure and content of concentrations are developed by academic units and must be approved by the Associate Provost of Graduate Studies.

Proposals for new concentrations, to change existing concentrations, or to close/suspend a concentration require the submission of the Concentration Proposal and Concentration Routing form, both of which are obtained from the Office of the Associate Provost for Graduate Studies.

A concentration declares that a student has satisfactorily completed a subset of courses within a degree or certificate program. At the discretion of the University, credit earned in concentrations may be applied towards the graduate degree. While no specific number of credits is required for a concentration, there must be sufficient coursework to demonstrate mastery in a field represented by the concentration and to justify expertise in a particular area.

Administration of a concentration rests with the academic unit offering the program. The program director or dean is responsible for certifying completion of the program to the Registrar.

Format for a Concentration Proposal

The department initiating the concentration should fill out the Concentration Proposal form and the Concentration Routing form, both available from the Office of the Associate Provost for Graduate Studies. The unit should consult with their budget officer before submitting the proposal for review. The Concentration forms must be signed by the department and dean of the unit before being reviewed by the Associate Provost for Graduate Studies. Proposals for concentrations should include the following elements:

- Description of the concentration,
- What are the concentration objectives and the relationship of this course to the total departmental offerings,
- What is the expected enrollment and who is the expected audience,

- Resources required for the program, specifically any special costs or new courses associated with offering the proposed concentration, and
- Prerequisites, permissions or restrictions.

Approval Timeline for New Concentrations

Policy

New concentrations and/or concentration changes must be submitted, reviewed and approved in a specific order if they are to be officially approved and advertised by the university. Concentration proposals that do not follow this process are not approved and the appropriate steps below must be followed.

Procedure

The timeline of submission and approval for new concentrations is as follows:

- Obtain concentration proposal/change form and concentration routing form from the Graduate Studies office or website <http://www.du.edu/grad>
- Review and signature of approval on both proposal and routing forms by:
 - a. Department head/Program Director
 - b. Dean of unit (or Associate Provost if no Dean in the academic area)
 - c. Office of Planning and Budget
 - d. Associate Provost for Graduate Studies
- The Associate Provost for Graduate Studies may invite the proposal author, program director or Dean of the unit to present the proposed concentration to the Graduate Council for discussion prior to issuing a final decision on the concentration.
- Form is returned to the Registrar's office for data entry and final processing

Notes:

In JKIS and MCE, concentrations are part of the degree requirements for the PhD and many MA degrees. Consult the student handbook for details and appropriate procedures.

Certificate Programs

A certificate declares that a student has satisfactorily completed the curriculum of a certificate program. A certificate program provides a set of learning experiences concentrated in a specific set of educational goals. At the discretion of the University, academic credit earned in certificate programs may be awarded at the graduate and undergraduate levels. Credit hours that have already been counted for a previous degree that has been awarded cannot count towards granting a certificate. Certificate programs may grant Continuing Education Units (CEUs), or they may include non-credit offerings.

Non-credit Certificate

Non-credit Certificate programs consist of seminars, symposia, workshops, and/or coursework for which credits are not given. Examples of programs in which a Non-credit Certificate is awarded are weekend seminars or workshops on specific academic, professional, and/or practical topics; or summer programs in which non-credit instructional courses are offered. Continuing Education Units (CEUs) may be awarded for non-credit certificates.

The structure and content of Non-credit Certificate programs are developed by departmental chairs and approved by the appropriate dean. Fees are generally set by the dean with the caveat that programs that enroll students in the same courses as traditional students must charge a fee that is equal to the full University-approved tuition rate for the academic unit. The unit must consult with the Office of Planning and Budget and submit a proforma along with the non-credit certificate proposal for review.

Non-credit Certificates programs are not recorded on a student's transcript, although a CEU transcript may be developed at a later date. Non-credit Certificates may be produced by individual units and should *not* bear the University seal.

Academic Certificates

An Academic Certificate is an organized program of study requiring at least eighteen quarter hours of credit which leads to a specific set of skills or knowledge. A certificate confirms that a student has mastery of the content of a clearly defined sub-field of an academic major field of study. A certificate provides in-depth training, but not to the breadth of a major or degree. The completion of a credit certificate is noted on a student's transcript and is part of the University's official academic offerings.

Academic certificates require a minimum of eighteen quarter-hours of credit. If desired, individual academic units may establish a maximum number of credit hours earned in a certificate program that may be applied to a degree. All University policies, including those related to admission, retention, eligibility for financial assistance, contact hours, and course formats apply to credit certificate programs.

Generally, tuition for academic certificate programs must be charged at the full University-approved rate for the academic unit. Reductions in tuition must be approved by the Provost. To be approved for reduced tuition, programs typically must be offered in a non-traditional format (e.g. University College courses, Morgridge College of Education night or weekend options, or special cohort arrangements). Reduced tuition rates will not be approved for certificate programs that enroll students in the same courses as traditional students. The unit must consult with the Office of Planning and Budget and submit a proforma along with the non-credit certificate proposal for review.

University TOEFL/IELTS requirements (where appropriate) apply to admission to certificate programs. Other admission requirements are established by the academic unit offering the certificate.

Administration of a certificate program rests with the academic unit offering the program. The program director or dean is responsible for certifying completion of the program to the Registrar.

Credit certificates will be produced by the Office of the Registrar. Expenses of certificate production will be charged back to the offering unit.

Proposals for credit certificates originate within academic units (see guidelines below) and must be accompanied by the signed Proposal Routing form (available from the Office of the Associate Provost). Proposals should be approved by department chairs and deans. Programs should be presented to the Graduate or Undergraduate Council as appropriate and must be approved by the Associate Provost for Graduate Studies or the Chair of the Undergraduate Council.

Notes:

All Morgridge College of Education academic certificates should be completed within three years of enrolling in the certificate program. COE students should consult program requirements as some programs may have shorter time frames.

I-20 forms are not issued for certificate or other non-degree programs.

Format for an Academic Certificate Program Proposal

Proposals for approval of Academic Certificate programs should include the following elements:

- Description of the Certificate Program.
- Market Analysis including what is the expected audience for the program, what is the competition for the program, and are there similar recognized programs?
- What is the relationship of this certificate to other programs (degrees or certificates) at DU?
- Past, current, projected enrollment
- Admission criteria
- Curriculum
- Program objectives
- Program requirements (e.g., number of credit hours)
- Listing of required courses
- Assessment: clearly stated student learning goals for the certificate as well as student learning outcomes at both the course and program level with an assessment plan, measures of student learning, and a

mechanism for faculty discussion of assessment results so that feedback can be used to make improvements to student learning. Contact the Office of Academic Assessment for additional clarification.

- Mapping of program level student learning outcomes to the Graduate-Professional Student Learning Outcomes approved by the Graduate Council in May 2009 as appropriate
- Resources required for the program. Complete pro forma Financial Impact Analysis (available from DU Website)

• **Approval Timeline for New Academic Certificates**

Policy

New academic certificates and/or changes in academic certificates must be submitted, reviewed and approved in a specific order if they are to be officially approved and advertised by the university. Academic certificate proposals that do not follow this process are not approved and the appropriate steps below must be followed.

Procedure

The timeline of submission and approval for new academic certificates is as follows:

- Obtain certificate routing form from the Graduate Studies office or website <http://www.du.edu/grad> and attach to certificate proposal draft.
- Review and signature of approval on routing form by:
 - a. Faculty member heading the proposal process
 - b. Department head/Program Director
 - c. Unit budget officer
 - d. Dean of unit (or Associate Provost if no Dean in the academic area)
 - e. Office of Planning and Budget
 - f. Associate Provost for Graduate Studies
- The Associate Provost for Graduate Studies may invite the proposal author, program director or Dean of the unit to present the proposed certificate to the

Graduate Council for discussion prior to issuing a final decision on the certificate.

Proposing New Graduate Programs (Degrees and Majors)

Proposal and Approval Process: General

After consulting with the Provost and the Office of Planning and Budget, the divisional Dean obtains approval of the complete proposal in accordance with the policies within that unit. The proposal draft must be accompanied by the proforma and the signed Program Routing Form.

The Dean of the division meets with the Associate Provost for Graduate Studies to review the proposal with the goal of identifying potential areas of conflict and/or collaboration with other units. The Dean and Associate Provost then develop a plan for involving other units in conversations to resolve conflicts or extend offers of collaboration. The Associate Provost will provide all deans with a copy of the proposal and request that they contact the dean of the division from which the program proposal originates with any concerns. The Dean of the division will then provide a report to the Associate Provost regarding feedback from other divisions and any adjustments that have been made to the original proposal. The Dean must also submit the proposal to the Office of Planning and Budget for review and approval and report the result of that process to the Associate Provost.

The Associate Provost schedules the proposal for review by the Graduate Council and sends a copy of the proposal to all Graduate Council members. The Dean presents the proposal to the Graduate Council for a first reading and after feedback is taken into consideration, for a second reading and a vote.

The Dean prepares an Executive Summary of the proposal and forwards it along with the full proposal to the Provost's office. The Dean then presents the proposal to the Faculty and Educational Affairs Committee of the Board of Trustees (FEAC) for review and recommendation (must be scheduled with the Provost's Office).

The proposal is presented to the Trustee Finance and Budget Committee for review and recommendation (must be scheduled with the Controller's Office). The Chair of FEAC presents the proposal to the full Board of Trustees for final consideration and approval.

Content of Proposal for New Graduate Degree

Proposals for new graduate degrees should contain the following information:

1. Description of the program
 - Mission / philosophy / rationale
 - Requirements for the program
 - Number and distribution of hours
 - Prerequisites
 - New courses
 - Organization / structure of the program
 - Administration
 - Student Recruitment and Advising
2. Assessment of where the program fits in the University scheme
 - Linkages to strategic objectives
 - Relationship to other programs (synergisms / overlaps)
 - Likely consequences (e.g. non-financial benefits / opportunity costs)
 - Assessment: clearly stated student learning goals for the degree as well as student learning outcomes at both the course and program level with an assessment plan, measures of student learning, and a mechanism for faculty discussion of assessment results so that feedback can be used to make improvements to student learning. Contact the Office of Academic Assessment for additional clarification.
 - Mapping of program level student learning outcomes to the Graduate-Professional Student Learning Outcomes approved by the Graduate Council in May 2009 as appropriate
3. Financial assessment (5 years): Proforma Analysis Worksheet must be completed and submitted with a copy of the complete proposal to the Office of Planning and

Budget at least two weeks prior to the proposal being presented to the Graduate Council. The proforma template can be found at:

http://www.du.edu/bfa/policy/documents/fiscal_impact_002.pdf

- Projected enrollments
 - Number likely to be net new students to the university
 - Number likely to replace students in university programs with declining numbers
 - Number likely to come to the university without this program
- Projected tuition revenues (consider headcount, FTE conversion, attrition, and tuition rate).
- Other projected revenue streams (sources and amounts)
- Resource base (faculty, staff, graduate teaching assistants, curricula, library materials, space, equipment, supplies and expenses/financial aid)
 - Existing resource base
 - New resources needed and identified sources (e.g. redeployment/ budget increase/ private donors)
 - Impact on University administrative systems (e.g. registration, billing, and administrative computing) commitments and constraints (e.g. resource understandings)

Approval Timeline for New Programs and Degrees

Policy

New academic programs and/or changes in academic programs must be submitted, reviewed and approved in a specific order if they are to be officially approved and advertised by the university. Proposals that do not follow this process are not approved and the appropriate steps below must be followed.

Procedure

The timeline of submission and approval for new/revised degrees and programs is as follows:

- Obtain program/degree routing form from the Graduate Studies office or

website <http://www.du.edu/grad> and attach to proposal draft with proforma.

- Review and signature of approval on routing form by:
 - a. Faculty member heading the proposal process
 - b. Department head/Program Director
 - c. Unit budget officer
 - d. Dean of unit (or Associate Provost if no Dean in the academic area)
 - e. Office of Planning and Budget
 - f. Associate Provost for Graduate Studies
- First reading of the proposal by the Graduate Council
- Second reading of the proposal by the Graduate Council
- Presentation to and approval by FEAC
- Presentation to and approval by the Board of Trustees Finance Committee
- Final approval by the full Board of Trustees

Note: Proposals for Dual Undergraduate-Graduate degrees or programs must also be presented to and approved by the Undergraduate Council.

Closing/Suspending, Certificates, Concentrations, and Academic Programs (Degrees and Majors)

Suspended Programs

Programs that are suspended cannot accept students for enrollment until the divisional Dean and Provost approve the program to be reactivated. After one year, a suspended program will be closed.

Closed Programs

Programs that are closed no longer accept students for enrollment. To reactivate a closed program, the procedures for proposing and getting approval for a New Graduate Program must be followed.

Process for Suspending or Closing a Program*

To suspend or close a program, the divisional Dean forwards a memo to the Provost and the Associate Provost for Graduate Studies that includes the program's history, current status, a plan for phasing out the program (including how any current students will be handled), and the fiscal impact of the action. The Associate Provost will refer the matter to the Graduate Council for information, discussion, and recommendation.

If the Provost approves the suspension or closure of the program, he/she notifies the Trustee Faculty and Educational Affairs Committee (FEAC) and the Chair of FEAC notifies the full Board of Trustees.

*Programs can also be suspended or closed by executive action of the Provost, Chancellor, or Board of Trustees.

Distance Learning Council and Program Approval Guidelines

Policy

The Distance Learning Council, established by the Office of the Provost in April 2007, is charged with the responsibility for reviewing and approving curricular programs that employ distance learning delivery methods.

Definition of a Distance Learning Course

Distance Learning is a method of teaching where the student and instructor are separated by time or space, or both. For the purposes of the Distance Learning Council, distance learning is further defined as a formal educational process in which more than half (51%) of the contact hours occur when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance learning may employ any combination of correspondence study, audio, video, or computer and other online technologies.

Criteria

The following types of programs should be presented to the Distance Learning Council for review:

1. Degree programs through which a student can earn the entire degree at a distance. These are of greatest concern and have accreditation implications for the university's agreement with the Higher Learning Commission of the North Central Association.
2. Any degree program through which a student can earn 25% or more of the degree through distance courses.
3. Any academic certificate where a student can earn 25% or more of the certificate through distance courses.

Individual courses need not be formally reviewed by the Distance Learning Council, but should be approved by the appropriate person in the department, division, school, or college and include consultation with the distance learning team in the Center for Teaching & Learning.

Approval Process

The approval process for proposed programs went into effect on July 1, 2008, for programs beginning anytime in the academic year 2008-2009 and thereafter.

Programs Established before July 1, 2008

Previously established programs will not be subject to approval processes, but the units sponsoring those programs are asked to identify and describe them to the Distance Learning Council according to the categories 1-3 above. The Distance Learning Council will keep a directory of all existing programs by type.

New Distance Learning Programs

Units seeking approval of new distance programs should refer to the Distance Learning Council (DLC) Portfolio Community at: <http://portfolio.du.edu/dlc>. Units should address

the questions outlined in the “Proposal Form for Distance Learning.” The proposal form is based on the North Central Association Higher Learning Commission’s “Guidelines for Distance Education.” The form is available for download on the DLC Portfolio Community under the Related Documents area.

The Distance Learning Council only approves the aspects of the program related to distance delivery. All of the aspects of the program are subject to the approval of the Undergraduate Council or the Graduate Council and the Associate Provost for Graduate Studies in the case of graduate programs and certificates.

After reviewing the materials submitted by a unit requesting approval and discussing the program with a representative of the sponsoring unit, the Distance Learning Council will approve the program, approve the program with recommendations, or ask for a resubmission of the program at a future meeting.

Units seeking approval of programs meeting the criteria above should allow sufficient time to coordinate the Distance Learning Council’s review prior to the approval processes of the Graduate or Undergraduate Council and those approving bodies that follow after, i.e., the Faculty and Educational Affairs Committee, the Trustee Finance and Budget Committee, and the Board of Trustees.

OTHER POLICIES AND INFORMATION

Academic Calendars

Semester System

The Sturm College of Law academic calendar is divided into autumn, spring and summer session. Each semester is approximately 15 weeks long. Students may complete requirements through continuous enrollment, including summers, or may arrange the normal work of a two-semester academic year in any desirable sequence of semesters.

Quarter System

The academic calendar is divided into fall, winter, and spring quarters and a summer session. Each quarter is approximately 10 weeks long and summer session is nine weeks. There are four interterm sessions. 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 coursework. Elective and required courses are offered in a variety of time frames. Travel and other unique courses, including short, intensive workshops, are part of the summer program.

Visiting students, professionals and individuals from the community are admitted under an open enrollment policy.

Note: University College considers summer to be part of the academic year. The Summer Quarter is 10 weeks long.

Interterm

Interterm is the time period prior to each academic quarter, during which short, on-campus and travel courses are offered. Hours completed in interterm are applied as credit toward graduation requirements. Students register for interterm classes through the Special Community Programs office.

Note: Some units may have specific requirements about the maximum number of interterm hours which may be applied toward the degree. Contact the unit for details.

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 a @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, 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. This policy applies to all members of the

University of Denver community; faculty, staff, and students.

The @du.edu Computer Account

The @du.edu computer accounts are the central University computer accounts managed by University Technology Services (UTS). These accounts serve as the online identification key for central University systems, and they provide each member of the community with a University Official Email address.

The Official Email address ends in @du.edu and is usually in the form INAME@du.edu. This is the only email address that is officially associated with a member of the University. In general, this address remains the same throughout one's association with the University. The Official Email address will appear in the University's Banner administrative system within 24 hours after a person is officially entered into the Banner administrative system, and will also appear in the University's online directory. Students may request confidentiality.

Departmental servers such as daniels.du.edu or law.du.edu are considered external servers in much the same way as Hotmail, AOL, or Yahoo are. Faculty, staff, and students who prefer to use external mail services or accounts on departmental servers must forward incoming mail from their @du.edu accounts to the account where they routinely read email.

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 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.

Americans with Disabilities Act Information

Disability Accommodations

Graduate students who need accommodations for a disability in order to fully participate in University classes and programs should call the Disability Services Program (DSP) This contact should be made as far in advance as possible. DSP will work collaboratively with students, graduate department faculty, and other University personnel to facilitate appropriate, individualized accommodations. Documentation of disability is required.

Examples of documentation may include, but are not limited to, medical reports, psycho-educational reports (for students with learning disabilities), and/or verification of psychological disabilities. Documentation is used to assist with the determination of appropriate accommodations and is kept confidential.

The Handbook for Students with Disabilities (policies and procedures) can be accessed at www.du.edu/disability by selecting “publications”. The website also has links to DSP and other information including documentation guidelines. DSP is located in *The Center* located in Driscoll South.