
Graduate Policy Manual

Faculty and Staff



UNIVERSITY *of*
DENVER

OFFICE OF GRADUATE STUDIES

Academic Year 2013-2014

Office of Graduate Studies

2199 S. University Boulevard, Denver, CO 80208

Mary Reed Building, Room 5

Phone: 303-871-2706 | Fax: 303-871-4566

Email: graduatestudies@du.edu

TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION.....	8
SECTION 1.1 ACCREDITATION, EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENTS.....	8
SECTION 1.2 GRADUATE POLICY MISSION AND SCOPE	8
1.2.a. Authority	8
1.2.b. Student Responsibility	8
1.2.c. Graduate Academic Unit-level Adherence to and Implementation of University Policy	8
1.2.d. Petitions for Unit-Level Exceptions	9
1.2.e. Modifications to the Policy Manual.....	9
SECTION 1.3 GRADUATE STUDIES GOVERNANCE	9
1.3.a. Office of Graduate Studies.....	9
1.3.b. Graduate Council.....	9
1.3.c. Academic Units.....	10
1.3.d. Student Services Offices.....	11
CHAPTER 2: GRADUATE ADMISSIONS.....	12
SECTION 2.1 ADMISSION PROCESS AND STANDARDS FOR ALL APPLICANTS	12
2.1.a. University Admission Criteria	12
2.1.b. Application	13
2.1.c. Application Fee.....	13
2.1.d. Transcripts and Proof of Degree.....	13
2.1.e. Supplemental Documents: Letters of Recommendation, Essay, and Statement of Purpose.....	14
2.1.f. Reuse of Supplemental Documents.....	15
2.1.g. Admission Examinations (GRE, GMAT, LSAT, etc.)	15
2.1.h. Verification of Legal Permanent Residency (Registration Alien Card)	15
2.1.i. Admission Offer	15
2.1.j. Admission Deposit	15
2.1.k. Reapplication	16
2.1.l. Deferral and Term Changes.....	16
2.1.m. Change of Graduate Program	16
SECTION 2.2 ADDITIONAL STANDARDS FOR INTERNATIONAL APPLICANTS	16
2.2.a. Copy of Passport.....	17
2.2.b. Financial Verification	17
2.2.c. Orientation Program.....	17
2.2.d. SEVIS	17
SECTION 2.3 ADDITIONAL STANDARDS FOR NON-NATIVE ENGLISH SPEAKERS.....	19
2.3.a. English Language Proficiency (TOEFL/IELTS)	19
2.3.b. English Conditional Admission (ECA)	20
2.3.c. Required Tests for GTA Eligibility	21
CHAPTER 3: GRADUATE STUDENT STATUS	22
SECTION 3.1 ADMISSIONS STATUS.....	22
3.1.a. Regular Degree Student	22
3.1.b. Provisional Admission.....	22
3.1.c. Certificate Student	23
3.1.d. Special Status Student.....	23
3.1.e. English Conditional Admission (ECA).....	23
3.1.f. Lifelong Learners	23
3.1.g. Visiting Scholar	24

SECTION 3.2 ENROLLMENT STATUS	24
3.2.a. Regular Enrollment	24
3.2.b. Concurrent Enrollment	24
3.2.c. Consecutive Term Enrollment	24
3.2.d. Student Status Definitions	25
3.2.e. Continuous Enrollment	25
3.3.a. Change of Degree or Program	29
3.3.b. Probation.....	29
3.3.c. Suspension	30
3.3.d. Termination.....	30
3.3.e. Mandatory Withdrawal Policy	30
3.3.f. Mandatory Interim Emergency Withdrawal.....	31
3.3.g. Administrative Withdrawal.....	32
SECTION 3.4 STUDENT WITHDRAWAL FROM THE UNIVERSITY	32
3.4.a. Withdrawing (Temporary or Permanent).....	32
3.4.b. Things to Consider Prior to Withdrawing.....	33
3.4.c. Personal Leave of Absence.....	34
3.4.d. Medical Leave of Absence	35
SECTION 3.5 READMISSION.....	37
3.5.a. Readmission for Inactive Students.....	37
3.5.b. Readmission for Terminated Students.....	37
SECTION 3.6 STUDENTS CALLED FOR MILITARY DUTY.....	37
3.6.a. Introduction.....	37
3.6.b. Purpose	38
3.6.c. Student Responsibility	38
3.6.d. Course Completion Options	38
3.6.e. Other Academic Matters	38
3.6.f. Administrative Matters.....	38
SECTION 3.7 IMMUNIZATION AND HEALTH INSURANCE REQUIRMENTS	39
3.7.a. Immunization Requirements.....	39
3.7.b. Health Insurance Requirements	40
CHAPTER 4: GRADUATE PROGRAM ADMINISTRATION	41
SECTION 4.1 GRADUATE PROGRAM DEFINITIONS.....	41
4.1.a. Graduate Degree Program.....	41
4.1.b. Formal Dual Degree	41
4.1.c. Flexible Dual Degree	41
4.1.d. Dual Undergraduate-Graduate Degree Programs	43
4.1.e. DU-Iliff Joint PhD Program.....	44
4.1.f. Certificate Programs.....	45
4.1.g. Concurrent Candidacies.....	45
SECTION 4.2 REGISTRATION	45
4.2.a. Section Changes.....	46
4.2.b. Adding Courses	46
4.2.c. Waitlists	46
4.2.d. Credit Load.....	46
4.2.e. Dropping Courses	46
SECTION 4.3 COURSE INFORMATION	48
4.3.a. Course Number Designation.....	48
4.3.b. Independent Study	49

4.3.c. Independent Research	49
4.3.d. Directed Study	50
4.3.e. Courses for No Credit	50
4.3.f. Auditing Classes.....	50
4.3.g. Graduate Courses for Undergraduate Credit (Credit Counted Toward Bachelor’s Degree)	51
4.3.h. Graduate Credit for Undergraduate Students (Credit Counted Toward Graduate Degree).....	51
4.3.i. Transfer of Credit for Graduate Degrees	51
SECTION 4.4 INTERNSHIPS AFTER COMPLETION OF COURSEWORK	53
SECTION 4.5 CLASS ATTENDANCE.....	53
4.5.a. Religious Accommodations and Class Attendance.....	53
SECTION 4.6 GRADES AND REPORTING	54
4.6.a. University Grading System.....	54
4.6.b. Reporting Grades	55
4.6.c. Never Attended.....	55
4.6.d. Failing Grades.....	55
4.6.e. Withdrawal (W)	55
4.6.f. IP, NR and Incomplete Marks	55
4.6.g. Last Date of Attendance	55
4.6.h. Non-Passing Grades.....	55
4.6.i. Grade Reports	55
4.6.j. Incompletes.....	56
SECTION 4.7 GRADING AND QUALITY OF WORK	57
4.7.a. Grade Point Average.....	57
4.7.b. Good Academic Standing	58
4.7.c. Below 3.0 Grade Point Average	58
4.7.d. Graded Work Accepted for the Degree	58
4.7.e. Repeating Courses	58
4.7.f. Candidate Status and Completion of Coursework.....	59
4.7.g. Grade Changes.....	59
4.7.h. Transcripts	59
CHAPTER 5: GRADUATE DEGREE REQUIREMENTS	60
SECTION 5.1 MASTER’S DEGREE.....	60
5.1.a. Credit Requirements	60
5.1.b. Residency Requirements	60
5.1.c. Tool Requirements.....	60
5.1.d. Advancement to Candidacy	60
5.1.e. Final Examination.....	61
5.1.f. Additional Master’s Degree Requirements	61
SECTION 5.2 MASTER’S THESIS.....	61
5.2.a. Program -Level Thesis Proposal Committee	61
5.2.b. Master’s Thesis Oral Defense Committee.....	61
5.2.c. Special Members.....	62
5.2.d. Program -Specific Requirements	62
SECTION 5.3 MASTER’S THESIS ORAL DEFENSE	62
5.3.a. Scheduling and Verification of the Oral Defense	63
5.3.b. Responsibilities of Oral Defense Committee Chair.....	63
5.3.c. Conducting the Defense.....	63
SECTION 5.4 COMPLETING THE DEGREE.....	64
5.4.a. Time Limit for Completion of the Degree	64

5.4.b. Final Procedures for Earning the Master’s Degree.....	64
SECTION 5.5 DOCTORAL DEGREE.....	65
5.5.a. Credit Requirements	65
5.5.b. Residency Requirements	65
5.5.c. Advising.....	66
5.5.d. Research Tool Requirements	66
5.5.e. Advancement to Preliminary Candidacy	66
5.5.f. Comprehensive/Competency Examination	66
SECTION 5.6 THE DOCTORAL DISSERTATION	67
5.6.a. Program-Level Dissertation Proposal Committee	67
5.6.b. Doctoral Dissertation Oral Defense Committee	67
5.6.c. Special Members.....	68
5.6.d. Unit-Specific Requirements.....	68
SECTION 5.7 DOCTORAL DISSERTATION ORAL DEFENSE	68
5.7.a. Scheduling and Verification of the Oral Defense	69
5.7.b. Responsibilities of Oral Defense Committee Chair.....	69
5.7.c. Conducting the Defense.....	69
5.7.d. Advancement to Final Candidacy.....	70
SECTION 5.8 COMPLETING THE DEGREE.....	70
5.8.a. Time Limit for Completion of Degree.....	70
5.8.b. Final Procedures for Earning the Doctorate of Philosophy	70
SECTION 5.9 ELECTRONIC THESIS AND DISSERTATION.....	71
5.9.a. Criteria for a Master’s Thesis or Doctoral Dissertation	71
5.9.b. Embargos and Restrictions on Accessing Theses and Dissertations	72
5.9.c. Opt Out Procedure	73
5.9.d. Permanently Suppress.....	73
SECTION 5.10 GRADUATION REQUIREMENTS.....	74
SECTION 5.11 GRADUATE COMMENCEMENT CEREMONIES	74
5.11.a. Commencement Program.....	74
5.11.b. Spring Commencement	74
5.11.c. Summer Commencement.....	75
5.11.d. Graduate Request to Participate in Commencement Ceremony for Students Not Graduating	75
5.11.e. Diplomas	76
CHAPTER 6: ACADEMIC EXCEPTIONS, APPEALS AND GRIEVANCES	76
SECTION 6.1 EXCEPTIONS.....	76
6.1.a. Graduate Academic Concerns Committee.....	76
6.1.b. Prohibited Exceptions.....	77
6.1.c. Items for Committee Review	77
6.1.d. Petition Process.....	78
6.1.e. Statute of Limitations.....	79
6.1.f. Items for Associate Provost Review.....	80
SECTION 6.2 PROCEDURE FOR ACADEMIC GRIEVANCES FOR GRADUATE STUDENTS ..	80
6.2.a. Eligible and Ineligible Concerns.....	81
6.2.b. Formal Grievance Process	81
SECTION 6.3 PROCEDURE FOR GRADE APPEALS.....	84
6.3.b. Timeline.....	84
6.3.c. Appeal Record	84
6.3.d. Grade Appeal Process.....	84
CHAPTER 7: STUDENT CONDUCT, SUPPORT SERVICES, AND RESOURCES	86

SECTION 7.1 STUDENT CONDUCT	86
7.1.a. Honor Code	86
7.1.b. Academic Misconduct	86
7.1.c. Disruptive Classroom Behavior	87
7.1.d. Sexual Relationships and the Classroom Environment	88
7.1.e. Smoke-Free Policy	88
SECTION 7.2 SUPPORT SERVICES	88
7.2.a. Pioneers Care	88
7.2.b. Americans with Disabilities Act Information	89
SECTION 7.3 ADDITIONAL RESOURCES	89
7.3.a. Academic Calendars	89
7.3.b. Email as Official University Communication	90
7.3.c. Graduate Student Death Response and Notification Guidelines.....	91
CHAPTER 8: TUITION AND FEES AND FINANCIAL AID	92
SECTION 8.1 TUITION AND FEES	92
8.1.a. Tuition Charges.....	92
8.1.b. Student Fees.....	92
8.1.c. Late Charges	92
8.1.d. Student Financial Liability	93
8.1.e. Refund Information.....	93
SECTION 8.2 TUITION APPEALS: QUARTER SYSTEM.....	93
8.2.a. Informal Appeal/Automatic Refund	93
8.2.b. Formal Appeal	95
SECTION 8.3 GRADUATE FINANCIAL AID.....	95
8.3.a. Financial Aid Application.....	95
8.3.b. Federal Direct Loans.....	96
8.3.c. Federal Perkins Loans.....	96
8.3.d. Federal Work-Study/Student Employment Program.....	96
8.3.e. Merit-Based Funds.....	97
8.3.f. Graduate Studies Doctoral Fellowship.....	97
8.3.g. Graduate Studies Doctoral Fellowship for Inclusive Engagement.....	98
8.3.h. Deans Scholarship Hours.....	98
SECTION 8.4 FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP)	98
8.4.a. Cumulative Grade Point Average (CGPA).....	99
8.4.b. Cumulative Completion Rate (CCR).....	99
8.4.c. Maximum Time Frame Limit (MTF).....	99
8.4.d. Financial Aid Suspension and Probation.....	99
8.4.e. Appeal Process.....	100
SECTION 8.5 GRADUATE ASSISTANTSHIPS.....	100
8.5.a. Graduate Teaching Assistant (GTA).....	101
8.5.b. Graduate Research Assistant (GRA)	101
8.5.c. GTA and GRA Eligibility and Required Exams.....	101
8.5.d. GTA/GRA Employment Restrictions.....	102
8.5.e. Stipend and Waiver Awards	102
8.5.f. Hiring Graduate Assistants.....	103
8.5.g. Terminating Graduate Assistants.....	104
8.5.h. Health Insurance Scholarship for Graduate Teaching and Research Assistants.....	104
SECTION 8.6 ON-CAMPUS EMPLOYMENT AUTHORIZATION FOR INTERNATIONAL STUDENTS	105

8.6.a. Maximum Number of Hours per Week	105
8.6.b. Definition of Employment	105
8.6.c. Definition of On-Campus Employment	105
8.6.d. Start of Employment Authorization.....	106
8.6.e. Curricular Practical Training	106
8.6.f. Academic Training	106
8.6.g. Required Documentation to Hire International Students.....	106
8.6.h. English Proficiency Requirements.....	106
CHAPTER 9: CURRICULUM DEVELOPMENT AND CHANGES	107
SECTION 9.1 Courses	107
9.1.a. Proposing/Modifying and Deactivating Courses	107
9.1.b. Additional Review Requirements for New Courses.....	107
SECTION 9.2 CONCENTRATIONS, EMPHASIS, AND SPECIALIZATION	107
9.2.a. Definitions and Requirements.....	107
9.2.b. Proposing and Closing Concentrations.....	108
SECTION 9.3 CERTIFICATES	108
9.3.a. Definitions and Requirements.....	108
9.3.b. Proposing, Modifying and Closing Certificates of Specialization and Academic Certificates	109
9.3.c. Additional Review Requirements for Certificates	110
SECTION 9.4 DEGREES AND MAJORS.....	110
9.4.a. Definitions and Requirements.....	110
9.4.b. Opening, Suspending, and Closing Degrees and Majors.....	111
SECTION 9.5 ACADEMIC UNITS AND DEPARTMENTS	111
9.5.a. Proposing Significant Unit Changes: Closing, Reassigning Academic Units and Departments	111
9.5.b. Proposing Minor Unit Changes: Restructuring and Renaming	112

CHAPTER 1: INTRODUCTION

SECTION 1.1 ACCREDITATION, EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENTS

The University of Denver and its programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) 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, genetic information, or disability. The University prohibits all discrimination, harassment and retaliation, and 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 Equal Opportunity, Mary Reed Building, Room 422, 2199 S. University Blvd., Denver, CO 80208. Phone: 303-871-7436. Fax: 303-871-3656. For more information, please call the above number or see the website at <http://www.du.edu/deo/>. You also may contact the Office of Equal Opportunity with concerns regarding determinations of religious or disability accommodations and/or issues about access.

SECTION 1.2 GRADUATE POLICY MISSION AND SCOPE

1.2.a. Authority

The policy development mission of the Office of Graduate Studies (OGS) is to provide an authoritative, accessible and current repository for university and campus policies that impact the members of the University community across all graduate schools and programs. University policies have broad application throughout the University to help ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, or reduce institutional risk. Individual schools and departments reserve the right to maintain policies particular to their units. However, unit-specific policies do not override university-wide policies. Policies duplicated on other websites or in print may not be the most current version. OGS recommends that graduate programs link to the *Graduate Policy Manual* rather than creating their own pages with University policies. This will help ensure that everyone is referencing the most current versions of University policies.

1.2.b. Student Responsibility

Applicants to the University of Denver as well as admitted and enrolled students are held to the standards and procedures set forth in this policy manual. Students are responsible for staying informed of the University's policies and procedures.

1.2.c. Graduate Academic Unit-level Adherence to and Implementation of University Policy

Each graduate unit must examine the *Graduate Policy Manual* and identify unit-specific policies or practices that conflict with the manual. Units shall adjust their practices to conform to University policy.

If a unit believes it is necessary to maintain policies or practices that diverge from University policy, it shall petition the Associate Provost for Graduate Studies for an exception to policy.

1.2.d. Petitions for Unit-Level Exceptions

- Graduate units that wish to be considered for an exception to University policy must provide a request to the Associate Provost for Graduate Studies that includes a rationale for the variance.
- 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 request that the matter be referred to the Graduate Council for review.
- Graduate Council may recommend that the Associate Provost reconsider the request in consultation with the Provost. The Associate Provost will make a final determination and report to the Graduate Council on all petitions and outcomes.

1.2.e. Modifications to the Policy Manual

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

Changes within academic units, the University, or applicable law (or other factors) may require modifications to this manual. Additionally, any unit or member of the Graduate Council may propose a change in policy by submitting a petition to the Associate Provost for Graduate Studies.

SECTION 1.3 GRADUATE STUDIES GOVERNANCE

1.3.a. Office of Graduate Studies

The Office of Graduate Studies (OGS) provides leadership and support for graduate education and advocates on behalf of graduate students and programs at the University of Denver. Under the direction of the Associate Provost for Graduate Studies, the OGS partners with deans, academic units and University governance to ensure excellence and integrity in educational programs and curricula. The OGS facilitates the development of new degree programs at the graduate level, oversees processes to ensure the quality of graduate and credential programs, acts as an advisory resource to programs initiating or transforming their academic programs, and ensures the University is in compliance with all federal, state, and university policies related to graduate education. On behalf of the Provost and working in consultation with the Graduate Council, the office is responsible for the authorship and oversight of graduate policy.

1.3.b. 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 two representatives of the Graduate Student Government (GSG).

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 Research and the Vice Provost for Internationalization serve *ex officio* and participate in the Committee's proceedings as voting members.

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 recommend 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.

1.3.c. Academic Units

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

Arts and Humanities Division
Morgridge College of Education
Daniels College of Business
DU-Iliff Joint PhD Program
Josef Korbel School of International Studies
Graduate School of Professional Psychology
Graduate School of Social Work
Graduate Tax Program
Natural Sciences and Mathematics Division
Daniel Felix Ritchie School of Engineering and
Computer Science
Social Sciences Division
Sturm College of Law
University College

1.3.d. Student Services Offices

In the *Graduate Policy Manual* the student services offices referenced are listed following:

Academic Unit	Office
Arts and Humanities & Social Sciences (AHSS) Morgridge College of Education (MCE) Graduate School of Professional Psychology (GSPP) Josef Korbel School of International Studies (JKSIS) (Admissions only) Natural Sciences and Mathematics (NSM) Daniel Felix Ritchie School of Engineering and Computer Science (SECS) DU-Illiff Joint PhD Program (DU-Illiff)	Office of Graduate Studies 2199 S. University Blvd. Mary Reed Building, Room 5
Sturm College of Law	Student Affairs 2255 E. Evans Ave.
Daniels College of Business (DCB)	2101 S. University Blvd.
Josef Korbel School of International Studies (JKSIS)	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 Program	Sturm College of Law 2255 E. Evans Ave. Suite 390
University College (UColl)	Student Services Office 2211 S. Josephine

CHAPTER 2: GRADUATE ADMISSIONS

Unit-specific admission requirements are set by individual academic programs and reviewed and published annually. Upon publication, the admission requirements are established for the annual admission cycle and may not be altered until the next admission cycle. Applicants must meet all published admission requirements.

SECTION 2.1 ADMISSION PROCESS AND STANDARDS FOR ALL APPLICANTS

The University of Denver requires the submission of specific items and documentation from students applying for admission to graduate study. All materials must be received in the Office of Graduate Studies, or appropriate admission unit, by the program's stated deadline. All credentials submitted become property of the University of Denver and cannot be copied or returned to the applicant/student or any person(s). The information given on the application must be true and complete without evasion or misrepresentation. Applicants who willfully omit, falsify, or provide incomplete statements may be denied admission or dismissed.

2.1.a. University Admission Criteria

The University of Denver offers admission to applicants who demonstrate the highest potential for successful graduate study. Applicants are evaluated by the individual programs to which they apply on the basis of their prior performance and professional promise as evidenced by academic records, letters of reference, standardized test scores, and other pertinent data. Academic program admission requirements may be in addition to or more rigorous than University minimal standards. To be admitted as a regular graduate student, an applicant must meet the following requirements:

- **Baccalaureate Degree:** Applicants must hold an earned baccalaureate degree from a regionally accredited college or university.
- **GPA:** The average undergraduate GPA of students accepted into graduate and professional programs for fall 2013 was 3.40. Some departments and programs set their admission standards higher than the average GPA of students typically admitted to the University. Applicants with lower than average undergraduate GPA may be offered admission, provided that other aspects of their application show evidence of special promise. For example, a high GRE/GMAT score, extensive research experience, or strong letters of recommendation may compensate for a lower than average GPA. However, programs that wish to admit applicants with an undergraduate GPA of 2.5 or lower must admit them provisionally with an approved petition.
- **Standardized Test Scores:** The University of Denver does not require graduate entrance examinations for admission. However, many graduate programs do require standardized exams such as the Law School Admission Test (LSAT), the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT) for admission. Some departments may require applicants to take the GRE Subject Test in a specific discipline as well. Please see the published admission requirements for specific academic program admission requirements.

Note: The minimum GPA requirement for the Sturm College of Law is set according to the standards of the American Bar Association.

2.1.b. Application

Applications for graduate study at the University of Denver must be submitted online (requests for accommodation may be granted).

2.1.c. Application Fee

A non-refundable application fee is required for each application.

The non-refundable application fee (bank draft, cash, money order, wire transfer, or personal check) drawn on U.S. funds, covers the cost of processing application materials. A credit card payment is accepted during online application submission only. Applications will not be processed until the application fee is paid. No waivers or deferrals are allowed with the exception of McNair Scholars and other national scholar programs with Associate Provost for Graduate Studies' approval. Certification of participation must be included with the application materials.

2.1.d. Transcripts and Proof of Degree

Applicants are required to submit an official transcript from each post-secondary institution they have attended, or are presently attending, where two quarter hours (or one semester hour) or more were completed including study abroad and college coursework completed in high school. 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 sixth week of the first quarter of enrollment, or a hold will be placed on the student's account prohibiting future registration.

The applicant is responsible for obtaining all transcripts. DU students and alumni do not need to provide DU transcripts.

Students with three-year baccalaureate degrees from 15-year educational systems from accredited institutions of higher learning are qualified to be considered for graduate admission to DU. Applicants with a three-year baccalaureate degree cannot be granted English Conditional Admission. For more information, see *Section 2.3.b. English Conditional Admission (ECA)*.

Applicants who have earned a degree outside the U.S. also must submit proof of graduation, typically through a degree certificate or diploma. Official study abroad transcripts are required unless the course titles, grades and credit earned abroad appear on another transcript. Applicants educated outside the United States are encouraged to contact the Office of Graduate Studies or the appropriate admission office for assistance regarding transcript-related materials.

Transcripts from outside of the U.S. are evaluated by the Office of International Student Admission. This process can take three to four weeks and must be complete by the program's stated deadline. Therefore, applicants with a degree from outside of the U.S. are encouraged to apply early.

All official transcripts must include a statement of receipt of degrees earned (or separate degree/diploma certificate)

The University of Denver will consider paper transcripts official when delivered to the University of Denver in a sealed envelope from the issuing institution or a third-party agency acting on behalf of the institution provided the following criteria are met:

- The transcripts must have the original signature of the registrar and/or the seal of the issuing institution
- The transcripts must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap

The University of Denver will consider electronic transcripts official from a domestic institution provided the following criteria are met:

- The transcript is certified as official from the college or university using a third-party agency for the certification process. Approved agencies include Army/American Council on Education Registry Transcript System (AARTS), , National Student Clearinghouse, Naviance, Royall and Company, and Scrip-Safe. The University of Denver reserves the right to rescind approval of the above-mentioned agencies based on changes in technology utilized by the agency. Upon request, the Office of the Registrar will take into consideration a third-party vendor other than the aforementioned agencies.
- The transcript must be received from the third-party agency by a University official.
- The transcript must be a certified PDF document with no evidence of tampering. The transcript must be retrieved from a secure server. Emailed transcripts will not be accepted.

Certified English translations must accompany all transcripts except for those provided by institutions that issue documents in English. Errors or omissions in English translations may be grounds for refusal or dismissal. Please consult the Office of Graduate Studies for specific details.

The University of Denver reserves the right to reject transcripts or request additional information if there is any question about the authenticity of the document. Transcripts with course work in progress will not be considered final and admission will be granted provisionally.

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

The Office of International Student Admission evaluates international post-secondary transcripts.

2.1.e. Supplemental Documents: Letters of Recommendation, Essay, and Statement of Purpose

Letters of recommendation from professors, preferably in the student's field of concentration or from employers, may be required. Some graduate units require an admissions essay, statement of purpose, or other supplemental application documents. Applicants should consult with the published admission requirements for specific guidelines for the letters of recommendation, essay, statement of purpose, or other supplemental documents.

2.1.f. Reuse of Supplemental Documents

Supplemental documents, including letters of recommendation, remain on file for 12 months from the date of application and may be reused within that time frame upon request by applicants who have not matriculated. Otherwise, new documents will be required. Supplemental documents are purged upon matriculation into a graduate program and will not be available for reuse.

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

Some programs require standardized test scores such as the General Record Examination (GRE). Scores must be received directly from the appropriate testing agency by the program's stated deadline date. DU's ETS Institution Code is: 4842. Individual graduate programs reserve the right to set test score requirements.

If an exam is required for admission, it must be taken prior to matriculation unless the applicant is admitted with a provision to complete the entrance examination. The provision must be satisfied in the timeframe set by the admitting unit, but no later than the sixth week of the first quarter of enrollment or a hold will be placed on the student's account prohibiting future registration.

Pearson Vue and the Educational Testing Service policy are to report scores until September 30th following the fifth anniversary of the test date. Therefore, test scores are only valid for five years.

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

2.1.h. Verification of Legal Permanent Residency (Registration Alien Card)

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

Applicants should provide a copy of the *Registration Alien Card* at the time of application. This document may be uploaded through the online application system.

2.1.i. Admission Offer

The admission offer must be officially accepted or declined by the stated deposit deadline in the admission letter. If the offer is declined, the applicant will not be eligible to enroll in a future term without reapplying to the program or requesting a deferral for a different term.

The University of Denver is a signatory on the Council of Graduate Schools (CGS) Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants 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.

2.1.j. Admission Deposit

A non-refundable deposit is required of all applicants newly admitted to each graduate program. The admission deposit must be submitted at the time of acceptance.

The deposit confirms the applicant's intent to attend the University. Only those who have confirmed their attendance in the program by sending the proper deposit receive registration information. Applicants must

deposit directly to the Office of Graduate Studies or the appropriate admission office. Deposit fees vary by program. Consult the individual graduate unit for information on the required deposit and deadline. The deposit is applied to the first term of tuition. However, fully funded graduate assistants and employees using a tuition waiver may request a refund of the deposit from the Bursar's Office upon matriculation.

2.1.k. Reapplication

Applicants who wish to enter the same program within one year of a previously submitted application must reapply for admission by submitting a new online application and supporting documents and will be charged a reapplication fee. Official transcripts and supplemental documents remain on file for up to 12 months and may not need to be resubmitted. The student will be admitted under the degree requirements in effect at the time of reapplication.

2.1.l. Deferral and Term Changes

Some graduate programs allow deposited students to request a one-time change of admit term to indicate a start term one quarter early or a deferment of the date of his/her intended enrollment for up to one academic year.

Term changes will be granted only to accepted applicants who have submitted the required deposit for the original admit term and whose requests have been received in writing no later than the end of the third week of the admit term. If a deposit is not received, students will be required to reapply for a future term.

If the applicant does not request a term change by the end of week three of the admit term, or does not enroll in the term to which the admit term change was granted, s/he must reapply and pay the reapplication fee. The deposit is non-refundable.

Note: Some units may have more stringent term change and deferral requirements. Contact the unit for details.

2.1.m. Change of Graduate Program

Post application submission and prior to an admission decision, applicants may request a one-time change to the academic program to which they applied. After an admission decision has been rendered, a new application and application fee are required to be considered for admission to a different program. Expected to matriculate (deposited) students should follow the University "change of degree or program" student policy which allows for a change of major or concentration, or to change to a lesser degree (doctoral to master's level), within the same college/school. For more information, see *Section 3.3.a. Change of Degree of Program*.

SECTION 2.2 ADDITIONAL STANDARDS FOR INTERNATIONAL APPLICANTS

In order to issue *I-20* or *DS-2019* forms to accepted international applicants, the Office of International Student and Scholar Services must verify that the applicant "meets all standards for admission" [per U.S. Federal Register: 8 CFR § 214.3(k)(3)] or is academically eligible for admission and is admitted [per 22 C.F.R. § 62.23(d)-(e)]. Units or departments must petition the Associate Provost for Graduate Studies to admit graduate international applicants whose academic background does not meet DU's graduate admission standards.

2.2.a. Copy of Passport

Applicants who are not U.S. citizens or permanent residents may provide a copy of the passport at the time of application. This document may be uploaded through the online application system.

Applicants who do not have a passport should make arrangements to obtain a passport before an *I-20* can be issued by the University of Denver.

2.2.b. Financial Verification

When an international applicant has been admitted to the University of Denver, in order for an *I-20* or *DS-2019* to be issued, the student must submit the following:

- passport copy
- DU International Supplemental form
- DU Financial Verification form
- original bank letter from the student or supporter (if not an agency)
- original letter from supporter/agency/government

No photocopies of financial verification documents will be accepted. The financial verification form must be completed with the student's and sponsor's signature. This requirement does not apply to U.S. permanent residents (resident aliens) or students not in F-1 or J-1 immigration status.

2.2.c. Orientation Program

All new F-1 and J-1 international students to include those matriculating after attending DU's English Language Center are required to attend an orientation offered by the Office of International Student and Scholar Services. Other non-immigrant students are welcome to attend.

2.2.d. SEVIS

Students who are not U.S. citizens or permanent residents must hold an immigration status granted by the U.S. federal government which allows study in the United States in order to maintain legal immigration status. Most students enroll at DU in F-1 or J-1 immigration status¹ although other statuses may also permit students to study in the United States.

The Student and Exchange Visitor Information System (SEVIS) is used by government agencies and school officials to collect and maintain information on F and J students and their dependents. School officials use SEVIS to issue original certificates of eligibility to students (*I-20* for F-1 students, *DS-2019* for J-1 exchange visitors) to apply for a visa at a U.S. embassy, apply for a change of status in the U.S. or transfer status from another school.

Federal immigration regulations also require school officials to maintain students' records in SEVIS from matriculation through the end of their program, which includes any post-completion practical training

¹ The J-1 program is comprised of several different categories, including non-degree exchange, degree-seeking student, research/scholar, and intern. Enrollment requirements only apply to student categories.

(Optional Practical Training for F-1 students and Academic Training for J-1 students) authorized by U.S. Citizenship and Immigration Services or the University.

Only a Designated School Official (F-1 program) or Responsible Officer (J-1 program) may access student records in SEVIS. DSOs and ROs may also issue a limited number of immigration benefits to students, including permission to drop below full-time status and authorization or recommendation for employment.

SEVIS requires school officials to enter certain biographical, financial and program details to generate an initial *I-20* or *DS-2019* for students and dependents. Federal immigration regulations specify the types of changes and reportable events that school officials must report in SEVIS after a student has matriculated. The primary reporting requirement is the enrollment status of students, which must be reported each academic term.

Mandated Event Related Reporting

- change in U.S. (physical) address--reported as “mailing” address in myWeb or webCentral
- change in foreign address--reported as “home” address in myWeb or webCentral
- change in legal name
- change in country of citizenship
- change in major field of study, secondary major and/or minor
- change in education level
- completion of program
- extension of program duration
- authorization to drop below full-time status
- authorization to withdraw from program
- absence from the country for more than five months
- transfer to another school or program
- authorization for on-campus employment (J-1 students only)
- authorization for pre- or post-completion Academic Training (J-1 students only)
- authorization for Curricular Practical Training (F-1 students only)
- recommendation for pre- or post-completion Optional Practical Training (F-1 students only) and extensions permitted under STEM or “cap gap” regulations
- change in employment status or employment details during authorized periods of practical training

In addition to reporting the above changes or events, school officials must also respond to any formal request for information about a student made by the Department of Homeland Security or Immigration and Customs Enforcement.

Session Related Reporting

- Enrollment status (including failure to enroll or unauthorized drop below full-time)
- Current U.S. (physical) address-- reported as “mailing” address in myWeb
- Current session end date
- Next session start date (or start of next period of required enrollment)

Violations of Status

A violation of status occurs when a F-1 or J-1 student fails to abide by the responsibilities and restrictions of his/ her immigration status. A violation of status may result in the student's loss of lawful presence in the United States and may jeopardize his/her eligibility to be in the U.S. legally to study at the University.

Violations of status for F-1 and J-1 students include:

- failure to report arrival in the United States to the school or program
- failure to report reportable information by required deadline
- failure to enroll during a period of required enrollment
- failure to maintain health insurance coverage (J-1 students only)
- unauthorized drop below full-time
- unauthorized employment (including unauthorized off-campus employment or exceeding the maximum number of hours per week permitted for on-campus employment)
- academic suspension
- conviction of a crime

SECTION 2.3 ADDITIONAL STANDARDS FOR NON-NATIVE ENGLISH SPEAKERS

2.3.a. English Language Proficiency (TOEFL/IELTS)

TOEFL/IELTS

Official scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) are required of all graduate applicants, regardless of citizenship status, whose native language is not English or who have been educated in countries where English is not the native language. Applications will not be processed until the required TOEFL or IELTS score is received. The TOEFL and IELTS scores are valid for two years from the test date.

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: The minimum IELTS score accepted by the University is 6.0.

English Language Proficiency Assessment

Students whose native language is not English and who are required to submit TOEFL/IELTS scores will be assessed by the DU English Language Center (ELC).

- Students whose DU assessment demonstrates they are proficient enough in English to be academically successful, regardless of TOEFL/IELTS scores, may enroll in graduate academic classes full-time.
- Students whose DU assessment demonstrates minor deficiencies and indicates their opportunity for academic success would be enhanced by ELC support may enroll in academic classes full-time and will be placed in an ELC bridge course(s).
- Students whose DU assessment indicates significant levels of deficiency will be placed in an ELC bridge course(s) but may elect to take an appropriate level of English language instruction at the ELC and may be required to reduce their academic course load accordingly.

Students who do not attend the English Language Assessment must contact the ELC to arrange for an assessment in order to be cleared for registration and will incur a \$200.00 assessment charge.

English Language Exemption

Applicants may be exempted from English proficiency test requirements if by the time of matriculation they have earned a post-secondary degree from a formally-recognized/accredited university where the language of instruction and examination is English. Such applicants may be exempt from the TOEFL/IELTS and the English Language Proficiency Assessment requirement but not from other standardized graduate entrance examinations.

Note: Individual graduate programs reserve the right to set higher TOEFL or IELTS test score requirements. Graduate Teaching Assistants have a higher speaking test requirement. See section 2.3.c

2.3.b. English Conditional Admission (ECA)

In cases where minimum TOEFL/IELTS scores were not achieved or no English proficiency test was taken, graduate units, at their discretion, may offer English Conditional Admission (ECA) to academically qualified non-native English speakers. Such applicants must take training through DU's English Language Center to meet the English language requirement. English language training at centers outside of DU will not be counted toward meeting English language proficiency requirements.

International applicants with a three-year baccalaureate degree **cannot** be granted English Conditional Admission.

Students who are admitted under the ECA option are not eligible for Graduate Teaching Assistantships until they have met the requirements of the ECA program, met the minimum requirement for GTAs on the speaking section of the TSE, TOEFL or IELTS exam, and have been changed to regular status students.

ECA students cannot enroll in any regular degree courses prior to meeting the University's English requirement. In order to be granted regular status in their graduate degree programs and become eligible to take academic classes, ECA students must meet one of the following requirements:

- Present a departmental qualifying minimum TOEFL or IELTS score and take the English Language Proficiency Assessment or
- Successfully complete intensive English courses through the Graduate Preparation Program (GPP) at the University's English Language Center (ELC).

Notes: Some units may not accept students under English Conditional Admission and therefore, would not accept GPP completion to meet requirements. Graduate departments may require GPP graduates to submit a TOEFL/IELTS score for admission consideration. Additionally, graduate departments may, at their discretion, require any admitted international student to take courses at the English Language Center regardless of his/her TOEFL/IELTS score.

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

Students seeking ECA under F-1 or J-1 immigration status must prove their ability to pay for their first year of major/degree studies prior to matriculation even though they will attend the English Language Center (ELC) initially. It is expected that these financial resources will remain available for the duration of the degree program.

Financial aid awards for the degree program cannot be applied to the costs for English language training and additional proof of funding may be requested before the appropriate immigration document can be issued.

If admitted conditionally, the student's English language proficiency will be tested by the ELC and the student will be placed in the appropriate class level (one through five) or the GPP. Testing for ELC class levels will take place after a student arrives on DU's campus and prior to the beginning of ELC classes.

Note: In general, GPP students may not take graduate classes concurrently with their enrollment in GPP. The exception to this is students who are fully admitted to University College and are required to take one or both GPP classes. These students may take classes at University College in accordance with its policies.

2.3.c. Required Tests for GTA Eligibility

TOEFL/IELTS

Any graduate applicant whose native language is not English (including US citizens and permanent residents) and who is from a country where English is not the native language, regardless of his or her educational background or citizenship, who wishes to be considered for any Graduate Teaching Assistantship 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 on the speaking section.

English Language Proficiency Assessment

Students offered a Graduate Teaching Assistant (GTA) position whose native language is not English and who are required to submit TOEFL/IELTS scores will be assessed by the DU English Language Center (ELC) and will need to complete a proficiency assessment designed specifically for GTAs.

Prospective GTAs who are awarded a GTA based on demonstrated fluency in spoken English by scoring a 26 on the TOEFL speaking section or an eight (8) on the IELTS speaking section whose DU assessment demonstrates they are not sufficiently proficient may be permitted to hold a GTA position, but must be restricted to non-teaching GTA responsibilities and will be required to enroll in an ELC speaking bridge course for enrichment.

Students may contact the unit and/or the Office of Graduate Studies for additional details.

CHAPTER 3: GRADUATE STUDENT STATUS

SECTION 3.1 ADMISSIONS STATUS

A student may be admitted to graduate study in one of the following classifications:

- regular degree student
- provisional admission
- certificate student
- special status student
- English Conditional Admission (ECA)
- lifelong learner
- visiting scholar

3.1.a. Regular Degree Student

Students unconditionally approved for graduate study in a master's, doctoral, or academic 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 provided they meet the minimum admission standards and the requirements set forth by the individual graduate degree program.

3.1.b. Provisional Admission

Students admitted with some deficiency in undergraduate training, incomplete credentials, or low GPA 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 sixth week of the first quarter of enrollment or a hold will be placed prohibiting registration.

The deficiency in academic training provision must be satisfied no later than the first 15 credit hours of enrollment or one calendar year, whichever comes first. Any provision for a specific course(s) must be earned with a grade of B or better in each course. Students must be informed of the provisional admittance policies and the provisions to be satisfied in the acceptance letter.

Graduate and professional programs may require that students with three-year baccalaureate degrees be admitted provisionally and complete specific graduate-level courses in their first 15 credit hours of enrollment, earning a grade of B or better in each course.

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

3.1.c. 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. Students must be admitted to a certificate program to be awarded the certificate.

3.1.d. Special Status Student

Students who do not intend to pursue a degree program may be admitted under special status. Proof of bachelor's degree is required to enroll in graduate courses under special status. International applicants must demonstrate proof of English language proficiency and submit the *International Special Status Supplement* form. Special status students must secure the appropriate departmental administrator's signature on the special status form prior to submitting it for registration. Admission as a special status student does not guarantee admission to any 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 application fee. No more than 15-credit 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 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.

3.1.e. English Conditional Admission (ECA)

In cases where minimum TOEFL/IELTS scores were not achieved or no English proficiency test was taken, graduate units, at their discretion, may offer English Conditional Admission (ECA) to academically qualified non-native English speakers. Such applicants must take training through DU's English Language Center to meet the English language requirement. English language training at centers outside of DU will not be counted toward meeting English language proficiency requirements.

3.1.f. Lifelong Learners

University College offers 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). The courses cannot be counted toward a degree.

Lifelong Learners must maintain a GPA of 3.0 to be eligible to continue taking classes. If the cumulative GPA is below 3.0, University College will send a letter notifying the student that s/he may not continue to take University College courses.

3.1.g. 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.

SECTION 3.2 ENROLLMENT STATUS

3.2.a. Regular Enrollment

The University's definition of full-time graduate study is eight credit hours or more of coursework or research credit per quarter. Half-time students are enrolled in four to seven credit hours. Less than half-time students are enrolled in one to three credit hours.

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

3.2.b. Concurrent Enrollment

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.

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.

3.2.c. Consecutive Term Enrollment

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

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 and pay any Continuous Enrollment fees owed for previous quarters, if applicable.

Unless a student is on an official leave of absence, a student's 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, s/he must apply for a Leave of Absence from the university. For more information, see *Section 3.4 Student Withdrawal from the University*.

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

3.2.d. Student Status Definitions

Active Status

Active status (AS) means a student who

- is eligible to register or registered for the current term
- is on an approved Leave of Absence (medical or personal)

Inactive Status

Inactive status (IS) means a student who

- is neither active nor terminated
- has been awarded a degree

Inactive Withdraw (IW)

Inactive withdraw is when a student initiated termination and means a student who

- has officially withdrawn from the University with no plans to complete degree
- has withdrawn from one degree program to change to another degree program outside of the college, school, or department in which he/she initially enrolled.

Dismissed Academic (DA)

Dismissed academic is when a graduate unit initiated termination for academic reasons and means a student who has been institutionally withdrawn from the University in accordance with University policy.

Dismissed Conduct (DC)

Dismissed conduct is when a graduate unit initiated termination for conduct reasons and means a student who has been institutionally withdrawn from the University in accordance with University policy.

Suspended Academic (SA)

Suspended academic is when the institution initiated suspension for academic reasons and means a student who has been institutionally suspended from the University in accordance with University policy.

Suspended Conduct (SC)

Suspended conduct is when the institution initiated suspension for conduct reasons and means a student who has been institutionally suspended from the University in accordance with University policy.

3.2.e. Continuous Enrollment

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. CE is designed primarily for students who are working on a thesis, dissertation, or research paper/capstone.

Students who have completed all their coursework and are working on non-thesis research papers, capstones, performance, or other creative work enroll for four credit hours. Students who have completed all their coursework and are working full time on a thesis or dissertation enroll for eight credit hours. CE hours will not appear on student transcripts.

Students enrolled in the dual undergraduate-graduate program who have earned the baccalaureate degree and have completed all required graduate coursework and are working on a thesis are eligible for graduate CE.

CE 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 quarter will be charged late registration fees as determined by the Registrar.

CE enables students to maintain active status with the University and access to university resources including library, email, lab access, participation in the DU Student Health Insurance Plan and Health & Counseling fee services, and part-time student rates at the Coors Fitness Center. Students who are appointed DU employees must pay the Coors Fitness Center faculty/staff rate.

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 grade. It is the responsibility of the student and graduate college, school, or department to make this determination prior to approving eligibility for CE credit.

Registration in Continuous Enrollment

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

Continuous Enrollment Approval forms must be returned to the appropriate student services office.

Approval by the Dean is required for 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, and colleges.

Permission to enroll in CE 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 CE each quarter. Registration for CE 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 CE. 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 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 (seven years master's level, six years for MSW, or ten 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

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

Students who have finished their coursework but who have become inactive because they were not registered for CE or on an approved leave of absence from the program must complete the *Continuous*

Enrollment Application for Re-Admission. The student must submit transcripts from any institution(s) s/he may have attended during his/her absence from DU.

The student will owe CE and technology fees for the quarters s/he was not enrolled from winter quarter 2005 forward. In addition, a late fee may be assessed at the time of readmission. Paying fees for previous quarters will not make the student eligible for retroactive enrollment, financial aid, or retroactive loan deferment.

International Students

Federal immigration regulations require F-1 and J-1 students to enroll full-time for at least three quarters (or fall and spring semesters for law students) each academic year in order to maintain their immigration status. Exceptions to this requirement may only be authorized by an international student advisor or the program sponsor under very limited criteria.

Federal immigration regulations permit the host institution to define full-time enrollment for F-1 and J-1 students studying at the graduate level. The University defines full-time enrollment for graduate students as eight or more credit hours. To comply with the full-time enrollment requirement, F-1 and J-1 students must enroll in continuous enrollment after all coursework is completed or during the final quarter of coursework, if registered for less than eight credits, while working on the thesis or dissertation.

International students must also maintain acceptable levels of health insurance coverage during their academic program, as required of all students by the University. In addition, the U.S. Department of State requires J-1 students to maintain health insurance coverage throughout their exchange program in order to maintain their J-1 immigration status.

F-1 and J-1 students must receive authorization from an international student advisor or their program sponsor prior to dropping below full-time status in an academic quarter when enrollment is required. Failure to receive prior authorization to drop below full-time status is a violation of the student's immigration status and will result in the loss of the student's authorization to lawfully study in the United States.

F-1 and J-1 students should enroll in continuous enrollment (CENR 4600 or 5600) in order to comply with the full-time enrollment requirement while working on the thesis or dissertation, even if they have reached the maximum limits for their degree programs. Registration in continuous enrollment courses does not confer loan eligibility or loan deferment benefits on a student.

Financial Aid Loan Eligibility and Loan Deferment

United States citizens and permanent residents participating in CE may be eligible for student loans and loan deferment as long as they are within the maximum time frame allotted for their program.

Students enrolled in CE are eligible for Federal Direct Loans and Federal Work-Study only. The maximum work-study award may be awarded in the amount of \$1500, without the option to increase the award.

Students registered in CE are not eligible for waivers, scholarships, or some forms of financial aid that requires 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 for Inclusive Engagement. Students are also not eligible for Perkins Loans, which require the student to be enrolled on a half-time basis (four credit hours or more).

However, students on CE may receive a GTA or GRA, 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 CE does not guarantee eligibility for financial aid.

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

Eligibility for loans and *in school* loan deferment ends after seven years in a master's program (six years for the MSW), and after ten 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 CE are *not* automatically assessed the Student Health Insurance Plan (SHIP) or health and counseling fee each quarter. SHIP enrollment is available twice a year, in the fall and spring. The Health & Counseling Fee enrollment is available every quarter. Please contact the Health and Counseling Center to discuss enrollment deadlines and payment options, 303-871-2205. SECTION 3.3 CHANGE OF ENROLLMENT STATUS

3.3.a. Change of Degree or Program

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 a 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.

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

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

3.3.b. Probation

Any student whose overall grade point average falls below a 3.0 will be placed on probation. It is each program's responsibility to inform the student of their probationary status. The student must contact his/ her advisor to develop a plan to remedy the student's academic deficits. After three

consecutive quarters (two semesters) of deficit, the student will be recommended for termination 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.

3.3.c. Suspension

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.

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

3.3.d. Termination

A student will be recommended for termination from his/her graduate program 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, or department in which s/he is currently enrolled
- severe academic or behavioral misconduct
- violation of the Honor Code

3.3.e. Mandatory Withdrawal Policy

A student will be subject to mandatory withdrawal if the Associate Provost for Graduate Studies or his/her designees, in consultation with appropriate university administrators, has probable cause to conclude that the student has engaged or threatens to engage in the following behaviors:

- poses a significant danger of causing imminent physical harm to others, impedes the lawful activities of other members of the campus community,
- reasonably indicates that the student is unable to maintain academic progress at the University
- fails to comply with a request for mental health evaluation after exhibiting behavior that poses imminent self-harm.

Except in emergencies (see *Section 3.3.f. Mandatory Interim Emergency Withdrawal Policy*) at least seven days advance notice will be given to the student if s/he may be subject to mandatory withdrawal. The time and place of the informal hearing will be included in the notice.

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.

After at least seven days, an informal hearing will be held, wherein

- 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.
- 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.
- A decision regarding continuance or withdrawal from the University will be made by the Associate Provost or his/her designee.
- 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).

3.3.f. *Mandatory Interim Emergency Withdrawal*

An interim emergency withdrawal may be implemented immediately by the Associate Provost for Graduate Studies 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 suffers an accident or illness that gravely disables him/her, or
- the student is 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 or his/her designee within 48 hours from the effective date of the interim withdrawal in order to discuss the following issues only:

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

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:

- 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.
- Submit a completed *Treating Health Care Provider Questionnaire* form provided by the University.

- The name of a health care provider who is providing continuing treatment and/or may be contacted in an emergency.
- Releases of information signed for DU's Health and Counseling Center and the Associate Provost's office to consult with each other and with the treatment provider.

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

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

3.3.g. Administrative Withdrawal

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

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

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 s/he 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.

SECTION 3.4 STUDENT WITHDRAWAL FROM THE UNIVERSITY

3.4.a. Withdrawing (Temporary or Permanent) Students considering time away from graduate study must communicate with the University prior to taking time off from the graduate program, and fill out the appropriate paperwork. There are two types of withdrawals: temporary and permanent. Regardless of withdrawal type, the first step for students enrolled in courses is to officially drop courses. For more information, see *Section 4.2.e. Dropping Courses*.

Temporary Withdrawal

This is for students planning to resume studies at the University of Denver. This type of withdrawal includes personal and medical leaves (please see *Sections 3.5.b* and *3.5.c*, respectively). The approved *Leave of Absence* form must be submitted to the Office of Graduate Studies (students in Law, Business, Social Work, UCOL and International Studies return the form to the college's student service office instead of Graduate Studies) prior to any leave

Permanent Withdrawal

Students wishing to discontinue graduate study must communicate in writing to the University the decision to permanently withdraw from the graduate program.

3.4.b. Things to Consider Prior to Withdrawing Students who wish to drop all courses in a term and take a Leave of Absence or withdraw permanently from their programs are advised to consider the impact on the following items:

Timeline for degree completion, cohort placement and degree requirements

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, s/he should 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, unless a student is on an approved Medical Leave of Absence. Non-degree seeking (Special Status) students or students who are beyond the time limit to complete their degrees are not eligible for a Leaves of Absence.

Students who permanently withdraw may not re-enter the program without applying for admission to the program and being accepted to the new catalog requirements.

Tuition and fee payment and refund schedule

Outstanding debts must be cleared with the Bursar's Office. 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. In the case of extenuating circumstances that are beyond the student's control, a student may appeal for an exception to the University refund policy.

Withdrawal deadlines

Enrolled students need to be aware of the important dates (www.du.edu/registrar/calendar/importantdates.html) for term specific withdrawal deadlines.

Health insurance coverage (if enrolled through DU)

Health insurance coverage may be interrupted or discontinued. To learn more about the coverage, students should consult with the staff in the Health and Counseling Center 303-871-2205.

Financial aid, scholarships, work-study, GTA/GRA and loan repayment terms

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. Some forms of University aid (i.e. 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 term 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 financialaid@du.edu.

F-1 or J-1 visa immigration status for International students

International students who are interested in withdrawing 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 may need to either leave the United States while out of school or change to another non-immigrant status. Before withdrawing and applying for a Leave, international students should consult with an adviser in the ISSS office.

University Housing Contract

Housing contracts are for the entire academic year; please see housing policy to understand approved reasons for checking out during the academic year. Students must check out of the apartment within 24 to 48 hours of withdrawing.

Benefits for Veterans

For students receiving veterans' benefits, Veteran Services in the Office of the Registrar should be notified of withdrawal plans.

Parking permits and unpaid citations

Unpaid citations must be cleared with Parking Services and parking permits should be returned to avoid additional costs.

University Libraries books and overdue book fines

All library books should be returned and overdue book fines should be paid prior to withdrawing.

Contact Information

It is university policy that students maintain a "preferred" off-campus address and email account. It is each student's responsibility to keep both their mailing address and email address updated while on Leave. If a student's address changes while on Leave, the address should be updated through webCentral.

3.4.c. Personal Leave of Absence

A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. For medical circumstances, see *Section 3.4.d. Medical Leave of Absence*. Students who wish to withdraw permanently from their programs should notify the University in writing. 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 into the Office of Graduate Studies 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.

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, s/he should 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.

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.

Students who have outstanding judicial sanctions or actions due to violations of the Honor Code will not be considered in good standing with the University of Denver and must first be cleared by Student Conduct before they may be readmitted to DU. Please contact Student Conduct with any questions before applying for a Leave of Absence.

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.

3.4.d. Medical Leave of Absence

A medical leave of absence may be granted or required for serious mental and/or physical conditions that prevent a student from functioning successfully or safely as a member of the University community. A medical leave of absence provides students up to one year of relief from coursework and time-to-degree requirements (except for the Sturm College of Law students). Generally, a student may request a medical leave of absence a total of two times during his/ her educational program at DU. 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. Medical withdrawal is not intended as a strategy to shield a student from unsatisfactory progress or any other academic irregularity. If the student is on a Medical Leave of Absence, s/he may not enroll for any courses at any institution unless required as a part of the health care plan.

Transfer of credit toward a DU degree for courses taken while on leave is not guaranteed. A Medical Leave of Absence is only allowed for students who are dealing with their own personal health circumstances. Students seeking a leave of absence for other reasons should consider applying for a personal leave of absence and refer to the forms and policies for a Leave of Absence.

Processing a Medical Leave of Absence

- 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.
- If the documents (*Medical Leave of Absence* form AND official medical documentation) are completed and submitted **before** the end of the sixth week of the term, all courses will be dropped, the relevant departments will be notified on the student's behalf, and tuition refunded.
- If the completed application and supporting medical documentation are submitted after the sixth week of the regular academic term and before the published last day of classes, the student may be required to petition separately for a late withdrawal from courses and file a formal appeal for a

tuition refund. *For summer, interterm or intensive short courses, please refer to the Registrar's schedule of deadlines for the appropriate add/drop dates.*

- Students may not apply for a Medical Leave of Absence for a term which has ended. Please contact the Office of the Graduate Studies to discuss what options might be available for future terms.

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 that the condition prohibits the student from attending classes and/or completing coursework

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 two weeks before the start of the term a student plans to return to classes, s/he 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 must also submit a completed Health Care Provider Questionnaire, available from the Office of Graduate Studies (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 has 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 approved to return. All other provisions for returning to the University apply (e.g., registration holds, etc.).

If a graduate student has not been approved to return to study within one calendar year of taking the Leave, the degree time limit is reinstated, and the student will be placed on inactive status until the time to degree expires and/or the appropriate documentation is submitted to the Office of Graduate Studies required to return from a Medical Leave of Absence. S/he may be eligible to reapply.

All other provisions and procedures for non-medical Leaves of Absence apply. Please review the general (personal) Leave of Absence policies for more information.

Students may also seek grades of "Incomplete" in their course(s), if eligible. Please see *Section 4.6.j. Incompletes* regarding the incomplete policy for eligibility.

SECTION 3.5 READMISSION

3.5.a. Readmission for Inactive Students

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 (excluding summer) and did not properly withdraw by requesting a leave of absence, must submit a Readmission form to the program.

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) s/he may have attended during his/her absence from DU. Once readmission is complete, students may register during the regular registration period, including priority registration, according to the Registrar's deadlines.

3.5.b. Readmission for Terminated Students

Students who have been terminated from a program, or have an expired time limit for degree and wish to be readmitted need to follow the following procedures:

1. Submit a new application to the program and meet the current admissions criteria.
2. If admission is granted, the most current program's catalog/bulletin must be followed, including all curriculum and program requirements.
3. All previous coursework older than five years must be reviewed by the department to determine if it is still relevant for current term of admittance.

Final approval for admission and consideration of coursework from a program in which a student was previously terminated must be approved by the Associate Provost for Graduate Studies.

Note: Per "Section 484C of the Higher Education Act (HEA) provides that an institution of higher education may not deny readmission to a service member of the uniformed services for reasons relating to that service." (<http://www2.ed.gov/policy/highered/guid/readmission.html>.)

Please visit the U.S. Department of Education for full text version of policy and requirements:
<http://www2.ed.gov/policy/highered/guid/readmission.html>.

SECTION 3.6 STUDENTS CALLED FOR MILITARY DUTY

3.6.a. Introduction

The University of Denver supports students called to active duty in the armed services by providing academic support, tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment at the institution. Included is service in the uniformed services whether voluntary or involuntary on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve. When a DU student is under call or ordered to active duty, the following provisions will apply.

3.6.b. Purpose

This guideline offers suggestions for ways in which academic and administrative units and faculty may assist students who are called to active military duty.

3.6.c. Student Responsibility

A DU student who receives orders calling him/her to report for active military duty should provide a copy of those orders (including the date in which the orders were made and the “reporting date”) to the Coordinator of Military Programs in the Office of the Registrar. The Coordinator of Military Programs will provide a copy of the orders and written official leave of absence request (if applicable) to the Office of Graduate Studies or Office of Undergraduate Academic Resources and the Office of Financial Aid, if the student has a scholarship or other financial aid. The Coordinator of Military Programs will notify the faculty members in all courses in which the student is enrolled and will assist with arrangement of course completion options and a written official leave of absence (if needed). It is generally the student’s responsibility to work directly with faculty members to determine appropriate course completion options. NOTE: Should the student not be capable of providing a copy of such orders to the Coordinator of Military Programs due to the immediacy of the military assignment, s/he must submit official orders, 1) upon return to school, or 2) while on duty. The University can only consider request for changes to grades or tuition charges with official military orders. The University will make appropriate changes to the student’s records once the official orders are submitted.

3.6.d. Course Completion Options

- Faculty are urged to work with a student who has received military orders to enable the student to complete the course work whenever it is reasonably feasible for the student to do so.
- If a student receives military orders for an extended period of time and it is highly likely that the student will miss most of the class sessions in the course, the student would be well advised to drop the course.
- If the student receives military orders late in the term, faculty members may offer the student the option of an incomplete if such an option is academically appropriate.

3.6.e. Other Academic Matters

- Service members and reservists who are temporarily unable to attend class or have to suspend their studies due to service requirements are allowed to re-enter a program provided that satisfactory academic progress is being made by the service members prior to suspending their studies. Students’ reentry or readmission to the University shall be governed by existing policies for reentry or readmission.
- While graduate students are on a leave of absence due to military deployment, their time away from the University will not count as part of the time limit set for degree completion.

3.6.f. Administrative Matters

- A student who is forced by virtue of military orders to drop selected courses or withdraw from a term should receive a 100% refund of any tuition the student has paid for the courses dropped or withdrawn. Refunds of tuition and fees paid by financial aid or other third parties will be handled by the Bursar and the Office of Financial Aid so as not to disadvantage the student, but in accordance with applicable regulations.

- A student on financial aid who is forced by virtue of military orders to drop selected courses or withdraw from a term should not be penalized in terms of financial aid eligibility, making academic progress, or other financial aid criteria.
- If a student has arranged to attempt to complete a course and finds that the nature of the military service prevents the student from completing the course work, the student should notify the faculty member and the Coordinator of Military Programs and request their assistance in determining and implementing an appropriate course of action (e.g., requesting an incomplete, dropping the course, and written official leave of absence if needed).
- Room and board charges will be pro-rated based on the student's official check-out date.
- For new students, an enrollment deposit is required to confirm their acceptance of the offer of admission. If a student is deployed to active duty military service before the beginning of the planned term of enrollment, the deposit will be refunded.
- A student can appeal any administrative decisions that result in his/her required participation in military orders by requesting the procedures for doing so from the Coordinator of Military Programs.

SECTION 3.7 IMMUNIZATION AND HEALTH INSURANCE REQUIREMENTS

3.7.a. Immunization Requirements

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.

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 four days before the first birthday and the second at least 28 calendar days after the first 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 a disease outbreak, those students who requested a medical, religious, or personal exemption from the immunization requirement will be withdrawn from classes until the outbreak is contained and 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 Health and Counseling Center staff. Please call 303-871-2205 for more information.

While meningitis vaccination is not required, studies have shown that college students are at increased risk of contracting this potentially life-threatening disease. For this reason, the Centers for Disease Control and Prevention and the American College Health Association strongly recommend that college students consider vaccination to reduce this risk. The State of Colorado requires all incoming students to complete a *Meningococcal Information* notice acknowledging that students or their parents/guardians are aware of the risks of meningitis. The questionnaire is available at www.du.edu/duhealth.

Note: University College students are exempt from this requirement.

3.7.b. Health Insurance Requirements

DU requires that all traditional students carry adequate health insurance. The University defines adequate health insurance as having a \$500,000 minimum coverage per condition or illness, an affordable deductible, co-pay and co-insurance, a prescription benefit and coverage as required by Federal and Colorado State laws including Affordable Care Act mandates.

In light of recent healthcare law changes, the Health and Counseling Center verifies health insurance policy information from students who waive the Student Health Insurance Plan. This verification process will begin during early summer. Students selected for waiver verification will be contacted and must submit a copy of their health insurance card in order to verify participation in adequate coverage.

Participation in DU's health care program (which consists of paying the Health/Counseling Fee and purchasing 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 costs.

There are two procedures for enrolling in the student health insurance plan and the health and counseling fee:

1. For students registered for six or more quarter hours (eight or more if you are a Law student, the Student Health Insurance Plan and Health/Counseling fee are added to the tuition bill. An informational hold is automatically placed on the student's account. To remove the hold students should visit myWeb and accept or decline coverage. Students who will be receiving the GTA/GRA Health Insurance Scholarship **should not** decline coverage. For more information, see *Section 8.5.h. Health Insurance Scholarship for Graduate Teaching and Research Assistants.*
2. Degree seeking students carrying less than six credit hours (less than eight credit hours for Law students), enrolled in University College, or are on Continuous Enrollment, will need to enroll for the Student Health Insurance Plan at the Health and Counseling Center. SHIP enrollment is available twice a year, in the fall and spring. The Health & Counseling Fee enrollment is available every quarter.

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/.

Note: For GTA/GRA Health Insurance Scholarship see Section 8.5.h. for specific information.

CHAPTER 4: GRADUATE PROGRAM ADMINISTRATION

SECTION 4.1 GRADUATE PROGRAM DEFINITIONS

The University of Denver offers a range of graduate degree and certificate programs:

4.1.a. Graduate Degree Program

A graduate degree program is a combination of courses and related activities organized under the authority of a dean, the Associate Provost for Graduate Studies, Graduate Council, the Provost and the Board of Trustees for the attainment of broad educational objectives leading toward a post-baccalaureate degree.

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 a 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.

4.1.b. Formal Dual Degree

A formal dual degree program links two master's degrees or a master's program with a JD program and leads to two degrees. The Graduate Council and the Associate Provost for Graduate Studies must approve all proposals for formal dual degree programs.

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 can cross-count a common set of core courses and take separate sets of electives.

Dual degrees must be pursued concurrently, not consecutively. In order to meet this requirement, students interested in pursuing a dual degree must matriculate into the second program no later than the first term available following fifty percent (50%) course work completion of the first program.

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 pursuing a dual degree with Sturm College of Law must complete all requirements for both degrees before the law degree can be awarded. Students will not be graduated and certified to take the bar examination unless both programs have been completed. Students must apply for graduation for both programs.

4.1.c. Flexible Dual Degree

Students may propose a flexible dual degree program that links two master's degrees or a master's degree and a JD degree.

Students must submit the proposal for the Flexible Dual Degree no later than one term prior to matriculation into the second degree.

Dual degrees must be pursued concurrently, not consecutively. In order to meet this requirement, students interested in pursuing a dual degree must matriculate into the second program no later than the first available term following fifty percent (50%) course work completion of the first program.

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 pursuing a dual degree with Sturm College of Law must complete all requirements for both degrees before the law degree can be awarded. Students will not be graduated and certified to take the bar examination unless both programs have been completed. Students must apply for graduation for both programs.

Any significant 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 Graduate Studies.

Proposing a Flexible Dual Degree

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.

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, and the credit hours; a one to two- 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 Graduate Studies, which reviews and decides on the proposals. Proposals with errors or course/program inconsistencies will be returned for revision.

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 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).

Non-Course Requirements

All non-course requirements must be fulfilled for both programs. If one of the non-course 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 defense.

If a student decides to only complete one degree, s/he must inform the units, program advisors and the Office of Graduate Studies in writing of his/her intention to nullify the flexible dual degree proposal. The student must complete all the original requirements for the remaining degree in order to graduate.

4.1.d. Dual Undergraduate-Graduate Degree Programs

A Dual Undergraduate-Graduate Degree Program is an institutionally approved program (formerly known as a Three-Two or Four-One program) in which a DU undergraduate student begins taking classes toward a graduate degree program prior to earning a baccalaureate degree. Both degrees must be earned within five years of matriculation into the undergraduate degree program.

The programs may reduce a limited number of both undergraduate and graduate credit hours toward both degrees.

The amount of the credit hour reduction is variable across programs. 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 undergraduate-graduate 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. Only graduate credit may be counted for the graduate degree. 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.

- For students enrolled in a dual degree program, the University will award the undergraduate degree at the time it is earned.
- The University may continue to provide the same level of institutional financial aid for newly graduated dual degree students but now in the form of a graduate scholarship. The undergraduate level of aid will be provided for an additional year beyond the initial commitment of four years or until the bachelor's degree is earned, whichever comes first. Once a dual degree student receives the undergraduate degree, funds formerly provided to them in the form of Pell grants, Federal Supplemental Opportunity Grants and Colorado State Grants will take the form of graduate scholarships. Not all dual degree students may be eligible for the graduate scholarship. Please contact the graduate academic program or the Office of Financial Aid for information.
- Upon completion of the undergraduate degree federal loan eligibility will actually increase for most students because of the higher graduate student borrowing maximum.
- A student who chooses not to continue on for the graduate degree may count the graduate courses, if approved as relevant by the advisor, toward the undergraduate degree. (Students should visit the appropriate college or school for opt-out options and requirements.)
- Students enrolled in the dual undergraduate-graduate program who have been awarded the BA/BS degree, completed all required coursework and are working on a thesis may be eligible to enroll in graduate continuous enrollment.

Dual Undergraduate-Graduate Admission and Records Procedures

The following must be followed consistently and accurately:

- Students are admitted to dual undergraduate-graduate degree programs by the graduate admission unit. The graduate unit follows all normal admission procedures and the student must meet all admission criteria for the graduate program other than receipt of the baccalaureate degree. Students should be admitted to the dual undergraduate-graduate program as early as practical for financial aid and other reasons. They must be admitted to the dual undergraduate-graduate 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 in the fall and the student meets admission criteria and may begin taking graduate courses in the subsequent spring term, the admission term should be that spring.
- Graduate units are responsible for assuring that the student information is accurate.

*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 reduce the number of credit hours for the graduate degree.*

4.1.e. DU-Iliff Joint PhD Program

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.

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 in the Joint PhD program are expected to know the specific policies, procedures, and requirements for both the University of Denver and the Iliff School of Theology.

4.1.f. Certificate Programs

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 quarter 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.

4.1.g. Concurrent Candidacies

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

Admission and program requirements must be fulfilled for each program. There will be no reduction in the number of credit hours required for either degree.

At the time of admission, the student submits written approval from each unit allowing enrollment in two programs simultaneously.

SECTION 4.2 REGISTRATION

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

Students may register for courses in webCentral, in the registration office located in the Office of the Registrar, or as designated by the college or school the student is attending. 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/bulletin to identify prerequisites and course restrictions prior to attempting to register for courses.

After priority registration, students may drop or add courses without approval or penalty (except for the late registration fee) through the first seven days of a quarter (summer session excluded) through webCentral or during regular office hours in the registration office. All students in the following categories who do not register before the first day of the quarter are assessed a late registration service charge: continuing students, new students, returning students from a Leave of Absence, and readmitted students. 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 (except for the late registration fee) through the first seven days of a quarter (summer session excluded) through webCentral or during regular office hours in the registration office.

Please refer to the *Important Dates Calendar* located on the Registrar's Office website for more information regarding registration deadlines.

4.2.a. Section Changes

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

4.2.b. Adding Courses

Generally, courses may be added from 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.

4.2.c. Waitlists

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

4.2.d. Credit Load

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

A credit-hour load 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.

Note: *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.*

4.2.e. Dropping Courses

(See also *Section 4.6 Grades and Reporting*)

Notification by Student of Intent to Withdraw

Students may notify the Registrar of their intent to withdraw by completing the *Withdrawal Form* (www.du.edu/learn/graduates/studentresources.html) or, if registered in classes, by making notification via the web, in person, by fax or by phone. The completed Withdrawal Form should be submitted to the Office of the Registrar (fax: 303-871-4300). The withdrawal date is the date that the student notifies the Office of the Registrar and will be noted on the form. If the request to withdraw is received by another unit with registration authority, the effective date is the date said office is notified. Students who request a withdrawal via the phone are expected to read the information on the Withdrawal Form as well as that on the Withdrawal Information Sheet and Checklist (www.du.edu/learn/graduates/studentresources.html).

During the automatic withdrawal period classes will be dropped effective the date of notification.

A student must officially drop a course or a failing (F) grade is assigned. The only exception is in the case of an administrative withdrawal.

If a student ceases to attend a course, s/he remains enrolled in the course unless s/he officially drops the course through the appropriate registration office. 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) A student cannot drop a course after the automatic withdrawal (W) deadline without the instructor's signature and advisor's signature all required signatures submitted to the appropriate registration office. If the drop is not requested and approved, 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 eighth week of the quarter (or after the fourth week of a five- or six-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 Concerns 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. For more information, see *Section 6.1 Exceptions* regarding the Graduate Academic Concerns Committee petition and review 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 (ISSS) in addition to following the Office of Graduate Studies procedures.

Non-Punitive Drop Periods

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

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

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

In cases of suspected academic dishonesty, the registration office can reinstate a course that has been dropped without notification to the student. Once the case is heard by the Office of Student Conduct 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 withdrawal (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 *Section 7.1 Student Conduct* regarding academic dishonesty and the University of Denver Honor Code.)

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

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

The Registrar's Office will maintain these and other important registration activity deadlines. (See also *Section 8.1 Tuition and Fees* regarding tuition refund appeal information.)

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.

SECTION 4.3 COURSE INFORMATION

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

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

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

4.3.a. Course Number Designation

Graduate credit cannot be earned in courses numbered below 3000.

Not all 3000-level courses may be offered for graduate credit. Students should consult the course description in their unit, program, and course schedule prior to enrolling in any 3000-level course to verify it is listed at the graduate level and may count as credit for the graduate degree. 3000-level courses that are not designated as graduate level are not approved to count toward graduate degrees.

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

4.3.b. Independent Study

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. In addition, independent study cannot be used to account for study taken at another university or undergraduate level. The study must be conducted with DU faculty at a graduate level.

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

Students should demonstrate qualities necessary for interested and intensive inquiry. The student, with the approval of the instructor and department concerned, must agree upon the topic and outline.

Graduate students must obtain applications for Independent Study projects from the Office of the Registrar. 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 not to exceed five hours. Independent Study projects (4991 master's, and 5991 or 6991 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 establish specific requirements for the course of study, see that the grades are submitted, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

4.3.c. Independent Research

Independent Research opportunities are available to students primarily for thesis and dissertation research (4995 master's, and 5995 or 6995 doctoral) 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

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 establish specific requirements for the course of study, see that the grades are submitted, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

4.3.d. Directed Study

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

Directed studies use the same forms and processes as independent studies. Partial applications will not be processed. Directed study courses (4992 master's, and 5992 or 6992 doctoral) 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 establish specific requirements for the course of study, see that the grades are submitted, approve the credentials of other faculty involved, and agree to assume responsibility if problems arise.

4.3.e. Courses for No Credit

A student may register for no-credit (NC) in any course with approval of the course instructor and only where space is available. A "no-credit" registration cannot be changed to a credit registration after the deadline for registration has passed. Furthermore, a student enrolled for credit cannot change to "no-credit" after the end of the sixth week of the quarter. 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.

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, grants or tuition waiver should check with the Office of Financial Aid and tuition waiver policy before registering for NC, as financial aid or waiver 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.*

4.3.f. 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 seven days of the term.

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

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

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, or department to avoid potential conflict.

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.

4.3.h. Graduate Credit for Undergraduate Students (Credit Counted Toward Graduate Degree)

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

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.

4.3.i. Transfer of Credit for Graduate Degrees

Transfer of Credit Criteria

- The student must initiate in writing the request for transfer of credit through the program of study and is responsible for seeing that the transfer of credit is requested prior to the beginning of the first term but not later than the end of the first term. Transfer credit requests for course work taken from another institution during DU's program of study needs to be submitted in the returning quarter and no later than the preceding term in which the student wishes to graduate.
- The student is responsible for seeing that the transfer of credit is posted on his/her DU transcript and the department, appropriate student services office of the college, school, or department and the Office of Graduate Studies have approved the request.
- Graduate coursework and credit hours already applied toward a degree received from DU or another institution cannot be accepted as transfer credit towards another graduate degree of the same level or less. Graduate credit earned and not applied towards a degree may be eligible for transfer of credit to a DU degree.
- An official transcript must be on file in the Registrar's office.
- 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 (unless it is a blanket transfer of credit hours for a doctoral program from a previously earned master's degree).
- The credit must have been earned within a five-year period preceding the request for transfer of individual courses. Exceptions to this regulation may be made only by petition with specific justification by the college, school or department to the Associate Provost for Graduate Studies.

- 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.

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 prior to or 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:

- The student must initiate in writing a request for approval of outside coursework, prior to enrolling in the course. The written request, submitted to the college, school or department, 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.

Transfer of Credit for a 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.

Transfer of Credit for a 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 must initiate in writing the request for posting the master’s degree through the program of study and is responsible for seeing that the department, appropriate student services office of the college, school, or department and the Office of Graduate Studies have approved the request.

An official transcript must be on file in the Registrar’s office and must demonstrate that the student earned a “B” average or better in his/her 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.

15 additional quarter hours may be allowed to be transferred provided the credits have been earned after the master’s degree was awarded and it does not conflict with the doctoral residency requirement that

requires enrollment at DU in at least six quarters (four semesters), including at least two consecutive quarters (one semester) of full-time attendance.

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.*
- *GSSW: An MSW (or equivalent) plus 75 credits are required for completion of the PhD program in Social Work. The MSSW and MSSA are equivalent to the MSW.*

SECTION 4.4 INTERNSHIPS AFTER COMPLETION OF COURSEWORK

Some students are required to do an internship as part of the degree requirements, but do not receive course credit while on internship status. These students, who have completed all other coursework, must register for internship credits.

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.

SECTION 4.5 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.

4.5.a. Religious Accommodations and Class Attendance

Faculty, staff, student organizations and other programming groups are strongly urged to be mindful of major holy days in their scheduling. A list of the most-frequently observed religious holidays can be found at: <http://portfolio.du.edu/religiouslife>. Please note this list is meant to be inclusive of most major religious traditions (although certainly not comprehensive) and religious holidays have no official status at DU.

University policy grants students excused absences from class or other organized activities for observance of religious holy days unless the accommodation would create an undue hardship. Faculty are asked to be responsive to requests when students contact them in advance to request such an excused absence. Students are responsible for completing assignments given during their absence, but should be given an opportunity to make up work missed because of religious observance.

Once a student has registered for a class, the student is expected to examine the course syllabus for potential conflicts with holy days and to notify the instructor by the end of the first week of classes of any conflicts that may require an absence (including any required additional preparation/travel time). The student is also expected to remind the faculty member in advance of the missed class and to make arrangements in advance (with the faculty member) to make up any missed work or in-class material within a reasonable amount of time.

Examples of reasonable accommodations for student absences might include rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; releasing a graduate assistant from teaching or research responsibilities, etc. The student must be given the opportunity to do appropriate make-up work that is equivalent and intrinsically no more difficult than the original exam or assignment. Faculty should keep in mind that religion is a deeply personal and private matter and should make every attempt to respect the privacy of the student when making accommodations (for example, it is not appropriate to announce to the class that a student is doing a presentation or making up an exam at a later date because of their religious observance).

If a student and course instructor cannot agree on an accommodation, the student may bring the matter to the department chair for a decision. Additional resources in resolving disagreements over accommodations include the University Chaplain, the Center for Multicultural Excellence, and the Office of Diversity and Equal Opportunity. If there is still no agreement, the student may bring the matter to the school or college dean's office, where a final decision will be made. Students who believe they have been discriminated against on the basis of religion by the denial of a requested religious accommodation may contact the Office of Diversity and Equal Opportunity to learn about filing a discrimination complaint.

SECTION 4.6 GRADES AND REPORTING

4.6.a. 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)

4.6.b. Reporting Grades

Grades must be reported for all registered students by the grade submission deadline. For federal financial aid purposes, non-reported grades may be considered as failing. This can result in financial obligations for the student.

4.6.c. 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.

4.6.d. Failing Grades

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

4.6.e. Withdrawal (W)

For colleges, schools, and departments 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.

4.6.f. 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.

4.6.g. Last Date of Attendance

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

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 s/he ceased attending class. In cases where faculty do not have an exact date, an estimate should be provided (e.g., last assignment date).

4.6.h. 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.

4.6.i. Grade Reports

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. It is the student's responsibility to check his/her transcript to ensure that grades are recorded appropriately for completed courses.

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.

4.6.j. Incompletes

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 (I) grades should be assigned only when all requirements for the course have not been completed because of circumstances beyond the student's control. Incomplete (I) grades should be assigned only 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.

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/ 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.

Once the coursework is completed and graded, the instructor must submit the grade using the University's grade change process. It is in the student's best interest that incomplete grades are made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year. 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 will expire on the date selected by the professor when the grade of incomplete is entered. This date will be no more than one calendar year from the last day of classes of the quarter in which the incomplete was incurred. Faculty may enter a default grade that will appear on the transcripts should the expiration deadline lapse without further action on the part of the student. Incomplete grades may be replaced with letter grades prior to the expiration deadline with faculty approval through webCentral.

Incomplete grades appear on the transcript for up to 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.

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.

SECTION 4.7 GRADING AND QUALITY OF WORK

4.7.a. 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.

4.7.b. Good Academic Standing

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

Note: GPA Requirements for Sturm College of Law students may be different.

4.7.c. Below 3.0 Grade Point Average

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/ her advisor to develop a plan to remedy the student's academic deficits.

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. For more information, see *Section 8.4 Financial Aid: Satisfactory Academic Progress (SAP)* or contact the Office of Financial Aid for details.

4.7.d. Graded Work Accepted for the Degree

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 University degree requirements. Grades of "C-" or better qualify for graduate credit but may not count towards the degree requirement. Students should consult with the unit to understand the minimum grade requirement.

Students cannot take more than eight-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 eight hours are terminated from the degree program.

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

4.7.e. Repeating Courses

Repeatable courses include independent research, independent study, topics courses and music performance courses. Unless it is specifically designated as repeatable, a course in which the student has received a qualifying grade may not be repeated for credit.

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 student transcripts. Automated advising tools (e.g. the Academic Progress Report) may show only first grade for the course.

4.7.f. Candidate Status and Completion of Coursework

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.

4.7.g. Grade Changes

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.

In the event of a grade error, the faculty member should change the grade using the University's grade change process. 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 grade change process; 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.

4.7.h. Transcripts

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.

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 in webCentral. 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 in webCentral.

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

CHAPTER 5: GRADUATE DEGREE REQUIREMENTS

SECTION 5.1 MASTER'S DEGREE

5.1.a. Credit Requirements

The range of approved graduate credits required for a master's degree is 45-92 quarter hours. 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.

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.

5.1.b. Residency Requirements

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

5.1.c. Tool Requirements

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

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.

5.1.d. Advancement to Candidacy

A review of a candidate's plan of study and progress must be conducted as soon as all the minimum requirements have been met and no later than the first day of the term in which the student expects to complete his/her degree.

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 student services office 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.

5.1.e. 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.

5.1.f. Additional Master's Degree Requirements

In addition to coursework, most master's degree programs require a creative project, internship or practicum, oral comprehensive examination and/or major paper or thesis. Typically such projects are managed within the unit or program. In units requiring a thesis, a master's thesis oral defense committee must be established and a *Thesis/Dissertation Oral Defense Committee Recommendation* form must be submitted to the Office of Graduate Studies after the proposal has been approved and no later than the first day of the term in which the student expects to complete his/her degree.

SECTION 5.2 MASTER'S THESIS

The master's thesis represents the culminating research of the master's degree program. It is a scholarly presentation of original research that is defended as partial fulfillment of requirements for the master's degree. Students should consult the Office of Graduate Studies for instruction regarding how to prepare and format the thesis.

5.2.a. Program -Level Thesis Proposal Committee

All candidates for the master's degree must have a thesis director who is a tenured or tenure-track faculty member in the student's graduate program. The program may require that thesis proposals be approved by or defended before a committee within the department or program, which may reserve the right to determine the composition of the thesis proposal committee. However, only those faculty who meet the following University requirements may serve as voting members of the oral defense committee.

5.2.b. Master's Thesis Oral Defense Committee

The master's candidate's thesis oral defense committee is recommended by the school or program and approved by the Associate Provost for Graduate Studies. The *Thesis/Dissertation Oral Defense Committee Recommendation* form should be submitted to the Office of Graduate Studies as soon as the thesis proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree.

Composition

The committee is composed of a minimum of three and a maximum of five members. Minimally two are voting members, including the thesis director. The chair of the committee is a non-voting member and must be from a department, school or college other than that of the candidate. All voting members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization.

Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a majority of

the members hold the earned doctorate. When a master's degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

Oral Defense Committee Chair

The committee member from outside of the student's graduate department represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured or tenure-track member of the DU faculty.

It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements.

Thesis Director

The thesis director must be a tenured or tenure-track member of the candidate's graduate program. It is the thesis director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

5.2.c. Special Members

In rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the University requirements; rather, the special member should be considered as an addition to the core committee.

Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair.

These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include a statement of rationale, the proposed special member's CV, and the *Thesis/Dissertation Oral Defense Committee Recommendation* form.

5.2.d. Program -Specific Requirements

Schools and departments reserve the right to establish requirements that are more restrictive than the minimal University standards. It is the student's responsibility to determine whether or not the unit has requirements in addition to University policy and the program's responsibility to ensure that those requirements have been met before submitting the committee recommendation form to the Office of Graduate Studies.

SECTION 5.3 MASTER'S THESIS ORAL DEFENSE

The candidate's oral defense committee conducts the oral defense of the master's thesis. The defense must be held at least three weeks before the end of the quarter in which the degree is to be granted.

All members of the defense committee must receive a copy of the candidate's thesis at least two weeks prior to the scheduled defense.

The defense is expected to be held with the student present in person at DU, unless emergency circumstances make it impossible for the student to be physically present. Permission to hold a defense with the student participating by conference call, webcast or other medium should be obtained by petitioning the Associate Provost for Graduate Studies. Petitions for faculty members to participate by conference call or other medium are not required.

5.3.a. Scheduling and Verification of the Oral Defense

The student must make arrangements for appointing the defense committee and for the date and time of the oral defense with the thesis director. Students must submit a completed *Schedule of Oral Defense* form to the appropriate student services office and their academic program no later than four weeks prior to the date of the defense.

On the form, the candidate will designate the oral defense committee chair, the thesis director and all other members of the oral defense committee. After the form has been submitted, the Office of Graduate Studies will verify that all members meet the minimum University requirements.

5.3.b. Responsibilities of Oral Defense Committee Chair

As a representative of the Associate Provost for Graduate Studies, the chair of the oral defense committee must be a tenured or tenure-track faculty member of the University of Denver from a different department, or discipline than that of the candidate.

The role of the chair is to provide a non-specialist's perspective on the quality of the thesis. The chair must be familiar with the standards for doctoral research and should have some general knowledge of the topic of the student's thesis. The chair is expected to have read the thesis prior to the examination and to participate in the examination as his/her academic expertise permits, but s/he does not vote on the committee.

5.3.c. Conducting the Defense

The oral defense committee chair will preside over and manage the defense process. S/he is responsible for making certain that the defense is conducted in a professional manner and that the student has a fair opportunity to defend his/her thesis. The chair is expected to provide opportunities for each voting member of the oral defense committee to participate in the defense and to ensure 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 also may attend the oral defense. After the oral defense committee has conducted the essential examination of the candidate, questions may be asked by others present if pertinent and appropriate as determined by the defense committee.

When the defense is completed, the chair will request that the candidate and all other persons not on the defense 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** means 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** means that a complete chapter or chapters must be rewritten, additional tables are required and interpreted, or the general format must be changed. Responsibility for seeing that needed revisions are made rests with the thesis director, but committee members also may require their approval before final submission.
- **Fail** indicates that the thesis content is not of acceptable quality or that the candidate cannot defend the research. In most cases, failing the defense results in the rejection of the student's thesis and a new or related study usually will need to be undertaken.

A candidate who fails the oral defense may petition to the oral defense committee for a maximum of one re-defense. If granted, the re-defense must be scheduled through the Office of Graduate Studies and must occur within normal timelines.

The *Result of Oral Defense* form must be signed by all committee members and returned immediately to the Office of Graduate Studies. All signatures must be original. In rare occasions, when a committee member participates remotely, a faxed or scanned signature will be accepted.

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

SECTION 5.4 COMPLETING THE DEGREE

5.4.a. 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 limits will result in termination unless the student successfully petitions for an extension 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. For more information, see *Section 6.1 Exceptions* regarding extensions of time.

Note: GSSW: The MSW must be completed in 4 years.

5.4.b. 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:

- Apply for graduation by the deadline. Failure to complete the degree during the expected graduation term may require a new application and payment of a fee for additional evaluation and services.
- If the graduate program requires one, arrange for an oral defense of the thesis. The Office of Graduate Studies should approve the oral defense committee as soon as the thesis proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree. Formal notification of the oral defense should be filed in the

Office of Graduate Studies no later than four weeks before the defense date and in accordance with the University schedule of deadlines when graduation candidacy is in the same quarter as the defense.

- Complete any required final defense, oral or written or both, at least three weeks before the end of the quarter in which the degree is awarded.
- All Incomplete grades must be removed at least three weeks before the end of the term in which the degree is to be awarded.
- Submit electronic copy of thesis to ProQuest and have faculty approval page turned in to the Office of Graduate Studies two weeks prior to the end of the quarter. The student should contact the Office of Graduate Studies 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.

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

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

SECTION 5.5 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.

5.5.a. Credit Requirements

The approved range of graduate credit for the doctoral degree is 90-142 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 s/he 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.

5.5.b. 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.

5.5.c. 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.

5.5.d. Research Tool Requirements

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

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.

5.5.e. Advancement to Preliminary Candidacy

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.

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

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

5.5.f. Comprehensive/Competency Examination

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 quarter.

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.

SECTION 5.6 THE DOCTORAL DISSERTATION

The dissertation represents the culminating research experience for doctorate of philosophy students through which degree candidates are expected to complete quality original scholarship that contributes to the theoretical/research knowledge base of the candidate's field of study. The college, school or department determines the amount of credit allowed for research and work on the dissertation.

The Graduate School of Professional Psychology requires their doctorate of psychology candidates to complete a doctoral paper instead of a dissertation.

The Morgridge College of Education requires their doctorate of education candidates to complete a doctoral paper instead of a dissertation.

5.6.a. Program-Level Dissertation Proposal Committee

All candidates for the doctorate of philosophy degree must have a dissertation director who is a tenured or tenure-track faculty member in the student's graduate program. Programs may require that dissertation proposals be approved by or defended before a committee within the department. Programs reserve the right to determine the composition of the dissertation proposal committee. However, only those who meet the following University requirements may serve as voting members of the oral defense committee.

5.6.b. Doctoral Dissertation Oral Defense Committee

The doctoral candidate's dissertation oral defense committee is recommended by the school or department and approved by the Associate Provost for Graduate Studies. The *Thesis/Dissertation Oral Defense Committee Recommendation* form should be submitted to the Office of Graduate Studies as soon as the dissertation proposal has been approved or defended but no later than the first day of the quarter in which the student expects to complete his/her degree.

Composition

The committee is composed of a minimum of four and a maximum of seven members. Minimally three are voting members, including the dissertation director. The chair of the oral defense committee is a non-voting member and must be from a department, school, or college other than that of the candidate. All voting members of the committee must be full-time appointed faculty at DU and have research records appropriate to the student's area of specialization.

Faculty from appropriately related programs who hold the terminal degree in their field may serve on the committee as long as the candidate's graduate program has the majority representation and a two-thirds majority of the members, excluding the director, hold the earned doctorate.

When a doctoral degree is interdisciplinary, faculty representation from all disciplines must be reflected on the committee.

Oral Defense Committee Chair

The committee member from outside the student's graduate department represents the Associate Provost for Graduate Studies and serves as chair of the oral defense committee. The oral defense committee chair must be a tenured member of the DU faculty and must hold an earned doctorate from an accredited institution.

It is the responsibility of the student to find an appropriate oral defense committee chair to serve who meets these requirements.

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

Dissertation Director

The dissertation director must be a tenured or tenure-track member of the candidate's graduate program. It is the dissertation director's responsibility to ensure that the student's research meets appropriate academic standards for the discipline in which the degree is being conferred.

5.6.c. Special Members

In rare occasions, students may request to add an adjunct faculty member, post-doctoral appointee, a professor from another institution, or another qualified person—including someone without a doctorate but with other appropriate qualifications—as a special committee member. A special member may not be considered a substitute for one who meets the University requirements; rather, the special member should be considered as an addition to the core committee.

Students also may request that a non-tenure track, full-time appointed DU faculty member serve as committee chair.

These requests must be supported by a strong rationale, have the support of the student's program and be approved by the Associate Provost for Graduate Studies. The request must include: a statement of rationale, the proposed special member's CV and *Thesis/Dissertation Oral Defense Committee Recommendation* form.

5.6.d. Unit-Specific Requirements

Schools and departments reserve the right to establish requirements that are stricter than the minimal University standards. It is the student's responsibility to determine whether or not the unit has requirements in addition to University policy and the unit's responsibility to ensure that those requirements have been met before submitting the committee proposal form to the Office of Graduate Studies.

SECTION 5.7 DOCTORAL DISSERTATION ORAL DEFENSE

An oral defense of the dissertation is required and is conducted by the candidate's oral defense committee. The defense is concerned primarily with the dissertation or research project but also may include such other information in the major field, as the committee deems pertinent. The defense must be held at least three weeks before the end of the quarter in which the degree is to be granted. All members of the defense committee must receive a copy of the candidate's dissertation at least two weeks prior to the scheduled defense.

The defense is expected to be held with the student present in person at DU unless emergency circumstances make it impossible for the student to be physically present. Permission to hold a defense with the student participating by conference call, webcast or other medium should be obtained by

petitioning the Associate Provost for Graduate Studies. Petitions for faculty members to participate by conference call or other medium are not required.

5.7.a. Scheduling and Verification of the Oral Defense

The student must make arrangements for appointing the defense committee and for the date and time of the oral defense with the college, school or departmental director. Students must submit a completed *Schedule of Oral Defense* form to the appropriate student services office and their academic unit no later than three weeks prior to the date of the defense.

On the form, the candidate will designate the oral defense committee chair, the dissertation director and all other members of the oral defense committee. After the form has been submitted, the Office of Graduate Studies will verify that all members meet the minimum University requirements.

5.7.b. Responsibilities of Oral Defense Committee Chair

As a representative of the Associate Provost for Graduate Studies, the chair of the oral defense committee must hold an earned doctorate from an accredited institution and must be a tenured faculty member of the University of Denver from a different department, or discipline than that of the candidate.

The role of the chair is to provide a non-specialist's perspective on the quality of the dissertation. The chair must be familiar with the standards for doctoral research and should have some general knowledge of the topic of the student's dissertation. The chair is expected to have read the dissertation prior to the defense and to participate in the defense as his/her academic expertise permits, but s/he does not vote on the committee.

5.7.c. Conducting the Defense

The oral defense committee chair will preside over and manage the defense process. S/he is responsible for making certain that the defense is conducted in a professional manner and that the student has a fair opportunity to defend his/her dissertation. The chair is expected to provide opportunities for each voting member of the oral defense committee to participate in the defense and to ensure that the defense is of high quality while remaining within proper limits of inquiry. Interested faculty members, and in accordance with departmental policy, currently enrolled graduate students also may attend the oral defense. After the oral defense committee has conducted the essential examination of the candidate, questions may be asked by others present if pertinent, appropriate as determined by the defense committee.

When the defense is completed, the chair will request that the candidate and all other persons not on the defense 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** means 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** means that a complete chapter or chapters must be rewritten, additional tables are required and interpreted, or the general format must be changed.

Responsibility for seeing that needed revisions are made rests with the dissertation director, but committee members also may require their approval before final submission.

- **Fail** indicates that the dissertation content is not of acceptable quality or that the candidate cannot defend the research. In most cases, failing the defense results in the rejection of the student's dissertation and a new or related study usually will need to be undertaken.

However, a candidate who fails the oral defense may petition to the oral defense committee for a maximum of one re-examination. If granted, the re-defense must be scheduled through the Office of Graduate Studies and must occur within normal timelines.

The *Result of Oral Defense* form must be signed by all committee members and returned immediately to the Office of Graduate Studies. All signatures must be original. In rare occasions, when a committee member participates remotely, a faxed or scanned signature will be accepted.

5.7.d. Advancement to Final Candidacy

The student must apply for or be recommended for advancement to final candidacy as soon as s/he fulfills all advancement requirements, and no later than the first day of the quarter in which the student expects to complete his/her degree. In no case can a student graduate the same quarter s/he 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.

SECTION 5.8 COMPLETING THE DEGREE

5.8.a. 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 result in termination unless the student successfully petitions for an extension 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. For more information, see *Section 6.1 Exceptions* regarding extensions of time.

5.8.b. Final Procedures for Earning the Doctorate of Philosophy

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:

- The candidate must apply for graduation in the by the deadline. Failure to do so will automatically delay graduation to a subsequent quarter. Failure to complete the degree during the expected quarter will require a new application and payment of a fee for additional evaluation and services.
- Arrange for an oral defense. The Office of Graduate Studies should approve the oral defense committee as soon as the dissertation proposal has been approved or defended but no later than

the first day of the quarter in which the student expects to complete his/her degree. Formal notification of the oral defense should be filed in the Office of Graduate Studies no later than four weeks before the defense date and in accordance with the University schedule of deadlines when graduation candidacy is in the same quarter as the defense.

- Submit the dissertation to the oral defense committee at least two weeks before the date of the defense.
- Satisfactorily complete the oral defense at least three weeks before the end of the quarter 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 quarter, the awarding of the degree will be postponed.
- All Incomplete grades must be removed at least three weeks before the end of the quarter in which the degree is to be awarded.
- Submit electronic copy of dissertation to ProQuest and have faculty approval page submitted to the Office of Graduate Studies two weeks prior to the end of the quarter. The student should contact the Office of Graduate Studies 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.
- Students who are working on a doctoral paper must submit their paper no later than two weeks before the end of the quarter.

SECTION 5.9 ELECTRONIC THESIS AND DISSERTATION

As of spring quarter 2008, all theses and dissertations must be submitted electronically to ProQuest (UMI) unless an exemption is granted using the “opt out” procedure. ProQuest/UMI 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.

If the student and the dissertation/thesis chair believe 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. For more information, see *Section 5.9.c. Opt Out Procedure*.

The electronic submission instructions can be found at <http://www.du.edu/currentstudents/graduates/graduationinformation.html>.

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

5.9.a. Criteria for a Master’s Thesis or Doctoral Dissertation

- Requires an oral defense committee chair and oral defense.
- The scheduling of the oral defense 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/assets/downloads/products/UMI_CopyrightGuide.pdf.

- Electronic submission of “publishable” quality scholarly work.

5.9.b. 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 (e.g. 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.

A student and his/her thesis/dissertation chair director 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 embargo the 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 six month, one year, or two year embargo.

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

Renewing an Embargo

If a student wishes to continue to restrict access for a limited time period, the student can request a six month, one year, or two year renewal on the embargo. A student and his/her thesis/dissertation chair director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work stills needs to be temporarily restricted. The Associate Provost must approve the final decision for permission to renewal embargo. A student may only request two embargo renewals for a maximum of six year embargo period. Students with extenuating circumstances should consult the Associate Provost for Graduate Studies.

If the embargo extension is approved, the student should contact ProQuest directly at 1-800-521-0600 x7020 or via email at disspub@proquest.com.

University Libraries

ProQuest makes the thesis/dissertation available electronically to the University Libraries. The level of access to the student's work through the University Libraries 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.

If the student embargos the work for the following two reason, University Libraries 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 or over the internet:

- 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.

If the student embargos the work for the following two reason, University Libraries will restrict access to the work until such time that they are notified by ProQuest that the embargo has been released, or when the author provides written permission directly to University Libraries:

- 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.

After the embargo period, the work will be made available through University Libraries online catalog, with links to ProQuest and the library's digital repository.

5.9.c. Opt Out Procedure

In some instances a student may wish to use only University Libraries 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.

A student and his/her thesis/dissertation chair director 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.

5.9.d. Permanently Suppress

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 University Libraries. The work will be retained by the library and listed in catalog system, but will not be accessible without permission from the author.

A student and his/her thesis/dissertation chair director 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.

SECTION 5.10 GRADUATION REQUIREMENTS

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 (2.30 Sturm College of Law, 3.0 for all other graduate programs).

Students must apply no later than the first day of the term at least two quarters prior to the intended quarter of graduation. Law students planning on graduating spring or summer semester may apply as of November 1st of that academic year. For those planning on graduating fall semester, the application will be available the first day of that semester.

Prior to applying to graduate, students need to verify that their curriculum record is accurate and up-to-date. Students who did not apply for graduation by the deadline should review the Graduate Request to Participate in Commencement Ceremony for Students Not Graduating policy. All requests for walking in commencement or late petitions for graduation must be approved by the Associate Provost or his/her designee.

SECTION 5.11 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.

5.11.a. Commencement Program

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

5.11.b. 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 quarter, normally in early June. Students who have completed all graduation requirements during autumn, winter, or spring quarters of the current academic year are invited to participate in the ceremony.

5.11.c. 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.

5.11.d. Graduate Request to Participate in Commencement Ceremony for Students Not Graduating

Students who have not completed their degrees may request to participate in the Graduate Commencement Ceremony only if the following parameters have been met for each eligible term:

Requirements for “Walking” in Spring Ceremony

- You must submit the Graduate Request to Participate in Commencement Ceremony for Students Not Graduating form to the Associate Provost or his/her designee two weeks prior to the graduation date.
- You must have filed for graduation within the required time frame.
- You must be a graduation candidate for the subsequent summer quarter.
- You must be within five-credit hours of completing your degree, including resolving any incomplete grades.
- You must be registered for your final requirements in the summer interterm or in summer quarter.
- You must have completed all non-course degree requirements (e.g., internships, practicum, major research paper) two weeks prior to the end of spring quarter.
- If a thesis or dissertation is required for the degree, you must complete your defense within the first six weeks of the subsequent summer quarter. The defense date must be on file with the Office of Graduate Studies.

Requirements for “Walking” in Summer Ceremony

- You must submit the Graduate Request to Participate in Commencement Ceremony for Students Not Graduating form to the Associate Provost or his/her designee two weeks prior to the graduation date.
- You must have filed for graduation within the required time frame.
- You must be a graduation candidate for the subsequent fall quarter.
- You must be within five-credit hours of completing your degree, including resolving any incomplete grades.
- You must be registered for your final requirements in or before the subsequent fall quarter.
- You must have completed all non-course degree requirements (e.g., internships, practicum, major research paper) two weeks prior to the end of summer quarter.
- If a thesis or dissertation is required for the degree, you must complete your defense within the first six weeks of the subsequent fall quarter. The defense date must be on file with the Office of Graduate Studies.

Forms requesting to “walk” in either the spring or summer commencement ceremonies should be returned to the appropriate student services office for the unit’s and Associate Provost for Graduate Studies’ approval. Students may be approved to “walk” in commencement up until two weeks of the end of the term, but a student’s name may not appear in the commencement program for requests received one month prior to the commencement ceremony.

5.11.e. Diplomas

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

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.

Diploma Name Policy

The student name listed on a diploma or certificate must match the official name on file at the University (first name, middle name, last name) with the following exceptions:

- option of first name or initial
- option of diminutive or alternate form for the first name
- omission of the first name when the middle name is used as a salutary name
- option of middle name or initial
- omission of the middle name
- inclusion of former or maiden name(s)
- inclusion of proper capitalization and accentuation of name
- inclusion of Hispanic maternal surnames

Neither titles nor degrees previously earned will be included as part of a graduate's name on a diploma.

CHAPTER 6: ACADEMIC EXCEPTIONS, APPEALS AND GRIEVANCES

SECTION 6.1 EXCEPTIONS

6.1.a. Graduate Academic Concerns Committee

Academic policies define institutional standards and ensure equitable treatment of all students. All students are expected to observe the academic policies and practices of the University. However, in instances of documented extraordinary circumstances, a student may request an exception to a policy or practice.

The Graduate Academic Concerns Committee is a standing subcommittee of the Graduate Council which represents the Graduate Council's interests as advisory to the Associate Provost. As chair of the Committee, the Associate Provost appoints its members and ensures that the committee is representative of appropriate academic and administrative units. This committee also may serve as the review body for graduate academic appeals and grievances as referred to them by the Provost and Associate Provost for Graduate Studies.

Decisions of the Committee are final. The Committee re-considers its decisions only on the basis of **new** information not previously available for the initial review.

Purview

The Graduate Academic Concerns Committee considers requests for exceptions to University-wide policy affecting graduate students. Permission to deviate from University policies is not granted automatically or perfunctorily. Each request is considered on its merits. Decisions are made on the academic basis of the petition and requests granted when approval does not weaken the integrity of the academic program. While the committee is cognizant of the hardships that students may face, petitions based primarily on cost or convenience considerations will not be approved.

6.1.b. Prohibited Exceptions

Exceptions to University policies will be considered only if there is no University prohibition against deviating from regulations. The University prohibits exceptions regarding the following:

- Late registration for courses students have sat in on, but were not enrolled. Students may not be permitted to attend courses for which they have not registered.
- Removal of markers of Withdrawal “W” from the student’s record. Notations of Withdrawal “W” do not impact the student’s GPA and are official markers of University registration transactions.
- Waivers of graduation requirements. Students may not receive a University of Denver degree without completing all degree and credit hour requirements or with a cumulative GPA below the minimum required for their degree program.
- To count undergraduate courses, courses numbered below 3000 level or 3000 level courses that are offered for undergraduate credit only for the graduate degree. Students should consult with their academic advisors to enroll for appropriate graduate level courses.

6.1.c. Items for Committee Review

The Graduate Academic Concerns Committee will review the following requests in addition to any issues referred to the Committee by the Associate Provost.

Changing Course Registration After the Close of a Term

The Committee will consider retroactive adds or drops **only** in the event of extenuating circumstances beyond the student’s control:

- An error on the part of the University in registration.
Documentation: Letter(s) on institutional letterhead from an appropriate University authority.
- Registration for the wrong course or course level. (e.g. registered for 4991 Master’s level, should have been 5991 doctoral level)
Documentation: Letters(s) on institutional letterhead from an appropriate University authority.
- The student registered for but never attended the course.
Documentation: Letter(s) on institutional letterhead from an appropriate University authority.
- Erroneous re-registration for the same course for which a student already received an Incomplete “I” grade.
Documentation: Letter(s) on institutional letterhead from an appropriate University authority.
- Physical injury/illness and/or mental illness that prevents the student from completing course(s).
Documentation: Letter(s) on letterhead from the physician for physical injury/illness or psychiatrist or other licensed mental health professional for mental illness. The letter(s) must specifically state that the student was advised to withdraw due to injury/illness.
- Serious illness or death of immediate family member that prevents the student from completing the course(s).
Documentation (for illness): Letter on business letterhead from the attending physician for the physical illness or psychiatrist or other licensed mental health professional for mental illness.
Documentation (for death): Memorial service folder, obituary, or copy of death certificate

- Job relocation or loss of employer reimbursement eligibility due to **involuntary** job loss.
Documentation: Letter on business letterhead from immediate supervisor or human resources administrator.
- Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevents completion of course(s).
Documentation: Letter on business letterhead from immediate supervisor or human resources administrator that specifies the dates of increased workload and/or travel.

*Note: The Graduate Academic Concerns Committee does **not** handle registration for the wrong section of a course.*

Extensions of Time to Complete Degree

The Committee will consider petitions for extensions of time to complete the degree with the following minimum documentation required:

- letter of input from the student,
- student submission of a detailed outline plan with milestones and goal dates leading to completion of the degree, and
- letter(s) of input from the student's faculty and/or departmental advisor.

6.1.d. Petition Process

Students must initiate petitions online using webCentral (see instructions below). Required documentation may be submitted to the Office of Graduate Studies by email to graduatestudies@du.edu (preferred), hardcopy to 2199 S. University Blvd, Mary Reed Building room 5, Denver, CO 80208-4802, or by fax to 303-871-4566.

Instructions for Online Submission

webCentral: Navigate to <http://webcentral.du.edu>. Log in using the DU ID and Passcode, select the "Student" tab, go to "myWeb (Banner Self-Service)," select "Student and Financial Aid," select "Student Records," go to "Request Academic Exception."

Required Documentation

A valid petition includes, at minimum, the official online request submission, 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.

Petitions for students in the Morgridge College of Education, University College, Graduate School of Social Work and Josef Korbel School of International Studies must also include unit input. Once the student's electronic petition and faculty input for that petition have been received, the information will be sent to the unit for review. The unit will then email input to graduatestudies@du.edu.

It is the responsibility of the student to ensure that all documents, including faculty and unit input, are submitted in a timely fashion. Documentation must be received at least one week prior to the monthly Graduate Academic Concerns Committee meeting.

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

Petition Review and Status

Petitions are reviewed and decided by the Associate Provost for Graduate Studies and the Graduate Academic Concerns Committee, which meets once per month during the regular academic session. The Committee does **not** meet during the summer or interterm periods. Petitions submitted during interterm periods are reviewed at the discretion of the Associate Provost for Graduate Studies.

It is the responsibility of the student to check the status of their petitions and respond to requests by the Committee representative.

The student will be notified (via webCentral) of the decision of the Associate Provost and/or the Graduate Academic Exceptions Committee within one week of when the request was reviewed. The decision report will be emailed to the instructor and department.

6.1.e. Statute of Limitations

The Committee will not consider petitions for policy exceptions more than one calendar year after the completion of the quarter in question or once a student's degree has been certified and posted to the transcript.

A student has two weeks from the initial submission to complete their petition. If, at the end of two weeks there are still outstanding documents, the petition will be archived and no further actions will be taken.

6.1.f. Items for Associate Provost Review

Transfer of Credit Policy and Credit Hours to Count for the Degree

- Transfer hours from another institution older than five years do not count for the graduate degree.
- Students cannot take more than eight-quarter hours beyond degree requirements in order to make up grade deficiencies.

English Language Proficiency Assessment for Students with a Low TOEFL/IELTS Speaking Test

If the student earns minimally a score of 24 on the speaking section of the TOEFL or a 7.5 on the speaking section of the IELTS and performs high on the DU speaking assessment, the academic unit may submit a petition to the Associate Provost for Graduate Studies requesting that the student be awarded the GTA but must enroll in and successfully complete the ELC Bridge Course in his/her first academic term of enrollment. Petitions must provide a compelling case for the exception. Petitions are submitted at the discretion of and by academic units. The Office of Graduate Studies will not accept requests and petitions from students.

Unit-specific Admission Requirements Set by Individual Academic Programs

The Associate Provost will consider petition for applicants that are requesting a waiver from the unit-specific admission requirements (i.e. letter of recommendation or essay). These petitions need to be supported by the departmental admission committee and have a strong rationale.

Note: The dean of the graduate unit reviews requests for waivers regarding entrance exams.

Concurrent Enrollment and Residency Requirements

Students may enroll elsewhere concurrently *only* if they are pursuing a requirement not currently offered at DU and if the concurrent enrollment doesn't result in an unacceptable overload.

Students may be allowed an exception to the residency requirement if extenuating circumstances (e.g. medical or personal issues) require that they be away from the University of Denver campus. Any off-campus study request must be consistent with the student's graduate program and must have appropriate departmental approvals.

The residency requirement will not be waived if a student's time out-of-residence results in too substantial a proportion of their graduate work being taken outside the University of Denver.

Permission for concurrent enrollment or waivers of residency will **never** be allowed for financial reasons.

SECTION 6.2 PROCEDURE FOR ACADEMIC GRIEVANCES FOR GRADUATE STUDENTS

Active students may seek resolution of complaints or grievances through the Academic Grievance Procedure during their enrollment at the University of Denver.

Graduate units may have additional requirements specific to their accreditation or professional standards. It is the responsibility of the student to determine whether his/ her graduate unit has specific requirements and the responsibility of the unit to ensure that those requirements are addressed prior to advancing the grievance to the Office of the Provost. In the event of conflict between any grievance process published in unit manuals or websites, the process outlined in the *Graduate Policy Manual* will govern.

6.2.a. Eligible and Ineligible Concerns

Eligible Concerns

These procedures may be used only by active students with the following concerns:

- A grievance regarding academic standing during their enrollment at DU.
- An academic decision made by a faculty or staff member, administrator or committee of the University of Denver that directly and adversely affects the student—e.g., program termination, academic suspension, removal from a course, termination of GTA or GRA appointment.
- The grievance must be based on problems of process or concerns of bias, retaliation, or other impropriety and not on differences in judgment or opinion concerning academic performance.

Note: Students who wish to appeal a termination from a program must do so within one term following their last term as an active student.

Ineligible Concerns

These Procedures may not be used to resolve the following concerns:

- appeals related to disciplinary actions taken by the Conduct Review Board
- grade appeals
- admission decisions

6.2.b. Formal Grievance Process

First Level: Informal Resolution

Students are expected to attempt to resolve complaints informally with the faculty or staff member, administrator or committee responsible for the academic decision. This attempt must include discussion of the complaint with the involved party or parties. *If all reasonable informal efforts to resolve a complaint fail, the student may file a formal grievance.*

If the complaint involves a charge of unlawful discrimination, the student may report the situation to an appropriate supervisor who must immediately notify the Office of Equal Opportunity.

Second Level: Submission of the Formal Grievance to Program Director/Chair

If a student elects to file a formal grievance, s/he must do so within 30 calendar days into the next quarter after the contested decision or grade was officially recorded and during which the student is enrolled at DU. All grievances must be filed in writing, signed and dated by the grievant, and include supporting documentation at the time it is filed. The grievant must minimally provide the following:

- a clear description of the decision being grieved,
- the basis or bases for challenging the decision,
- the identity of the party or parties who made the decision,
- the specific remedy or remedies requested, and
- a description of all informal resolution attempted.

The decision of the program director or department chair must be issued in writing within 30 days of receiving the grievance and shall include all of the following:

- a copy of the student's formal grievance,
- relevant findings of fact,
- decision and the reasons for the decision reached, and
- the remedy which is either granted or denied and/or any alternative remedies suggested.

Third Level: Submission of the Formal Grievance to Dean

The party who finds the resolution unsatisfactory may appeal the decision in writing to the dean of the academic unit within five working days of receiving the program director or department chair's written decision.

The dean may render a decision on the matter or may refer the grievance to a standing grievance/appeal committee or establish an ad hoc committee to hear the matter. When an ad hoc committee is established, the student who lodges the appeal 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. Members of the unit involved in the grievance may not serve on the ad hoc committee and must recuse themselves if they are members of the standing committee.

The committee 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 appeals committee will begin deliberations as soon as possible and provide the dean a written recommendation no later than 30 days after the date that the dean's office received the written, dated request for appeal at this level. The dean will make a final decision and distribute it to all affected parties within five working days after receiving the committee's recommendation.

Fourth Level: Submission of the Formal Grievance to Provost

The party who finds the resolution unsatisfactory may appeal the decision to the Provost within five working days of receiving the dean's decision. The Provost will hear only those grievances based on problems of process or concerns of bias, retaliation, or other improprieties and not on differences in judgment or opinion concerning academic performance. Within five working days after receiving the appeal, the Provost may refer grievance appeals to appropriate bodies or personnel. 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.

Anyone called upon by the Provost or his/her designee shall submit a written recommendation within 30 days of receiving the case. The Provost is the final authority in the matter and will report the disposition of the case to all involved parties within 30 days of receiving a recommendation from his/her designee.

Scope of Review

Any University agent charged with reviewing a formal grievance may, at his/her discretion, gather additional relevant facts if necessary and/or meet with involved parties. The reviewer will base his/her decision on documented evidence.

Deviation from Procedures

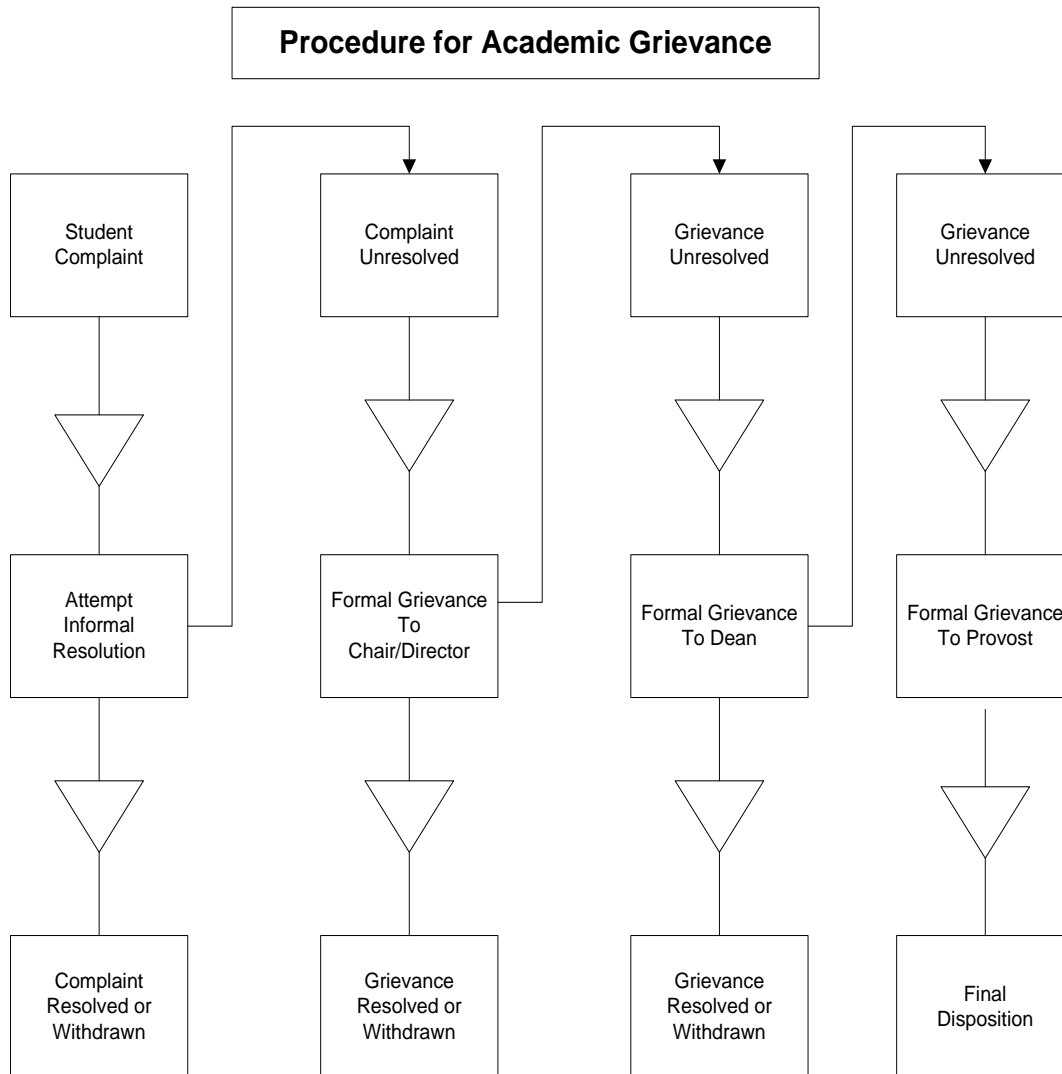
In unusual circumstances, the Provost, at his/her sole discretion, may approve or direct a deviation from these procedures, for example, postponement of a time limit or elimination or addition of a step in the process.

Grievance Record

Documentation in support of a grievance will be held by the person responsible for considering the grievance at that stage and passed along to the person responsible for the next step, if any. A record of meetings or interviews must be made and kept as part of the grievance record as well. The complete grievance record will consist of the original grievance, all documentary evidence and all formal decisions made at each step of the process.

Failure to Meet Deadlines

If after a formal grievance is filed, the University agent charged with review of the grievance fails to meet any deadline at any stage of the process, the grievant may proceed directly to appeal to the next higher University administrator in the manner prescribed by these Procedures, subject to the relevant time limitation calculated from the date of the missed deadline. The failure of any University administrator to meet any deadline shall not entitle the grievant to any relief requested, nor shall such a failure be construed as tantamount to a decision in the grievant’s favor. Any grievant who fails to meet the deadlines imposed by these Procedures will be bound by the decisions previously made. The following flowchart summarizes the Procedure for Academic Grievance:



**The Provost may refer grievance appeals to appropriate bodies or personnel.*

SECTION 6.3 PROCEDURE FOR GRADE APPEALS

6.3.a. Scope of Review: Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The grading decision was based on an unreasonable departure from previously articulated standards.

The chairperson, grade appeal committee or dean may recommend grade changes but shall have the power to alter grades only in cases of clearly established procedural error or substantial capriciousness or arbitrariness in evaluation.

6.3.b. Timeline

The formal procedure must be started within 45 calendar days after the contested decision or grade was officially recorded. The grade appeal process officially begins on the date the *Academic Appeal* document is received by the faculty member.

6.3.c. Appeal Record

Any appeal must be in writing, dated and headed with the words "Academic Appeal." Once a formal appeal is presented to a faculty member, it must be presented in its original form at all later levels of appeal, although new statements may be added at any time.

Any evidence and all direct and supporting statements once made, become part of the permanent record of the appeal and must be produced at each level of appeal.

At each level of appeal, a written, dated decision and written reasons for the decision must be provided to the affected party or parties-the student, the faculty member and any person who has rendered a decision at an earlier level of appeal.

Students are permitted to submit evidence in writing. At the discretion of the University, students may be invited to present their appeal in person.

6.3.d. Grade Appeal Process

First Level: Appeal to the Faculty Member

A student will, where possible, attempt to resolve the issue informally with the professor before filing a written grievance. Should attempts at informal resolution fail, the student may wish to file a formal grade appeal. After receiving a formal appeal, the faculty member shall assure that a written decision with express reasons is available or delivered to the student within 30 calendar days. Should the student fail to take further action within seven calendar days after receiving the faculty member's decision, that decision shall stand. If the student is dissatisfied with the decision or does not receive a response from the faculty member within 30 calendar days, s/he may proceed to the second level of appeal.

Second Level: Appeal to the Department Chair/Program Director

If the student elects to continue the appeal, s/he may appeal to the chair of the department or program director if there is no chair. The chair or director shall assure that a written decision or recommendation about the appeal is available or delivered with express reasons within 30 calendar days after receiving the appeal.

If the student is dissatisfied with the decision or does not receive a response from the chair or director within 30 calendar days, s/he may proceed to the third level of appeal. Should the student or faculty member fail to take action on the chair's decision or recommendation within seven calendar days following its receipt, the accepted recommendation of the faculty member or new decision by the department chair shall be final.

Third Level: Appeal to Dean

If the student elects to continue the appeal after the chair's decision or recommendation has been received, s/he may take the matter to the dean of the appropriate academic unit (or the dean's designee) within seven calendar days.

The dean shall ascertain within 30 calendar days whether the appeal procedures at the first and second levels have been duly followed; if they have not, s/he will require that they be followed before taking further action.

The appeals committee shall consist of three faculty members chosen by the dean or the dean's designee. The dean or designee shall serve on the appeals committee as chairperson without vote. All deliberations of the committee will be closed and confidential.

Faculty from the same department as the faculty member involved in the case may not serve on the appeals committee.

The appeals committee should meet as soon as possible, but no later than 30 calendar days after a written, dated request for appeal at this level has been received and the Dean has ascertained that appeal procedures at the first and second levels have been duly followed. The presence of all eligible committee members (the three faculty members and the dean or designee) shall constitute the quorum.

A written recommendation shall be furnished by the appeals committee and transmitted through the office of the dean to all affected parties within seven calendar days after the conclusion of the committee's deliberations.

The decision of the appeals committee is final.

Note: There is a separate grade appeal procedure for courses taught in the College of Law. Students with grade appeals in College of Law courses should consult the specific guidelines for academic grade procedures for that unit.

CHAPTER 7: STUDENT CONDUCT, SUPPORT SERVICES, AND RESOURCES

Each student understands, upon admission to the University, that they are required to uphold the professional standards required by the academic unit.

SECTION 7.1 STUDENT CONDUCT

7.1.a. Honor Code

All members of the University of Denver are expected to uphold the values of *Integrity*, *Respect* and *Responsibility*. These values embody the Honor Code for students, faculty, staff and administrators as members of the University community. Our values are defined as:

- *Integrity*: acting in an honest and ethical manner;
- *Respect*: honoring differences in people, ideas and opinions;
- *Responsibility*: accepting ownership for one's own conduct.

The complete text of the Honor Code and honor code violation procedures relating to students is maintained by Student Conduct (SC) and can be found on their website at: www.du.edu/studentconduct.

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

7.1.b. Academic Misconduct

Faculty have the authority to set standards of academic integrity and define academic misconduct. The faculty member in conjunction with the academic unit determines the appropriate academic sanctions for academic misconduct. 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. 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.

Appeals

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

7.1.c. Disruptive Classroom Behavior

The Honor Code 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.

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 Student Conduct [SC], Office of Graduate Studies, 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 s/he 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 OSC, who shall determine whether disciplinary charges should also be filed. OSC shall generally defer to the recommendation of the course instructor. However, if the student has a previous disciplinary record, OSC 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 Student Conduct.

7.1.d. 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.

Sexual exploitation or sexual harassment of any kind as described in University policy is a violation and will be subject to severe sanctions up to and including termination or dismissal. The complete University policy on consensual sexual relationships and sexual harassment can be found online at: http://www.du.edu/bfa/policy/Equal_Opp.pdf.

7.1.e. Smoke-Free Policy

On January 1, 2010, the University became a smoke-free campus to encourage healthy lifestyles and wellness among our community members. We ask that all University community members help with a renewed support of the smoke-free policy on campus.

All indoor and outdoor (all areas with red brick sidewalk, parking lots, etc.) University spaces are smoke-free. All forms of smoke producing products are prohibited on campus including, but not limited to: cigarettes, bidis, kreteks, cigars, pipes, hookahs, etc.

The only exceptions are designated areas around the Newman Performing Arts Center and the Ritchie Center. These areas are only to be used by the public during public events.

If you choose to smoke, you can do so any place off campus. This includes the City of Denver owned sidewalks that surround campus.

SECTION 7.2 SUPPORT SERVICES

7.2.a. Pioneers Care

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 Pioneers Care website.

If you have concerns about a student, please submit a report to Pioneers Care web link at <http://carereport.du.edu>.

The Office of Graduate Studies works with University representatives and the academic unit to address concerns reported.

7.2.b. 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/dsp by selecting “publications” or by phone at 303-871-2278. The website also has links to DSP and other information including documentation guidelines. DSP is located on the 4th floor of Ruffatto Hall (Morgridge College of Education; corner of Evans and High streets.)

SECTION 7.3 ADDITIONAL RESOURCES

7.3.a. 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 ten 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 ten 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.

7.3.b. Email as Official University Communication

Students are provided a `firstname.lastname@du.edu` email address that automatically forwards to the designated personal off-campus email address. This address shall be an official means of communication with all students, faculty and staff. Students are responsible for all information sent to them at this address. Therefore it is important that you maintain your “preferred” off-campus address and email account. Students may change the “preferred” off-campus email address at any time by logging into <http://webcentral.du.edu> and selecting the myWeb link on the Student tab. Select “Personal Information” and then “Update Email Addresses.” Update your personal email address to the off-campus address and be sure to check the box designating the off-campus address as the “preferred” address.

The UTS Computer HelpDesk can assist with logging into <http://webcentral.du.edu> and answer questions on a variety of other technical topics. To contact the HelpDesk call 303-871-4700, send email to support@du.edu or access online support at <http://www.du.edu/uts/helpdesk>.

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 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.

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

7.3.c. Graduate Student Death Response and Notification Guidelines

Please refer to the Office of Graduate Studies for specific policies and procedures regarding University response to and notification of a graduate student death.

CHAPTER 8: TUITION AND FEES AND FINANCIAL AID

SECTION 8.1 TUITION AND FEES

8.1.a. Tuition Charges

Tuition for most programs during the regular academic year (fall, winter, and spring quarters) is charged at a flat rate for students carrying 12 through 18 credit hours. Students in a flat rate program will be charged the hourly rate on each hour taken beyond 18 hours per quarter.

Other academic programs, such as Sturm College of Law, Daniels College of Business, University College and some distance education programs, may have a different tuition rate and students in those programs may not be eligible for the flat rate. Tuition charges for residents or non-residents of Colorado are the same. The University reserves the right to make changes in tuition charges or refund policies without advance notice.

8.1.b. 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 quarter 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.

8.1.c. Late Charges

Registration beginning on the first day of the quarter is considered late registration. All students (continuing, new, returning leaves of absences, and readmitted) who do not register before the first day of the quarter are assessed a late registration service charge that cannot be waived. Once registered, students may drop and add courses freely through the seventh day of the quarter without financial penalty.

Late Registration Service Charge

A service charge of \$25 is assessed the first day of the quarter for all students who have not enrolled in at least one course prior to the first day of the quarter. A \$50 service charge is assessed from the second through the fifth days of the quarter (business days, Monday–Friday). If registration is available over the weekend during or immediately following the first five business days, the \$50 service charge is applied to first-time weekend enrollees (Saturday or Sunday). A \$100 service charge is assessed beginning the sixth business day and continuing through the remainder of the quarter. Days are calculated based on the term's academic calendar and not on the class meeting days of specific courses. Tuition, fees and any other charges are due as specified on the billing statement. The service charge is not assessed for adding classes to an existing schedule. The maximum fee assessed for late registration in a given term is \$100.

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 late payment fee. Late fees are assessed every monthly until a balance is paid in full or payment arrangements are set up.

8.1.d. Student Financial Liability

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

If, after completing the registration process, the student does not withdraw from registration by the "Last Day for 100% Refund for Dropped Classes" date on Important Date calendar (http://www.du.edu/registrar/calendar/year_view12_13.html) on the Registrar's website, 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 monthly late fees. 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.

8.1.e. Refund Information

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.

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 website, 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.

SECTION 8.2 TUITION APPEALS: QUARTER SYSTEM

A student may appeal for an exception to the University refund policy if unusual circumstances exist that is 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.

8.2.a. 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 *Section 3.4.d. Medical Leave of Absence*)

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

If a student dies after enrolling and paying tuition but before the sixth week of the quarter, the tuition will be refunded without a formal tuition appeal.

After the sixth 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.

8.2.b. 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 by noon on the first Thursday of the month. 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.

SECTION 8.3 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 unit in which s/he is enrolled or plans to enroll. The Office of Financial Aid offers Federal Work-Study, Federal Perkins loans, Federal Direct loans and provides information on additional financing options, including Federal Direct Graduate PLUS loans and alternative (private) loans.

DU graduate students are eligible for two types of aid:

- Federal and state aid (available to U.S. citizens and permanent residents), which includes the Colorado Graduate Grant, Federal TEACH Grant, Federal Work Study, Federal Perkins Loans, Federal Direct loans, Federal Graduate PLUS loans, and
- Merit-based aid, which includes the Graduate Studies Doctoral Fellowship, Graduate Studies Doctoral Fellowship for Inclusive Engagement, divisional/departmental scholarships and awards, and graduate teaching assistantships (GTA)/graduate research assistantships (GRA) awards.

8.3.a. 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 www.fafsa.ed.gov/. DU’s school code is 001371. Applicants and students are encouraged to meet DU’s priority deadline for FAFSA submission. 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 to 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.

8.3.b. Federal Direct Loans

To qualify for Federal Direct Loans, graduate students must be enrolled at least half-time in an eligible degree or certificate program (four credit hours or more per quarter/semester.) 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 Direct Loans are the most common type of aid for graduate students. Eligibility is determined by information provided on the FAFSA. The Office of Financial Aid offers awards.

For students needing additional funding, other financing options are available including payment plans, Federal Direct 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/financialaid/gradfinance.htm>.

8.3.c. Federal Perkins Loans

The Federal Perkins loan is a federally guaranteed, fixed-rate, low-interest loan for graduate students enrolled at least half-time (four 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. To qualify, a graduate student must typically have an EFC of \$0. Not all students who meet the eligibility requirements will receive the award. Funds are limited and awarded until exhausted. The typical annual award amount is \$3,000 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.

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

8.3.d. 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. Priority will be given to students enrolled full-time who meet the priority application deadline. Students enrolled half-time, in continuous enrollment, or are in a reduced rate academic program* will be offered work-study in the amount of \$1500, without the option to increase their award. Work-study will be prorated for students that: do not attend full year; switch his/her academic program to a reduced tuition program; or change his/her enrollment from full-time to half-time or continuous enrollment.

*For the 2013-2014 aid year, quarter students that have a tuition rate less than \$1104 per credit, semester students that have a tuition rate less than \$1357 per credit. Examples include but are not limited to the Women's College, University College, and Certificate and Licensure programs.

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 four 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>.

8.3.e. 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.

8.3.f. Graduate Studies Doctoral Fellowship

The purpose of the Graduate Studies Doctoral Fellowship (GSDF) 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 GSDF funds will be reserved for rolling admissions. This is a one-time award for new students and must be used in the first year of attendance.

For each student recommended, the department submits a nomination form and detailed supporting letter for each student they are recommending to the Office of Graduate Studies. Please refer to the nomination guidelines available at: www.du.edu/grad/faculty.

8.3.g. Graduate Studies Doctoral Fellowship for Inclusive Engagement

The purpose of the Graduate Studies Doctoral Fellowship for Inclusive Engagement (DFIE) 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 specifically in regard to attributes such as race, ethnicity, class, gender, age, culture, religion, sexual orientation, or (dis)ability. Awards will be made to excellent nominees as soon as they are received and approved. A small portion of the total DFIE funds will be reserved for rolling admissions.

For each student recommended, the department submits a detailed nomination form and a letter from the student explaining how s/he is engaged in activities that contribute to an inclusive environment that benefits all students. Please refer to the nomination guidelines available at: www.du.edu/grad/faculty.

GSDF and DFIE Awards and Eligibility

The maximum award that can be requested per student is \$4,500 per year and \$1,500 per quarter, spread evenly across the quarters of attendance. The award 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. Both fellowships are merit-based.

- Only doctoral students are eligible for these awards. Doctoral students may be domestic or international.
- The awarding of the GSDF 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.
- Students must be enrolled for at least eight quarter hour credits of coursework (i.e., not Continuous Enrollment) during each quarter in which they receive the GSDF. If the student drops below the minimum enrollment for the quarter, the award will be withdrawn for that quarter.
- The Associate Provost “approves” or “denies” and the department is notified of the decision.
- The department notifies the student of the status of the award. Students with approved awards must log in to webCentral and go to Financial Aid Awards to accept the award.
- The GSDF award will then be dispersed through the Office of Financial Aid.

8.3.h. Deans Scholarship Hours

Contact the academic unit for information on availability and requirements.

SECTION 8.4 FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP)

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. To retain eligibility for student aid, students must meet the terms of the Satisfactory Academic Progress (SAP) policy described here. The SAP policy is enforced in conjunction with all other University policies and procedures, including the academic suspension policy. For masters, JD, and doctoral students, SAP is checked on a yearly basis, usually in mid to late summer, and any probation or suspension is effective the following fall term. Graduate certificate program students are an exception; SAP is monitored after each term, including summer.

SAP is monitored using three following factors:

- cumulative grade point average
- cumulative completion rate
- maximum time frame limit

8.4.a. Cumulative Grade Point Average (CGPA)

Graduate students must maintain a cumulative GPA of 3.0 or better (2.30 for Law students). According to the policy of the Registrar, the grade point average is determined by multiplying the credit points (e.g., 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 and W are not included in the grade point average. Incompletes that are not resolved 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).

8.4.b. Cumulative Completion Rate (CCR)

In order to graduate within the maximum time frame (MTF) limit, students must complete and pass a minimum of 66.67% 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 One 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.

8.4.c. 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 One. 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, s/he is no longer eligible for federal or state financial aid.

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

- a. maintain a 3.00 CGPA (2.30 for Law students)
- b. maintain an 66.67% CCR
- c. complete all degree requirements within a 150% MTF limit

8.4.d. 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 any 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 a financial

aid staff person to complete the contract. Students have one term to complete the *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 financial aid (unless an appeal is submitted and approved as stated below).

Once a student completes the *SAP Probation Contract*, the student will be able to receive financial 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, s/he is no longer eligible for financial aid.

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

8.4.e. 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/her maximum time frame (MTF) limit due to a change in degree program
- a student who had extenuating personal/medical circumstances that have been resolved
- 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/ 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. Appeal decisions are final.

SECTION 8.5 GRADUATE ASSISTANTSHIPS

Departments assign Graduate Teaching Assistantships (GTA) and Graduate Research Assistantships (GRA) to eligible students according to the guidelines below. These policies apply to both GTAs and GRAs except where specified.

Graduate assistantships may be awarded to eligible students in a degree program who are appointed to positions in the same or closely related fields.

GTA and GRA appointments are made on a full-, half-, one-third, or quarter-time basis. Assistantship awards can be made for any one quarter or all four academic quarters.

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.

Students must be in good academic standing in order to maintain eligibility for a GTA/GRA position. Students on academic probation or suspension are not eligible for a GTA/GRA position until that status is resolved. After two consecutive terms below 3.0 GPA a student is not eligible for a GTA/GRA position until the GPA is raised to a 3.0 or better.

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

8.5.a. Graduate Teaching Assistant (GTA)

The GTA may assist faculty members in classroom and laboratory instruction, prepare apparatus or material for demonstration, and/or conduct tutorials and grades assignments. GTAs may also be assigned to teach courses under the supervision of faculty members. In some departments/offices, 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 demonstrate fluency in spoken English to be eligible to receive the GTA award. For more information, see *Section 2.3.a. English Language Proficiency (TOEFL/IELTS)*.

8.5.b. 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 from external awards (e.g. grants or contracts).

8.5.c. GTA and GRA Eligibility and Required Exams

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

Required Exams for GTA Eligibility

Any graduate applicant whose native language is not English (including US citizens and permanent residents), regardless of his/ 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) speaking section, an IELTS score of 8 on the speaking section

8.5.d. 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.

8.5.e. Stipend and Waiver Awards

GTA and GRA positions receive both a tuition waiver and monthly 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). Awards are made through the graduate college, school, or department. Assistantship awards can be made for any one quarter or all four academic quarters. The combination of all tuition waivers cannot exceed tuition charges (prior to any assessed fees) and waivers cannot be awarded in cash.

Assistantship awards will be full-, half-, one-third, or quarter-time. Graduate Assistants who are less than full-time receive stipend and waivers proportional to their appointment.

Normally, full-time graduate assistants receive 8-10 hours of waiver for each academic term. Awards in specific colleges, schools, or departments may vary.

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.

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.

8.5.f. Hiring Graduate Assistants

Graduate units 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 graduate unit 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 complete the background check process and be cleared as eligible to hire by Human Resources 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 120 days.

8.5.g. 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.

8.5.h. Health Insurance Scholarship for Graduate Teaching and Research Assistants

The GTA/GRA Health Insurance Scholarship covers the cost of the DU Student Health Insurance Plan (SHIP) and the Health & Counseling Fee (HCF). 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 fall, winter, and spring quarters
- successfully complete the requirements of their full-time appointment as a GTA or GRA for fall, winter, and spring quarters
- have a tuition waiver offer from the department averaging at least eight credit hours for the fall, winter, and spring quarters (for a total of at least 24 credits)
- register for and complete an average of eight 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 complete the acceptance process 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.

Students who wish to receive the GTA/GRA Health Insurance Scholarship must accept the terms and conditions of the scholarship and the award in myWeb. An “outstanding requirement” is created upon acceptance and additional instructions are given about the acceptance process. Students must complete the acceptance process by the deadline indicated. The award (payment) will automatically be applied to the student’s account if they have registered for classes, have been assessed the DU Health Insurance Plan (SHIP) and/or the health and counseling Fee (HCF) and have not waived the SHIP and/or HCF online.

Students who are on Continuous Enrollment or are not registered for six credits are not automatically assessed the SHIP or HCF each quarter. In order to be assessed the SHIP and HCF and receive the

scholarship, students must complete the SHIP and HCF enrollment forms for Continuous Enrollment (available through the Health Center) for all applicable terms.

SECTION 8.6 ON-CAMPUS EMPLOYMENT AUTHORIZATION FOR INTERNATIONAL STUDENTS

Federal immigration regulations permit F-1 and J-1 students in lawful immigration status to work on campus at the school or program that holds their SEVIS record. On-campus employment may include graduate teaching assistantships, graduate research assistantships and student worker positions; international students are not eligible for work-study positions due to U.S. citizenship or permanent residency requirements.

F-1 students may work on campus without special authorization as a benefit of their immigration status. J-1 students must receive written authorization from an international student advisor or their non-DU program sponsor prior to beginning on-campus employment. J-1 employment authorizations may be approved for on-campus employment for up to 12 months. Unauthorized on-campus employment, or employment in excess of the maximum numbers of hours permitted per week, constitutes a violation of the student's immigration status.

International students in other immigration statuses may generally not work on campus without an Employment Authorization Document issued by U.S. Citizenship and Immigration Services (USCIS). For more information about verifying the employment eligibility of international students, see *Section 8.6.g. Required Documentation to Hire International Students*.

Questions regarding the interpretation and application of immigration regulations governing the on-campus employment benefit of F-1 and J-1 students should be directed to an international student advisor in International Student and Scholar Services.

8.6.a. Maximum Number of Hours per Week

F-1 and J-1 students may work up to 20 hours per week (part-time) during quarters of required enrollment and more than 20 hours per week (full-time) during their annual vacation quarter and during University breaks and interterm periods. These limits apply to the total number of hours worked in a single calendar week among all on-campus positions.

8.6.b. Definition of Employment

For immigration purposes, employment—whether on or off campus—is defined as the exchange of services for compensation, monetary or otherwise. International students must have the appropriate authorization from an international student advisor, the program sponsor, or USCIS prior to beginning any form of employment in the United States.

8.6.c. Definition of On-Campus Employment

Federal immigration regulations define on-campus employment for F-1 and J-1 students as:

- Employment for the host school or program on the institution's premises; or
- Employment for a commercial firm that operates on the premises of the host school or program and that provides direct services to the student population, such as a campus bookstore or cafeteria; or

- Employment at an off-site location that has an established educationally affiliated relationship with the host school or program, generally evidenced by a Memorandum of Understanding.

8.6.d. Start of Employment Authorization

F-1 and J-1 students may begin on-campus employment immediately upon acquiring F-1 or J-1 immigration status. Students beginning a new period of F-1 or J-1 status may begin on-campus employment upon entering the United States, up to 30 days before their program start date.

Students transferring from another school or program may begin on-campus employment after the release of their SEVIS record to the University and reporting to International Student & Scholar Services. Students beginning a new program at DU after completing another program may continue working on campus in the interim provided a change of level or program has been authorized by an international student advisor and there is no break in the student's F-1 or J-1 status.

8.6.e. Curricular Practical Training

F-1 students may request a Curricular Practical Training (CPT) authorization from an international student advisor to participate in a paid internship, practicum experience, or other form of practical training that is an integral or required part of the student's program of study.

More information regarding CPT can be found on the ISSS website: <http://www.du.edu/intl/iss>.

8.6.f. Academic Training

J-1 students may request an Academic Training authorization from an international student advisor or their program sponsor to participate in a paid internship, practicum experience, or other form of practical training that is an integral or required part of the student's J-1 program. J-1 students should consult with ISSS regarding Academic Training requirements.

8.6.g. Required Documentation to Hire International Students

Departments should refer to the University's I-9 process for verifying employment eligibility when hiring international students. Please refer to New Hire Checklist: F-1/J-1 Students on the ISSS website (<http://www.du.edu/intl/iss>).

8.6.h. English Proficiency Requirements

F-1 and J-1 immigration regulations do not require students to have a defined level of English proficiency prior to beginning on-campus employment. However, University policy requires a specific level of achievement in English proficiency for graduate teaching assistantships. For more information, please see *Section 8.5.d. GTA/GRA Employment Restrictions* regarding iBT, TOEFL and IELTS English proficiency exams.

CHAPTER 9: CURRICULUM DEVELOPMENT AND CHANGES

For detailed information on proposing, modifying or closing courses and academic programs, please visit the DU Portfolio site “Procedures for Curricular Changes” http://portfolio.du.edu/curricular_change. Members of the University community may log in to this site to access proposal templates, forms, helpful links, and an outline of the procedures to follow from start to finish.

SECTION 9.1 COURSES

The structure and content of courses are developed by departmental faculty and chairs and approved by the appropriate chairs and deans. Descriptions of course types and guidelines for developing courses can be found on the Registrar’s website at <http://www.du.edu/registrar/course/courseproposal.html>.

9.1.a. Proposing/Modifying and Deactivating Courses

Proposals for new courses, or requests for changes to existing courses, originate within academic unit. New course proposals, course modifications, and course deactivation must be approved through the following process:

- Proposal Compilation
 - Faculty member proposal form completion and signature
- Unit-level Review
 - Department head or program director review and signature
 - Unit curriculum committee and/or dean review and signature
- Administrative Review
 - Council Chair signature
- Notification of Approval
 - Registrar implements curriculum in University student system

9.1.b. Additional Review Requirements for New Courses

- The Office of Internationalization must review Course proposals with an international travel component.
- A dual-level course (undergraduate and graduate) must be reviewed by both Councils.

SECTION 9.2 CONCENTRATIONS, EMPHASIS, AND SPECIALIZATION

9.2.a. Definitions and Requirements

Concentration

A concentration is an organized program of study in a clearly defined sub-field of an academic major or discipline. It provides in-depth training, but not to the breadth of a major or degree. Proposals for concentrations originate within academic units. While no specific number of credits is required for a concentration, there must be sufficient coursework to demonstrate mastery in a field and to justify expertise in a particular area. Concentrations are captured as part of the student’s academic curriculum and posted on the student’s transcript. The University recognizes it as an official part of the unit’s

curriculum. At the discretion of the University, credit earned in concentrations may be applied towards the graduate degree.

Emphasis or Specialization

An emphasis or specialization provides in-depth training in a sub-field within an academic major or discipline. Academic units may choose to offer an emphasis or specialization in lieu of a concentration. An emphasis or specialization is not officially recognized nor recorded as part of a student's curriculum and do not appear on a student's transcript. The development or modification of an emphasis or specialization requires approval only at the unit level.

9.2.b. Proposing and Closing Concentrations

The structure and content of concentrations are developed by academic units. Opening and closing concentrations must be approved through the following process:

- Proposal Compilation
 - Faculty member proposal form completion and signature
- Unit-level Review
 - Department head or program director review and signature
 - Unit curriculum committee and/or dean review and signature
- Administrative Review
 - Council Chair signature
- Notification of Approval
 - Provost notifies Registrar of approval
 - Registrar issues official memo and implements curriculum in University student system

SECTION 9.3 CERTIFICATES

9.3.a. Definitions and Requirements

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.

Certificate of Participation

Non-credit certificates of participation may be awarded for completion of a program that is not intended to indicate certification of attainment of any specific level of knowledge or competence. Examples of programs in which a non-credit certificate is awarded are seminars or workshops on specific academic, professional, and/or practical topics or summer programs in which non-credit instructional courses are offered. Admission requirements vary by program. 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, Budget and Analysis and submit a pro forma along with the non-credit certificate proposal for review to the Associate Provost for Graduate Studies.

Certificates of participation do not carry academic credit, do not appear on transcripts, and may not count toward academic degrees. Certificates of participation may be produced by individual units and should not bear the University seal.

Continuing Education Unit (CEU) Certificate

Certificates may be awarded for education programs that offer CEUs. Continuing education units should be awarded based on standards developed by the International Association for Continuing Education and Training (IACET) or other recognized organizations governing professional continuing education. Admission requirements vary by program. CEU certificates and courses appear on a distinct institutional CEU transcript. CEUs do not count toward academic degrees. CEU certificates may be produced by individual units but should be distinct in appearance from that of the academic certificate or institutional diploma.

Certificate of Specialization

Certificates of specialization provide substantial education in an academic discipline and represent the achievement of competence in a well-defined area of study. They are embedded within degree programs and generally involve between 18 and 27 quarter hours or 12 to 18 semester hours of credit. (Units are encouraged to use concentrations to officially denote a specialization within a student's primary area of study.) Admission requires acceptance and enrollment into the degree program. Certificates of specialization appear on transcripts associated with an awarded degree. Certificates of specialization must be approved through the institutional curriculum approval mechanism.

Academic Certificate

An academic certificate or credit certificate program provides substantial education in a specific academic discipline or may be interdisciplinary but centers on a coherent and freestanding body of knowledge. The certificate issued at the completion of the program represents the achievement of competence in a well-defined area of study. Academic certificates require a minimum of 24 quarter hours or 16 semester hours of credit. At the discretion of academic units, credits earned in an academic certificate program may count toward a degree at the same level (i.e., graduate or undergraduate). While admission requirements and standards vary by program, applicants must meet minimum requirements for admission to the University. Academic certificates appear on transcripts and must be approved through the institutional curriculum approval procedures. The Office of the Registrar will produce credit certificates. Expenses of certificate production will be charged back to the offering unit.

9.3.b. Proposing, Modifying and Closing Certificates of Specialization and Academic Certificates

Opening, changing or closing certificates of specialization and academic certificates must be approved through the following process:

- Proposal Compilation
 - Faculty member proposal form completion and signature
 - Unit budget officer financial pro forma form completion and signature
- Unit-level Review
 - Department head or program director review and signature
 - Unit curriculum committee and/or dean review and signature
- Administrative Review
 - Office of Planning, Budget and Analysis review and signature
 - Internationalization and/or distance learning council review and signature as necessary
 - Council Chair review

- Council Review
 - Readings at two Council readings and vote of recommendation
 - Council Chair signature
- Senior Administrative Review and Formal Approval
 - Provost
 - Faculty & Educational Affairs Committee of the Board of Trustees (FEAC),
 - Finance & Budget Committee
 - Board of Trustees: Presentation & Review
- Notification of Approval
 - Provost notifies Registrar of senior administrative approval
 - Registrar issues official memo and implements curriculum in University student system

9.3.c. Additional Review Requirements for Certificates

- The Office of Internationalization must review certificates with an international travel component.
- The Distance Learning Council must review on-line certificates.

SECTION 9.4 DEGREES AND MAJORS

9.4.a. Definitions and Requirements

Graduate Degree

A graduate degree is an independent degree program existing under a division, college, school, or department under the authority of the Graduate Council and the Associate Provost for Graduate Studies. Proposals to create or close graduate degree programs must be reviewed and approved at the unit, administrative, and senior administrative levels. Requests to change the name or number of credit hours required for a graduate degree also must be approved through the complete process.

Formal Dual Degrees

A formal dual degree links two master's degrees or a master's program with a JD program, and leads to two degrees. These dual degree combinations 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. The amount of reduction may be no more than one third of the total hours of the original degrees. Graduate units are not permitted to reduce credit hours to combine three or more master's degrees. For more information, see *Section 4.1.b. Formal Dual Degree/*

Dual Undergraduate-Graduate Degree Programs

A dual undergraduate-graduate degree program is an institutionally approved program in which a DU undergraduate student begins taking classes toward a graduate degree program prior to earning a baccalaureate degree. Both degrees must be earned within five years of matriculation into the undergraduate degree program. Dual undergraduate-graduate degree programs must be presented to the graduate and undergraduate councils and approved by the Councils, the Provost, and the Board of Trustees. The admission standards for these programs must be approved by the Provost and reflect higher standards than typically required for graduate admission. The programs may reduce a limited number of both undergraduate and graduate credit hours toward both degrees. The amount of the credit hour

reduction is variable across programs. Typically the amount of reduction is no more than one-third of the total hours of the original undergraduate degree or less.

9.4.b. Opening, Suspending, and Closing Degrees and Majors

- Proposal Compilation
 - Faculty member proposal form completion and signature
 - Unit budget officer financial pro forma form completion and signature
- Unit-level Review
 - Department head or program director review and signature
 - Unit curriculum committee and/or dean review and signature
- Degree Suspension
 - Council Chair reviews and requests that Provost suspend the program pending closure.
Note: programs that are suspended cannot accept students for enrollment.
 - Provost suspends the program and notifies Registrar and Graduate Admissions
- Administrative Review
 - Office of Planning, Budget and Analysis review and signature
 - Internationalization and/or distance learning council review and signature as necessary
 - Council Chair review
- Council Review
 - Readings at two Council readings and vote of recommendation
 - Council Chair signature
- Senior Administrative Review and Formal Approval/Closure
 - Provost
 - Faculty & Educational Affairs Committee of the Board of Trustees (FEAC),
 - Finance & Budget Committee
 - Board of Trustees: Presentation & Review
- Notification of Approval/Closure
 - Provost notifies Registrar of senior administrative approval
 - Registrar issues official memo and implements curriculum in University student system

Note: While proposals to open and close degree programs are initiated by academic units, programs also can be suspended or closed by executive action of the Provost, Chancellor, or Board of Trustees.

SECTION 9.5 ACADEMIC UNITS AND DEPARTMENTS

9.5.a. Proposing Significant Unit Changes: Closing, Reassigning Academic Units and Departments

Proposals for creating, dissolving, restructuring, or reassigning academic units to a different school or division may originate with interested groups of faculty or with the dean(s) of the affected units. Additionally, central administration may find it necessary to initiate academic organizational change and will implement such changes through appropriate shared governance processes. Formal proposals must be approved through the following process:

- Proposal Compilation
- Faculty group/dean proposal form completion and signature

- A description of the proposed change
- The rationale for the change, including a statement of how the change advances the mission and goals of the unit
- Resource implications of implementing the change. Timeline for approval and implementation of the change
- Financial pro forma form completion and signature require for significant changes
- Unit-level Review
 - Unit curriculum committee and/or dean review and signature
- Administrative Review
 - Office of Planning, Budget and Analysis review and signature
 - Council Chair review
- Council Review
 - Readings at two Council readings and vote of recommendation
 - Council Chair signature
- Senior Administrative Review and Formal Approval
 - Provost
 - Faculty & Educational Affairs Committee of the Board of Trustees (FEAC),
 - Finance & Budget Committee
 - Board of Trustees: Presentation & Review
- Notification of Approval
 - Provost notifies Registrar of senior administrative approval
 - Registrar issues official memo and implements curriculum in University student system

9.5.b. Proposing Minor Unit Changes: Restructuring and Renaming

Proposals for minor changes, such as internal restructuring or renaming an academic unit, should be approved by the dean(s) or director(s) of affected units and submitted to the chair of Undergraduate and/or Graduate Council. The appropriate council chair will recommend the change to the Provost for his/her approval. The Provost will recommend the change to the Board of Trustees and upon approval will notify the Registrar and Council Chair of the decision.