



Skaggs School of Pharmacy and Pharmaceutical Sciences

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

MSPS Grad Program Orientation Thursday, August 14, 2025 V20-1108

8:00-8:45 AM	Professional Headshots/Breakfast
8:45-9:00 AM	Welcome <i>Jared Brown, Ph.D., Program Director, Toxicology</i>
9:00-10:00 AM	Program Specific Information Sessions Masters in Pharmaceutical Sciences-V20-2000A
10:00- 10:15 AM	Break
10:15-12:00 PM	Faculty Lab Presentations <i>10:15-10:30AM, Jed Lampe, PhD</i> <i>10:30-10:45AM, Philip Reigan, PhD, Benjamin Bitler, PhD and Lindsay Brubaker</i> <i>10:45-11:00AM, Gina Bouchard, PhD</i> <i>11:00-11:15AM, Krishna Mallela, Ph.D.</i> <i>11:15-11:30AM, Julio Aguado Perez, PhD</i> <i>11:30-11:45AM, Melanie S. Joy, PharmD, PhD, FCCP, FASN</i> <i>11:45-12:00PM, Andrea Sikora, PharmD, MSCR, FCCP, FCCM</i> <i>12:00-12:15PM, John Janetzko, Ph.D.</i>
12:15-12:30PM	Break
12:30-1:00 PM	Student Services <i>Carl Johnson, Assistant Vice Chancellor of Affairs</i> <i>Nicole Tabugadir, Student Engagement Program Manager</i>
1:00-2:00 PM	Lunch-SSPPS Lobby
2:00-2:15 PM	Office of Disabilities <i>Lauren Fontana, Director, Office of Disability, Access, and Inclusion</i>
2:15-2:30 PM	Student Organizations <i>Jon Woodward, Project Bridge: The Science Bridge Podcast</i> <i>Dr. Kris Fritz- Mountain West Society of Toxicology (MWSOT)</i> <i>Grace Gustafson, The Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)</i> <i>Claire Levitt, Women in STEM (WiSTEM)</i>
2:30- 3:30PM	Campus Tour
3:30-3:45PM	Break
3:45-4:30 PM	Q&A with Current Students
4:30PM	Closing



Skaggs School of Pharmacy and Pharmaceutical Sciences

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

Student Handbook

Master of Science in Pharmaceutical Sciences Program
Skaggs School of Pharmacy & Pharmaceutical Sciences
University of Colorado Anschutz Medical Campus

Academic Year 2025 – 2026

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1. Introduction and General Information

1.1 Purpose of the Student Handbook

The purpose of the Master of Science in Pharmaceutical Sciences (MSPS) Student Handbook is to inform students of the policies and procedures of the Graduate School (GS) of the University of Colorado Anschutz Medical Campus and the Office of the Associate Dean for Research and Graduate Studies (ADRGs) of the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS).

The Handbook also outlines the resources and course of study for the thesis and non-thesis (capstone) options of the Master of Science in Pharmaceutical Sciences. Students are encouraged to read the contents of the handbook carefully and direct any questions regarding the content to their Program Director, Dr. David Kroll.

Please note that the policies, procedures, and guidelines contained in the handbook are subject to change and may be affected by policy changes by our overarching authorities, the Graduate School of the University of Colorado Anschutz Medical Campus and the Skaggs School of Pharmacy and Pharmaceutical Sciences. Policies set by these bodies must be adhered to, as they have precedence over MSPS program policies.

The most recent handbook of the Graduate School of the University of Colorado Anschutz Medical Campus is appended to this document. Please note that the latest version of that handbook can always be accessed at:

<https://graduateschool.cuanschutz.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/gs-policies-and-procedures.pdf>

The Graduate School of the University of Colorado Anschutz Medical Campus also maintains a regularly updated Resources webpage containing forms, deadlines, and other guidance at: <https://graduateschool.cuanschutz.edu/forms-resources/resources>. Students are encouraged to bookmark the Graduate School Resources webpage for the latest deadlines, online forms, and other helpful information.

The student bears the primary responsibility of meeting the procedures and deadlines of the SSPPS and the Graduate School.

The latest deadlines and all versions of important forms are regularly updated at the [Graduate School Resources](#) page.

While the program administration makes every effort to remind students of procedures and deadlines, failure to follow these policies may result in a delay in graduation and the corresponding financial consequences of maintaining enrollment through to graduation.

1.2 Department of Pharmaceutical Sciences

The SSPPS Department of Pharmaceutical Sciences (DOPS) is the academic home for the MS in Pharmaceutical Sciences program (Chair - R. Blake Hill, PhD). The DOPS is a research-intensive department that has long ranked in the top 10% of schools of pharmacy in both total and NIH-specific funding.

Research areas of the department encompass drug discovery, pharmaceutical biotechnology, molecular biophysics, pharmacology, molecular toxicology, nanomedicine and nanosafety, systems approaches, and the clinical and translational sciences.

All MS and PhD programs in the SSPPS are under the administrative umbrella of the Office of the Associate Dean of Research and Graduate Studies (ADRGs – Manisha Patel, PhD). Some coursework in the MSPS degree program is also provided by faculty in the Department of Clinical Pharmacy (DOCP, Interim Chair – Ty Kiser, PharmD).

1.3 The MSPS Degree and Mission

The Master of Science in Pharmaceutical Sciences program at the University of Colorado Anschutz Medical Campus provides core coursework in the foundations of the interdisciplinary pharmaceutical sciences together with an innovative option to focus in one of five areas of specialization (subplan) while the student pursues either thesis research or a comprehensive capstone project (non-thesis). The degree subplans/specialty areas are:

Cannabis Science & Medicine (CSM)

Clinical Pharmacokinetics & Pharmacodynamics (CPK)

Drug Discovery (DGD)

Pharmaceutical Biotechnology & Drug Delivery (PBT)

Molecular & Systems Toxicology (MTX)

The program aims to be both flexible and accessible, with remote options for the CSM, CPK, and DGD specialty areas, providing a curriculum that can be completed in as little as two academic years, with the option to extend the course of study from three to four years for students working full-time.

The MSPS program is designed to attract a variety of students such as those with a general science background who want to learn how drugs are discovered, developed, and brought to

market; incumbent workers seeking to advance career in academia or the pharmaceutical or biotechnology industry; and others wishing to establish a strong foundation for exploring a career in the health professions or the doctoral degree in the pharmaceutical sciences or molecular toxicology.

Each graduate degree program (M.S., Ph.D.) at the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences sets their own Graduate Program Learning Objectives for the students enrolled in each program. These learning objectives are designed by the Graduate Program Committees and Graduate Faculty of the Department of Pharmaceutical Sciences. The MS in Pharmaceutical Sciences program offers a thesis and non-thesis (capstone) path. While the learning objectives differ between the paths, they are considered equivalent within the same degree.

MSPS Program Learning Outcomes for students in both thesis and non-thesis tracks include:

- Demonstrate knowledge of core concepts in basic and clinical pharmaceutical sciences
- Critically evaluate the primary scientific literature
- Demonstrate proficiency in assimilating and interpreting assigned subject matter
- Develop basic skills in the responsible conduct of research including the formulation of hypotheses based on current concepts, design of potential research projects, and data analyses in the context of existing literature
- Communicate effective scientific assessments (e.g. literature reviews) through oral presentations and written reports

In addition, students in the thesis track will:

- Critically analyze research findings in the context of existing literature
- Communicate research results through oral presentations, written reports, and/or peer-reviewed publications
- Present research results at regional or national meetings

1.4 MSPS Administration

David Kroll, PhD, is the Founding Program Director, with primary responsibility for administration of the Master of Science in Pharmaceutical Sciences program and academic advising of students throughout pursuit of their degree. As with all SSPPS graduate programs, the MSPS program operates under the purview of the SSPPS Office of Research and Graduate Studies under Associate Dean Manisha Patel, PhD.

Isabella Jaramillo, BA, serves as Graduate Programs Administrator, assisting the Program Director with monitoring student progress and interfacing with the Graduate School, from student admission and matriculation to application for candidacy and final degree approvals. Cora Allen, BA, serves as Programs Coordinator and provides additional support in the ADRGS Office.

The MSPS program is also advised by the DOPS Vice Chair of Education, David Bain, PhD, and a MSPS Admissions and Advisory Committee comprised of one representative from each specialty area. For 2025-2026, those representatives are:

David Kroll, PhD – Cannabis Science & Medicine (CSM)

Melanie Joy, PharmD, PhD – Clinical Pharmacokinetics & Pharmacodynamics (CPK)

Daniel LaBarbera, PhD – Drug Discovery (DGD)

Tom Anchordoquy, PhD – Pharmaceutical Biotechnology & Drug Delivery (PBT)

Rebecca McCullough, PhD – Molecular & Systems Toxicology (MTX)

1.5 Student Representation

Students in the MSPS program will also elect a representative to the SSPPS Graduate Student Council who will serve to advise the Program Director and ADRGS on issues of importance to the students. The MSPS representative will assist in the selection and planning of periodic program-supported social and career development events, participate in the planning of the annual Celebrate Research! Retreat and work with student representatives from other programs to select annual graduate teaching and mentorship awards.

Elections for the MSPS student representative will be conducted for the following academic year at the end of Spring semester. Students in good academic standing at the end of Spring semester will be eligible to vote. The MSPS student representative will generally serve from the beginning of Summer semester to end of the following Spring semester. Representatives continuing through the second Summer will continue service until Fall semester to overlap with and onboard their successor representative.

2. Admissions

2.1 Program Entry Requirements

The MSPS program welcomes applications from U.S. and international who have completed the minimum of a four-year bachelor's degree (or international equivalent) in a chemical, biological, or pharmaceutical science. Past successful applicants have held B.S. or B.A. degrees in biology, chemistry, biochemistry, neuroscience, biomedical or chemical engineering, animal sciences, biotechnology, and pharmacology.

While the MSPS program has no specific pre-requisite courses, coursework in **organic chemistry** (class and lab), **biochemistry**, and **human physiology and/or pathophysiology** provides the best preparation for the program. Interested students should still apply if they lack this coursework as one or more of these courses can be taken in the Spring and Summer semesters prior to MSPS program enrollment.

Applicants should have a minimum, cumulative GPA of 3.0 or higher. However, applicants with a cumulative GPA below 3.0 can be considered for provisional admission. The applicant should submit a 'Low GPA Explanation' within the application system to present extenuating circumstances that may have accounted for their academic performance.

A complete MSPS student application consists of:

- A completed online CU Anschutz Graduate School application
- The application fee (\$50 domestic, \$75 international)
- Three (3) letters of recommendation
- A personal statement of 1,000 to 1,200 words expressing program interest, previous experience, and long-term career goals
- Official copies of all post-secondary academic transcripts for U.S. applicants or a WES or ECE course-by-course evaluation of transcripts from universities outside the U.S.
- For international students, the TOEFL, IELTS, or DuoLingo English test are required by the University.

The application deadline is December 31 of the calendar year preceding the Fall semester for admission. For Fall 2025 admission, the application deadline was December 31, 2024; for Fall 2026 admission, the application deadline will be December 31, 2025. Students may only begin the program in Fall semester.

Letters of Recommendation

The application system will direct the applicant to provide email addresses of those from whom recommendation letters have been requested. The applicant is encouraged to select referees who are most familiar with their academic and/or laboratory performance and can provide first-hand assessment of the applicant's creativity, independence, leadership, work ethic, resilience, and aptitude for graduate study in the biomedical sciences. Three letters of recommendation are the program minimum, but applicants may request additional letters.

Personal Statement

A personal statement of 1,000 to 1,200 words is requested of each applicant. The statement provides an opportunity for the applicant to provide additional information to support their application beyond what may be available from their academic transcripts and letters of recommendation.

The applicant may wish to discuss their motivation to pursue graduation education and one or two of the program specialty tracks, how they have prepared for graduate school and what attributes they believe they have cultivated for success in graduate study, their career goals and how the MSPS program will help them achieve those goals, and why they believe the MSPS program at the University of Colorado Skaggs School of Pharmacy & Pharmaceutical Sciences is a good match for their skills and interests.

Official Academic Transcripts – U.S. Applicants

U.S. Applicants - The Graduate School requires that each applicant have official transcripts submitted by the Registrar of each post-secondary institution where academic credit has been earned. Most universities now contract with electronic transcript providers and transcripts should be submitted to graduate.school@cuanschutz.edu.

Students in the process of earning their bachelor's degree at the time of application are asked to provide an official transcript documenting their academic performance up through the semester of their application. Admissions decisions are then rendered on the condition that a similar level of performance is maintained through the awarding of the degree. Upon admission, the Graduate School will then require a final official transcript to be provided by the applicant's university registrar documenting the awarding of their bachelor's degree.

Official Academic Transcripts – International Applicants

International Applicants – International applicants are required to have their academic transcripts submitted for course-by-course evaluation by a transcript evaluation service such as [World Education Services \(WES\)](#) or [Educational Credential Evaluators \(ECE\)](#). International applicants should NOT submit official transcripts to the University of Colorado.

Instead, official transcripts should be submitted to the evaluation service selected. The applicant will then direct that an evaluation report be sent to the CU Anschutz Graduate School at graduate.school@cuanschutz.edu. In acknowledgement of the costs associated with transcript evaluation, the Graduate School will generally waive the University application fee upon request.

English Proficiency Examination

Official reports from the TOEFL, IELTS, or DuoLingo English Test are required of applicants whose undergraduate degree was awarded by an institution outside of the United States, United Kingdom, or Canada. For TOEFL, use code 4875. For IELTS or DuoLingo English Test, search "University of Colorado Denver."

Minimum acceptable English Language Proficiency scores:

TOEFL - Overall score 90 or higher, with no component below 18

IELTS - Overall score 7.5 or higher, with no component below 6.5

DuoLingo English Test - Overall score 120 or higher, with no component below 95

Graduate Record Examination (GRE)

The GRE is no longer required for admission to any program under the administration of the Graduate School of the University of Colorado Anschutz Medical Campus.

STEM Classification for International Students

The MSPS Program qualifies as a STEM program with U.S. Immigration and Customs Enforcement Classification of Instructional Programs under the [CIP code 51.2010](#).

All other immigration questions should be directed to the Office of International Scholar and Student Services at isss@cuanschutz.edu.

2.2 Costs of Attendance

Tuition for the MSPS program in the 2025-2026 academic year has been set at \$773/credit hour for Colorado resident students and \$995/credit hour for non-resident students. Students are instructed to complete the Online Tuition Residency Classification Form prior to each academic year. [Instructions on gaining Colorado residency](#) are available at the CU Anschutz Registrar webpage.

Other fees that may be charged, the billing calendar, and policies for payment or to arrange a payment plan are updated regularly at the [webpage of the CU Anschutz Bursar's Office](#).

Financial Aid and Scholarships

The MSPS Program does offer financial aid or scholarships. Should scholarships become available, the Program Director will inform students regarding availability and application procedures. Students are referred to the [CU Anschutz Office of Student Finances](#) regarding financial aid.

Student Health Insurance

The University of Colorado requires that all students must enroll in a Student Health Insurance plan offered by each campus or file a waiver that they are covered by a plan that meets the standards of the Affordable Health Care Act. Information on the current costs of the CU Anschutz student health insurance plan is available at [the webpage of the Office of Student Affairs](#). Questions regarding whether your policy meets the University's standards can be emailed to studentinsurance@cuanschutz.edu.

2.3 Admissions Process

The MSPS Admissions Committee takes a holistic approach to evaluating each applicant, considering not only academic performance in higher level science coursework but the content of both the letters of recommendation and the applicant's personal statement. The initial review of applications is completed by mid-February and the committee recommends applicants for interviews with the MSPS Program Director in March.

Following an interview and secondary evaluation by the MSPS Program Director, the applicant will receive an admissions decision. Students with an undergraduate GPA below 3.0 are eligible to be granted provisional admission under the condition that they perform at or above a cumulative GPA of 3.0 in their first semester of 6 or more graduate credits.

Upon acceptance by the Program, the application is submitted to the Graduate School for matriculation into the University. After completion of the Online Residency Classification Form, the applicant will then receive communications from the Graduate School outlining the process for final official transcript submission, assignment of a cuanschutz.edu email address, and instructions for a background check and documentation of immunizations required by the University.

The MSPS Program Director will then conduct monthly informational Zoom sessions with admitted students to answer any questions. Some of these sessions will also include a panel of current MSPS students who can provide further information on the program, the CU Anschutz student experience, and living in the Denver/Aurora area.

3. The MSPS Academic Program

3.1 Program Summary

Successful completion of the Master of Science in Pharmaceutical Sciences requires completion of a total of 30 academic credits. Those 30 credits will include either the completion and defense of master's thesis research (6 credits) or the completion and defense of a capstone literature review (3 credits). The program is designed to be completed in two academic years, but the program is also flexible to accommodate part-time study. Students may take up to seven (7) years to complete the program, regardless of whether attendance is full-time or part-time.

Some tracks of the program can be completed through on-campus course attendance or remote class participation via Zoom. Remote students are required to participate in each Zoom class session in real-time (synchronously) unless otherwise indicated by the course director.

In addition to core coursework in the fundamentals of pharmaceutical sciences, applied statistics, and research ethics, the student will take a combination of specialty track-specific coursework and elective courses. Optimized, track-specific curricula are provided to the student each academic year and appended to this Handbook, but course offerings may change throughout the student's academic progression.

3.2 Academic Standards and Grading

All MSPS students are expected to maintain a cumulative GPA of ≥ 3.0 throughout the program. Students admitted provisionally are required to achieve a GPA of ≥ 3.0 in their first semester with a load of at least 6 credits.

Individual courses must be completed with a grade of B- (GPA 2.7) or above to be applied toward fulfillment of the degree requirements. Core courses and specialty track-specific courses where a grade of C+ or below is earned must be repeated; elective courses with a grade of C+ or below may be substituted by taking a course with an equivalent number of credits.

Failure to maintain a cumulative GPA of ≥ 3.0 will result in the student being placed on academic probation. A student on probation will confer with the Program Director to devise a probationary plan for submission to the Graduate School. The probationary plan will aim to raise the student's GPA above 3.0 within two semesters; failure to achieve a 3.0 cumulative GPA at the end of two semesters will result in the student's dismissal from the program.

Course directors will convert final numerical grades to letter grades as follows:

92.5-100%	A	82.5-86.4%	B	72.5-76.4%	C	62.5-66.4%	D
89.5-92.4%	A-	79.5-82.4%	B-	69.5-72.4%	C-	60-62.49%	D-
86.5-89.4%	B+	76.5-79.4%	C+	66.5-69.4%	D+	<60%	F

Students may also receive a grade of Incomplete (I) in the event that unforeseen circumstances preclude completion of all course requirements (medical issues, passing of a family member, etc.). Students receiving a grade of Incomplete will submit a course completion agreement to the course director and MSPS Program Director detailing 1) the assignment(s) missing and the proposed completion date. Grades of Incomplete revert to a failing grade (F) if a grade change has not been made by the course director with the Registrar within one calendar year.

If a student is unable to complete a course for other reasons after the drop/add date, the student will withdraw from the course and receive a grade of W.

Students in the process of their MS Thesis (PHSC 6950) or MS Capstone work will receive a grade of In-Progress (IP) until successful completion and defense of their final work. The MS Advisory and Examination Committee will assign a final grade for the collective work and the IP grades will be replaced with a letter grade for the final and previous semesters.

3.3 Academic Advising

The student's individual curricular plan will be designed in concert with the MSPS Program Director and the student during each pre-semester academic advising consultation. The Program Director will send out a scheduling link via YouCanBook.Me prior to registration for each semester.

These pre-semester advising sessions are mandatory as the student will discuss the best course of study whether remote or on-campus, full-time or part-time; and receive important information about course changes and updates, advice on committee selection and proposal preparation, guidance in selecting research thesis work or a capstone literature review paper, and assistance in planning a milestone timeline for completion of their project. The Program Director makes every effort to schedule sessions at times before, during, and after the workday to accommodate student work schedules and, for remote students, national and global time zones.

3.4 Leave of Absence

Students may occasionally need to skip enrollment in one semester of classes due to work schedules or other commitments. Students should notify the Program Director of such intent because non-enrollment for two consecutive semesters will result in the Graduate School initiating administrative dismissal from the program.

Students have the option of taking up to one (1) year of leave of absence from the program by filling out a Request for Leave of Absence online form at the Graduate School Resources webpage.

3.5 First-Year Student Expectations & Responsibilities

First-year students will receive guidance on their responsibilities during their pre-enrollment academic advising meeting with the MSPS Program Director and at Graduate Student Orientation Day. Regardless of whether a student elects to pursue a research thesis or literature-based capstone paper, the student should spend the first year seeking a faculty advisor for a research project or capstone. Students are encouraged to use email or after-class discussions to make appointments with program faculty.

Note: Part-time students may be on a different timeline than full-time students, with deadlines set with the MSPS Program Director during pre-semester advising sessions.

Students wishing to conduct laboratory or computational thesis research are encouraged to enroll in a research rotation (PHSC 6840) in Spring semester of Year 1. Students will otherwise begin thesis research in Summer semester following Year 1.

By the end of Spring semester of Year 1, the student will be expected to declare:

- a. their selection of a research thesis project or capstone literature review paper
- b. the proposed title of their thesis or capstone project
- c. the name of their advisor
- d. the names of two other members of their MS Advisory & Examination Committee.

The student will then enroll for Summer semester in one (1) credit of either MS Thesis (PHSC 6950) or MS Capstone (PHSC 6990) to write a project proposal that will be presented to their committee when courses resume in Fall semester of Year 2.

4. MS Advisory & Examination Committee

4.1 Committee Composition

Regardless of whether a student elects to conduct MS thesis research or complete a literature-based capstone paper, the Graduate School requires that a committee of three (3) Graduate Faculty members be named to their MS Advisory & Examination Committee.

The committee comprises the student's research or capstone advisor and two (2) other members of Graduate Faculty. One of the two other members will be named a chair of the student's committee and will guide discussion and report on student progress to the MSPS Program Director. As a result, many students elect to have the MSPS Program Director serve as their committee chair.

If a selected faculty member does not have an appointment to the Graduate Faculty, the student will work with the Program Director and Program Administrator to nominate the faculty member to the Graduate School.

4.2 Role of Committee Members – MS Thesis

MS Thesis Advisor – The laboratory mentor directs the student's proposed MS thesis research from the conceptual design of the student's thesis proposal through the completion of the proposed work.

The advisor will set out expectations for the student upon joining the laboratory. Students are also expected to be as engaged with the laboratory group as possible, attending weekly group meetings, presenting their data for critique by lab members and, conversely, providing constructive criticism and suggestions on presentations by other lab members. The advisor should be consulted to make suggestions on the composition of the student's advisory and examination committee prior to the program deadline. The advisor's role is also to provide the student with advice and comments on periodic edits of the MS thesis proposal and subsequent drafts of the final thesis document. However, the student ultimately assumes responsibility for preparation and submission of thesis proposal and the final thesis document. Thesis format is set by the Graduate School and the latest guidelines can be accessed at the Graduate School Resources page.

MS Thesis Committee Members – The Graduate School requires master's students solicit two other members of Graduate Faculty for service on their MS Examination & Advisory Committee. One of these committee members should be selected as Chair.

Committee members will contribute to the student's career development by reviewing the research proposal, providing comments at committee meetings on the scope of the proposed project and its progression, and then review the final thesis document for a final closed

examination (“defense,” also called the MS Comprehensive Examination by the CU Anschutz Graduate School).

The position of the student’s committee **Chair** is often filled by the MSPS Program Director but should be a committee member other than the student’s research advisor. The committee chair calls committee meetings to order, keeps notes on student progress and committee consensus on the project, and initiates Graduate School form submission, such as the Application for Candidacy and Exam Request Form.

Committee Membership Requirements – At least two of the three MS thesis committee members should be Graduate Faculty in the Skaggs School of Pharmacy & Pharmaceutical Sciences. In the event that a student selects a research advisor from the School of Medicine, Colorado School of Public Health, or, in rare cases, outside the University, the other two committee members must be from the SSPPS.

It is the student’s responsibility to determine whether a selected advisor or committee member holds a Regular or Special Graduate Faculty Appointment in the CU Anschutz Graduate School by referring to the Graduate Faculty Directory on the Graduate School Resources page. If the proposed committee member is not a member of Graduate Faculty, the student will work with the MSPS Program Director and Program Administrator to initiate the process of Graduate Faculty Appointment no later than the second committee meeting.

4.3 Role of Committee Members – MS Capstone

The MS Capstone is most often selected by students in the remote pathway or who otherwise have external commitments that preclude engagement in a laboratory or computational research project.

The MS Capstone differs from the thesis in that it is review of the literature that proposes a question or questions to be answered and is written in a style and level of professionalism consistent with submission for peer-reviewed publication in the advisor’s scientific field. The Capstone is not a simple summary of primary research papers but rather a synthesis by the student addressing an unmet need in the field, comprising original thought (though not original data generation).

MS Capstone Advisor – The student will select an advisor whose background is best suited to guide the review of an area of the specialty research literature to investigate questions that have not yet been answered. The capstone advisor directs the student’s proposed capstone topic from their proposal through the completion of the proposed work. The advisor also directs the students to a specific journal style for the capstone paper that lies within their area of expertise.

The advisor will set out expectations for the student upon beginning in the literature review for the capstone proposal. Capstone students are also expected to be as engaged with the laboratory group as possible and attend weekly group meetings wherever possible, even if via Zoom. The advisor should be consulted to make suggestions on the composition of the student’s advisory and examination committee prior to the program deadline. The advisor’s

role is also to provide the student with advice and comments on periodic edits of the MS capstone proposal and subsequent drafts of the final capstone document. However, the student ultimately assumes responsibility for preparation and submission of capstone proposal and the final capstone document. As mentioned earlier, the capstone should be drafted in the style of a review article for a journal in the advisor's area of expertise; several MSPS graduates have published their revised capstone paper in the peer-reviewed literature following graduation.

MS Capstone Committee Members – The Graduate School requires master's students solicit two other members of Graduate Faculty for service on their MS Examination & Advisory Committee. One of these committee members should be selected as Chair.

Committee members will contribute to the student's career development by reviewing the capstone proposal, providing comments at committee meetings on the scope of the literature being reviewed and the questions the review intends to address, and then review the final thesis document for a final closed examination ("defense," also called the MS Comprehensive Examination by the CU Anschutz Graduate School).

The position of the student's committee **Chair** is often filled by the MSPS Program Director but should be a committee member other than the student's capstone advisor. The committee chair calls committee meetings to order, keeps notes on student progress and committee consensus on the capstone scope and aims, and initiates Graduate School form submission, such as the Application for Candidacy and Exam Request Form.

Committee Membership Requirements – At least two of the three MS capstone committee members should be Graduate Faculty in the Skaggs School of Pharmacy & Pharmaceutical Sciences. In the event that a student selects a capstone advisor from the School of Medicine or Colorado School of Public Health, the other two committee members must be from the SSPPS.

It is the student's responsibility to determine whether a selected advisor or committee member holds a Regular or Special Graduate Faculty Appointment in the CU Anschutz Graduate School by referring to the Graduate Faculty Directory on the Graduate School Resources page. If the proposed committee member is not a member of Graduate Faculty, the student will work with the MSPS Program Director and Program Administrator to initiate the process of Graduate Faculty Appointment no later than the second committee meeting.

5. Capstone and Thesis Processes

5.1 Description of Process

Following the first year of coursework (for full-time students), students will be required to assemble their MS Advisory & Examination Committee (Section 4), draft a proposal for their thesis or capstone project by the first week of 2nd year Fall classes (Monday, August 25, for Fall 2025), and have their first committee meeting by September 30 of Fall semester.

Note: For part-time students, the MSPS Program Director will individually discuss when the proposal and committee meeting should be scheduled – in general, part-time students

will draft their proposal after taking at least 15 credits and/or in the 2nd semester preceding their intended graduation date.

Students will register in Summer semester for one credit of either MS Thesis (PHSC 6950) or MS Capstone (PHSC 6990) to gain access to the Canvas course shell. These are not “courses” in the traditional sense but rather an online gathering place for your independent work with your advisor to develop your topic and, later, execute either a research project or capstone paper. Each respective Canvas shell will be populated with information on submission forms and deadlines, past examples of proposals, and will otherwise serve as a channel for communication with the program over Summer semester.

5.2 MS Thesis Proposal

Students are expected to provide their proposal to their committee **two weeks prior to the scheduled committee meeting**, meaning September 15 or before for a September 30 committee meeting.

The proposal will generally be written over Summer semester to hold this early Fall committee meeting (or, for part-time students, as directed by the MSPS Program Director). Students should be consulting with their thesis advisor throughout the writing process until both determine the proposal is ready to submit to the committee – weekly or biweekly drafts with the advisor are recommended during this period. Students should consult with their proposed thesis advisor and committee members regarding scheduling of the committee meeting as the dates creep up quickly. Most students use Doodle polls or an equivalent to schedule their committee meeting.

Each advisor will suggest their own format for your proposal (some may recommend the NIH F31 fellowship’s Specific Aims and Research Strategy format, for example). But the proposal should, at a minimum, include the following:

1. **Title page** – List the name of the proposed project, the student’s name, advisor and committee member names, the date, and the proposed semester for graduation.
2. **Introduction to the Project** – Much of what is written here will form the basis of the first chapter of the final thesis document – the goal is to initiate writing as early as possible to develop and sustain momentum toward the final document that will be defended. The student should give a broad introduction to the field and dial into the critical primary literature that forms the basis for the hypothesis(es) being tested. Again, the primary advisor will provide guidance, but this should be a well-referenced introduction of 10 to 15 double-spaced pages.

Please note that references used should be original references that support the points the student is making. Citing reviews is not acceptable and citing papers that cite the original references is not acceptable. As students are developing expertise in their field, they are expected to be reading and citing the primary, foundational papers in the field as much as the most recent papers in the state-of-the-art. **The committee will also assume that the student has fully read all literature cited.**

3. Students are strongly encouraged to use EndNote Reference Manager, [the latest version of the software \(EndNote 21\) is available from OIT](#) and is free under the University's license; the Strauss Health Sciences Library also offers [free in-person and online classes](#) on using EndNote – additional classes from the vendor, Clarivate, are also listed on the Strauss Library EndNote site.
4. **Project Plan** – The student will propose at least two specific aims of the work to be completed in the laboratory and the hypothesis(es) being tested. Each aim and the laboratory methods to be used should be followed by a discussion of anticipated results, potential pitfalls and alternative methods that may be employed. This section should be at least 5 double-spaced pages but may be longer if the student has already worked in the laboratory and wishes to illustrate any methods learned and/or data that has been generated.

5.3 *MS Capstone Proposal*

The student will provide their proposal to their committee **two weeks prior to their scheduled committee meeting**, meaning September 15 or before for a September 30 committee meeting.

The proposal will be written over Summer semester to hold this early Fall committee meeting (or, for part-time students, as directed by the MSPS Program Director). The student should be consulting with their capstone advisor throughout the writing process until both feel determine the proposal is ready to submit to the committee – weekly or biweekly drafts with the advisor are recommended. Students should consult with their proposed capstone mentor and committee members regarding scheduling of the committee meeting as the dates creep up quickly. Most students use Doodle polls or an equivalent to schedule their committee meeting.

The capstone paper will ultimately be a document of the quality for submission to a peer-reviewed journal in the advisor's field. Therefore, students are strongly encouraged to seek the advisor's recommendations of journals where examples of review articles are published. Students should approach the capstone proposal as a list of questions they intend to answer from the published work.

But the capstone paper will be more than a summary of research studies; instead, the capstone will reflect the student's critical analysis of the literature and their synthesis of the strengths and weaknesses or limitations of the literature and their proposal of specific studies that should be done to advance the field.

A successful capstone paper will provide the reader with more information and structure than they would gain simply by reading the literature cited.

Ideally, the capstone paper will frame of the current state of the field, identify themes that have emerged, as well as the student's detailed ideas on how the field should proceed.

The capstone proposal will also contain enough information for the advisor and committee members to feel comfortable that a sufficient number of published papers are available to

address the questions under consideration, but not so many that the topic would be considered unfocused.

1. **Title page** – List the name of the proposed project, the student's name, the advisor and committee member names, the date, and the proposed semester for graduation.
2. **Introduction to the Project** – Much of what is written here will form the basis of the first section of the capstone paper – the goal is to initiate writing as early as possible to develop and sustain momentum toward the final document that will be defended. The student should give a broad introduction to the field in which they are working and dial into the critical primary literature that forms the basis for the question(s) under consideration. Again, the primary advisor will provide guidance, but this should be a well-referenced introduction of 10 to 15 double-spaced pages.

Please note that references used should be original references that support the points you are making. Citing reviews is not acceptable and citing papers that cite the original references is not acceptable. **The committee will also assume that the student has fully read all literature cited.**

Students are strongly encouraged to use EndNote Reference Manager, [the latest version of the software \(EndNote 21\) is available from OIT](#) and is free under the University's license; the Strauss Health Sciences Library also offers [free in-person and online classes](#) on using EndNote – additional classes from the vendor, Clarivate, are also listed on the Strauss Library EndNote site.

3. **Literature Review Plan**– The student will then propose at least two critical questions raised by their review of the literature that they intend to address in the final version of the capstone paper, both by digging deeper into the primary literature and their proposal of specific studies that should be pursued. Why are these questions important? How will answering these questions advance the field? This section should be at least 5 double-spaced pages.

5.4 First Committee Meeting

No later than 14 days prior to the scheduled committee meeting, the student will submit their written proposal to their committee members and the respective Canvas course. The proposal should be submitted as a MS Word document to enable faculty comments and suggested revisions.

The student will prepare a 10- to 15-minute introductory talk to present at the committee meeting. The presentation should review the highlights of your proposal with enough information to supplement the written materials to help the committee guide you through your project or literature review plan. This first committee meeting should be scheduled for 90 minutes to allow for a complete discussion of the project scope

After the committee meeting, the student will most commonly be asked to make suggested changes to the research project or literature review plan. Following completion of these

revisions, the student will the revised version to the appropriate Canvas course (PHSC 6950/6990) with approval signatures from the advisor and other committee members.

5.5 Completion of MS Thesis or Capstone

Full-time students will generally call a progress meeting with their committee at the beginning of Spring semester, no later than February 15. Based on progress since the proposal submission, the committee will gauge the likelihood of the capstone or thesis being completed in Spring or Summer semester.

Registration for thesis or capstone credits will be guided by the Program Director in the student's pre-semester academic advising conferences. The Canvas course for each modality will contain example capstone papers and theses from previous students as well as the most current deadlines for submission of the Application for Candidacy and Exam Request Form.

Example deadlines are provided in the following pages together with step-by-step instructions for completion of each online form. The MSPS Program Director will conduct periodic meetings throughout the semester to provide guidance to supplement that provided by the advisor and other committee members.

The student bears the primary responsibility of meeting the procedures and deadlines of the SSPPS and the Graduate School.

The latest deadlines and all versions of important forms are regularly updated at the [Graduate School Resources](#) page.



Academic Integrity Expectations

Please refer to the Academic Honesty Policies and Academic Dishonesty definitions at the University of Colorado Denver, Anschutz Medical Campus Catalog Website (http://catalog.ucdenver.edu/content.php?catoid=6&navoid=530#Academic_Honor_Code_and_Discipline_Policies).

Honor Code Guidelines

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are also expected to have achieved a level of maturity which is reflected by appropriate conduct at all times. Expectations, definitions, and procedures regarding graduate student conduct are outlined in the Code of Conduct (<http://www.ucdenver.edu/life/services/standards/Documents/CUDenver-CodeofConduct.pdf>).

Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity, to include completing individual work as assigned, adhering to department requirements, accurately documenting sources of information and records, and engaging in personal conduct both on and off campus that reflects well on the University, your professional duties, and your ability to perform in classroom and/or laboratory environments. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

Professional Conduct

As current and/or future professionals, students are expected to adhere to the highest standards of professionalism during their academic career. This means that students adhere to the professional and ethical standards of their respective fields, and the academic and honor code expectations for the University of Colorado Graduate School.

The University of Colorado Graduate School has a commitment to accepting a diverse culture and highly values multiple perspectives. This means that not only is discrimination of any form unacceptable, but the University upholds the expectation that students remain open-minded, and respectfully discuss and interact with diverse backgrounds and perspectives.

Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action which compromises the quality or safety of consumer care; violation of confidentiality; and any other conduct unbecoming a professional practitioner or researcher. When conducting research, individuals need to comply with research guidelines established by the IRB.

Although it is not possible to list every situation that violates the Academic Integrity Expectations of the Graduate School at University of Colorado Denver and Anschutz Medical Campus, the following examples will provide a reference point:

- Academic Dishonesty
- Complicity with Academic Dishonesty
- Plagiarism
- Cheating
- Fabrication and Falsification
- Submission of the same papers more than once or for different classes
- Misuse of Academic Materials
- Any conduct, both on and off campus, that interferes with the student's ability to perform his/her classroom, laboratory, or professional duties or reflects poorly on the University
- Violation of any University of Colorado, Anschutz Medical Campus, Denver Campus, or Graduate School policy

Relationship of Honor Code to Local, State and Federal Laws

The University adheres to all applicable local, state and federal laws, and cooperates with law enforcement officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency and such laws have precedence over the provisions of this policy.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility. Students, faculty, and staff must report violations of the Honor Code to the Graduate School. As part of the orientation process, each student is required to electronically sign an agreement to adhere to the Honor and Conduct Codes.

Guidelines for Implementation of the Student Honor Code

Members of the Graduate School community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. Upon admission, all students in the Graduate School electronically review or receive a copy of the Graduate School guidelines and procedures for implementing the Graduate School Honor Code. Students indicate their willingness to adhere to the Code by electronically signing the acknowledgment form. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor or Conduct Codes. All questions or concerns regarding the Honor and Conduct Codes should be directed to, the appropriate Graduate School office.

CU Anschutz location: Academic Office 1, room 1503 (303-724-2911)

CU Denver location: Lawrence Street Center, Suite 1251 (303-315-2183)

The Graduate School has developed the following guidelines and procedures to review alleged violations of the Student Honor Code and to make recommendations concerning violations of the

Code. Alleged violations by faculty or students of the Code are first reported to the Dean or Assistant Dean. Normally, disciplinary action should not be taken against the alleged violator until the Honor Code Committee and Assistant Dean have reviewed the case and made a recommendation to the Dean; however, if the alleged violation threatens the welfare or safety of others or is against the law (see Relationship of Code to the Laws above), appropriate action should be taken immediately.

Honor Code Committee

The committee generally consists of four faculty members and one student representative.

The faculty members are selected on an ad hoc basis from outside the school of the alleged violator(s). The student representative is also selected on an ad hoc basis from a different program and school than the alleged violator(s). Faculty selected to serve in this ad hoc capacity commit to be available to serve for a two year period as needed. Students commit to one year. Faculty and students can be reappointed for additional terms. The Chairperson of the committee will be one of the faculty members and will be elected by the Committee. Decisions of the committee shall be reached based upon a simple majority vote. The primary focus of this advisory committee is to examine alleged violations of the honor code as defined above, to hear testimony, and to make recommendations to the Assistant Dean as appropriate. All matters referred to the Student Honor Code Committee shall be confidential to the extent practical and permitted by law, throughout the proceedings. Note: Issues regarding violations of student conduct will be considered under guidelines as outlined in the Code of Student Conduct. Issues related to academic grievance or suspension will be dealt with as outlined in the procedure in Appendix B of the Graduate Student Handbook

Procedures

The Honor Code Committee will be convened as necessary by the Assistant Dean. The Honor Code Committee shall follow these guidelines to the extent possible. However, the Committee reserves the right to modify these procedures if necessary based on extraordinary circumstances to be determined on a case-by-case basis.

1. Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor Code. The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code and may subject the observer to an honor code proceeding. Any reasonable suspicion of a violation of the Student Honor Code shall be reported to the Graduate School Assistant Dean. All charges must be submitted in writing. Normally, disciplinary action will not be taken against the alleged violator until the Student Honor Code Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the Graduate School Dean or designee will take appropriate action if necessary (e.g., immediate suspension).

2. If the reporting party is a student who has evidence that another student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the party shall report the suspicion to a professor, the Program Director, or School Associate Dean. The party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.

3. If the reporting party is a faculty member who has evidence that a student has violated the Student Honor Code, he/she may meet with the student to discuss the issue. The faculty member may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the faculty member shall report the suspicion to their graduate Program Director or School Associate Dean. That party must submit a written statement, including evidence, in writing to the Graduate School Assistant Dean within 5 working days of discussing the situation with the student.

4. The Assistant Dean will review the information submitted concerning the alleged violation. If the student(s) has been confronted with the violation and admits having violated the honor code, the case may be referred immediately to the Assistant Dean for review and action. If there is no admission of wrongdoing, the case will be referred to the Honor Code Committee for a hearing. The Assistant Dean will coordinate the hearing process.

5. When an alleged violation is referred to the Honor Code Committee, the reporting party and student(s) will be notified of the charges in writing within 10 working days of the date of referral to the Committee and the date of the scheduled hearing.

6. The Honor Code Committee will hold a hearing. The Assistant Dean will coordinate the activities of the Committee and attend the hearings as a non-voting observer. The hearing will be held, if possible, within thirty 30 days of the student(s) being notified of the alleged Honor Code violation. (a) The student(s) shall have the opportunity to submit a written pre-hearing statement in response to the charges. (b) The student(s) shall have the opportunity to review any evidence against him/her prior to the hearing upon submission of a written request to the Assistant Dean. (c) The reporting party shall also have the opportunity to review any evidence presented by the student(s) so they might clarify or update their statements prior to them being given to the Honor Code Committee. Full transparency shall be provided to all parties for evidence provided to the Committee.

The student accused of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she wishes. The reporting party may either attend the proceedings in person or submit a statement of the incident in lieu of personally attending the hearing. The Committee shall have no power to compel any individual to testify.

Legal counsel will **not** be present for either the student or the University parties.

The student may have a representative of her/his choice present at the hearing for advice and/or support during the proceedings. This representative shall not advocate on behalf of the student.

If the student has been properly notified of the charges and the date of the hearing yet elects not to attend, the hearing will proceed in his or her absence.

The Committee shall keep an adequate record of the hearing. Evidence will be reviewed during the hearing, the allegation of a violation must be proven using the standard of a preponderance of the evidence.

7. Following the hearing, the Student Honor Code Committee will discuss the proceedings outside the presence of the parties and determine a course of action to follow with respect to the student in question. Upon a majority vote of the Honor Code Committee, they will make their recommendation in writing to the Graduate School Assistant Dean, which may include but is not limited to the following actions:

- Take no action against the student based on a finding of no violation.
- Place the student on disciplinary probation for a specified period of time.
- Suspend the student's registration at the University of Colorado, including Extended Studies, for a specified period of time.

If the Committee is unable to reach a majority opinion on whether the student violated the Honor Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

8. A record of all documents associated with the case and a record of the action taken will be kept in a file in the Assistant Dean's office.

9. The Assistant Dean will review the decision of the Committee and notify the student(s) of her/his decision by email and certified U.S. mail within 5 working days of the hearing. The reporting party will also be notified by email of the decision.

10. The Assistant Dean will only reverse or modify the findings and recommendations of the Honor Code Committee if he/she concludes by a preponderance of the evidence that one of the following situations exists: (a) new information regarding the student's alleged violation of the Honor Code which was previously unknown to the student or the Committee is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or (c) there is evidence that the Honor Code Committee acted in an arbitrary or capricious manner.

11. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Graduate School Dean within 7 working days after the letter notifying the student of the Assistant Dean's decision has been sent by certified U.S. mail. The Dean will review the appeal within 14 working days and notify the student of the decision by email and US mail. Should extenuating circumstances necessitate an extended review or additional time, all parties will be notified. The decision of the Dean is final.

12. If the student is suspended, terminated/dismissed, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Dean shall notify the appropriate CU Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.

MS in Pharmaceutical Sciences

Two-Year Curricular Plans by Specialty Track Academic Years 2025-2027

Note: These are the recommended plans for students pursuing the program full-time. For part-time students, individual curricular timing and recommended courses will be adjusted in pre-semester academic advising conferences with the Program Director.

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES (MSPS) CANNABIS SCIENCE & MEDICINE TRACK (CSM) The Graduate School and Skaggs School of Pharmacy and Pharmaceutical Sciences University of Colorado Anschutz Medical Campus		
SEMESTER	YEAR 1 (2025-26)	YEAR 2 (2026-27)
FALL	<p>PHSC 7310 Fundamentals of Pharmaceutical Sciences I (3 credits)</p> <p>PHSC 7400 Ethical Issues in Toxicology & Pharmaceutical Sciences (1 credit)</p> <p>PHSC 7565 Applied Statistics for Pharmaceutical Sciences & Toxicology (2 credits)</p> <p>PHSC 7700 Cannabis Pharmacology & Endocannabinoid Physiology (3 credits)</p> <p>SUGGESTED ELECTIVES</p> <p>TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)</p>	<p>PHSC 6710 Cannabis Therapeutics: Emphasis in Neurology & Mental Health (2 credits)</p> <p>PHSC 7720 Seminar in Cannabis Science & Medicine (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p>OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES</p> <p>PHSC 7025 Pharmacogenomics (2 credits)</p> <p>PHSC 6015 Clinical Pharmacokinetics (3 credits)</p> <p>TXCL 7322 Molecular & Target Organ Toxicology (3 credits)</p> <p>PHSC 7330 Development of Drugs & Biologics (3 credits – even years only)</p>
SPRING	<p>PHSC 7315 Fundamentals of Pharmaceutical Sciences II (3 credits)</p> <p>PHSC 7720 Seminar in Cannabis Science & Medicine (2 credits)</p> <p>PHSC 7710 Chemical Analysis of Cannabis - Class (3 credits)</p> <p>SUGGESTED ELECTIVES</p> <p>TXCL 7323 Environmental & Target Organ Toxicology (3 credits)</p> <p>PHSC 7660 Liposome-Based Drug Delivery (2 credits – even years only)</p> <p>TXCL 7751 Neurotoxicology (2 credits)</p> <p>CBHS 6610 Social & Behavioral Factors & Health (3 credits)</p> <p>HSMP 6605 Health Policy (3 credits)</p> <p>PMWH 6601 Mental Health (3 credits)</p> <p>PMWH 6620 Behavioral Health Systems & Policy (3 credits)</p>	<p>PHSC 6720 Cannabis Therapeutics: Emphasis in Pain, Oncology Supportive Care, and At-Risk Populations (2 credits)</p> <p>PHSC 6730 Legal & Regulatory Issues in Cannabis Science & Medicine (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p>OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES</p> <p>BIOS 6648 Design & Conduct of Clinical Research (2 credits)</p> <p>PMHW 6621 Mental Health & Wellbeing Promotion (3 credits)</p> <p>PHSC 7345 Nanotechnology & Drug Delivery (2 credits – odd years only)</p> <p>PHSC 5920 Medicinal Chemistry (3 credits)</p>
SUMMER	<p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p>OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p>	<p>A minimum of 30 credits is required for completion of the MS in Pharmaceutical Sciences, inclusive of either 6 credits for a laboratory research thesis project or 3 credits for a literature-based capstone project.</p>

BLUE
RED
GREEN

Required core curriculum course
Track-specific required course
Elective course

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES (MSPS)
CLINICAL PHARMACOKINETICS & PHARMACODYNAMICS TRACK (CPK)
The Graduate School and Skaggs School of Pharmacy and Pharmaceutical Sciences
University of Colorado Anschutz Medical Campus

SEMESTER	YEAR 1 (2025-26)	YEAR 2 (2026-27)
FALL	<p>PHSC 7310 Fundamentals of Pharmaceutical Sciences I (3 credits)</p> <p>PHSC 7400 Ethical Issues in Toxicology & Pharmaceutical Sciences (1 credit)</p> <p>PHSC 7565 Applied Statistics for Pharmaceutical Sciences & Toxicology (2 credits)</p> <p>PHSC 6015 Clinical Pharmacokinetics (3 credits)</p> <p>SUGGESTED ELECTIVES</p> <p>PHSC 7700 Cannabis Pharmacology & Endocannabinoid Physiology (3 credits)</p> <p>PHSC 6710 Cannabis Therapeutics; Emphasis in Neurology & Mental Health</p> <p>TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)</p>	<p>PHSC 7667 Population Pharmacokinetic Modeling (3 credits)</p> <p>PHSC 7330 Development of Drugs & Biologics (3 credits – even years only)</p> <p>PHSC 7326 Seminar in Pharmacokinetics/ Pharmacodynamics (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p style="text-align: center;">OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES</p> <p>PHSC 7025 Pharmacogenomics (2 credits)</p> <p>TXCL 7322 Molecular & Target Organ Toxicology (3 credits)</p> <p>PHSC 7330 Development of Drugs & Biologics (3 credits – even years only)</p> <p>TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)</p>
SPRING	<p>PHSC 7315 Fundamentals of Pharmaceutical Sciences II (3 credits)</p> <p>PHSC 7665 Pharmacokinetic Principles & Application (3 credits)</p> <p>PHSC 7326 Seminar in Pharmacokinetics/ Pharmacodynamics (2 credits)</p> <p>PHSC 6840 MS Research Rotation in Pharmaceutical Sciences (Optional 1-3 credits)*</p> <p>SUGGESTED ELECTIVES</p> <p>TXCL 7323 Environmental & Target Organ Toxicology (3 credits)</p> <p>PHSC 7660 Liposome-Based Drug Delivery (2 credits – even years only)</p> <p>TXCL 7751 Neurotoxicology (2 credits)</p> <p>EPID 6630 Epidemiology (3 credits)</p>	<p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p style="text-align: center;">OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES</p> <p>BIOS 6648 Design & Conduct of Clinical Research (2 credits)</p> <p>PHSC 5920 Medicinal Chemistry (3 credits)</p> <p>PHSC 7345 Nanotechnology & Drug Delivery (2 credits – odd years only)</p>
SUMMER	<p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits)</p> <p style="text-align: center;">OR</p> <p>PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p>	<p>A minimum of 30 credits is required for completion of the MS in Pharmaceutical Sciences, inclusive of either 6 credits for a laboratory research thesis project or 3 credits for a literature-based capstone project.</p>

BLUE

Required core curriculum course

RED

Track-specific required course

GREEN

Elective course

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES (MSPS) DRUG DISCOVERY (DGD) The Graduate School and Skaggs School of Pharmacy and Pharmaceutical Sciences University of Colorado Anschutz Medical Campus		
SEMESTER	YEAR 1 (2025-26)	YEAR 2 (2026-27)
FALL	PHSC 7310 Fundamentals of Pharmaceutical Sciences I (3 credits) PHSC 7400 Ethical Issues in Toxicology & Pharmaceutical Sciences (1 credit) PHSC 7565 Applied Statistics for Pharmaceutical Sciences & Toxicology (2 credits) PHSC 6015 Clinical Pharmacokinetics (3 credits) SUGGESTED ELECTIVES PHSC 7700 Cannabis Pharmacology & Endocannabinoid Physiology (3 credits) PHSC 6710 Cannabis Therapeutics; Emphasis in Neurology & Mental Health TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)	PHSC 7328 Computational Design in Drug Discovery (3 credits) PHSC 7330 Development of Drugs & Biologics (3 credits – even years only) PHSC 7568 Seminar in Pharmaceutical Sciences (2 credits) PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit) SUGGESTED ELECTIVES PHSC 7025 Pharmacogenomics (2 credits) TXCL 7322 Molecular & Target Organ Toxicology (3 credits)
SPRING	PHSC 7315 Fundamentals of Pharmaceutical Sciences II (3 credits) PHSC 5920 Medicinal Chemistry (3 credits) PHSC 7568 Seminar in Pharmaceutical Sciences (2 credits) PHSC 6840 MS Research Rotation in Pharmaceutical Sciences (Optional 1-3 credits)* SUGGESTED ELECTIVES PHSC 7660 Liposome-Based Drug Delivery (2 credits – even years only) TXCL 7323 Environmental & Target Organ Toxicology (3 credits) TXCL 7751 Neurotoxicology (2 credits)	PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit) SUGGESTED ELECTIVES BIOS 6648 Design & Conduct of Clinical Research (2 credits) PHSC 7345 Nanotechnology & Drug Delivery (2 credits – odd years only)
SUMMER	PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)	A minimum of 30 credits is required for completion of the MS in Pharmaceutical Sciences, inclusive of either 6 credits for a laboratory research thesis project or 3 credits for a literature-based capstone project.

BLUE

RED

GREEN

Required core curriculum course

Track-specific required course

Elective course

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES (MSPS) MOLECULAR & SYSTEMS TOXICOLOGY (MST) The Graduate School and Skaggs School of Pharmacy and Pharmaceutical Sciences University of Colorado Anschutz Medical Campus		
SEMESTER	YEAR 1 (2025-26)	YEAR 2 (2026-27)
FALL	<p>PHSC 7310 Fundamentals of Pharmaceutical Sciences I (3 credits) PHSC 7400 Ethical Issues in Toxicology & Pharmaceutical Sciences (1 credit) PHSC 7565 Applied Statistics for Pharmaceutical Sciences & Toxicology (2 credits) TXCL 7322 Molecular & Target Organ Toxicology (3 credits)</p> <p>SUGGESTED ELECTIVES PHSC 7700 Cannabis Pharmacology & Endocannabinoid Physiology (3 credits) PHSC 6710 Cannabis Therapeutics; Emphasis in Neurology & Mental Health TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)</p>	<p>PHSC 6015 Clinical Pharmacokinetics (3 credits) TXCL 7325 Current Topics in Toxicological Research (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES PHSC 7025 Pharmacogenomics (2 credits) PHSC 7330 Development of Drugs & Biologics (3 credits – even years only)</p>
SPRING	<p>PHSC 7315 Fundamentals of Pharmaceutical Sciences II (3 credits) TXCL 7323 Environmental & Target Organ Toxicology (3 credits) TXCL 7321 Careers in Toxicology (1 credit)</p> <p>PHSC 6840 MS Research Rotation in Pharmaceutical Sciences (Optional 1-3 credits)*</p> <p>SUGGESTED ELECTIVES PHSC 7660 Liposome-Based Drug Delivery (2 credits – even years only) TXCL 7751 Neurotoxicology (2 credits)</p>	<p>TXCL 7325 Current Topics in Toxicological Research (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES TXCL 7564 Environmental Risk Assessment & Applied Toxicology (2 credits) PHSC 7345 Nanotechnology & Drug Delivery (2 credits – odd years only) PHSC 5920 Medicinal Chemistry (3 credits)</p>
SUMMER	<p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p>	<p>A minimum of 30 credits is required for completion of the MS in Pharmaceutical Sciences, inclusive of either 6 credits for a laboratory research thesis project or 3 credits for a literature-based capstone project.</p>

BLUE

RED

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Required core curriculum course

Track-specific required course

Elective course

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES (MSPS)
PHARMACEUTICAL BIOTECHNOLOGY & DRUG DELIVERY (PBT)
The Graduate School and Skaggs School of Pharmacy and Pharmaceutical Sciences
University of Colorado Anschutz Medical Campus

SEMESTER	YEAR 1 (2025-26)	YEAR 2 (2026-27)
FALL	<p>PHSC 7310 Fundamentals of Pharmaceutical Sciences I (3 credits) PHSC 7400 Ethical Issues in Toxicology & Pharmaceutical Sciences (1 credit) PHSC 7565 Applied Statistics for Pharmaceutical Sciences & Toxicology (2 credits) PHSC 6015 Clinical Pharmacokinetics (3 credits)</p> <p>SUGGESTED ELECTIVES PHSC 7700 Cannabis Pharmacology & Endocannabinoid Physiology (3 credits) PHSC 6710 Cannabis Therapeutics; Emphasis in Neurology & Mental Health TXCL 7353 Immunology: Immunotoxicology & Immunopharmacology (2 credits)</p>	<p>PHSC 7568 Seminar in Pharmaceutical Sciences (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES STBB 7631 Molecular Structure A (NMR) (1.5 credits) STBB 7633 Molecular Structure C (Mass Spectrometry) (1.5 credits) PHSC 7330 Development of Drugs & Biologics (3 credits – even years only) PHSC 7025 Pharmacogenomics (2 credits) TXCL 7322 Molecular & Target Organ Toxicology (3 credits)</p>
SPRING	<p>PHSC 7315 Fundamentals of Pharmaceutical Sciences II (3 credits) PHSC 7653 Protein Formulation (2 credits – even years only) PHSC 7660 Liposome-Based Drug Delivery (2 credits – odd years only) PHSC/STBB 7808 Molecular Interactions (3 credits) OR PHSC/STBB 7609 & 7619 Biophysics & Spectroscopy (class & lab - 2.5 credits total) PHSC 6840 MS Research Rotation in Pharmaceutical Sciences (Optional 1-3 credits)*</p> <p>SUGGESTED ELECTIVES TXCL 7751 Neurotoxicology (2 credits)</p>	<p>PHSC 7345 Nanotechnology & Drug Delivery (2 credits – even years only) PHSC 7568 Seminar in Pharmaceutical Sciences (2 credits)</p> <p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p> <p>SUGGESTED ELECTIVES TXCL 7323 Environmental & Target Organ Toxicology (3 credits)</p>
SUMMER	<p>PHSC 6950 Master's Thesis in Pharmaceutical Sciences (2 credits) OR PHSC 6990 Capstone in Pharmaceutical Sciences (1 credit)</p>	<p>A minimum of 30 credits is required for completion of the MS in Pharmaceutical Sciences, inclusive of either 6 credits for a laboratory research thesis project or 3 credits for a literature-based capstone project.</p>

BLUE Required core curriculum course
RED Track-specific required course
GREEN Elective course



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Academic Calendar – Fall 2025

This calendar:

- applies to MS and PhD programs affiliated with the Graduate School on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

For deadlines pertaining to graduation, please see the Graduation Deadlines document on the Graduate School website.

For policies, procedures and deadlines related to the tuition waiver benefit, please visit the Employee Services website.

Month	Day	Deadline	Notes
May 2025	19	First day to submit a new non-degree application or continuing non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
June 2025	9	First day to apply for Fall graduation in UCDAccess.	If you intend to graduate in Fall, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring.
July 2025	4	Fourth of July Holiday	No classes. Campus closed.
	7	Course enrollment for Fall begins in UCDAccess	
August 2025	4	Last day to submit a new non-degree application or a continuing non-degree course permission form.	See May 19 for more info.
	25	First day of Fall full semester classes.	
September 2025	1	Labor Day Holiday	No classes. Campus closed.
	5	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.	After this date: • use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit. • students who have not registered in any classes must use the Registrar's Registration Form and get the Assistant Dean's signature. • use the Registrar's Course Withdrawal form to withdraw from (drop) a class.
		Last day to apply for graduation in UCDAccess.	If you intend to graduate in Fall, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring.
November 2025	27-28	Thanksgiving Holiday	No classes. Campus closed.
December 2025	8-12	Final Examination Week	
	12	End of Semester	Fall 2025 degrees will be awarded effective this date
	17	Final grades due (noon)	

Spring 2026	January 19	Martin Luther King Day	No classes. Campus closed.
	January 19	First day of classes	
	February 16	President's Day	No classes. Campus closed.
	March 16-20	Spring Break	No classes. Campus open.
	May 15	End of semester	
	May 18	Commencement & Convocation	
Summer 2026	June 6	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 21	End of semester	



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Academic Calendar – Spring 2026

This calendar:

- applies to MS and PhD programs affiliated with the Graduate School on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

For deadlines pertaining to graduation, please see the Graduation Deadlines document on the Graduate School website.

For policies, procedures and deadlines related to the tuition waiver benefit, please visit the Employee Services website.

Month	Day	Deadline	Notes
September 2025	8	First day to apply for Spring graduation via UCDAccess.	If you intend to graduate in Spring, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer.
	22	First day to submit a new non-degree application or continuing non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
October 2025	27	Course enrollment for Spring begins in UCDAccess	
November 2025	23	Last day to submit a new non-degree application or a continuing non-degree course permission form.	See October 20 for more info.
December 2025	12	Last day to petition for resident (in-state) student/tuition status.	Funded PhD students who do not establish residency by second year may have to pay the tuition difference.
January 2026	19	Martin Luther King Jr. Day	No classes. Campus closed.
	20	First day of Spring full semester classes.	
	30	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.	After this date: • use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit. • students who have not registered in any classes must use the Registrar's Registration Form and get the Assistant Dean's signature. • use the Registrar's Course Withdrawal form to withdraw from (drop) a class.
		Last day to apply for Spring graduation in UCDAccess.	If you intend to graduate in Spring, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer.
February 2026	16	Presidents' Day Holiday	No classes. Campus closed.
March 2026	16-20	Spring Break	No classes. Campus open.
May 2026	11-15	Final Examination Week	
	15	End of semester	Spring 2026 degrees will be awarded effective this date.
	18	Commencement & Graduate School Convocation	
	20	Final grades due (noon)	

Summer 2026	June 1	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 14	Last day of semester	
Fall 2026	August 31	Classes begin	
	September 7	Labor Day Holiday	No classes. Campus closed.
	November 26-27	Thanksgiving Holiday	Campus closed.
	December 18	Last day of semester	



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Academic Calendar – Summer 2026

This calendar:

- applies to MS and PhD programs affiliated with the Graduate School on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

For deadlines pertaining to graduation, please see the Graduation Deadlines document on the Graduate School website.

For policies, procedures and deadlines related to the tuition waiver benefit, please visit the Employee Services website.

Month	Day	Deadline	Notes
February 2026	3	First day to apply for Summer graduation via UCDAccess.	If you intend to graduate in Summer, you must complete this online application. If you do not, you will not be eligible to receive your degree until Fall.
	27	First day to submit a new non-degree application or continuing non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
March 2026	11	Last day to petition for resident student status. Must be completed by 3 pm.	Graduate students who fail to petition for resident status after their first year may be responsible for the tuition difference.
	24	Course enrolment for Summer begins in UCDAccess.	
April 2026	24	Last day to submit a new non-degree application or continuing non-degree course permission form.	See February 27 for more info.
May 2026	2	First day of Summer semester classes. * First day faculty/staff may register with a tuition waiver.	Note that faculty/staff must be matriculated in a degree-granting program or as non-degree seeking students in order to register. Non-degree status requires an application with separate, earlier deadlines. You may not be able to register at this time if you have not yet applied to the university for student status.
June 2026	5	Last day to add/drop courses via UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.	After this date, students may use the small Add/Drop Form if they have already registered. After this date, students who have not yet registered for any classes must use the paper Registration Form.
		Last day to apply for graduation in UCDAccess.	If you intend to graduate in Summer, you must complete this online application. If you do not, you will not be eligible to receive your degree until Fall.
July 2026	4	Independence Day Holiday	No classes; campus closed
August 2026	10-14	Final Examination Week	Summer 2025 degrees will be awarded effective this date.
	14	End of semester	
	19	Final grades due (noon)	

Fall 2026	August 31	Classes begin	
	September 7	Labor Day Holiday	No classes. Campus closed.
	November 26-27	Thanksgiving Holiday	Campus closed.
	December 18	Last day of semester	
Spring 2027	January 19	Classes begin	
	February 15	Presidents' Day Holiday	No classes. Campus closed.
	March 15-19	Spring Break	No classes. Campus open.
	May 14	Last day of semester	
	May 27	Commencement & Convocation	



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Defense and Graduation Deadlines for Anschutz Medical Campus Non-Thesis MS Students Academic Year 2025-2026

NOTE: If you miss deadlines in the current semester, your degree conferral will be postponed to the next semester. Master's students must be registered in the term in which their degree is awarded. MS (non-thesis) students intending to graduate and participate in graduation ceremonies must adhere to the deadlines identified below in order to graduate. These deadlines are established and published a year in advance for any given term to provide students with enough time to plan for graduation and ensure the Graduate School can clear students of all graduation requirements and verify degree awards. It also allows for compliance with requirements and deadlines set by other offices for graduation. MS non-thesis students taking their exam after the deadline (up to the end of the term) may request an exception to walk in the current term graduation ceremony while graduating in the next term. Deadlines are different for MS students with a thesis requirement (see [Graduation Deadlines for PhD and MS Thesis Students](#)).

Task	Fall 2025 Graduation	Spring 2026 Graduation	Summer 2026 Graduation
Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate.	Between: June 9, 2025 and September 5, 2025	Between: September 8, 2025 and January 30, 2026	Between: February 2, 2026 and June 5, 2026
At least 2 weeks prior to the exam! Late requests may result in your committee not having your exam report form, which could delay your graduation.			
Submit Exam Request form to the Graduate School to schedule defense exam.	No later than: November 12, 2025	No later than: April 17, 2026	No later than: July 17, 2026
Submit Application for Candidacy form to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
Take final comprehensive exam or give final presentation.	November 26, 2025	May 1, 2026	July 31, 2026
End of Term	December 12, 2025	May 15, 2026	August 14, 2026
Commencement	December 13, 2025	May 18, 2026	TBA

Reminders:

- Your program may have earlier internal deadlines than those in this document. In particular, you may have to schedule your final exam earlier than permitted by these deadlines.
- Download all forms directly from [Graduate School Resources](#) to ensure you have the most current version.
- Your program administrator should review all forms before you (or they) submit to the Graduate School.
- Refer to your unofficial transcript as you type your Application for Candidacy. The number of credits indicated on the first page should be the minimum required for your program of study. Do not include failed classes or classes that were not necessary for your degree. Courses listed on the Application for Candidacy cannot be counted toward a future master's degree.
- All transfer credits must be posted before you submit your Application for Candidacy.



Defense and Graduation Deadlines for Anschutz Medical Campus Thesis MS and PhD Students Academic Year 2025-2026

[Watch](#) how to prepare the correct forms and upload your dissertation.

PhD and MS thesis students intending to graduate and participate in graduation ceremonies for any given term must adhere to the deadlines identified below. These deadlines are established and published a year in advance for any given term to provide students with time to plan for graduation and to ensure the Graduate School can clear students of all graduation requirements and verify degree awards. It also allows compliance with requirements and deadlines set by other offices for graduation. Deadlines are different for MS students without a thesis requirement (see [Graduation Deadlines for Non-Thesis MS Students](#)). **Note: If you miss deadlines in the current semester, your degree conferral will be postponed to the next semester.** But if you pass your defense before the end of the current semester, you don't have to register for additional credit; just apply again to graduate in the next semester. (Example: If you defend on November 21, 2025, apply to graduate in Spring 2026 but don't register for Spring 2026.) International students should consult with the International Student and Scholar Services Office regarding their graduation end date.

Task	Fall 2025 Graduation	Spring 2026 Graduation	Summer 2026 Graduation
Submit your Application for Graduation (in your UCDAccess student portal) to notify the Registrar and GS of your intent to graduate.	Between: June 9, 2025 and September 5, 2025	Between: September 8, 2025 and January 30, 2026	Between: February 2, 2026 and June 5, 2026
Submit Exam Request form to the Graduate School to schedule defense exam.	No later than: October 31, 2025	No later than: April 3, 2026	No later than: July 6, 2026
<i>MS Only:</i> Submit Application for Candidacy form to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
<i>PhD Only:</i> Submit your Biosketch to the Graduate School.	With Exam Request	With Exam Request	With Exam Request
Prepare Thesis Approval form and submit to committee members via DocuSign	By Defense Day	By Defense Day	By Defense Day
Defend your thesis or dissertation.	No later than: November 14, 2025	No later than: April 17, 2026	No later than: July 17, 2026
Submit Thesis Approval form to the Graduate School via DocuSign.	No later than: November 25, 2025	No later than: May 1, 2026	No later than: July 31, 2026
Submit final thesis/dissertation to ProQuest.	No later than: November 25, 2025	No later than: May 1, 2026	No later than: July 31, 2026
Make final format edits through ProQuest.	December 5, 2025	May 8, 2026	August 7, 2026
End of Term	December 12, 2025	May 15, 2026	August 14, 2026
Commencement	December 13, 2025	May 18, 2026	TBA

Reminders to all candidates:

- Follow the [Format Guide for Theses & Dissertations](#) carefully. The ProQuest link and instructions for submitting your thesis to ProQuest are also included in the Format Guide.
- Download all forms directly from [Graduate School Resources](#) to ensure you have the most current version.
- Your program administrator should review all forms before you (or they) submit to the Graduate School.
- You** must prepare and get your Thesis Approval form signed. This is separate from the Exam Report, which you will not handle. Both forms require similar signatures and are often confused (usually to the exclusion of the Thesis Approval).

Reminders to Master's candidates:

- Refer to your unofficial transcript as you type your Application for Candidacy. The number of credits indicated on the first page should be the minimum required for your program of study. **Do not include failed classes or classes that were not necessary for your degree.** Courses listed on the Application for Candidacy cannot be counted toward a future master's degree.
- All transfer credits must be posted before you submit your Application for Candidacy.



Quick Reference* Table for Membership on PhD, EdD, PsyD and Master's Committees

POSITION	GFA TYPE	PRIMARY MENTOR		CO-MENTOR		COMMITTEE CHAIR		COMMITTEE MEMBER	
		PhD	Masters	PhD	Masters	PhD	Masters	PhD	Masters
Employees of CU Denver Anschutz or its Affiliate Institutions including NJH, CHCO, UCH, Denver Health and the VA									
Tenured or Tenure-Track Full, Associate, or Assistant Professor with doctorate ¹	Regular ^{3*}	Yes ^{***}	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Full, Associate, or Assistant Professor with professional/clinical doctoral degree ²	Special ^{4*}	No	Yes	Yes	Yes	No	Yes	Yes	Yes
<u>Research</u> Full, Associate or Assistant Professors with doctorate OR professional/clinical doctoral degree	Special	No	Yes	Yes	Yes	No	No	Yes	Yes
<u>Clinical</u> Teaching Track Faculty with or without doctorate	Special	No	WPP ^{**}	Yes	Yes	No	No	Yes	Yes
Instructor or Lecturer with or without doctorate	Special	No	WPP ^{**}	WPP ^{**}	Yes	No	No	Yes	Yes
Adjunct Professor with or without doctorate	Special	No	WPP ^{**}	WPP ^{**}	Yes	No	No	Yes	Yes
Postdoctoral Researchers	Special	No	WPP ^{**}	WPP ^{**}	Yes	No	No	Yes	Yes
Retired/Emeritus Tenured or Tenure-Track Faculty	Special	WPP ^{**}	WPP ^{**}	Yes	Yes	No	No	Yes	Yes
All Other Retired/Emeritus Faculty	Special	No	WPP ^{**}	Yes	Yes	No	No	Yes	Yes
Non-Employees of CU Denver Anschutz or its Affiliate Institutions									
University of Colorado Boulder or Colorado Springs Tenured or Tenure-Track Faculty	Special	WPP ^{**}	WPP ^{**}	Yes	Yes	No	No	Yes	Yes
Non-CU Faculty with or without doctorate	Special	No	No	WPP ^{**}	Yes	No	No	Yes	Yes
Industry/non-profit partner with or without doctorate	Special	No	No	WPP ^{**}	Yes	No	No	Yes	Yes
Committee Member no longer employed CU Denver Anschutz ⁵	Special	No	No	Yes	Yes	No	No	Yes	Yes

* Please see the Graduate School Policies & Procedures for details on privileges of Regular and Special graduate faculty

** With program permission

*** Regular Graduate Faculty appointed by Masters programs cannot be the primary/sole mentor of a doctoral student.

¹ “Doctorate” is defined here as PhD, DPhil & DSc or equivalent, as well as the doctoral programs that report to the Graduate School at CU Denver|Anschutz: EdD & PsyD

² “Professional and/or clinical doctoral-level degrees” include MD, DPT, DDS, DVM, JD, PharmD, DNP etc. or equivalent; holders of these degrees may receive Regular appointments upon nomination of their program detailing qualifications for PhD training and approval of the Graduate School Dean.

³ Regular appointments are required to be the sole mentor/advisor of a PhD, EdD or PsyD student; typically require a doctorate but may be approved on a case-by-case basis by the Graduate School Dean for those with other qualifications including professional and/or clinical doctoral degrees.

⁴ Faculty with Special Graduate Faculty Appointments may be co-mentor/advisor in conjunction with a Regular GF member; direct, teach or assign grades in graduate classes; serve on but may not be sole chair of advisory or examination committees for PhD doctorates.

⁵ Faculty members retain their Regular appointments only until the graduate student(s) whom they are either supervising as primary mentor or upon whose thesis/dissertation advisory and exam committee they sit, complete the requirements for their degree. Subsequent service requires a Special appointment.

Scribe

Navigate to <https://powerforms.docusign.net/ca5a67aa-ba91-4b9f-8c29-c762a5a481cb?env=na3&acct=8aeefa9c-3db6-4b89-8514-9d1c1d018f4d&accountId=8aeefa9c-3db6-4b89-8514-9d1c1d018f4d>

Fill in your information as the student.

listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name _____

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Program Administrator (required)

3

REQUIRED: Fill in information for Program Administrator and Program Director

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Program Administrator (required)

Name:

Full Name

Email:

Email Address

Advisor (if applicable)

4

Name:

Full Name

Email:

Email Address

Program Director (required)

Name:

Full Name

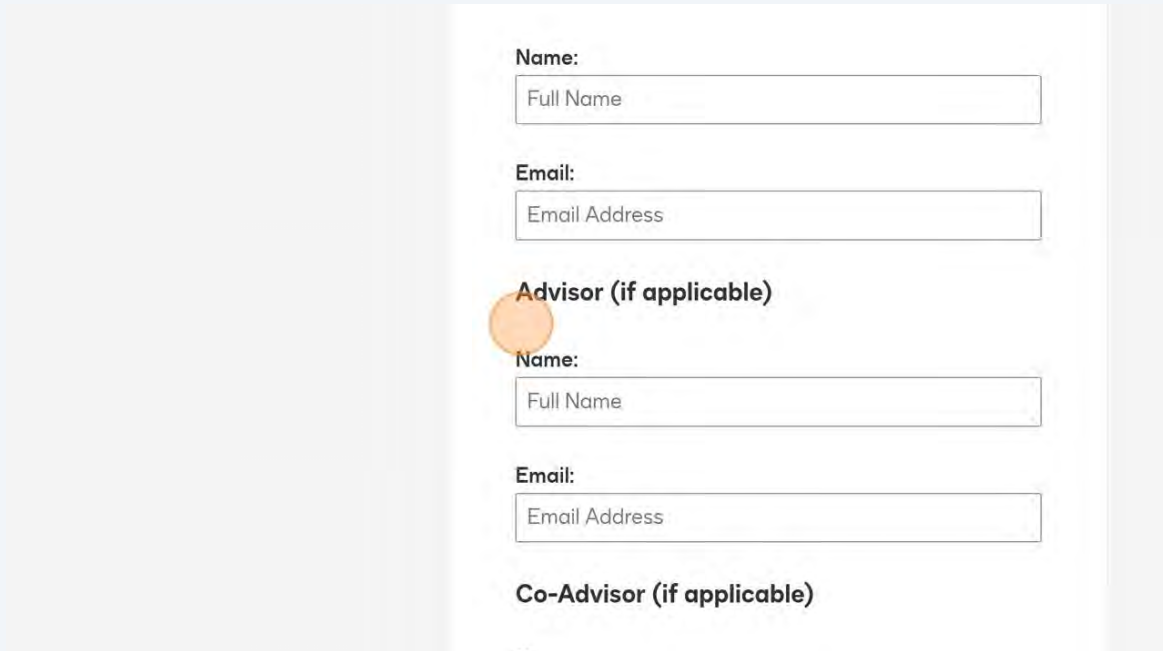
Email:

Email Address

Graduate School Admin

5

PhD Students and MS Thesis Students: Include Advisor information



Name:
Full Name

Email:
Email Address

Advisor (if applicable)

Name:
Full Name

Email:
Email Address

Co-Advisor (if applicable)



Double check spelling of names and email addresses!

6

Keep Graduate School information

The screenshot shows a web form with several input fields. An orange circle highlights the 'Graduate School Admin' section. The form includes the following fields:

- Email:** Email Address
- Graduate School Admin**
- Name:** Maddie Parker
- Email:** maddie.parker@cuanschutz.edu
- Graduate School**
- Name:** Graduate School

7

Click "Begin Signing"

The screenshot shows the same web form as in step 6, but with an orange circle highlighting the 'Begin Signing' button at the bottom. The form includes the following fields:

- Maddie Parker
- Email:** maddie.parker@cuanschutz.edu
- Graduate School**
- Name:** Graduate School
- Email:** grad.forms@cuanschutz.edu
- Begin Signing**

8 Select your degree type

DocuSign Envelope ID: 99EABF98-9479-4FC9-A6DF-74AB7DD30E27

Graduate School
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Application for Candidacy

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy: ☐ Master's ☐ PhD Date: January 8,

Name as on University Records (Last, First Middle): Parker, Madison Student Number: 11111111

Email Address: maddie.parker@cuanschutz.edu

Degree/Program: -- select -- Option/Emphasis: (If Applicable)

For Doctoral Students Only: Preliminary Exam Date:

For Master's Students Only: Degree Plan: ☐ Thesis (Plan I) ☐ Non-Thesis (Plan II) Approx. semester in which you are graduating:

9 Fill in your student information.

DocuSign Envelope ID: 99EABF98-9479-4FC9-A6DF-74AB7DD30E27

Graduate School
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Application for Candidacy

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy: ☐ Master's ☐ PhD Date: January 8, 2025 | 10:37:29 AM

Required - Text 7

Name as on University Records (Last, First Middle): Student Number:

Email Address: maddie.parker@cuanschutz.edu

Degree/Program: -- select -- Option/Emphasis: (If Applicable)

For Doctoral Students Only: Preliminary Exam Date:

For Master's Students Only: Degree Plan: ☐ Thesis (Plan I) ☐ Non-Thesis (Project/Plan II) Approx. semester in which you are graduating:

Certificate (if applicable):

10 Select your Degree and Program

ANSCHUTZ MEDICAL CAMPUS

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy: ☐ Master's ☐ PhD Date

Name as on University Records (Last, First Middle) Student Number

Email Address

Required - Degree, Program

Degree/Program Option/Emphasis: (If Applicable)

For Doctoral Students Only: Preliminary Exam Date:

For Master's Students Only: Degree Plan: ☐ Thesis (Plan I) ☐ Non-Thesis (Plan II) Approx. semester in which you are graduating:

Certificate (if applicable):

Examination Committee (Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)

Powered by docusign [Change Language - English](#)

11 Master's Students: Fill in Degree Plan and Graduation Semester

PhD Students: Fill in Preliminary Exam Date

START

This application is to be completed by the student, recommended by the appropriate designated faculty, and submitted to the Graduate School by the published deadline.

Degree for which you are applying for candidacy: ☐ Master's ☐ PhD Date

Name as on University Records (Last, First Middle) Student Number

Email Address

Required - Degree, Program

Degree/Program Option/Emphasis: (If Applicable)

For Doctoral Students Only: Preliminary Exam Date:

For Master's Students Only: Degree Plan: ☐ Thesis (Plan I) ☐ Non-Thesis (Plan II) Approx. semester in which you are graduating:

Certificate (if applicable):

Examination Committee (Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)

Chair: Member:

Member: Member:

Member: Member:

12 Fill in committee member names

START

Degree/Program: Option/Emphasis: (If Applicable)

For Doctoral Students Only: Preliminary Exam Date:

For Master's Students Only: Degree Plan: ☐ Thesis (Plan I) ☐ Non-Thesis (Plan II) Approx. semester in which you are graduating:

Certificate (if applicable):

Examinations: **Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)**

Chair: Member:

Member: Member:

Member: Member:

Student Signature:

To be Completed by the Student's Graduate Program:

The admission of to candidacy for the degree is recommended by the Name

program upon completion of the minimum requirements of semester hours. Do Not Include

13 Fill in course information exactly as listed on transcript. Do not include courses that received a grade below B-.

MS students: Do not include any research or thesis credits in this section.

PhD students: Do not include any 8990 credits in this section (i.e. CANB 8990).

Enter text

DocuSign Envelope ID: 99EABF98-9479-4FC9-A6DF-74AB7DD30E27

List courses below that will apply toward your degree in chronological order (**beginning with the oldest ending with the most current**). Course numbers/names, credit hours, and grades must match those on your transcript. **YOU MAY NOT SIMPLY ATTACH A TRANSCRIPT.** Transfer courses and thesis/dissertation/project/report hours should be listed in the appropriate sections of this form.

Instructor (First Initial, Last Name)	Semester	Year	Title of Courses Taken at University of Colorado	Department and Course Number	Semester Hours	Grade

14 MS Students: Fill in research or thesis credits

PhD Students: Fill in 8990 credits

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Enter text FINISH FINIS

~ Application for Candidacy

START

DocuSign Envelope ID: 99EABF98-9479-4FC9-A6DF-74AB7DD30E27

Thesis, Dissertation, Research Paper, Project or Report Hours

Instructor (First Initial, Last Name)	Semester	Year	Thesis/Dissertation Project/Report	Department and Course Number	Semester Hours	Grade

15 Fill in any transfer credits here

This site uses cookies, some of which are required for the operation of the site. [Learn More](#)

Enter text FINISH FINIS

START

Transfer Credits
Courses taken as non-degree an at other CU campuses are not considered transfer, since they appear on your transcript.

Institution at Which Courses were Taken	Semester	Year	Title of Courses to be Transferred	Department and Course Number	Semester Hours	Grade

16 Sign the form to send to the next person.

START

Approx. semester in which you are graduating:

Certificate (if applicable):

Examination Committee (Master's - List your final examination committee) (Doctoral - List your comprehensive exam committee)

Chair: Member:

Member: Member:

Member: **Required - Sign Here** Member:

Student Signature: **Sign**

To be Completed by the Student's Graduate Program:

The admission of to candidacy for the degree is recommended by the Name

program upon completion of the minimum requirements of semester hours. The co

listed on the following pages have been approved for use toward the degree. Do Not include Orientation Hours

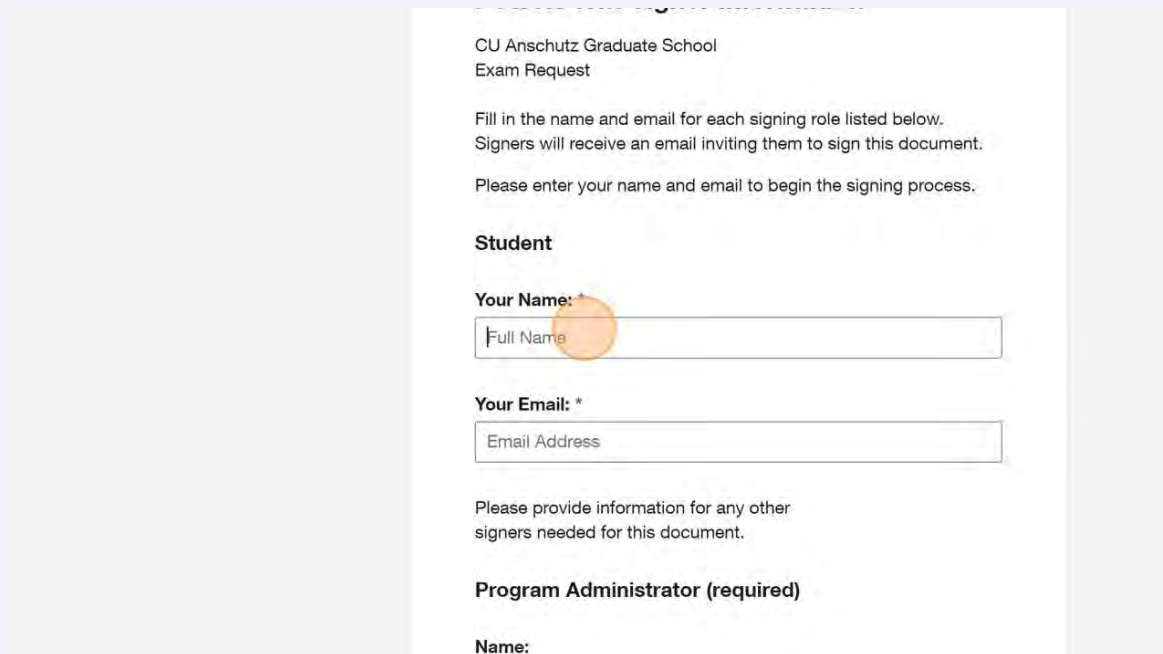
Advisor Name Advisor Signature

Co-Advisor Name Co-Advisor Signature

Exam Request Step-by-Step Guide

- 1 Navigate to Graduate School website and open Exam Request link.

- 2 Fill in your information as the Student



CU Anschutz Graduate School
Exam Request

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other
signers needed for this document.

Program Administrator (required)

Name:

3

REQUIRED: Include Program Administrator and Program Director

If applicable: include Defense chairperson.

The screenshot shows a web form with the following sections:

- Your Email: ***
A text box containing the email address `maddie.parker@cuanschutz.edu`.
- Please provide information for any other signers needed for this document.
- Program Administrator (required)**
 - Name:**
A text box with the placeholder text "Full Name".
 - Email:**
A text box with the placeholder text "Email Address".
- Program Director (required)**
 - Name:**
A text box with the placeholder text "Full Name".



Double check name spelling and email addresses before moving forward!

4 Keep Graduate School information. Click "BEGIN SIGNING"

The screenshot shows a DocuSign envelope interface. At the top, there is a header bar with the DocuSign logo and navigation links: English (US), Contact Us, Terms of Use, Privacy, Intellectual Property, and Trust. Below the header, the envelope title is 'Graduate School'. The main content area contains three form fields: 'Email:' with a text input field containing 'Email Address', 'Name:' with a text input field containing 'Graduate School', and 'Email:' with a text input field containing 'grad.forms@cuanschutz.edu'. Below these fields is a large orange button labeled 'BEGIN SIGNING'. At the bottom of the envelope, there is a footer bar with the DocuSign logo and the text 'Copyright © 2024 DocuSign, Inc.'

5 Fill in your student information. Then select your degree and program.

The screenshot shows a 'Graduate School Exam Request' form. The form is titled 'Graduate School' and 'Exam Request'. It includes the University of Colorado Anschutz Medical Campus logo. The form contains several fields and sections: 'Student Name:' with a text input field containing 'Medison Parker' and a 'Required' label; 'Student Number:' with a text input field containing '111111111'; 'Degree/Program:' with a dropdown menu showing '-- select --'; 'Type of Examination: (Check One)' with radio button options for 'Master's Thesis Defense (Plan I)', 'Master's Non-Thesis (Plan II)', 'Doctoral-Comprehensive Examination', and 'Doctoral-Thesis Defense'. Below 'Master's Non-Thesis (Plan II)' is a sub-section 'Choose one of the following:' with radio button options for 'Project', 'Report', and 'Comp Exam'. 'How many doctoral dissertation credits appear on the transcript, up to and including the defense semester? (Only Doctoral-Thesis Defense)' with a text input field. 'Date of Exam:' with a text input field, 'Time of Exam:' with a text input field, and 'Room Number:' with a text input field. A 'START' button is visible on the left side of the form.

6 Select your exam type.

ANSCHUTZ MEDICAL CAMPUS

This form is due AT LEAST two weeks prior to the date of the examination. Use this form to schedule graduate examinations/ defenses for masters and doctoral programs. See the instruction sheet for information on filling out this form.

START

Student Name: Student Number:

Degree/Program:

Type of Examination (Check One)

☐ Master's Thesis Defense (Plan I)

☐ Master's Non-Thesis (Plan II)
Choose one of the following:
☐ Project ☐ Report ☐ Comp Exam

☐ Doctoral-Comprehensive Examination

☐ Doctoral-Thesis Defense

How many doctoral dissertation credits appear on the transcript, up to and including the defense semester?
(Only Doctoral-Thesis Defense)

Date of Exam: Time of Exam: Room Number:

Thesis Title:

7 DOCTORAL DEFENSE ONLY: Include number of dissertation credits.

Due AT LEAST two weeks prior to the date of the examination. Use this form to schedule graduate examinations/ defenses for masters and doctoral programs. See the instruction sheet for information on filling out this form.

Name: Student Number:

Program:

Type of Examination (Check One)

☐ Master's Thesis Defense (Plan I)

☒ Master's Non-Thesis (Plan II)
Choose one of the following:
☐ Project ☐ Report ☒ Comp Exam

☐ Doctoral-Comprehensive Examination

☐ Doctoral-Thesis Defense

How many doctoral dissertation credits appear on the transcript, up to and including the defense semester?
(Thesis Defense)

Optional - Text 6

Date of Exam: Time of Exam: Room Number:

Thesis Title:

OF:

and all PhDs)

8 Fill in your exam date, time, and room number.

Student Name: Student Number:

Degree/Program:

Type of Examination: (Check One)

☐ Master's Thesis Defense (Plan I) ☐ Doctoral-Comprehensive Examination

☒ Master's Non-Thesis (Plan II) ☐ Doctoral-Thesis Defense

Choose one of the following:

☐ Project ☐ Report ☒ Comp Exam

How many doctoral dissertation credits appear on the transcript, up to and including the defense semester?

Required - Text 3

Date of Exam: Time of Exam: Room Number:

Thesis Title: (Only Master's Thesis and PhD Final Defense)

Thesis Advisor: (Master's Thesis and all PhDs)

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Change Language - English (US) ▼

9 Fill in committee members and their program affiliation.

Note: program affiliation is how they relate to your exam - will most likely be your program.

Thesis Title: (Only Master's Thesis and PhD Final Defense)

Thesis Advisor: (Master's Thesis and all PhDs)

Examination Committee (type names, no signatures):

Required - Text 9	FacultyName	Program Affiliation
Chair:	<input type="text"/>	-- select --
	<input type="text"/>	-- select --
	<input type="text"/>	-- select --
	<input type="text"/>	-- select --
	<input type="text"/>	-- select --
	<input type="text"/>	-- select --

If you are a PhD student completing your thesis defense, you must obtain your chairperson's signature, approving the date of your defense.

Thesis Chairperson: Date:

All students must obtain the signature of their graduate program director and administrator, approving the above information.

- 10 Click "FINISH" to route form to your PA, PD, and Thesis Chairperson (if applicable).

The screenshot shows a DocuSign form titled "Exam-Request.pdf" with the following fields and instructions:

- Two dropdown menus at the top, both labeled "-- select --".
- Text: "If you are a PhD student completing your thesis defense, you must obtain your chairperson's signature, approving the date of your defense."
- Fields for "Thesis Chairperson:" and "Date".
- A red-bordered box containing the text: "ALL students must obtain the signature of their graduate program director and administrator, approving the above information."
- Fields for "Grad. Prog. Admin:" and "Date".
- Fields for "Grad. Prog. Director:" and "Date".
- A large orange button labeled "FINISH" at the bottom center.
- DocuSign logo and footer text: "Change Language - English (US) | Copyright © 2024 DocuSign, Inc."



University of Colorado
Anschutz Medical Campus

Format Guidelines for Theses and Dissertations

**Requirements and Guidelines for Students Submitting Theses and
Dissertations
to the Graduate School in Partial Fulfilment of Graduate Degrees**

Effective November 2024

QUICK START GUIDE

If you are reading this, you are probably getting close to completing your thesis. Congratulations! Your thesis will be a digitally published scholarly work in ProQuest and you should be proud of both its content and format. This Quick Start Guide details simple choices you can make to meet the Graduate School requirements. Please also review the more detailed recommendations and examples that follow if your formatting needs/preferences aren't met by these abbreviated recommendations. For convenience, we will use "thesis" to broadly refer to all scholarly works produced by masters & doctoral students. The language in CU Anschutz dissertations and theses is English.

Formatting Your Thesis

1. Open a new document and set the following:
 - Margins: 1" all around
 - Font: any easily legible and widely used font (e.g. Arial or Helvetica 11, Calibri 12, Times New Roman 12) If using TeX or LaTeX typesetting, avoid Type 3 fonts.
 - Spacing: Double (but no more)
 - Alignment: Left
 - Paragraph indent: 0.5"
2. Prepare preamble pages in the following order, following the examples in Chapter II: Title Page, Approval Page, Abstract, Table of Contents (Optional: List of Figures, List of Tables, Abbreviations, Dedication, Acknowledgements are recommended in all cases, but detailed Acknowledgements are required if others made substantial contributions to the work contained in your thesis or dissertation)
 - It is acceptable (and easier) to only include chapter titles in the ToC even though the example has several header levels shown. Preamble pages can be included in your ToC, but are optional.
 - Otherwise, follow the templates exactly (content, alignment, spacing, bold, capitalization).
3. Create a page for each of your expected chapters.
 - Each chapter starts at the top of a new page.
 - Chapter titles should be centered, all caps, double-spaced and bold:

CHAPTER X

THE TITLE OF YOUR CHAPTER

4. Create a placeholder page for **REFERENCES**.
 - Title format: bold, centered, all caps
 - Entry format: no indent, single-spaced within entries, double-spaced between entriesConsistent format of references throughout.
5. Insert page numbers in the bottom right corner of the footer.
 - Title page is page "i" but suppress it so the first page number is "ii" on the Approval (second) page.
 - Preamble pages are numbered with lowercase Roman numerals (ii, iii, etc.); the body text is numbered with Arabic numbers (1, 2, 3) starting with CHAPTER I as Page 1.
6. Establish your header styles (only regular double space before and after):

Level 1: Bold, Centered, Title Case, Double Spaced

Level 2: Bold, left-aligned, sentence case, double-spaced

Level 3: Italic, left-aligned, sentence case, double-spaced

7. Insert your figures and tables gathered at the end of each chapter.
 - Put each table and figure on its own page.
 - If you have landscape tables or figures, see Page 21 for instructions.
 - If you have large tables or figures (take more than one page including the caption), see Page 21 for instructions.
 - Table titles go above the table; figure captions go below the table.
8. Use reference management software such as EndNote, Zotero, Mendeley, CiteUlike, Papers, etc.
9. If necessary, format the appendix title(s) like chapter titles, except use capital letters (A, B, etc.)

Thesis/Dissertation Organization

Organize your thesis as follows. The **items marked with an asterisk (*) are required in every thesis and dissertation**; other items are optional. ("Thesis" is used below for both, for simplicity.) Examples of these items can be found below. Items 1-10 are collectively known as the "preamble" pages of your thesis.

1. Title Page*
2. Copyright Page (if needed)
3. Approval Page*
4. Abstract*
5. Dedication
6. Acknowledgements
7. Table of Contents* (ToC)
8. List of Tables
9. List of Figures
10. List of Abbreviations ↑ Number these pages with lowercase Roman numerals (e.g. i, ii, iv)
-
11. Text (Chapters)* ↓ Number these pages with Arabic numbers (e.g. 1, 2, 10)
12. Endnotes
13. Bibliography, Selected Bibliography or References* (note that in some submissions these occur in each chapter)
14. Appendix or Appendices

Common Mistakes

Common Mistake	How to avoid it!
Title page is numbered "i."	Suppress the page number on the first page or start numbering on the second page with "ii."
Errors in preamble pages.	Copy the sample pages exactly, including spacing and required text. Do not add embellishments like degrees or titles to faculty except as in the sample.
Program name is wrong in preamble pages.	Use your proper degree name, not your department or colloquial program names. Don't include tracks.
Your name varies in the preamble pages (e.g. middle included in some but not all places)	Your name should be the same in all three places it appears in the preamble pages
Approval statement isn't aligned correctly.	Align the approval statement to the right.

Advisor's title is wrong on the abstract page.	Ask or look up your advisor's title. It should be Assistant Professor, Associate Professor or Professor, with limited modifications (e.g. Research or Clinical). Do not include other titles (e.g. Department Chair)
Chapters formatted incorrectly in Table of Contents:	Format correctly like this:
Chapter I – Chapter Title.....1	I. Chapter Title.....1
Extra space between paragraphs.	Remove extra space from Word's default "Normal" style before you start.
On landscape tables/figures, page number is in the correct place for landscape page orientation, but not portrait.	Insert your table/figure on a portrait-oriented page and rotate the table/figure rather than the page.
Headers aren't applied consistently throughout the thesis.	Choose a simple header format structure Use Styles in Word.
Chapters are numbered with Arabic numerals.	Use Roman numerals.
Short pages (too much white space).	Use the "gathered at the end" method for tables & figures; if using interleaved, make sure text flows to the bottom of the page before and resumes at the top of the page after the table/figure, even if the text breaks mid-sentence. Don't use page breaks to start new sections on a fresh page unless they would create an orphan header.
Orphan headers.	Each header should be followed by at least two lines of text, else insert a page break to start at the top of the next page.
Thesis submitted to the wrong campus in ProQuest.	Choose your program's home campus; if you don't see your program, you are on the wrong campus.

TEMPMLATE PREAMBLE PAGES

The following pages are templates of the required and optional preamble pages that must come at the beginning of your thesis. Remember that the title page is page "i" but it is not numbered as such, so page numbering begins on the second page with "ii."

We've used sample titles, names and other text in the sample pages so that you can see what the pages should actually look like. [Blue descriptive text](#) has been inserted in what should otherwise be blank double spaces. Do not include any of the blue text in your actual thesis and be sure to maintain double spacing throughout.

Page numbers on the sample pages are formatted as they will be in your thesis but are accurate for this document. As such, the sample title page does not have a page number shown but is actually page v whereas in your thesis, it will actually be page i.

Template Title Page - **Required**

WINTER MICROBIAL CARBON METABOLISM
AND COMMUNITY COMPOSITION IN ALASKAN TUNDRA SOIL

by

JANE KATHERINE DOE

B.S., University of Manitoba, 2001

M.S., Oregon State University, 2004

The title and your name should be all caps but not bold.

List each of your previous degrees (but not the one you are about to earn) in chronological order.

Use the degree abbreviation (with or without periods), but do not include your major.

A thesis submitted to the
Faculty of the Graduate School of the
University of Colorado in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
(full degree name)
Structural Biology and Biochemistry Program
(program or college if College of Nursing)
2015

It is uncommon for science dissertations or theses to be copyrighted because much of it is or will be published. The publisher owns the copyright. It is more common for humanities dissertations or theses to be copyrighted.

© 2015
JANE KATHERINE DOE
ALL RIGHTS RESERVED

This thesis for the Master of Science degree by

<full degree name, not abbreviation>

Jane Katherine Doe

has been approved for the

Soil Science Program

<program granting the degree>

by

David D. Myrold, Chair

Peter J. Bottomley

Elizabeth Sulzman

Myron Mentor, Advisor

Date: <last day of the semester>

Often, the chair of a master's committee is also the advisor. If the advisor is someone other than the chair, indicate with ", Advisor" after their name. If the advisor is not part of the committee, list their name last as in the example. If the non-chair advisor is on the committee, list after the chair..

Example degrees: Master of Science, Master of Science Clinical Science, Master of Arts, Master of Humanities, etc.

Example Programs: Genetic Counseling Program, Epidemiology Program, History Program, Civil Engineering Program, etc.

Template Approval Page (Doctoral) – **Required for Doctoral Dissertations**

This thesis for the Doctor of Philosophy degree by
<full degree name>
Jane Katherine Doe
<your full name>
has been approved for the

Ecology Program
<program or college (if Nursing) granting the degree>

by

Oliver Chadwick, Chair

Josh P. Schimel, Advisor

Sally MacIntyre

Craig Carlson

Matthew Wallenstein

Date: <last day of the semester>

If the advisor is not part of the committee, list their name last instead of after the chair, as shown in the example.

Examples of Colleges or Programs: College of Nursing, Human Medical Genetics Program, Cancer Biology Program, Applied Mathematics Program, Clinical Health Psychology Program

Do not include degrees (PhD, MD, etc.) or titles (Dr., Professor, etc.) on committee member names.

Template Abstract – Required

Doe, Jane Katherine (MS, Soil Science Program)

<Full Name> (<degree abbreviation>, <program or college if CON>

Linking Soluble C to Microbial Community Composition and Dynamics During Decomposition of

<Title Case is Preferred but Sentence Case is Acceptable>

¹³C-Labeled Ryegrass

Thesis directed by Associate Professor David D. Myrold

Thesis directed by <Advisor's Faculty Title> <Advisor's Full Name>

ABSTRACT

This line indicates how the body of the abstract is to begin. The **body should not exceed 350 words**. The following approval statement must be typed exactly as it appears at the end of the abstract. Just type the advisor's name for approval; signature actually appears on the Statement of Approval page. Do not list any titles or degrees.

The form and content of this abstract are approved. I recommend its publication.

Approved: David D. Myrold

TABLE OF CONTENTS

CHAPTER

I. INTRODUCTION (Chapter Title).....	1
Role of Substrate Quality in Residue Decomposition (Level 1 Heading).....	2
Microbes in Cold Environments (Level 1 Heading).....	5
Challenges to Life in Frozen Soil (Level 2 Heading)	8
Nitrogen Cycling in the Arctic (Level 3 Heading)	13
Types of Carbon in Arctic Soil (Level 3 Heading)	17
Microbial Community Diversity and Function.....	20
Phospholipid Fatty Acids (PLFAs)	26
Stable Carbon Isotope: ^{13}C	29
Specific Aims.....	32
II. ACTIVE MICROBIAL COMMUNITIES IN ARCTIC SOIL MEASURED BY BRDU	
INCORPORATION.....	34
Introduction.....	34
Materials & Methods	37
Results.....	41
Discussion.....	46
REFERENCES.....	123
APPENDIX	
A. Permits Required to Collect and Transport Soil from the High Arctic Sites in Thule, Greenland.....	132
B. Raw Data	226

LIST OF TABLES

TABLE

1. PLFAs correlated with the first principal component in PCA of all treatments
(soil and detritosphere) at each sampling time 12
2. Common phospholipid biomarkers and their interpretation 96

LIST OF FIGURES

FIGURE

2.1.NMS ordination of shrub and tussock active and bulk soil community T-RFLP profiles from Toolik Lake, Alaska	54
6.5.Amount of added substrate respired during incubations from all four seasons.....	88

GENERAL INFORMATION FOR SUBMITTING DISSERTATIONS & THESES

You'll find important deadlines and forms on the CU Anschutz Graduate School's website (<https://graduateschool.cuanschutz.edu/forms-resources/resources>).

You can also contact the CU Anschutz
Graduate School Office

Phone: 303.724.2911
Location: W5107 Fitzsimons Building

Copyright

If you have already published portions of your thesis, you might need to get permission from the publishers or copyright owners before you include them in your thesis. This can usually be done simply by e-mail. Include a footnote on the appropriate chapter title that states:

Portions of this chapter were previously published in <provide reference info like journal, year, issue> and are included with the permission of the copyright holder.

Copyrighted work must also meet the following requirements:

1. The work must represent research conducted while enrolled in the master's or doctoral program and must not have been used to fulfill requirements of another degree.
2. You must be the sole or primary author of the published work; when multi-authored works are included, your contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
3. Previously published work must be reformatted to meet Graduate School requirements.

You may have the copyright on your thesis registered through ProQuest for an additional fee. If you have published or will publish your thesis in the future, personal copyright is probably unnecessary. Additional information about copyrighting can be found on the ProQuest website.

For more information on copyright, please visit:

US Copyright Office: www.copyright.gov

Fair Use Information: <http://copyright.gov/fair-use>

ProQuest/UMI: http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf

Responsible Conduct of Research

Every thesis must uphold the utmost level of research and academic integrity. Plagiarism, fabrication, falsification, and other forms of research misconduct will be investigated by the [Office of Regulatory Compliance](#) Research Integrity Officer and/or the Research Ethics Committee.

Research on Human Subjects or Animals

If you have performed research involving human subjects, include your COMIRB/IRB protocol number in your Acknowledgements. If you have used live animals, animal tissue or observational animal work, include your IACUC protocol number in your Acknowledgements. Failure to obtain appropriate approvals can have serious consequences including but not limited to your degree not being granted.

Thesis Approval Form

We recommend that from the Graduate School website you download and prepare this form **before your exam**. Take it with you to the exam so that most of your committee members can sign. If you

have revisions, we suggest that all but your chair or advisor sign at the exam so that you only have to get one more signature.

All members of your committee must sign in ink. In rare circumstances, a remote committee member may print and sign a separate copy, which should be appended (physically or digitally) to the main copy. Submit the fully executed Thesis Approval Form to the Graduate School before you submit your thesis to ProQuest. We will accept the original inked form or a high quality scan.

Format Review

You must have your thesis reviewed for correct format by your home campus's format review deadline. The thesis you submit to ProQuest after final approval by your committee should be complete and conform to these guidelines. Final acceptance is **required for approval to graduate**.

Proquest Submission Process

All theses are [submitted online to ProQuest](#). When you create your account, make sure you are submitted to your home campus. If you don't see your program listed, you are probably on the wrong campus. Submit your thesis by your home campus's deadline and stay alert for final format revisions, which will be sent through ProQuest to the permanent email you provide in your ProQuest account. All final format review will be handled through ProQuest; please do not email theses after the initial format review.

Costs

Standard electronic publication is free but additional publication options (e.g. copyright) have additional fees. See ProQuest's website for more details.

Embargo

You may choose to place an embargo on your thesis, which will prevent the full thesis from being accessible through the library until either six months, one year or two years after submission (by your choice). Only your title and abstract will be available until the embargo is lifted. Longer embargoes require approval by your degree program and the Graduate School, but are discouraged in most cases because research at this university is to some extent supported by public funds, either directly or indirectly.

Exit Surveys

We value the time our graduates take to provide thoughtful feedback. Doctoral students will be invited to complete the Graduate School Exit Survey and the Survey of Earned Doctorates. Some specialty programs may send additional exit surveys.

MORE DETAILED FORMAT GUIDELINES

If you need additional information or would like to format your thesis differently from the Quick Start Guide, please read this information carefully. Also, consult with your advisor and/or committee about their expectations. Some committees don't like "gathered at the end" placement of tables/figures. The key to formatting your thesis is consistency: use the same font, font size, header style, margins, page number location, etc. throughout your thesis. We only provide guidelines for structural format; please consult a content style guide appropriate to your field for additional guidance on the following:

- Abbreviations and symbols
- Formulas and equations
- Table, figure & graph appearance
- Units & measures
- Hyphens, colons, semicolons, dashes

Examples of such style guides include:

- Publication Manual of the American Psychological Association (APA)
- A Manual for Writers of Term Papers, Theses and Dissertations by Turabian

Thesis Preparation – “Making Thesis Formatting Easier”

It is often easier to start with a properly prepared template than to consistently apply formatting to an existing document. If you use Word to write your thesis, set up Styles to apply your formats. Using Styles allows you to change your format details quickly and easily throughout your thesis. You can also use the Table of Contents tool to automatically create, populate and update an accurate Table of Contents, though you will need to adjust the formatting as Word's automatic formatting does not necessarily meet the Graduate School and ProQuest requirements.

Overall Structure

We require that a written thesis is organized into chapters. Chapter structure can be classified as “chapters as sections” and “chapters as papers.” In the “chapters as sections” structure, chapter headings may be similar to sections in a single scholarly paper (e.g. Introduction, Materials & Methods, Results, Discussion, Conclusion, etc). In the “chapters as papers” format, you would start with a global introduction/literature review and end with a global conclusion/summary/future directions. Each paper would be a separate chapter in between. Previously published manuscripts must be formatted per this formatting guide. No matter structure what you choose, it's preferable for the entire document to have only one reference section. If you are not the primary author on the investigative/research chapters of your dissertation/thesis, you should use the format where an introductory chapter is written primarily by you to demonstrate individual scholarship. **Consult with your degree program for its requirements on format before you begin.**

If your discipline necessitates a format other than a written document, please consult with your program for guidance on appropriate structure.

Thesis/Dissertation Organization

Organize your thesis as follows. The **items marked with an asterisk (*) are required in every thesis and dissertation**; other items are optional. ("Thesis" is used below for both, for simplicity.) Examples of these items can be found in Chapter II. Items 1-10 are collectively known as the “preamble” pages of your thesis.

1. Title Page*

2. Copyright Page (if needed)
3. Approval Page*
4. Abstract*
5. Dedication
6. Acknowledgements
7. Table of Contents* (ToC)
8. List of Tables
9. List of Figures
10. List of Abbreviations ↑ Number these pages with lowercase Roman numerals (e.g. i, ii, iv)
-
11. Text (Chapters)* ↓ Number these pages with Arabic numbers (e.g. 1, 2, 10)
12. Endnotes
13. Bibliography, Selected Bibliography or References* (note that in some submissions these occur in each chapter)
14. Appendix or Appendices

Typeface/Font

Use a standard font such as Times New Roman, Cambria, Arial, Helvetica or Calibri in 10, 11 or 12 point. If using TeX or LaTeX typesetting, avoid Type 3 fonts.

Use the same font for all text throughout the thesis, including but not limited to headings, paragraph body, quotes, figure captions, table titles, footnotes and page numbers. Text within a table or figure as well as superscript numbers for footnotes/endnotes can be smaller than your main font (as small as 9 pt.). Text within a figure should be legible when the figure is embedded in the thesis.

Equations, formulas and words within figures must also be typed. Handwriting is only permissible within a figure if it is a necessary aspect of the figure (e.g. the figure depicts a handwriting sample).

Computer code can be in any typeface and format.

Margins, Alignment and Pagination

Thesis margins must be at least 1" on all sides. (ProQuest requirement)

Align your text to the left.

Preamble pages (items 1-10 in the Thesis Organization section) are numbered with lowercase Roman numerals (e.g. i, ii, iii, ...). The title page is counted as page i but does not have a page number printed on it. The main body of the thesis (items 11-13) are numbers with Arabic numbers starting with 1 on the first page of the first chapter.

Put the page number consistently in the upper right corner, lower right corner or bottom center of the page. Page numbers must be ½" from the top or bottom of the page and 1" from the right side of the page.

Remember that page numbers are the same size and font as the rest of your thesis.

Spacing and Indents

The entire thesis should be double-spaced except for the items listed below, which are single-spaced:

- Footnotes/endnotes
- Long, indented quotes (more than 40 characters; entirely indented from margin)
- Figure legends/captions

- Text inside a table or figure
- Footnotes under a table
- References/bibliography (single-space within entries, double-space between entries)

Do not put extra space between paragraphs.

You should have at least 8" of content per page including the top margin unless you are at the end of a chapter, otherwise you create a "short page". Insert a page break to move a heading of any level to the next page if it is not followed by at least two lines of text.

Indent the first line of each paragraph. For consistency, use the tab key or format your body text style to have an indent built in. Long quotations are indented entirely from the left. See information earlier in this document for examples of different types of indentation and images of the ruler in Word for each.

Headings

Choose a hierarchical style for headings and subheadings; each level of heading should be progressively less eye-catching. The spacing above and below headings must be consistent. Apply your heading styles consistently throughout the thesis, i.e. all Level 1 headings must be the same in every chapter.

Chapter headings are required but all other heading levels are optional. You should follow proper outlining protocol: there must be two or more subheadings below any higher level heading.

If your program/department does not dictate specific heading styles, we offer the following recommendations. Remember that all text is double spaced unless otherwise noted under Spacing and Indents so all headings naturally have a double space before and after them.

Chapter Name: bold, centered, all caps, no additional space

Level 1: bold, centered, upper & lower case (title case)

Level 2: bold, aligned left, upper & lower case (title case)

Level 3: underlined, aligned left, upper & lower case (title case)

Level 4: bold, paragraph indent, first letter cap only (sentence case) followed by period then paragraph text

Level 5: italic, paragraph indent, first letter cap only (sentence case) followed by period then paragraph text

See an earlier section for examples of how you could apply headings.

For title case, capitalize main words; articles, conjunctions and prepositions are not capitalized unless they are the first word. Visit grammar-monster.com for more detailed instructions.

For sentence case, capitalize only the first word and proper nouns (or other special words like acronyms), just like in a sentence.

Title Page

Format your title page following the example page.

Key features:

- Thesis title and your name are all caps.
- All text is centered on the page and double-spaced.
- Your name must be identical on the Title Page, Approval Page and Abstract.

- List all prior academic degrees including location if the institution had multiple campuses. Do not include your major.
- In the block of text at the bottom of the page, use the full name for your degree, the College or Program from which it was granted and the year in which your degree will be granted (not necessarily the same as the year you defended).

Approval Page

Format your approval page following the example page.

Key features:

- All text is centered on the page and double-spaced.
- Like the Title Page, use the full name of your degree and the College or Program from which it was granted.
- If your advisor was on your committee, list second (after Chair); if not, list at end.
- Do not include degrees or titles for committee members.
- **Use the last day of the semester in which the degree will confer, regardless of when you defend/submit.**

Abstract

Format the text at the top of the page as in the example:

- <Last name>, <first name> (<degree abbreviation>, <discipline>)
- Thesis title should be in title case.
- Thesis directed by <advisor's title> <advisor's name> (e.g. Assistant Professor Doe)

Center and bold "ABSTRACT" followed by abstract text.

End with (right-justified):

The form and content of this abstract are approved. I recommend its publication.

Approved: <advisor name, no title or degree>

Dedication

Dedications are optional and personal. If it is long, center the title "DEDICATION" at the top of the page. If it is short, center the dedication on the page and you don't need to use a title as long as it's clear that the text is a dedication.

Acknowledgements

If you are the sole author, Acknowledgements are optional unless you have a COMIRB or IACUC protocol. Acknowledgements also include funding sources and people who contributed to the research and preparation of the thesis.

If you have co-author(s), i.e. other persons made substantive contributions to the research and/or writing of individual chapters, these should be specified on the Acknowledgements page or within the appropriate chapter(s).

If you choose to include Acknowledgements in the preamble of your thesis, center the title "ACKNOWLEDGEMENTS" at the top of the page.

If you choose to include Acknowledgements in your individual chapters, either format your acknowledgements as a footnote on the title of the chapter or include a separate Acknowledgments section at the end of the chapter. If a chapter has been published, this is also a useful place to cite

that publication along with assurance that the publisher has waived copyright. (See p. 5 for more information.)

Table of Contents

You must have a Table of Contents (ToC) in your thesis. Follow the sample page formatting.

Key features:

- Title: CONTENTS or TABLE OF CONTENTS centered and bold
- Number the pages of the ToC itself in lowercase Roman numerals
- Minimum: include Chapter titles (numbered with uppercase Roman numerals, all caps)
- Standard: include Level 1 headings (case matching your thesis)
- Advanced: include Level 2+ headings (case matching your thesis)
- “CHAPTER” aligned left with I. <first chapter name> on the subsequent line
- Page numbers aligned right with or without leaders
- Double space all text
- Indent each heading level consistently
- Recommended: Properly format hanging indents to align first letter of multi-line titles
- ToC can also list the preamble pages (i., ii., iii., iv., etc.) or not - optional.

If you properly use the Styles tool in Word to apply your chapter heading style and your level 1 and level 2 heading styles, you can use the Table of Contents tool to automatically generate and easily update the Table of Contents. We highly recommend you do this to ensure accurate page numbers and easy updates as you edit your thesis.

Note that REFERENCES and APPENDIX are not chapters, so are not numbered and are aligned left.

If you have more than one appendix, “number” them with A, B, etc.

List of Tables, List of Figures, List of Maps, Abbreviations

All of these pages are optional and are part of the preamble pages that are numbered in lowercase Roman numerals.

Key features:

- Title: TABLES or LIST OF TABLES, FIGURES or LIST OF FIGURES, etc., ABBREVIATIONS centered and bold
- Number pages in lowercase Roman numerals
- “TABLE,” “FIGURE,” “MAP” aligned left with entries numbered as in thesis (e.g. 1.2, 3, 4a)
- Page numbers aligned right with or without leaders
- Double space between entries; single space within multi-line titles
- Recommended: Properly format hanging indents to align first letter of multi-line titles

Arrange abbreviations in neat columns and single-space entries if desired.

Chapters

Key features:

- Written theses must be arranged in chapters.
- “CHAPTER X” followed by chapter title also in all caps; double spaced; bold, center.
- Chapters numbers in capital Roman numerals
- Apply format requirements presented in earlier sections throughout chapters (e.g. margins, headings, body text, etc.)

Tables, Figures, Maps, etc.

Tables and figures can EITHER be inserted in-line with the text immediately after their first mention, OR on separate pages. If you use separate pages for your tables/figures, you can either insert the separate page as the next page after mention or gather all tables and figures at the end of the chapter. See Figure 1 for a graphical example. You may put multiple small tables or figures on one page. Consult with your committee/program for their guidance.

Key features:

- Refer to a style guide for the formatting of tables, figures, graphs, etc.
- Must fall within margins (including left border of tables, which Word misaligns).
- Table titles and figure captions are the same size and font as body text.
- Text can be smaller than body text, but should still be readable (esp. in scaled figures).
- Format table titles and figure captions consistently throughout.
- Large tables/figures can be formatted in landscape with top to the left when in portrait, but page number of such items must appear in same position as all other pages.
- Tables/figures can be numbered sequentially through the entire thesis or within each chapter.
- Unless your discipline dictates otherwise:
 - Table titles appear at the top of the table.
 - Figure captions appear at the bottom of the figure.
 - Table footnotes appear at bottom of table.
 - Figure footnotes appear at bottom of figure, above the caption.
 - Caption should be the full width of your page.
- For large figures or those with very long captions, put the caption on the next page, but include the figure number (minimum) or the figure title (recommended) under the figure itself. Figure caption stands alone on next page. Don't break figure captions across pages. See Figure 2 for a graphical example.
- For tables longer than one page, repeat the header row and indicate "Table X cont'd" at the top of each subsequent page.



Figure 1. Three options for figure/table placement. This figure depicts the three acceptable options for placing tables and figures in your thesis. Choose one option and use it consistently throughout.

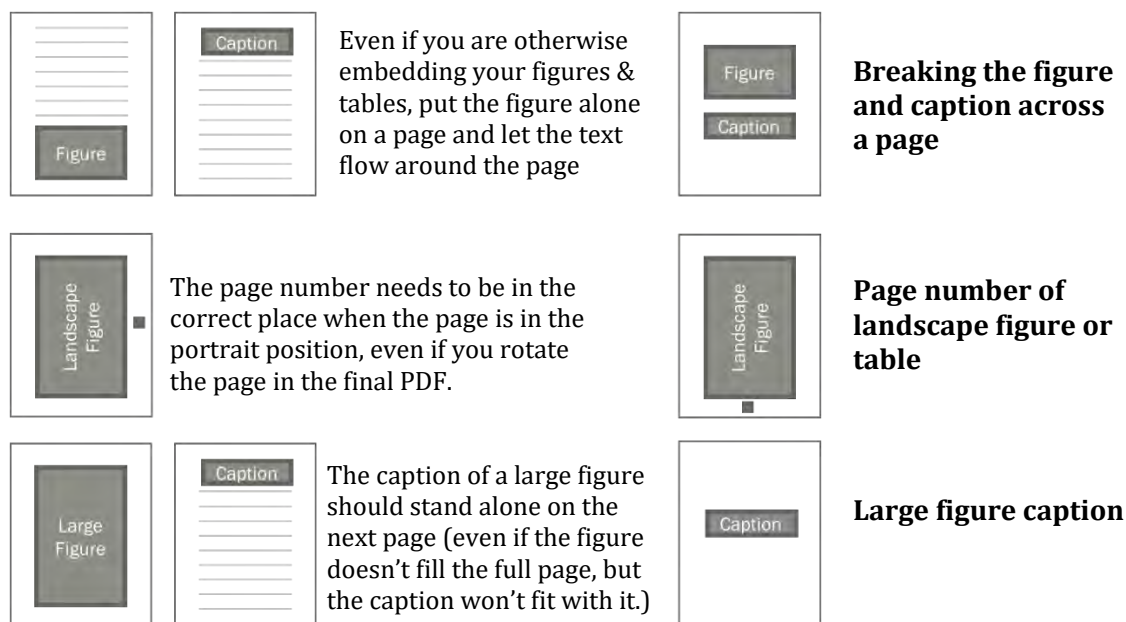


Figure 2. Common mistakes in figure and caption placement. The right column depicts the correct way to format the aspect of figure placement addressed in that row.

Footnotes/Endnotes

Consult a relevant style manual for the structure of footnotes/endnotes. Use is optional.

Key features:

- Indicated with a superscript number.
- Numbered consecutively through thesis.
- Bibliography should include all references cited in footnotes/endnotes.
- Superscripts may be in a smaller font size; single space within multi-line notes; double space between notes.

Bibliography/References

You must include a bibliography or reference section even if you use footnotes/endnotes. Choose the appropriate format for documenting your sources. A bibliography is a list of sources used or consulted in preparing the thesis. References are a list of sources that are cited in the thesis.

Consult your committee, a relevant journal or professional style guide for citation format and reference list format. Apply your citation format consistently throughout your thesis.

We highly recommend using reference management software such as EndNote, Zotero, etc. This will make reformatting references easy if you publish your papers in multiple journals with different formats.

Key features:

- Title: "REFERENCES" or "BIBLIOGRAPHY" or "LIST OF REFERENCES" centered, bold
- Single space within multi-line entries; double space between entries.
- Keep a single entry together (don't split it across a page break).
- Make sure each page starts with an entry, not a blank line.

Appendix

Key features:

- Optional - listed in Table of Contents when present
- Multiple appendices are delineated with alpha characters (A, B, C, etc.)
- Title: “APPENDIX X” centered, bold
- Page numbers continue from rest of thesis
- Content must fit within margins



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Graduate School Policies and Procedures

Approved by Graduate Council April 2013
Modified by Graduate Council September 2022

Graduate School
Mail Stop C296
Fitzsimons Building, C5
13001 E. 17th Place
Aurora, CO 80045
Phone: 303-724-2915
E-mail: Graduate.School@cuanschutz.edu

The *Policies and Procedures* outlined below describe the *minimum* standards, requirements, and procedures for all graduate programs that are under the auspices of the Graduate School at the University of Colorado Anschutz Medical Campus. Individual graduate programs, departments, schools, or colleges may adopt more stringent policies and requirements, but not less, unless approved by the faculty Graduate Council. It is requested that the Graduate School be informed about such adjustments. Exceptions can be made in individual cases by request of the program and approval by the Dean of the Graduate School.

TABLE OF CONTENTS

ARTICLE I: ORGANIZATION.....	6
Section 1. Role of the Graduate School	6
Section 2. Graduate School Affiliated Programs.....	6
Section 3. Governance and Administration of the Graduate School	7
i. Dean of the Graduate School	7
ii. Associate and Assistant Deans	8
iii. The Faculty Graduate Council and Related Committees.....	9
a. Graduate Council.....	9
b. Academic Conduct and Appeals Committee (ACAC).....	10
Section 4. Monitoring of Graduate Faculty Appointments	10
i. Regular Appointments	11
ii. Special Appointments	12
iii. Nomination and Approval of Graduate Faculty Appointments	13
ARTICLE II: GRADUATE EDUCATION	13
Section 1. Approval and Review of Programs	14
i. Procedures and Criteria for Reviewing and Revising Existing Graduate Degree Programs	14
ii. Procedures and Criteria for Developing and Approving New Degree Granting Graduate Programs (see Regent Policy 4J).....	14
iii. Procedures and Criteria for Approving New Subplans (official Tracks) in Existing Degree-Granting Programs.....	15
iv. Procedures for Developing and Approving New Graduate Certificate and Graduate Credential Programs	15
v. Procedures and Criteria for Developing and Approving New Graduate Courses	16
vi. Procedure for Removing Courses That Have Been Discontinued.....	16

Section 2. Admissions.....	16
i. Admission to Regular Degree Status	16
ii. Admission to Provisional Degree Status.....	17
iii. Admission to Dual Master's Degree Programs	18
iv. Admission to Partially Concurrent Bachelor's/Master's Degree Programs (e.g., 4+1 Programs)	18
v. Readmission of Former Students to Degree Programs	18
vi. Graduate Credential or Graduate Certificate Programs	19
vii. Changing Degree Programs.....	19
Section 3. Degree Requirements.....	19
i. Master's Degree (minimum requirements)	20
ii. Doctor of Philosophy (PhD) Degree (minimum requirements)	20
iii. Professional Doctorate Degrees (minimum requirements)	20
iv. Graduate Credentials and Graduate Certificates	21
v. Requirements for Dual Degrees	21
vi. Adding a Graduate Certificate or Graduate Credential to a Graduate Degree	21
Section 4. Transfer Credits.....	22
Section 5. Enrollment Requirements	23
i. Master's Degree Enrollment Requirements	24
ii. Doctor of Philosophy Degree Enrollment Requirements	24
iii. Professional Doctorate Degree Enrollment Requirements	24
iv. Leave of Absence	25
Section 6. Grades and Quality of Graduate Work	25
Section 7. Admission to Candidacy.....	27

i. Master's Degree.....	27
ii. Doctor of Philosophy Degree	27
iii. Professional Doctoral Degree.....	27
Section 8. Thesis/Dissertation Requirements	27
i. Master's Thesis	27
ii. Doctor of Philosophy Dissertation.....	28
a. Doctoral Dissertation Advisory Committee	29
b. Doctoral Dissertation Registration	29
c. Off-Campus Status for Doctoral Students.....	30
iii. Professional Doctoral Degree.....	30
Section 9. Examinations	31
i. Enrollment During Exam Semester	31
ii. Master's Degree Final Comprehensive Examination/Thesis Defense.....	31
iii. Doctor of Philosophy Degree Examinations.....	32
a. Preliminary Examination (or equivalent)	32
b. Comprehensive Examination (or equivalent).....	32
c. Final/Dissertation Examination.....	34
iv. Professional Doctorate Examinations.....	35
Section 10. Time Limits for Completion of Degrees.....	36
i. Master's Degree Time Limit	36
ii. Doctor of Philosophy and Professional Doctorate Time Limit	36
Section 11. Program Handbook.....	36
Section 12. Academic Probation and Dismissal.....	37

Section 13. Student Conduct and Community Standards	38
i. Academic Grievances	38
ii. Academic Misconduct	38
ARTICLE III: AMENDMENTS TO THE POLICIES AND PROCEDURES	39

ARTICLE I: ORGANIZATION

Section 1. Role of the Graduate School

Graduate education is a central component of the mission of the University of Colorado Anschutz Medical Campus. The Graduate School is one of several Schools within CU Anschutz, and is responsible for overseeing, facilitating, and enhancing the educational experiences and opportunities for all graduate students and postdocs, as well as encouraging excellence in research, creative and scholarly work.

In accordance with this mission, the Graduate School leadership, together with the faculty Graduate Council representing the graduate faculty, plans, develops, approves, evaluates, and administers graduate degree programs (PhD and several master's programs) and graduate certificate programs. The Graduate School also ensures that affiliated graduate programs comply with, or exceed, the Graduate School's standards of excellence and execute sound academic administration as established by the *Policies and Procedures* of the faculty Graduate Council in accordance with policies of the University Board of Regents and the Colorado Commission on Higher Education. In particular, the Graduate School is charged with maintaining high standards and quality of both the graduate programs and the graduate faculty. Other functions of the Graduate School include:

- supporting the development of and promoting and fostering multidisciplinary, interdisciplinary, and innovative programs.
- promoting collaborations that create unique opportunities for student and postdoc learning, research, and discovery.
- promoting a supportive environment for the graduate student and postdoc community; and
- providing a voice for graduate education and postdoctoral training in the University's strategic planning and outreach.

Section 2. Graduate School Affiliated Programs

Not all programs at CU Anschutz fall under the auspices of the Graduate School. Programs that offer independently accredited professional degrees can be overseen by their respective school or college, while master's and doctoral programs that are not accredited by outside agencies require affiliation with the Graduate School. Independently accredited graduate degree programs can, however, choose to affiliate with the Graduate School in which case they need to follow policies approved by the Graduate Council.

For Graduate School-affiliated programs the relevant administrative responsibilities are shared between the Graduate School and the home school or college.

Administrative responsibilities that lie within the Graduate School

For affiliated programs, the Graduate School is responsible for:

1. ensuring that all programs abide by the *Policies and Procedures* of the faculty Graduate Council and executed by the Graduate School.
2. programmatic approval and periodic program review.
3. maintenance of records of approved graduate coursework and approval of substantial changes (more than 10% credits of required courses) to existing graduate programs.
4. final approval of add/drop forms after the official enrollment deadline has passed, following approval by the course instructors.
5. final approval of grade changes following approval by the course instructor.

6. degree audits.
7. final thesis and dissertation formatting checks.
8. certification of graduates from affiliated master's and doctoral programs as well as Graduate School certificates
9. developing comprehensive and program-specific recruitment and marketing plans to support enrollment and admissions.
10. student appeals not resolved within their home school or college; and
11. leaves of absence, special processing forms, such as extensions for time-to-degree and student terminations.

Administrative responsibilities that lie within the schools and colleges

Individual school and colleges are responsible for:

1. continuous oversight and administration of the program.
2. recruitment of students
3. matriculating students
4. approval of graduate courses for those schools and colleges with in-house curriculum committees, with copies forwarded to the Graduate School to ensure that consistent academic standards are applied across schools and colleges. The Graduate School forwards the approved courses to the Registrar.
5. add/drop forms approved by the course directors before submission to the Graduate School and the Registrar.
6. grade changes approved by the course director prior to submission to the Graduate School and the Registrar.
7. Please contact the Graduate School if more information is needed.

All PhD programs at CU Anschutz must be affiliated with the Graduate School and follow these *Policies and Procedures*. For master's and other graduate degrees and certificates, Graduate School affiliation is required if these programs are not regularly reviewed by an accrediting agency. The Graduate School website (graduateschool.cuanschutz.edu) lists **all** graduate degree programs and certificates. Those programs that are affiliated with the Graduate School are labeled accordingly.

Section 3. Governance and Administration of the Graduate School

The Graduate School is jointly administered by:

- the Dean of the Graduate School,
- the Graduate Council,
- the graduate programs, and
- the faculty of the Graduate School.

i. Dean of the Graduate School

The Dean of the Graduate School (hereafter referred to as the Dean) is the chief academic and administrative officer of the Graduate School, appointed by the Chancellor and reports directly to the Executive Vice Chancellor for Academic and Student Affairs. The Dean is responsible for the application of the *Policies and Procedures* of the Graduate School and the overall coordination and effectiveness of Graduate School in supporting programs. Acting in conjunction with the Graduate Council, the Dean's responsibilities include, but are not limited to:

- ensuring compliance of all Graduate School programs with standards for graduate

- faculty appointment, student admission and graduation requirements.
- advancing, developing, and promoting awareness of graduate education.
- overseeing substantial curriculum and curricular revisions of graduate programs, including the approval of new degree Programs in consultation with the Graduate Council and substantial course changes as appropriate; overseeing the periodic review of established graduate programs independently or in conjunction with accreditation processes.
- approving revisions to the *Policies and Procedures* that update information, resolve ambiguities, promote clarity, or ensure compliance with mandates from the State, the University of Colorado, the Colorado Commission on Higher Education, or the Higher Learning Commission. The Dean will present modifications and adjustments to the Graduate Council and request approval by majority vote.
- promoting cooperative relationships among schools, departments, and programs; including interdisciplinary initiatives.
- working in collaboration with the Vice Chancellor of Research to ensure that graduate education at CU Anschutz is consistent with and supportive of the goals of the campus Strategic Plan with respect to research, education and creative work.
- enhancing and supporting a diverse campus through assistance in the recruitment and retention of a diverse faculty, researchers, and student body.
- providing academic support to graduate program directors and administrators.
- providing information on internal and external fellowships and grants available to support graduate students and providing training in the preparation of such applications.
- planning and monitoring the Graduate School budget, the allocation of resources and fundraising for the Graduate School.
- providing general oversight and supervision of all aspects of the Graduate School; and
- carrying out other duties as assigned by the Executive Vice Chancellor for Academic and Student Affairs.

ii. Associate and Assistant Deans

Associate and Assistant Deans support the mission of the Graduate School by overseeing four broad categories: 1) Academic Affairs, 2) Recruitment and Marketing, 3) Admissions and Student Progress and 4) Postdoctoral Affairs and Career Development. Associate Deans will normally have doctoral degrees and faculty appointments in one or more academic Departments, allowing interaction with Program faculty on a peer basis. Assistant Deans will normally have graduate degrees, including doctorates, relevant to their responsibilities.

- a. *The responsibilities of the Associate or Assistant Dean include, but are not limited to:*
 - helping faculty develop graduate programs and assisting in the development of new degree programs and certificates.
 - overseeing the functions of admissions, and student progress officers.
 - building programmatic bridges between programs, schools, and colleges.
 - introducing collaborative initiatives with local private sector entities.
 - assisting with marketing and the development of targeted recruitment and retention plans.
 - monitoring graduate faculty appointments.
 - facilitating graduate program reviews.
 - identifying fellowships and providing assistance to student applicants.

- overseeing postdoctoral affairs.
 - overseeing career services and career counseling.
 - coordinating with graduate student organizations.
 - coordinating outreach activities with campus entities to enhance diversity and inclusion; and
 - carrying out other responsibilities assigned by the Dean.
- b. *The responsibilities of the Graduate School officers for admissions, recruitment and student progress include, but are not limited to:*
- overseeing the admissions process by:
 - coordinating, with IT administrators, access to the on-line application system.
 - conducting the final admission approval for all students admitted to the Graduate School, including verification of all official admission documents, and where appropriate, verifying immunization records, processing background checks and authorizing student IDs.
 - coordinating communications for application and constituent management systems.
 - communicating and coordinating with the Registrar's Office(s), Bursar's Office, Student Health Promotions Office, Security/Badging Office, Financial Aid, and the Office of International Affairs (OIA) on graduate student issues.
 - maintaining records of all stages of student progress, including:
 - monitoring compliance of Graduate School *Policies and Procedures* regarding registration, time limits for completing exams, and degree completion.
 - checking and approving the Application for Candidacy and composition of all final, comprehensive examination and thesis defense committees, including graduate faculty appointment for committee members.
 - reviewing final theses and dissertations for compliance to Graduate School standards and approval.
 - authorizing students for graduation.
 - representing the Graduate School on planning committees for graduation ceremonies.
 - overseeing the Student Academic Honor and Conduct Code and Academic Grievance process; and
 - carrying out other duties assigned by the Dean.

iii. The Faculty Graduate Council and Related Committees

a. Graduate Council

The faculty Graduate Council advises the Dean on matters related to the development, coordination and evaluation of Graduate School programs and *Policies and Procedures*. The Graduate Council consists of the Dean (who serves as chair and non-voting member) and graduate faculty representing Graduate School programs from the CU Anschutz schools and colleges. Faculty members who represent a particular school or college on the Graduate Council are appointed by the leadership of the affiliated Graduate Programs. The Graduate Council also includes one student representative appointed for a one (1) year term, normally a member of the Graduate Student Council. Working in conjunction with the Dean, the Graduate Council develops policies consistent with the Laws of the Regents of the University of Colorado. The Graduate Council convenes at least once per semester, and more often as necessary, to conduct business related to the interests of the Graduate School and the graduate programs. In selected cases, some discussion and voting might have to be conducted virtually to expedite processes. Two-thirds

attendance by the Graduate Council membership will constitute a quorum.

The role of the faculty Graduate Council is to assist the Graduate School in:

- reviewing and approving proposals for new graduate degree programs (doctoral, master's and dual degree programs) and graduate certificate programs.
- providing assistance in reviewing substantial modifications to existing graduate programs.
- assisting the Dean in academic and strategic planning for the Graduate School.
- approving changes to the Graduate School *Policies and Procedures* with the exception of minor policy changes made by the Dean [as outlined above in Section 3 (a)]; periodically reviewing the services provided by the Graduate School and making recommendations for changes.
- making recommendations to the Executive Vice Chancellor for Academic and Student Affairs on appeals of decisions made by the Dean (the Dean shall be excused during these discussions); and
- carrying out other duties requested by the Dean.

The Graduate Council consists of the Dean, and

- One (1) faculty representative from each affiliated degree-granting program
- One (1) graduate student representative
- Graduate School Associate/Assistant Deans (non-voting, ex officio members)
-

b. Academic Conduct and Appeals Committee (ACAC)

The Graduate Council, in collaboration with the Dean, establishes when necessary, a faculty committee known as the Academic Conduct and Appeals Committee (ACAC). The ACAC is convened to review cases of honor code misconduct or student academic grievances that have not been resolved by the graduate program or the school or college in which the graduate program resides. The ACAC will consider appeals as they occur and forward its recommendations to the Dean. The ACAC consists of at least three (3) graduate faculty members selected from multiple schools or colleges affiliated with the Graduate School. Cases investigating student conduct (including honor code violations) also include student representation on the ACAC. The Dean will make non-conflicted appointments to the ACAC on a case-specific basis, as the need arises.

Section 4. Monitoring of Graduate Faculty Appointments

Appointments to the Graduate Faculty of the Graduate School are based on standards developed by the Dean and approved by the Graduate Council. An appointment to the faculty of the Graduate School is required to serve as either the mentor or primary advisor of a student, to serve on a thesis/dissertation or examination committee, or to serve as a program or course director.

According to the Colorado Council on Higher Education, course directors or primary instructors must hold a degree at least one higher than those to which the students that are taught aspire. Alternatively, they should hold a terminal degree in the field (such as PhD, MD, JD, MBA, MFA etc.). A graduate faculty appointment is also required to determine the overall grade for a graduate level course. An appointment to the graduate faculty is not required to be a guest lecturer in a graduate-level course, but is required to serve on milestone examination, thesis, and dissertation committees.

There are two types of Graduate Faculty appointments: Regular and Special. A **Regular** appointment to the graduate faculty, as defined below, is available to those who have a faculty

appointment at CU Anschutz, an affiliated institution (such as National Jewish Health; The Children's Hospital; University Hospital; Denver Health, and the Veterans Administration) and/or an affiliated graduate program. **Special** graduate faculty appointments, as defined below, can be offered to individuals, such as faculty outside of the University of Colorado Anschutz Medical Campus, and/or professionals from industry and non-profit institutions, whose expertise is considered essential for a program's activities (such as contributing to a graduate course), for membership on student committees, and other similar educational needs of the program.

Nominations for membership to the graduate faculty are initiated by program directors (or Department Chairs) of the graduate programs in which the faculty member will serve as either the mentor or primary advisor, teach and/or serve on examining committees. Any University of Colorado Denver (CU Denver) or CU Anschutz faculty member may request to be nominated by a graduate program director (or department chair). *However, individuals enrolled as students in a degree program are not eligible for graduate faculty membership in the same program.*

i. Regular Appointments

Appointment as a Regular member of the graduate faculty is a privilege extended to those who qualify through their research, teaching, and mentoring/advising ability, and demonstrated commitment to graduate education. Please see the Quick Reference Table on the Graduate School web site for Membership requirements. ***Faculty holding Regular graduate faculty appointments are able to serve as primary mentors and dissertation chairs for doctoral and/or master's students, unless otherwise noted by the appointing graduate program.***

Faculty who hold Regular graduate faculty appointments are eligible to become members of additional graduate programs at CU Denver and CU Anschutz upon approval by the program director of the additional programs. Program directors should notify the Associate/Assistant Dean when an existing Graduate Faculty member is joining another Graduate Program. It is anticipated that faculty who hold Regular graduate faculty appointments will also be considered as a core training faculty for their graduate program.

Privileges of Regular graduate faculty include:

- directing (teaching and assigning grades in) graduate courses.
- serving on and chairing comprehensive and final thesis or dissertation examination committees (doctoral and master's level).
- serving on academic and administrative Graduate School committees.
- participating in activities for Program(s) in which the faculty member is appointed.
- voting on graduate faculty issues; and
- supervising thesis/dissertation research (doctoral and master's level) as a mentor or as the primary advisor if so noted on the graduate faculty appointment form.

Qualifications Required

Regular members of the graduate faculty should either hold an earned doctoral degree or equivalent or have demonstrated other attainments that qualify them for membership by demonstrating experience in training PhD students. It is possible that an applicant who has strong and well-documented performance in some, but not all, areas (teaching, research, and other scholarly activity) may receive a Regular graduate faculty appointment. Instructional track faculty members with professional degrees (MD, DDS, DVM, others) could be nominated for Regular graduate faculty appointments with documentation of qualifications to train students for PhD or

other earned doctorates from the Graduate School. Faculty members with other types of appointment can also be considered for Regular appointments, the guiding criteria being the stability of the appointment for the sake of training a PhD student. It is also possible to have master's-only Regular appointments by prior arrangement with a master's program and approval of the Graduate Council.

Graduate Programs are strongly encouraged to express their expectations regarding the service of Graduate faculty as primary mentors for a doctoral or a master's thesis. Expectations could include, for example, requiring faculty members to share, in a mentor/mentee agreement, their mentoring style and work/study expectations with those students who request their mentorship.

Term of Appointments

Regular and Special graduate faculty appointments will be considered permanent until the faculty member or nominating program requests termination of the appointment. Upon retiring from CU Anschutz, faculty members will retain their Regular or Special appointment only until those graduate students whom they are either supervising as the primary mentor, or upon whose thesis/dissertation advisory and exam committee they serve, complete the requirements for their degree. If Regular graduate faculty members will continue to serve a graduate program after leaving CU Anschutz Medical Campus for other reasons, they may transition to a Special graduate faculty appointment, with the articulated support of a program.

ii. Special Appointments

Special appointments to the Graduate School may be granted to CU Denver and CU Anschutz faculty or other individuals who do not qualify for an appointment as a Regular graduate faculty member, but who will participate in the education of graduate students at CU Anschutz either by serving on examination and thesis/dissertation committees, or as a major participant (e.g. course director) in teaching of a graduate course. A Special faculty member may not serve as the sole chair of a doctoral exam or dissertation committee (although they can be a member of these committees) and may not serve as the sole primary mentor or advisor of a doctoral student. Furthermore, a faculty member with a Special graduate faculty appointment needs the approval of the program director to chair an exam or a master's thesis committee or serve as the co-mentor of a student enrolled in a master's or doctoral program. Special graduate faculty cannot vote on policy issues requiring approval by the graduate faculty.

Privileges of Special graduate faculty members include:

- directing (teaching and assigning grades in) graduate courses.
- with the approval of the program director, serving on final exam or thesis defense committees for students pursuing a master's degree.
- with approval of the program director, serving on comprehensive and dissertation exam committees for students in a doctoral program.
- with the approval of the program director, co-chairing the final exam or thesis defense committees for students pursuing a master's or doctoral degree with a Regular graduate faculty member.
- with the approval of the program director, serving as a co-mentor or co-primary advisor for students pursuing a master's or doctoral degree with a Regular graduate faculty member.
- serving on academic and administrative Graduate School committees; and
- participating in activities for specific programs for which the faculty member was

appointed.

Qualifications Required

It is recommended (not required) that Special members of the graduate faculty shall hold a doctoral degree or terminal degree appropriate to their respective discipline or shall have made other scholarly contributions or acquired substantial work experience in the respected discipline that qualify them for membership. Nominees for Special faculty appointments shall present a CV demonstrating evidence of their expertise appropriate for this appointment. Each program may elect to impose additional criteria that exceed Graduate School requirements.

Term of Appointment

As with Regular graduate faculty appointments, Special appointments are considered permanent unless the faculty member is no longer affiliated with CU, or the initiating program director indicates to the Graduate School that the appointment should be terminated. The Graduate School will periodically request that program directors confirm whether the roster of Regular and Special graduate faculty members appointed through their program should still be considered graduate faculty members.

iii. Nomination and Approval of Graduate Faculty Appointments

All appointments to either the Regular or Special graduate faculty must be reviewed by the Dean or the Dean's designated approval officer. In cases where Regular appointments are requested for faculty members whose qualifications are in doubt, the Dean will have final approval and might seek clarification from the nominating program. The materials required for a new or a renewal appointment include:

- a nomination form that indicates whether the application is for a Regular or a Special appointment and that is signed by the nominating Program Director (or Department Chair); These forms can be found on the Graduate School website.
- for Regular and Special faculty appointments, the Program must indicate whether the faculty member is approved for serving as a primary mentor for a doctoral and/or master's student.
- a current curriculum vitae.

New applications must be submitted at least two weeks in advance of anticipated participation in teaching research supervision or student examinations. Appointments will not be approved retroactively to cover these activities. Applicants who are denied an appointment to the Graduate School may appeal to the Graduate Dean for a re-assessment of their application. With the concurrence of the Graduate Dean, the status of a Regular or Special member may be revoked upon the recommendation of the Program that nominated the faculty member. If necessary, under special circumstances as a disciplinary action, the Graduate Dean can also revoke an appointment without a Program's agreement.

ARTICLE II: GRADUATE EDUCATION

Most graduate degree, certificate and credential programs that are affiliated with the CU Anschutz Graduate School are non-professional programs (e.g., not MD or DDS) that are offered on the Anschutz Medical Campus or an affiliated institution. In addition, there are dual-degree programs for which both degrees are awarded simultaneously.

Section 1. Approval and Review of Programs

As outlined in Article I, and prior to the Board of Regents and the Colorado Commission on Higher Education's approval, the Graduate School, together with the faculty Graduate Council, evaluates and approves proposals for new graduate programs (doctoral, master's and graduate certificates and credentials) to ensure that the programs can be effective, adhere to established standards and requirements. This process also helps with campus-wide awareness of and input into program creation.

According to CU Regents Policy 4J, all existing graduate degree programs (doctoral and master's) must undergo in depth reviews every five to seven years. Program reviews are overseen by the office of the Executive Vice Chancellor for Academic and Student Affairs in collaboration with the Graduate Dean.

Modular Master's Programs allow the inclusion of up to two Graduate School approved University of Colorado Graduate Certificates into a master's program that uses the courses as required courses or electives for the master's degree. To earn a master's degree that is built on two graduate certificates, students will have to apply for and obtain admission from the program that accepts the graduate certificates plus earn the credits that remain to fulfill the graduation requirements of the specific master's program. The current seven (7)-year limit for completing a master's degree will also apply to students pursuing a modular master's degree. graduate certificates (consisting of 12 or more credits) can also be earned in modular fashion by earning specific graduate credentials (6 or more credits) that are designated for this purpose by the intended certificate program.

i. Procedures and Criteria for Reviewing and Revising Existing Graduate Degree Programs

The periodic review of existing graduate degree programs (master's and doctoral) is required by University of Colorado Regents Policy 4J and CU Academic Policy Statement 1019. To accomplish this task, every five to seven (5-7) years, the Graduate School will provide to the graduate programs that are up for review, application, admission, and graduation data for the previous three to ten (3-10) years from the Office of Institutional Research and Effectiveness (OIRE). The Graduate School will convene meetings with program directors and their support staff to discuss the mission, optimum enrollment, outcomes, recruiting and student completion, and other parameters related to their programs. A report of the findings of the review, along with any recommendations for enhancements, will be submitted to the Office of the Executive Vice Chancellor for Academic and Student Affairs, which will, possibly after requesting additional information/clarification, pass the review on to the University System and Board of Regents

ii. Procedures and Criteria for Developing and Approving New Degree Granting Graduate Programs (see Regent Policy 4J)

Recommendations for new degree-granting graduate programs are initiated within an appropriate school or college, department/program/division, or the Graduate School, and are submitted to the Graduate School for discussion at the Graduate Council. Especially programs that require a substantial financial commitment from the originating school/college or Central Administration are advised to discuss their plans first with the appropriate chair, dean or the EVC for Academic and Student Affairs. If such support is not available, it will not be worthwhile composing a new Program proposal.

Guidelines for new proposals are posted on the Graduate School website.

Proposals should:

- address how the proposed program fulfills all the requirements of the CU Anschutz Graduate School and the school or college in which it will reside.
- document how proposed dual degrees meet the requirements of both schools (if two independent colleges are involved) and both degree programs.
- explain the prospective employment opportunities for students who will graduate in the new program.
- address any overlap or potential conflict of the proposed program with an existing graduate program at CU Anschutz.
- demonstrate that the department and school or college is willing to commit sufficient resources (faculty, administrative and financial) to develop and sustain the proposed program; and
- address the ability of the program faculty to mentor student research in the discipline or program area.

Proposals that are favorably reviewed by the Graduate Council will be routed through the Office of Academic and Student Affairs for approval by University System office and the CU Board of Regents and implementation in accordance with policies established by the Regents of the University of Colorado (Regent Policy 4J).

iii. Procedures and Criteria for Approving New Subplans (official Tracks) in Existing Degree-Granting Programs

The development of new educational tracks/sub-plans (as defined by CU-SIS) within existing approved graduate programs requires review and approval by the school/college dean and approvals by the Graduate Council. Tracks/subplans must share 1/3 of course work with the “parental/general” degree program and must require the same number of total credits as the parental/general program. Program representatives are expected to present the proposal to the Graduate Council for discussion. The Graduate Council may vote to approve the proposal, reject the proposal, or postpone voting pending the review of revisions or additional requested materials. New tracks/subplans within existing approved graduate programs only require approval by the Graduate Council; they do not require Regent approval.

iv. Procedures for Developing and Approving New Graduate Certificate and Graduate Credential Programs

It is possible for graduate certificates (12 or more credits) or graduate credentials (6 or more credits) to be created entirely within the home school or college or to be created in affiliation with the Graduate School. In either case, it is advised that the Graduate School be informed of the program details so that information can be included in broad outreach efforts and on the Graduate School web site. Direct application for credential and certificate programs as discrete entities is also possible through online applications.

For graduate certificates and credentials to be reviewed and approved by the faculty Graduate Council, formal proposals should be submitted to the Graduate School. The proposal forms can be found on the Graduate School website ([Graduate Certificate Proposal Form](#) and [Graduate Credential Proposal Form](#)).

The Proposal should be accompanied by a brief statement of support from the relevant department chair and school/college dean confirming agreement with and support of creation of the proposal.

If the proposal is a collaboration between units, all chairs and deans should signify their agreement.

v. Procedures and Criteria for Developing and Approving New Graduate Courses

Proposals for new courses are reviewed and approved by the curriculum committee of the school or college. If CU Denver courses are involved Curriculum Oversight Steering Committee must also approve. After approval by the committee(s), the proposal should be forwarded to the Dean of the Graduate School for incorporation into Graduate School records. Individual new courses or course modifications do not require Graduate Council approval unless they represent a substantial departure from the nature of the Program.

vi. Procedure for Removing Courses That Have Been Discontinued

It is expected that departments and programs will inform the Graduate School to discontinue the listing of any courses that will no longer be taught. The Graduate School will periodically review the status of all courses in the Graduate School to determine whether they are still active. Graduate programs that list courses that have not been taught for five (5) years should justify why such courses should continue to be listed.

Section 2. Admissions

Students may be admitted to a graduate degree program as either regular degree students (if they meet the requirements/criteria of the graduate program and the Graduate School), or as provisional degree students (if they do not meet the program's and/or school's requirements). Procedures and requirements for admission to graduate certificate and graduate credential programs are different from those of degree programs and are outlined separately below.

The application for matriculating into a Graduate Degree Program is completed online and can be found on the website of Graduate Programs and the Graduate School. In addition to the online application, letters of recommendation (in English) are required, as are official transcripts from all Colleges, Schools, and Universities in which the student was enrolled before. The selected graduate Programs will evaluate the application and interview students they might want to admit, including those who will be admitted provisionally. A letter of offer from the graduate Program to an applicant must include a statement indicating that admission to the University and the Program is pending final approval by the Graduate School. The Graduate School will confirm the applicant's credentials, including authenticating transcripts, and determine whether the student meets the general requirements of the Graduate School and the specific requirements of the selected Program. The Graduate School also performs a background check and collects the immunization records (where required).

i. Admission to Regular Degree Status

Students are admitted into the Graduate School as Regular degree students on recommendation of the program, provided they meet the following criteria:

- Hold a bachelor's, master's and/or doctoral degree from an accredited school/college or university or demonstrate completion of work equivalent to the bachelor's, master's and/or doctoral degree awarded at CU Denver or CU Anschutz, though individual exceptions to this can be made if supported by the graduate program and approved by the Graduate School.
- Have a cumulative undergraduate grade point average of 3.00 or higher (A is equal to 4.0) or a GPA of 3.00 or higher in twelve (12) credits or more of a partially completed master's degree program. Applications from individuals who attended a

college or university that does not issue grades or a GPA will be evaluated by the Graduate School; lower GPA averages can be considered for provisional or regular admission with specific justification by the program. Official transcripts from all higher education institutions attended must be provided before enrollment. Programs wishing to accept official transcripts from only previous doctoral degrees (e.g., PhD, MD, DDS) must have this exception approved by the Graduate Council.

- Fulfill the discipline/program specific prerequisites.

International students must meet all of the requirements above. In addition, applicants whose credentials include credits from a college or university outside the USA (not earned as part of a semester abroad program) must also provide:

- Original transcripts and documentation in English (or a certified English translation) of the completion of a bachelor's degree, master's degree, or the equivalent as evaluated by an approved transcript evaluation service. Approved credential evaluators include Educational Credential Evaluators, Inc. ([ECE](#)) or World Education Services ([WES](#)). Transcript evaluations from any other educational credential evaluators would need to be reviewed and approved by the Office of International Affairs.
- Financial and other documents as required by the CU Denver | Anschutz International Student and Scholar Services (ISSS) Office to process immigration documents.
- A certified English translation of all academic records and references that are not issued in English.

Evidence of proficiency in English as defined in the University policies and enumerated at the CU Denver | Anschutz Office of International Affairs. ***Schools or Colleges, or individual Graduate Programs may require higher standards.***

ii. Admission to Provisional Degree Status

A graduate program that wishes to admit an applicant who does not meet the criteria for admission as a regular degree student can petition the Graduate School to admit the applicant as a provisional degree student. Programs shall a) **inform the domestic students in the official admissions letter** that they have been admitted provisionally, for international student this notification may not be included in the admission letter, but the student should be alerted through independent communication. b) specify **in this notification** which requirement(s) the student will have to meet, and in what time frame, to obtain regular admission and c) complete and submit the provisional admissions form to the Graduate School. (see details below)

On the Graduate School provisional admissions form, the graduate program director should outline the rationale to support the provisional admission. The form must include a description of the conditions that the student must meet in order to become a Regular degree student. In addition to earning a GPA of at least 3.0 on six (6) or more credits, programs can require that a student enrolls in a specific course to make up for knowledge gaps/prepare for upcoming course work. **It is the task of the graduate program to verify that the requirements for further coursework have been met before the student can be fully admitted.**

The admission of the applicant as a provisional degree student requires the approval of the Graduate School. At the end of the specified provisional period, the program director should review the performance of the provisional degree student and propose to the Graduate School either a) the regular admission of the student, if the conditions have been met, or b) dismissal from the graduate program to which they were provisionally admitted, or c) propose an extension of the provisional status for one more semester. In consultation with the program director, the Graduate School will notify the student whether the indicated requirements have been met and that the student's status has been converted to that of a regular student, or that the student failed to meet the requirements. In case a program is not confident that it is indeed a good match for a specific student, before dismissing the students, the program might encourage the student to discuss with the Graduate School if there might possibly be another program to which the student could transfer.

iii. Admission to Dual Master's Degree Programs

Qualified students may be recommended for admission to an approved dual degree program upon meeting the qualifications of admission to the Graduate School and *both* graduate programs.

iv. Admission to Partially Concurrent Bachelor's/Master's Degree Programs (e.g. 4+1 Programs)

Partially concurrent bachelor's/master's programs (4+1 programs) offer undergraduate students the opportunity to begin graduate work while they are completing their undergraduate degree in that discipline. Highly qualified undergraduate students may be recommended for admission to a bachelor's/ master's degree program but will not be formally admitted to the Graduate School until they have earned their undergraduate degree. Standards for admission and eligibility to move into a 4+1 program should be specified in each department's or program's approved program guide.

Students participating in a bachelor's/master's (4+1) option must:

- fulfill all credit requirements of both the graduate and undergraduate program. The graduate program may choose to allow up to twelve (12) credits to count toward both the graduate and undergraduate degree. 4+1 programs may be approved to allow more than twelve (12) credits to count toward both the graduate and undergraduate programs if the master's program requires more than thirty (30) credits. The program director may decide how many graduate level courses may count toward both degrees, but no more than 40% of the master's program.
- petition to the graduate program allowing this option *before* enrolling in any graduate level courses, and be advised by both undergraduate and graduate advisors; and
- apply and be admitted to the graduate program in the next regular semester (fall or spring) following the completion of the undergraduate degree.

v. Readmission of Former Students to Degree Programs

Students who were previously admitted to a graduate program but who did not complete that degree program can be readmitted to the same degree program at the discretion of the program. The following requirements must be satisfied before being readmitted:

- clarify the students' status with the graduate program and Graduate School to determine their eligibility to return and pursue the same degree.
- before deadlines have passed for the term in which a student expects to return to CU

Anschutz, and before the maximum course enrollment numbers have been reached, the student should submit an abbreviated application and application fee to the specific graduate program for approval of readmission.

- meet any admission requirements required of new matriculants (i.e., official transcripts for coursework taken during absence, background checks, immunizations, etc.)

Programs are under no obligation to readmit the student. Students who have not been registered for more than one (1) year [i.e., three (3) terms] at CU Denver or CU Anschutz must reapply to the program and supply updated information and academic credentials. However, programs have the discretion to decide to readmit a student after periods longer than a year without undergoing the full, formal reapplication process. Such readmissions are accomplished in consultation with the Graduate School. Students seeking readmission should consult the program director before applying.

vi. Graduate Credential or Graduate Certificate Programs

Students can apply for graduate certificates (minimum 12 credits) and graduate credentials (minimum 6 credits) in three ways, depending on the program.

- One is to use the credits earned while pursuing a graduate degree and apply to be granted a certificate or credential in addition to whatever degree is earned. With program approval, the same credits can be used for both the credential/certificate and the degree requirements.
- A second method is to enroll as a non-degree graduate student and take the courses specified by the program. Upon successful completion of the required and elective courses students can apply to be awarded the graduate certificate or graduate credential.
- A third method is available if the originating school or college lists the credential or certificate for direct applications in Slate.

Requirements for applications to graduate credential or graduate certificate programs are less extensive than for graduate degree programs and can vary by program.

Certain graduate credentials can be “stacked” to earn graduate certificates. Similarly, certain certificates can be applied toward earning a master’s or doctoral degree, though entering the degree program requires an additional formal application to and acceptance by the degree program. Students should check beforehand with the originating school or college to find out what Credentials and Certificates can be stacked.

vii. Changing Degree Programs

Students who are currently enrolled in a graduate program and who want to change programs must be accepted by the new program to which they would like to transfer and complete appropriate forms. A Program Transfer Form can be found on the Graduate School website. This form should be used only if a student is *transferring between programs that are both administered by the Graduate School*; to transfer from a Graduate School program to a program not administered by the Graduate School or vice versa additional documentation (possibly including a new application) may be required. Students should consult the new program and the Graduate School for details.

Section 3. Degree Requirements

Graduate Course Definition

- directed by a Regular or Special member of the graduate faculty (although individuals without graduate faculty membership can be guest lecturers).

- graded on the A-F system or equivalent (**no pass/fail** or S/U, unless by special exception of the Graduate School; Spring and Summer term 2020 were exceptions due to coronavirus adjustments).
- offered within a degree program at the 5000 level or above.

With the approval of the program director, students enrolled in graduate programs at CU Anschutz may enroll in graduate level courses at other campuses within the University of Colorado System (CU System); credit hours earned within the CU System will *not* be subject to the policies of transfer credits. They are referred to as “**resident credits**” similar to the credits that a student might earn at CU as a non-degree seeking student.

i. Master’s Degree (minimum requirements)

The minimum number of credit hours required for earning a master’s degree is thirty (30). Many programs require more than 30 credits. If the program includes a thesis, research paper or internship as the culminating requirement, the thesis/research paper must count for three to six (3-6) credits, unless specified otherwise by individual programs. Independent study coursework cannot exceed fifteen (15) credits of the minimum thirty (30) credits of coursework required for the master’s degree.

While it is expected that most of this coursework will be at the graduate level (5000 and above), some graduate programs may allow up to two 4000 level undergraduate courses (maximum of 6 credits). Of those at least one must be from outside the program’s discipline (different program four letter prefix) to count towards the graduate degree. Grades in all courses must be a “B minus” (B-) or better to count toward the degree unless the program specifies more stringent requirement. In rare cases the program might make the case to the Graduate School for accepting a single “C” or “C+” grade as long as the GPA remains above 3.0 (see Section 6). This should be approved by the program director in consultation with the Graduate School.

ii. Doctor of Philosophy (PhD) Degree (minimum requirements)

The minimum required credit hours for a doctoral degree are thirty (30) credits of coursework, all of which must be at the graduate level (5000 and above) and meet program requirements, plus at least thirty (30) dissertation/research credits. In special cases, credit hour adjustments can be made with formal approval by the Graduate Council. ***All students should check the specific requirements of their programs.*** Graduate level coursework from an earned master’s degree may be applied toward a doctoral degree with program approval; similarly, coursework of a doctoral degree may be applied toward a master’s degree with program approval. Grades in all courses must be a “B minus” (B-) or better to count toward the degree unless the program specifies more stringent requirement. In rare cases the program might make the case to the Graduate School for accepting a single “C” or “C+” grade as long as the GPA remains above 3.0 (see Section 6). This should be approved by the program director in consultation with the Graduate School.

iii. Professional Doctorate Degrees (minimum requirements)

The minimum number of credit hours required for earning a professional doctorate degree affiliated with the Graduate School is fifty-five (55), though programs can require more credits. At least 30 credits should be didactic/course-based credits. Programs created after January 2021 that propose to require fewer than 55 credits should provide specific justification at the time of the program proposal.

If a program includes a thesis, dissertation, research paper or internship as the culminating requirement,

work for the thesis/research paper must count for at least 25% of the credits (14 for a 55 credit program), unless specified otherwise by individual Programs and approved by the Graduate Council.

While it is expected that most of this coursework will be at the graduate level (5000 and above), some professional doctorate programs may allow up to two 4000 level undergraduate courses (maximum of 6 credits). Of those undergraduate courses at least one has to be from outside the Program's discipline to count towards the graduate degree. Grades in all courses must be a "B minus" (B-) or better to count toward the degree unless the program specifies more stringent requirement. In rare cases the Program might make the case to the Graduate School for accepting a single "C" or "C+" grade as long as the GPA remains above 3.0 (see Section 6).

iv. Graduate Credentials and Graduate Certificates

Graduate credentials require six (6) or more course credits and graduate certificates require twelve(12) or more course credits. Neither require a cumulative examination, capstone project or thesis unless specified by the originating program. Grades in all courses must be a "B minus" (B-) or better to count toward the degree unless the program specifies more stringent requirement. In rare cases the program might make the case to the Graduate School for accepting a single "C" or "C+" grade as long as the GPA remains above 3.0 (see Section 6). Students who want to earn concurrently two graduate certificates with overlapping course requirements may count only *one* course (maximally three credits) for both graduate certificates. A course that has been credited for two graduate certificate programs must not be counted again for an unrelated graduate degree, regardless of whether that degree is earned concurrently with the graduate certificate or sequentially. For graduate credentials, no courses can be counted doubly toward two credentials.

v. Requirements for Dual Degrees

Students can, with written approval of both degree programs, earn two graduate degrees concurrently outside of an approved dual degree program. Ideally, policies and requirements for such combination have previously been worked out by the two programs through an *official* application to the Graduate Council for a dual degree program. In that case, the student will have to follow the requirements and guidelines that are posted for this dual degree program. However, if a student desires a combination of two programs that have not yet developed an official dual degree Program, this individualized approach is possible provided *both* programs agree in writing on a) the conditions/courses that have to be fulfilled to earn both degrees, that the required courses include at least 50% of the course work that would normally be required for each program, i.e. courses with that program's prefix, and c) which of the 12 credits will count towards both degrees.

For master's programs that require each 30 credits for graduation, the minimum required credits for earning two master's degrees concurrently are 48 credits, and more if one or both of the individual master's programs require more than 30 credits for graduation. The two concurrently earned graduate degrees must be awarded at the same time, but lower-level program completions (master's degrees, certificates, and credentials) may be recognized prior to the completion of a shared/conjoined/overlapping doctoral degree. Furthermore, each of the two partner programs must develop and share with the students and the Graduate School a clear plan for the requirements that students have to fulfill should they, at some time, decide to earn only one of the two degrees.

Of note: For all dual degree master's programs, regardless of the number of credits that are required for graduation, no more than 40% of credits of the program that requires the higher number of graduation credits may be used for dual counting. All decimal numbers may be rounded up.

vi. Adding a Graduate Certificate or Graduate Credential to a Graduate Degree

Students may wish to earn a graduate certificate concurrently with their graduate degree. Such a certificate can a) be composed of courses that are required for the degree program (integrated or stacked graduate certificate program) or b) may not share overlapping credits (free-standing graduate certificate program) No course that has been counted toward any prior degree, undergraduate or graduate, can be counted again in a graduate certificate program or for a graduate credential. If a student is enrolled in two graduate certificate programs concurrently, and these graduate certificates share one course, this one course, and only one course maximum, may be counted towards both graduate certificates if both graduate certificates are earned in the same semester. In a graduate certificate program, one course may be at the 4000 level.

In any case, the addition requires approval from the student's mentor (if a PhD or professional doctorate), the degree program director, and the certificate program director. Students must complete the Intent to Complete a Graduate Certificate Form (posted on the Graduate School's website), which requires signatures from all approving authorities. The Graduate School will add the certificate to the student's program plan in CU-SIS.

Of note: graduate credential and certificate programs allow enrollment by all qualified students. To be visible to potential applicants outside a related degree program and outside the university, graduate credential and certificate programs have to be specifically coded in the Slate admissions software. To assure sufficient visibility of the Graduate Credentials and Graduate Certificate programs and facilitate the desired student recruitment, programs and schools/colleges that offer graduate credential and graduate certificate programs are encouraged to verify that these opportunities are appropriately listed in Slate.

Section 4. Transfer Credits

A transfer credit is any credit that a student earned at another accredited institution *outside* of the CU System. The maximum amount of transfer credits that may be applied toward a master's degree at CU Anschutz is twelve (12) (or 40% if the program requires more than thirty (30) credits) for master's programs or thirty (30) hours of coursework for PhD degree programs (individual programs may have more restrictive limits).

Coursework that has been applied towards an undergraduate degree or another *completed* graduate degree on the same level (e.g., MA to MS) **cannot** be accepted for transfer credit. Specifically, master's courses applied to one completed master's degree may not be applied to another master's degree; however, graduate level coursework (5000 level or above) completed for a master's degree may be applied toward a doctoral degree with program approval. Also, credits earned in a graduate certificate program, which have *not* also been applied to a graduate degree program may be applied to a graduate degree program with program consent. Note that appropriate graduate courses completed over and above the requirements for another graduate degree, *i.e.*, that have not been included in the application for candidacy for the other degree, can be considered for transfer credit at the discretion of the program.

To be eligible for transfer, courses must:

- be at the graduate level (5000 or above).
- have a letter grade (courses in which the grading is either satisfactory/unsatisfactory or pass/fail are not accepted, except for Spring-Summer terms 2020, for which the Graduate Council has granted a waiver to this requirement).
- have a grade of B minus (B-) or higher (individual programs may require a B or higher for transfer credit and/or may require a B or higher in the core classes of the particular discipline).
- be validated by the program director if the credits were not earned within the last seven (7) years before applying to the degree program (exceptions are possible by agreement of the program director and Graduate School).
- be transferred prior to the semester in which the student takes the doctoral comprehensive exam or master's final examination.

Graduate program directors independently or in conjunction with other academic advisors, determine what courses will be accepted for transfer. Transfer credit requests must be accompanied by an official transcript with transcript key and credits that have been earned at a university that uses quarter credits will be converted to semester credits. International transfer credits require official translated transcripts *and* transcript evaluation from the Office of International Admissions. Credits can be transferred only after a student has established a satisfactory record of at least one term of enrollment at CU Denver or CU Anschutz with a minimum GPA of 3.00 (B).

The Graduate School reviews transfer credit requests to ensure all eligibility requirements are met and transmits the request to the Office of the Registrar Transfer Articulation Team for posting. Note that transfer credits do not contribute to a student's graduation GPA.

Resident Credits:

Credit hours earned within the CU System will *not* be subject to the policies of transfer credits. They are referred to as “**resident credits**” similar to credits that a student might have earned at CU as a non-degree seeking student. The maximum number of Resident Credits that can be adopted by a graduate degree program is decided by the program. Adopted resident credits count towards the student's program GPA.

Section 5. Enrollment Requirements

Students entering any graduate program are expected to hold a bachelor's or master's degree from an accredited college or university. Exceptions to this requirement for demonstrating completion of work equivalent to a bachelor's or master's degree earned at CU Denver or CU Anschutz are possible by petition from the program to the Graduate School. If these exceptions are to be a policy of the program, the policy should be discussed and approved by the Graduate Council. It is the prerogative of the program to select the assessment format that will establish if prior work/degree equivalency applies. Students who have not yet completed all requirements for their bachelor's degree may obtain program permission to matriculate into a graduate program. In such cases, students will normally be required to finish their undergraduate training by the end of the first semester of enrollment in the graduate program to complete all bachelor's degree requirements. Students who fail to complete all bachelor's degree requirements by the end of their first semester in the graduate program will be placed on Leave of Absence pending completion of their undergraduate degree requirements.

Requirements for full-time enrollment:

Registrar:

- To be considered full time in the CU System, students must be enrolled for a minimum of five didactic credits or one dissertation, thesis, or candidacy credit. These requirements apply to all semesters.

Financial Aid:

- To be eligible for financial aid, students have to be enrolled for a minimum of three didactic credits or one dissertation, thesis or candidacy credit. Full-time status for financial aid purposes is a minimum of 5 credits. More credits could increase the amount of available loan funds. These requirements apply to all semesters.

Veteran & Military Student Services (VMSS):

- Full-time/part-time status is reported to the VA according to University of Colorado policy.

i. Master's Degree Enrollment Requirements

The minimum number of credit hours required for a master's degree is thirty (30). Master's degrees must be completed in seven (7) years regardless of full-time or part-time enrollment. The minimum residency requirement at CU Anschutz for master's students is two semesters of full-time scholarly work beyond the attainment of the bachelor's degree.

Students who left a program for an extended time (> seven years) without having earned a degree can reapply to that program or a different program. If the course work is still valid (verification required) and if the students' old GPA was 3.0, student can, with program permission, continue their studies. Alternatively, dependent on the program, the program may require that the student enrolls with a completely new start. In this case, old coursework, and grades (GPA) will not count towards the newly started graduate program. Exceptions to these time limits are possible with the agreement of both the program director and Graduate School.

ii. Doctor of Philosophy Degree Enrollment Requirements

The minimum number of credit hours for earning a PhD is thirty (30) credits of coursework, all of which must be at the graduate level (5000 and above) and thirty (30) dissertation credits, unless otherwise approved by the Graduate Council and specified here.

- The PhD in Nursing requires thirty (30) credits of coursework and eighteen (18) credits of dissertation.
- The PhD in Clinical Health Psychology requires only six dissertation credits to the unusually high number of didactic, practicum and other credits.

The minimum residency requirement at CU Anschutz for doctoral students is six (6) semesters of full-time scholarly work (didactical and dissertation credits) beyond the attainment of a bachelor's degree. Two (2) semesters of enrollment credit may be allowed for an earned master's degree from another institution; however, at least four (4) semesters of credit must be earned for work performed in the advanced degree program while enrolled at CU Denver or CU Anschutz. Up to four (4) semesters of credit (30 credit maximum) may be allowed for a master's degree earned at CU Denver or CU Anschutz. Rare exceptions to these limits require approval by both the program director and the Graduate School Dean.

iii. Professional Doctorate Degree Enrollment Requirements

The minimum number of credit hours for earning a Professional Doctorate affiliated with the Graduate School is 55, with at least 30 of those credits in didactic coursework. Exceptions to these minima must be approved by the Graduate School and Graduate Council at the time of the Program proposal. The minimum residency requirement at CU Anschutz for doctoral students is six (6) semesters of full-time scholarly work (didactical and dissertation credits) beyond the attainment of a bachelor's degree. Two (2) semesters of enrollment credit may be allowed for an earned master's degree from another institution; however, at least four (4) semesters of credit must be earned for work performed while enrolled at CU Anschutz. Up to four (4) semesters of credit (30 credit maximum) may be allowed for a master's degree earned at CU Denver or CU Anschutz. Rare exceptions to these limits require approval by both the program director and the Graduate School Dean.

iv. Leave of Absence

Students who need to leave a graduate program for a period of time (up to one (1) year) should consult their program directors for guidance on a Leave of Absence (LOA). Personal LOAs are reviewed and approved entirely through the program and the Graduate School; medical LOAs are managed through the CU Anschutz Student Outreach and Support Office in collaboration with the program and the Graduate School. An approved LOA pauses the student's academic record and automatically extends the time limit for completing a degree by the equivalent amount of time that the student spends on leave. Requests for LOA that exceed one (1) year may be approved with sufficient justification to the Dean of the Graduate School. Students who do not return from their approved LOA will be considered to have withdrawn from their program and will either be required to formally re-apply for admission, or, at the discretion of the program, may be re-admitted through an expedited process.

Section 6. Grades and Quality of Graduate Work

To maintain satisfactory academic progress, advance to candidacy and earn a graduate degree, credential or certificate *students are required to maintain a minimum overall Program GPA of 3.00 (B) for all graduate credits required for the degree. This requirement also applies to undergraduate (i.e., 4000 level) courses that may be accepted for the graduate degree.* All courses, including the limited 4000 level (undergraduate) courses accepted for graduation, must be graded with a letter grade.

Of note:

- a) The Graduate School distinguishes between program GPA and university GPA. A required or elective course that a student failed (i.e., earned a B minus or less) will not be included in the program's application for candidacy and will not count towards the program GPA. However, the failed course will be included in the Registrar's calculation of the university GPA. Due to this distinction, a student's program and university GPA can be different. For students who seek access to further training (PhD, MD. etc.) only the university GPA might be taken into account.
- b) Students can enroll in program related courses as non-degree seeking students, and these resident credits can then be adopted by the corresponding degree program. However, the Registrar will list these non-degree credits as having been earned in a *prior* semester, i.e., before the degree program was started. While the *degree program* can recognize/adopt these credits for the degree, the Registrar *does not* include them in the university GPA that a

student earned in the degree program. This omission is important for students who are aiming for further training in highly competitive programs after completion of their graduate degree, and these students might want to point out in their application letters why their real GPA is not reflected on the transcript (i.e., because the Registrar does not include in its GPA calculation credits that have been earned before program entry).

Failure to maintain a 3.00 Program GPA will result in the student being placed on academic probation. Courses completed with grades below the letter grade of B- (GPA 2.7) may not be applied toward fulfillment of the requirements for any graduate (doctoral or master's) degree, credential, or certificate within the Graduate School. Students who earn a letter grade less than B- in a course that is required for graduation in a specific program will have to re-enroll in that course to earn the passing grade, as defined by the Program (i.e., B- or higher). Students who earned a grade below B- in an elective course can choose an alternative course to earn the required number of credits. Students should have no more than three attempts to pass a course (including withdrawals) without program approval. All grades, including the failing grade for the course, will be listed in the student's University of Colorado transcript, and will be included in the cumulative graduate GPA. Grades in all courses must be "B minus" (B-) or better to count toward the degree unless the program specifies more stringent requirements. If a program can, in selected cases, justify accepting a grade of "C" or "C+" for graduation, and provided the student's program GPA still is 3.0 or higher, an exception can be made. The Graduate School should be notified of all exceptions. Thus, by counting only the student's grades of B- or better, a student will have to have earned a minimum program GPA of 3.0 to earn the degree but might hold a cumulative University of Colorado GPA below 3.0.

In-Progress (IP) and Incomplete (I) Grades

All graduate courses must be graded with a letter grade. An In-Progress (IP) grade is assigned for thesis/project/dissertation or internship hours until the final approved thesis/project or dissertation grade is submitted to the Graduate School. An incomplete grade (I) should only be assigned if a) the majority of course work has already been completed and b) of the cause for a student's inability to complete the required work is outside the student's control (disease, passing of a family member, etc.) the failure to complete the work in time is due to causes outside a student's control. (In all other cases, students should be encouraged to withdraw from the course so as not to impact their GPA. Courses from which a student withdraws after the add/drop date are graded with W). Incomplete work must be completed in one academic year, though programs can impose shorter time limits. Unless a grade change is made by the course director the Registrar automatically changes an I to a failing letter grade (F) after one (1) year, unless a grade change is initiated by the course director. If a student enters military service before completing a course and an I is reported, this grade may be carried on for the duration of the student's service, provided this service requirement has been communicated to the Graduate Program and the Graduate School.

Credit by examination is not allowed for graduate students. However, programs may allow a student to challenge and test out of a given course to prove their familiarity with the course content. Students do not register or receive credit for a course in which they have tested out, and the program will require the student to enroll in a different course or an elective. In all cases, the student must meet the minimum program credit requirements to earn the degree.

Any credits earned more than seven (7) years prior to applying for candidacy for either a master's or doctoral degree must be evaluated and deemed to be current by a process determined by the graduate

program in which the student is enrolled. This process should be documented and consistent for all students. The graduate program records this decision with the Graduate School by submitting the Course Validation Form (one for each validated course) with the Application for Candidacy.

Section 7. Admission to Candidacy

i. Master's Degree

Students who wish to earn a master's degree must apply for candidacy. After completing or registering for all program-required coursework, students must file an Application for Candidacy with the Graduate School no later than the posted candidacy/graduation deadline during the semester in which they plan to have their degrees conferred. This form is available on the Graduate School website.

All required program approval signatures must be obtained before the Application for Candidacy Form is submitted to the Graduate School for final approval and filing. An approved form certifies that a student's coursework is a) satisfactory, all courses have been graded with at least a B minus or better and the Program GPA is at least 3.0 b) that the listed courses are compliant with the program curriculum. The Application for Candidacy Form will serve as the student's degree audit.

ii. Doctor of Philosophy Degree

Students must apply for admission to candidacy for the Doctor of Philosophy (PhD) degree at least two (2) weeks before taking the comprehensive examination. The Candidacy Form is available on the Graduate School web site. The program director must approve the completed application form before submission to the Graduate School for final approval and filing. *Students may not participate in the comprehensive examination if on probation, i.e., have a program GPA less than 3.00 for all graduate courses, or before they have completed or registered for all non-thesis coursework required by the program.*

Before being admitted to candidacy, doctoral students normally must complete at least two (2) semesters of enrollment at CU Denver or CU Anschutz, complete or register for all program-required, non- dissertation coursework, and pass the comprehensive examination. See policy on Enrollment Requirements, Section 5.

iii. Professional Doctoral Degree

Students who wish to earn a professional doctorate degree must apply for candidacy. After completing or registering for all program-required coursework, students must file an Application for Candidacy with the Graduate School no later than the posted candidacy/graduation deadline during the semester in which they plan to have their degrees conferred. This form is available on the Graduate School website.

All required program approval signatures must be obtained before the Application for Candidacy is submitted to the Graduate School for final approval and filing. An approved form certifies that a student's coursework is a) satisfactory, all courses have been graded with at least a B minus or better and the program GPA is at least 3.0 b) that the listed courses are compliant with the program curriculum. The Application for Candidacy Form will serve as the student's degree audit.

Section 8. Thesis/Dissertation Requirements

i. Master's Thesis

Students who are enrolled in a program that requires a thesis must conduct their thesis work under the supervision of a thesis advisor, and, in some instances, an advisory committee. All research conducted for a master's degree must meet all appropriate regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects, HIPAA, and environmental safety. Master's students who conduct thesis work must register for a minimum of three (3) and a maximum of fifteen (15) credit hours of their program's thesis course over the course of their training, unless specified otherwise by their specific master's program. Students should be registered in at least one (1) didactic course or thesis credit in any regular semester (Fall or Spring) when they are conducting thesis work; the program may or may not require enrollment for a student to conduct thesis work during the summer. This requirement specifically applies to master's programs and does not affect doctoral requirements.

The thesis that is presented in partial fulfillment of the requirements for the master's degree must meet the formatting criteria outlined in the Formatting Guide for Theses and Dissertations available on the Graduate School website. Substantive contributions to research and writing of chapters by other persons should be explicitly acknowledged, either in an Acknowledgement section or in the appropriate chapters. The graduate program or the Graduate School, at the discretion of the program, conducts the final review of master's thesis for proper formatting. The thesis should be reviewed by a committee of at least three (3) graduate faculty members, and approved by a majority, regardless of whether the program requires an oral defense. The final, formally approved master's thesis must be submitted to ProQuest by the Graduate School's published deadline for the term in which the student will graduate unless an extension is approved by the Graduate School. ProQuest allows embargoing public access to thesis content, but because the scholarship contained in theses is publicly supported, the Graduate School restricts the period of embargo to two (2) years. Under special circumstances the leadership of the master's degree program can approve longer embargo periods or extension of existing embargoes.

Any In Progress (IP) grades must be changed to a final letter grade by the program in conjunction with the final thesis submission to the Graduate School. These grade changes are made in accordance with the relevant program/college/school/campus grade change process, which may include final approval and submission by the Graduate School at the request of the student and program director.

ii. Doctor of Philosophy Dissertation

A dissertation is based upon original research and is expected to demonstrate mature scholarship and critical judgment, as well as familiarity with the tools and methods of research. The work must be conducted and presented on a subject approved by the student's dissertation advisor and the Dissertation Advisory Committee. The research must meet any regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects, HIPAA, and environmental safety.

The dissertation is presented in partial fulfillment of the requirements for the doctoral degree and must meet the formatting criteria outlined in the Formatting Guide for Theses and Dissertations available on the Graduate School website. Substantive contributions to research and writing by other persons should be explicitly acknowledged, either in an Acknowledgements section or in the

appropriate chapters. The Graduate School or the graduate program conducts the final review of dissertations for proper formatting. The final, formally approved dissertation must be submitted to ProQuest, with the completed Dissertation Approval Form, by the Graduate School's published deadline for the term in which the student will graduate unless an extension is approved by the Graduate School. ProQuest allows embargoing public access to dissertation content, but because the scholarship contained in dissertations is publicly supported, the Graduate School restricts the period of embargo to two (2) years. Under special circumstances the leadership of the PhD degree program can approve longer embargo periods or extension of existing embargoes. The thesis must be approved by a majority of the defense committee members, plus the student's advisor, if that person is not part of the defense committee.

a. Doctoral Dissertation Advisory Committee

After selecting a dissertation advisor, the student, in collaboration with his or her dissertation advisor, will choose a Dissertation Advisory Committee, subject to approval by the Graduate program director. Although it is recommended that the Dissertation Advisory Committee be the same as the Dissertation Examination Committee, the two committees need not be identical. *Although the student's dissertation advisor may not chair the Comprehensive Examination Committee, programs have the flexibility to permit or prohibit the student's advisor to serve as Chair of the Dissertation Advisory and Dissertation Examination Committee(s).* The Dissertation Advisory Committee will serve an advisory function to the student, and together with the dissertation advisor will also monitor the student's progress towards completing the dissertation. The Dissertation Advisory Committee will determine when the student has made sufficient progress to begin writing a dissertation.

All Doctoral students who have advanced to candidacy must meet with their Dissertation Advisory Committee at least once per year, although some programs may require – and the Graduate School encourages – more frequent meetings. It is the student's responsibility to identify the best available time and schedule the meeting. The Dissertation Advisory Committee shall evaluate the student's progress to ensure that satisfactory progress has been made since the previous meeting. For programs that use the Graduate School electronic records programs (e.g., GAIA) to track student progress, the committee members will complete the Predoc Progress Report, which will be sent to the student, all committee members, program director, program administrator and Graduate Dean (or designee). In case of a non-satisfactory performance, the examination report should include suggestions on how the student's productivity can be improved. If students fail to meet at least *once* in twelve (12) months with their Dissertation Advisory Committee, the program should notify the student and dissertation advisor that the committee must meet within the next four (4) weeks.

Students who fail to have a Dissertation Advisory Committee meeting by the end of this four (4) week probationary period should not be permitted to register for subsequent semesters. Once the student is in compliance with this policy, registration can be permitted.

b. Doctoral Dissertation Registration

Doctoral students must register for a minimum of thirty (30) dissertation credit hours to complete the requirements for the doctoral degree. ***Students are required to check with their specific programs to determine if their dissertation credit hour requirements differ from the minimum requirement set by the Graduate School.***

The purpose of comprehensive examinations is to determine whether students are prepared to proceed

to the independent scholarship portion of their doctoral studies. Students should not have earned more than ten (10) hours of dissertation credit prior to their comprehensive exam, so that the majority of their required dissertation credit hours are completed following their comprehensive exam. Following the comprehensive exam, students should register for dissertation credits each semester to maintain an active status.

After the student has earned the thirty (30) minimum dissertation credits, individual Programs may permit students to enroll in only one (1) credit hour of dissertation per term, though typically programs require more during Fall and Spring terms. Any number of dissertation credits fulfills the full-time enrollment status for financial aid purposes. Students may register for up to ten (10) credit hours of dissertation in a single semester; enrollment for additional credits beyond ten (10) credit hours requires the Graduate Dean's approval.

International students who register for only one (1) credit in a semester and who need to maintain their full-time status on an F-1 or J-1 visa need to apply for a reduced course load through CU Denver/Anschutz International Student Services, and section of the Office of International Affairs. Under certain circumstances this registration allows foreign students to register for less than full-time credits while maintaining their visa status. Students who are unable to register for these minimum required credits because of extenuating personal circumstances should apply for a Leave of Absence as explained in Article II, Section 5 (iv) above.

Doctoral students who have passed their comprehensive exams and are not on academic leave must register continuously for dissertation credit hours in an academic year (Fall and Spring semesters) while working on their dissertations. Students who do not enroll for three (3) consecutive semesters will, in agreement with the graduate program, be discontinued from the Graduate School (i.e., inactive student status). Non-enrolled students must not use campus and faculty resources.

c. Off-Campus Status for Doctoral Students

If, in the course of their dissertation research, students plan to perform their thesis work or study out-of-state, and thus will not use campus facilities or faculty time, they may request **off-campus status** for purposes of registering for three (3) credits of dissertation.

iii. Professional Doctoral Degree

Students who are enrolled in a professional doctorate program that requires a graduate apprenticeship must conduct their apprenticeship work under the supervision of a graduate apprenticeship mentor and an advisory committee. All work conducted for a professional doctorate degree must meet all appropriate regulatory standards specified by federal, state, and local agencies regarding ethical research, animal use, human subjects, HIPAA, and environmental safety. Professional doctoral students who conduct graduate apprenticeship work must register continuously in Fall and Spring terms, for the number of graduate apprenticeship credit hours specified by their program over the course of their training. Students should also be enrolled for at least one credit during summers, allowing them to take advantage of University resources.

A doctoral dissertation or report that is presented in partial fulfillment of the requirements for the professional doctorate must explicitly acknowledge substantive contributions to research and writing of chapters by other persons, either in an Acknowledgement section or in the appropriate chapters. The doctoral dissertation or report should be reviewed by a committee of at least three (3)

graduate faculty members, and approved by a majority, regardless of whether the program requires an oral defense.

Any In Progress (IP) grades must be changed to a final letter grade in conjunction with the final submission of program requirements to the Graduate School. These grade changes are made in accordance with the relevant program/college/school/campus grade change process, which may include final approval and submission by the Graduate School.

Section 9. Examinations

All master's degree students must successfully complete a comprehensive final examination and/or a cumulative scholarly thesis or project in which proficiency in the knowledge and skills comprising the degree program must be demonstrated. For program-specific requirements, students should consult the Program Handbook or inquire with the program director. All PhD students must successfully complete both a comprehensive exam and a dissertation defense. Professional doctorate students must complete a program-defined capstone which can include a thesis/dissertation, an internship report, or other cumulative assessments. Graduate programs may require additional examinations or co-curricular requirements for students to meet the requirements for the degree. Such requirements will be monitored by the graduate program. *Students may not take their final examination if they are on academic probation, i.e., have a GPA of less than 3.00 for all courses required for the graduate degree.*

i. Enrollment During Exam Semester

Students must be registered at the time they undertake either the comprehensive or final examinations and their thesis or dissertation defenses. Students who choose to perform these examinations or defend their thesis or dissertation on a date that falls between semesters must register in the semester immediately following their exam/defense. If students have already completed the required hours of thesis or dissertation work and all other coursework and are not registered for any other courses, then they may register for one (1) credit in the appropriate Candidate for Degree course for the semester to acknowledge University resources used in evaluation of the final exam/defense (e.g., CU Anschutz: CAND 6940 or NURS 6940). It is expected that students will only enroll in this candidacy course for their final semester, but conditions may require enrolling for an additional term. Students registered for the Candidate for Degree course are considered full-time for financial aid and enrollment verification purposes.

ii. Master's Degree Final Comprehensive Examination/Thesis Defense

Master's students must complete all requirements for the degree including a final examination, a cumulative professional project, or a thesis defense. Students must be registered for at least one (1) course during the semester in which they take their comprehensive exam, defend their thesis, or present their final project.

The final examination/thesis defense is conducted by a committee consisting of at least three (3) members, at least 2 of whom must hold a graduate faculty appointment and must constitute a majority of voting members. The chair of the committee must be a member of the degree-granting program and have a graduate faculty appointment. To ensure independent evaluation of students' examinations, no voting member of the committee should have undue influence over another member of the committee. Undue influence could include but is not limited to direct employment (e.g., a postdoc employed by a faculty member), familial relationships or financial relationships. Any potential conflicts should be disclosed to the student, the committee, and the Graduate School by committee members.

The student's final examination/defense committee and the examination schedule must be approved by the program director before being submitted to the Graduate School on the Exam Request Form. The Graduate School must receive the Exam Request form by published deadlines. Graduate programs may have additional requirements for registering/scheduling the exam.

Final examinations may be oral, written, or both or may consist of an evaluation of a cumulative professional project. Unless the examination format is a written proposal only, the student and all members of the committee must be present for the oral examination. Participants may attend either in person or by interactive video unless program requirements are more restrictive. The primary faculty advisor's participation is determined by the program if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam can proceed with the faculty members who are able to attend. The student must schedule a separate meeting with the absent faculty member at an alternate time. If the original chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures or certified electronic signatures, must be returned to the Graduate School in hard copy or high-quality scan within a week from the date of the exam.

If a student receives a Conditional Pass, the examining committee will clearly define the requirements for the student to receive an unconditional passing grade, and these requirements must be completed to the satisfaction of the examination committee within four (4) months. The committee chair is responsible for monitoring the conditions and reporting the outcome to the Graduate School. Failure to satisfy these conditions will result in failure of the examination.

A student who fails the examination is subject to immediate dismissal from the program on the recommendation of the Graduate Program Director and concurrence of the Graduate School Dean. At the program's discretion, a student who fails the examination may be allowed to retake the exam. The re-examination must be completed by the end of the next academic semester (excluding Summer). The original examination form noting the failure should be signed by the committee and returned to the Graduate School. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the semester when the repeated exam takes place. In practice, the outcome of this examination is considered by the advisor and/or committee when determining the grade for the student's summative scholarly activity course (thesis/project/internship/capstone, etc.). This grade must meet Graduate School and program minimum requirements, i.e., a B- or better, though programs may set a higher standard for the course associated with the final comprehensive examination/defense.

iii. Doctor of Philosophy Degree Examinations

a. Preliminary Examination (or equivalent)

Each program is responsible for ensuring that students are qualified for PhD studies by passing a comprehensive examination or a combined preliminary and comprehensive examination. If a program evaluates students' preparedness with a separate preliminary examination, it must be administered equitably to all students, with the limited exception of programs that require a student to have a master's degree before entering doctoral training; a master's degree may exempt the

student from the preliminary examination but cannot exempt the student from the comprehensive examination.

b. Comprehensive Examination (or equivalent)

After completing or registering for all program-required, non-dissertation coursework, and concurrent with applying for admission to candidacy, PhD students must take a comprehensive examination in their respective discipline. This examination will test a student's mastery of a broad field of knowledge, not merely the formal coursework that has been completed.

The examination committee shall consist of a minimum of three (3) graduate faculty members. A majority of the committee members, including the chair, must be members of the degree-granting program. The student's dissertation advisor, if already identified, may not chair the comprehensive examination committee. To ensure independent evaluation of students' examinations, no voting member of the committee should have undue influence over another member of the committee. Undue influence could include but is not limited to direct employment (e.g., a postdoc employed by a faculty member), familial relationships or financial relationships. Any potential conflicts should be disclosed by committee members to the student, the committee and the Graduate School. The student's comprehensive exam committee and the examination schedule must be approved by the program director before being submitted to the Graduate School on the Exam Request Form. The Graduate School must receive the Exam Request Form by published deadlines. Individual graduate programs may have additional requirements for registering/scheduling the exam.

At the program's discretion, the oral portion of the comprehensive examination may be open to all members of the program, after which the student shall meet with the examination committee in a closed session. This examination must be completed no later than the end of the third (3rd) year for full-time students, unless indicated otherwise in program-specific guidelines and communicated to the Graduate School

The student and all members of the committee must be present for the examination, either in person or by interactive video. Exceptions to this rule must be approved by the Graduate School. The primary faculty advisor's participation is determined by the program if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam may proceed with the faculty members who are able to attend. The student must schedule a separate meeting with the absent faculty member at an alternate time. The examination form must be signed by the committee and returned to the Graduate School. If the original chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures or certified electronic signatures, must be returned to the Graduate School in hard copy or high-quality scan within a week from the date of the exam.

If a student receives a Conditional Pass, the examining committee must clearly define the requirements for the student to receive an unconditional passing grade, and these requirements must be completed to the satisfaction of the examination committee within four (4) months. The committee chair is responsible for monitoring the conditions and reporting their outcome to the Graduate School. Failure to satisfy these conditions will result in failure of the examination.

A student who fails the examination is subject to immediate dismissal from the Graduate School upon the recommendation of the program and concurrence of the Dean. At the program's discretion, a student who fails the examination may retake it once. The re-examination will be in the form designated by the committee and must be completed within twelve (12) months. The original examination form noting the failure should be signed by the committee and returned to the Graduate School. The student will be required to meet registration requirements and be registered during the term in which the exam is repeated.

c. Final/Dissertation Examination

After the dissertation has been completed, a final examination on the dissertation and related topics is conducted in two (2) parts: an oral presentation of the dissertation research that is open to the public and a closed examination conducted by the examining committee, though the examination can also be public at the discretion of the program and agreement by the student and examining committee.

The final examination/defense committee is usually, but not necessarily, the same as the student's Dissertation Advisory Committee. The dissertation defense committee shall consist of a minimum of four (4) graduate faculty members, except for the Nursing PhD program, which requires a minimum of three (3) graduate faculty members. A majority of the committee members, including the chair, must be graduate faculty members of the degree-granting program. With program approval, *the doctoral student's dissertation advisor may chair the examination committee*. To ensure independent evaluation of students' examinations, no voting member of the committee should have undue influence over another member of the committee. Undue influence could include but is not limited to direct employment (e.g., a postdoc employed by a faculty member), familial relationships or financial relationships. Any potential conflicts should be disclosed by committee members to the student, the committee and the Graduate School.

The student's final examination/defense committee and the examination schedule must be approved by the program director before being submitted to the Graduate School on the Exam Request Form. The Graduate School must receive the Exam Request form by published deadlines. Graduate programs may have additional requirements for registering/scheduling the exam. The Graduate School will send announcements of the examination to appropriate faculty members, and the Exam Report/signature form will be sent to the committee chair and other program staff for completion at the examination.

The student must submit finalized draft copies of the dissertation to the defense committee at least two (2) weeks before the examination date. Programs/committees may require an earlier deadline. The student and all members of the committee must be present for the examination, either in person or by interactive video. Exceptions to this rule must be approved by the Graduate School. The primary faculty advisor's participation is determined by the program if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam can proceed with the faculty members who can attend, and the student will schedule a separate meeting with the absent faculty member and the exam committee chair at an alternate time. If the original committee chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures or certified electronic signatures, must be returned to the Graduate School

in hard copy or high-quality scan within a week from the date of the exam.

If a student receives a Conditional Pass, the examining committee must clearly define the requirements for the student to receive an unconditional passing grade, and these requirements must be completed to the satisfaction of the examination committee within sixty (60) days of the defense. Under extenuating circumstances, the graduate Program Directors may petition the Graduate School for additional time. If a student fails the examination, they may not continue in the Program unless a time extension is supported by the Program in writing.

iv. Professional Doctorate Examinations

If Professional Doctorate students must complete either a dissertation, project, or internship, or both, the capstone event can be composed of a written document as well as an oral presentation and following defense. The examining committee should be composed of at least three members with graduate faculty appointments, including the chair who should have a Regular graduate faculty appointment. If the primary mentor for research or scholarship is not a faculty member of CU Denver or CU Anschutz or otherwise cannot hold a regular graduate faculty appointment, that person can co-chair the examining committee with a faculty member with a Regular graduate faculty appointment. To ensure independent evaluation of students' examinations, no voting member of the committee should have undue influence over another member of the committee. Undue influence could include but is not limited to direct employment (e.g., a postdoc employed by a faculty member), familial relationships or financial relationships. Any potential conflicts should be disclosed by committee members to the student, the committee and the Graduate School.

The student's final examination/defense committee and the examination schedule must be approved by the program director before being submitted to the Graduate School on the Exam Request Form. The Graduate School must receive the Exam Request form by published deadlines. Graduate [programs may have additional requirements for registering/scheduling the exam. The Graduate School will send announcements of the examination to appropriate faculty members, and the Exam Report/signature form will be sent to the committee chair and other program administrators for completion at the examination.

The student must submit finalized draft copies of the dissertation or report to the defense committee at least two (2) weeks before the examination date. Programs/committees may require an earlier deadline.

The student and all members of the committee must be present for the examination, either in person or by interactive video. Exceptions to this rule must be approved by the Graduate School. The primary faculty advisor's participation is determined by the program if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam can proceed with the faculty members who can attend, and the student will schedule a separate meeting with the absent faculty member and the exam committee chair at an alternate time. If the original committee chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures or certified electronic signatures, must be returned to the Graduate School in hard copy or high-quality scan within a week from the date of the exam.

If a student receives a Conditional Pass, the examining committee must clearly define the requirements for the student to receive an unconditional passing grade, and these requirements must be completed to the satisfaction of the examination committee within sixty (60) days of the defense. Under extenuating circumstances, the graduate program directors may petition the Graduate School for additional time. If a student fails the examination, they may not continue in the program unless a time extension is supported by the program in writing to the Graduate School.

Section 10. Time Limits for Completion of Degrees

i. Master's Degree Time Limit

Master's students, whether enrolled full-time or part-time, have seven (7) calendar years from matriculation (the semester of formal admission to the Graduate School) to complete all degree requirements, including the filing of the thesis with the Graduate School, if the program requires a thesis. If a student leaves the program (i.e., becomes discontinued through formal withdrawal or non-enrollment), the time spent away does not count toward the time limit if the student is readmitted at a later date. Students who fail to complete the degree in this seven (7) year period are subject to termination from the Graduate School upon the recommendation of the program director and concurrence of the Graduate School Dean. For a student to continue beyond the prescribed time limit, the program director must petition the Graduate School Dean for an extension and include 1) reasons why the program faculty believes the student should be allowed to continue in the Program and 2) an anticipated timeline for completion of the degree. Normally, extensions for time to degree are for one year or less, but under rare circumstances, a second extension may be requested. The Extension of Time Limit Form is posted on the Graduate School website.

ii. Doctor of Philosophy and Professional Doctorate Time Limit

Doctoral students, whether enrolled full-time or part-time, must complete all degree requirements within eight (8) calendar years of matriculation. Students who fail to complete the degree in this eight (8) year period are subject to termination from the Graduate School upon the recommendation of the program director and concurrence of the Graduate School Dean. For a student to continue beyond the prescribed time limit, the program director must petition the Graduate School Dean for an extension and include 1) reasons why the program faculty believes the student should be allowed to continue in the program and 2) an anticipated timeline for completion of the degree.

Extensions for time to degree are normally issued for one year or less, but under rare circumstances, a second extension may be granted. The Extension of Time Limit Form is posted on the Graduate School website.

Approved Leaves of Absence automatically extend the time limit for earning a degree by the equivalent amount of time that the student is on leave.

Section 11. Program Handbook

Each graduate program will make available (on-line, hard copy or both) a handbook containing specific program requirements and guidelines. These guidelines may differ from the Graduate School standards if they are more stringent than the Graduate School's minimum standards outlined in the Graduate School's *Policies and Procedures*. In such cases, the program-specific standards

will supersede the Graduate School standards. In addition, *Program Handbooks* should contain guidelines for measuring satisfactory academic progress in all activities not covered by the Graduate School grading, examination, and probation policies. Such activities might include, but are not limited to, preliminary examinations, clinical competencies, and research activities or skills not reflected in course grades and vacation and Leave of Absence policies. Students may be directed to a website where an electronic version of the current handbook is published in lieu of receiving a printed version of the handbook. Changes to the policies of a graduate program that are not a consequence or a requirement of an external entity (such as an accrediting body) and that specifically affect academic progression or academic requirements, only apply to students who enter the program after the change has been made.

Section 12. Academic Probation and Dismissal

When a student's program GPA falls below 3.00 (some graduate programs may require that a higher GPA be maintained), the student will be notified by the Graduate School, with a copy to the program director, that they have been placed on academic probation. The program GPA is calculated using all graduate-level work attempted while enrolled in a Graduate Program, including any 4000-level undergraduate courses that might be required for the graduate degree. **All courses, including the limited 4000 level courses that the graduate program accepts for graduation, must be graded with a letter grade.** Students will have two (2) semesters if they are enrolled as a full-time student, or four (4) semesters if enrolled as a part-time student, to raise their cumulative program GPAs (calculated using program required and elective courses only) to at least 3.00 (or greater if required by the particular graduate program). All exceptions (time extensions) must be approved by the graduate program and the Graduate School. The graduate program may also impose additional conditions on probationary students in addition to raising their GPAs. The program director must forward these conditions in writing to both the student and the Graduate School Dean. The Graduate School, in consultation with the degree program, reserves the right to waive the probation so as to allow students to continue to enroll in course work; graduate programs may also request probation for failure to meet other academic/program requirements.

If a student starts a new Graduate School-affiliated degree program after previously having been enrolled in a different program, their program GPA with respect to Graduate School requirements will start anew, and only grades earned while enrolled in the new graduate degree program will be considered in terms of their academic standing in the Graduate School. However, the cumulative University GPA on the official transcript will reflect the student's full course history while enrolled as a degree-seeking graduate student at the University of Colorado. Additionally, if a student begins a new program, the program director of the new program may accept courses and credits earned in the previous program. These courses must be listed on the Application to Candidacy when graduating from the new degree program and will count toward the student's program GPA. Only courses with a grade of a B- or higher may count toward a graduate degree.

If students on probation do not earn a program GPA of at least 3.00 (or greater if required by the Program) within two (2) semesters (four (4) semesters if part-time) of being placed on probation, they will be subject to immediate dismissal upon the recommendation of the program director and concurrence of the Graduate School Dean. The student may also be subject to immediate dismissal if they do not meet any additional conditions imposed by the program for moving from probationary to regular status. If there are extenuating circumstances, the program director may petition the Graduate School Dean for an extension of the probationary time period. The Dean will make the final decision on dismissal.

Students who are placed on academic probation and subsequently dismissed from a graduate program by the Graduate School will be officially notified. Such notifications will include reasons for dismissal and a disclosure of the Right of Appeal.

Any student who is dismissed from the Graduate School following unsuccessful academic probation or failure to meet a program's requirements for satisfactory academic progress may reapply for admission to the same or a different graduate program after one (1) year. However, the previous program is under no obligation to readmit the student and the student should consult with the program director before applying. If a program would like to admit a student before the 1-year time period, they may submit a request to the Dean of the Graduate School.

Students who feel they are in need of University Support Services for any reason should see the Anschutz student services website within the Office of Student Affairs.

Section 13. Student Conduct and Community Standards

Students are expected to adhere to the highest standards of personal integrity and professional ethics. These expectations are articulated in the Graduate School Student Academic Honor Code and the University of Colorado Denver Code of Conduct, which applies to graduate students in programs on both campuses. These documents can be found on the Graduate School website. Each document also contains instructions on how to report violations and the processes by which those violations will be reviewed.

i. Academic Grievances and Appeals

Students who think that they have been treated unfairly or in violation of programmatic/departmental policies, may ask the Graduate School, usually the appropriate Assistant Dean or Associate Dean, to help mediate a resolution with the program, department, or school/college. If a school, college, or graduate program has established its own procedures to consider academic grievances, then students must follow these procedures. Only in cases where a graduate program resides *only* in the Graduate School is the Graduate School the place to seek redress for academic grievances as a first resort. *The Graduate School does not intervene in grade disputes, though suspensions and dismissals from affiliated programs can be appealed to the Graduate School (see "Academic Grievance and Appeals Process" on the Graduate School website).*

An academic grievance covers problems related to academic issues. Such issues are distinguished from *academic ethics* cases and *disciplinary cases* for which separate procedures exist. Included within academic grievance cases are faculty, program, department, college, or school (including Graduate School) policies affecting individual student prerogatives; unfair deviations from stated progress evaluation procedures (excluding individual grade challenges); unfair treatment and related issues.

Only in cases where the Graduate School has processed a Suspension, Dismissal or Denial of Progress for a student in consultation with the graduate program, students have the right to appeal that decision to the Dean of the Graduate School. Procedures governing the filing of an appeal related to a suspension, dismissal or denial of progress are available on the Graduate School website.

ii. Academic Misconduct

The Academic Conduct and Appeals Committee (ACAC) is responsible for reviewing and resolving cases of academic honor code misconduct or student academic grievances unless the school or college in which the graduate program resides has established its own policy [see Article I Section 3 (iii) b]. The ACAC is not a standing committee but is convened as needed for specific cases and will be composed of at least three non-conflicted faculty members and one non-conflicted student in addition to the Graduate School Dean or the Dean's designate.

For those schools and colleges that have their own academic misconduct policies and procedures, and which meet the standards of due process, such schools and colleges will have the primary jurisdiction in cases involving honor code misconduct or student academic grievances. For such schools and colleges, students may ask the Graduate School to mediate further discussion of possible outcomes, normally through the relevant Assistant Dean or Associate Dean. ACAC may act as an appellate review board for the final action taken by the school or college in cases of academic conduct and will forward its recommendation to the Dean of the home school or college and the Dean of the Graduate School. Further details can be found in the Student Academic Honor Code.

ARTICLE III: AMENDMENTS TO THE POLICIES AND PROCEDURES

Amendments to these standing *Policies and Procedures* may be initiated by petition to the Dean from an affiliated degree program and may be adopted upon majority consent of the Graduate Council. Upon consultation with the Graduate Council, the Dean may approve revisions to the standing *Policies and Procedures* that update information, resolve ambiguities, promote clarity, or ensure compliance with State or Colorado Department of Higher Education regulations.