

THE GRADUATE SCHOOL

UNIVERSITY OF COLORADO AT BOULDER

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2023 ed.



# **University of Colorado at Boulder**

## **Graduate School Rules**

### **2001, updated 2018, 2021, and 2023**

Graduate education is a preeminent role of the University of Colorado at Boulder. The responsibility for planning, implementing, and evaluating graduate programs and graduate education policies and procedures rests with the Graduate School. The mission of the Graduate School is to facilitate and enhance the educational experiences and opportunities for all graduate students and to encourage excellence in research, creative and scholarly work.

## **ARTICLE I: ORGANIZATION**

### **Section 1: Structure**

The primary responsibilities of the Graduate School are to promote graduate education at CU Boulder, maintain the high standards and quality of Graduate Faculty and programs, and coordinate the various graduate programs. The Graduate School along with the Graduate Faculty develops and administers programs according to the needs of the campus and in accord with the general standards of excellence and sound academic administration established by the Graduate School.

1. The Dean of the Graduate School, who reports to the Provost, is responsible for the administration of Graduate School policies and programs.
2. The Executive Advisory Council of the Graduate School, which consists of members of the Graduate Faculty, advises the Dean on issues concerning Graduate School policies and programs.
3. School

The Dean of the Graduate School is responsible for the overall coordination and effectiveness of Graduate School programs, chairs the Executive Advisory Council, and serves as the presiding officer for meetings of the Graduate Faculty. The Dean of the Graduate School reports to the Provost and is responsible for administering the programs

other CU policies and procedures.

**Responsibilities**

Acting in conjunction with the Executive Advisory Council, and in participation with the



research supervision of CU Boulder graduate students must be appointed to the Graduate Faculty to ensure minimum standards of excellence in relation to graduate education.

Membership

Appointment to the Graduate Faculty of the Graduate School is based on uniform,

Graduate Faculty is limited to full-time faculty members of CU Boulder who hold the rank of assistant professor, associate professor, professor, or any research professor title; special appointments may be granted to CU Boulder instructors or lecturers, to retired CU Boulder faculty, to faculty of any rank at other institutions, or to individuals beyond academia whose professional expertise is commensurate with CU Boulder standards.

made by the Dean of the Graduate School are forwarded to the Executive Advisory Council for action.

**Regular Graduate Faculty Appointment**

The term of appointment for regular members of the Graduate Faculty is for a maximum of seven years. For untenured faculty, the length of the Graduate Faculty appointment

Members of the Graduate Faculty may be reappointed any number of times.

Additional Qualifications

Regular membership on the Graduate Faculty is generally limited to full-time faculty members of CU Boulder who hold the rank of assistant professor, associate professor, or professor, as well as any research professor title. The quality of graduate teaching, thesis supervision, research and creative work is central to the decision.

Criteria

The criteria applied in evaluating applications for regular membership include:

evidence of continuing scholarship --

\*The responsibility for certifying faculty members on regular Graduate Faculty appointments to teach particular courses or to supervise theses or dissertations in a particular area rests with the department chair or dean (where appropriate) of the approved

serve as outside member on committees

He or she may not vote on issues before the Graduate Faculty.

### **Revocation of Regular or Special Graduate Faculty Appointment**

The status of a regular or special member may be revoked for cause upon a majority vote then be approved by the Executive Advisory Council and the Dean of the Graduate School. For the purposes of these Graduate School Rules, revocation for cause through this process does not include unprofessional conduct.

In accordance with the Academic Affairs policy and procedures regarding Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders (PRR), any concerns about a Graduate Faculty must be reviewed and determined by the faculty, and any proposed sanction that includes modification to or revocation of a graduate faculty appointment can only be determined by the Dean of the Graduate School, in accordance with the processes and procedures defined by the PRR.

### **Meetings of the Graduate Faculty**

Graduate School business is normally conducted by the Dean of the Graduate School, the Graduate School staff, and the Executive Advisory Committee; however, special meetings may be called at any time on twenty-four hours notice by the Dean of the Graduate School, or upon filing with the Dean of the Graduate School a petition signed by fifteen members of the Graduate Faculty. The petition must set forth in full the reason for calling the meeting. The members present at such a meeting constitute a quorum. The meet

## **ARTICLE II: GRADUATE EDUCATION**

### **Section 1: Degree Programs**

#### **Independent or Single Campus Degree Program**

An independent degree program is a program existing on only one campus, under the authority of the Graduate Faculty and the dean of the graduate school of the campus.

#### **Coordinated Degree Programs**

A coordinated degree program is a single program that the Colorado Department of Higher Education (CDHE) has approved for more than one campus to offer. A coordinated program is characterized by a single curriculum, a single set of admission criteria, a single set of graduation requirements, and shared resources. CDHE approval of a coordinated program gives authority to the specified institutions to confer the degree.

The CU System Vice President for Academic Affairs determines, in consultation with the Graduate School Rules

campus graduate deans, the responsibilities of the faculty of each campus for areas of emphasis within a coordinated degree program.

#### Correspondence Degree Programs

Commission are subject to all Graduate School Rules unless the Graduate School has formally approved exceptions prior to program implementation.

#### Degree Designation

Degree designation is in accordance with the University Administrative Policy Statement on Campus Designation on Diplomas.

#### Program Development and Modification

Proposals for new degree programs and for major modifications of existing degree programs are initiated by the graduate department/program in accordance with the rules of

meet additional requirements for admission established by the major unit

### Provisional Degree Students

Students who do not meet the requirements for admission as regular degree students may be recommended for provisional degree status by their major department. With the concurrence of the Dean of the Graduate School, these students are admitted for a probationary term of either one or two semesters of full-time study or the equivalent for part-time students. At the end of the specified probationary period, provisional degree students either transition to regular degree status or are dismissed from the graduate program to which they were provisionally admitted. Provisional students are subject to the same standards of performance required of regular degree students, plus any other requirements imposed by program faculty as conditions of admission.

Credit earned by persons in provisional degree status may count toward a degree at CU Boulder. Standard terms of provisional admission shall be as follows: the student must complete 12 hours in two semesters (or equivalent for part-time students) with a 3.00 cumulative GPA. Program faculty may recommend additional, or alternative, conditions as appropriate.

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The Graduate School, in conjunction with the faculty of each department and deans of schools and colleges where appropriate, approves dual master's degree programs, which combine previously approved graduate degree programs in two areas or departments.

Qualified graduate students may be recommended for admission to an approved dual degree program upon meeting the qualifications of each graduate program and any special qualifications as outlined by each program's approved guidelines. Minimum standards and qualifications for admission and continuation may be found in each department's approved program guide. Students wishing to complete degrees in more than one department that do not have an approved dual degree program must complete all the requirements for both degrees with no shared or overlapping course work (see article II, section 3 regarding transfer credit).

### Admission to the \_\_\_\_\_ Degree Program

The Graduate School, in conjunction with the deans for the undergraduate units and the Provost, approves BAM degree programs, which combine previously approved undergraduate and graduate degree programs.

Highly qualified undergraduate students may be recommended for admission to a BAM degree program at the end of their sophomore or the beginning of their junior year. Such students are admitted at undergraduate status and later advance to graduate status. Standards for admission as well as eligibility to remain in the program are specified in the \_\_\_\_\_  
\_\_\_\_\_ program.

### Admission of Non-degree Students to Regular Degree Status

Students with non-degree status who wish to apply for regular student status must

complete their application for admission before completing 9 semester hours as a non-degree student at CU Boulder.

Readmission of Former and Suspended Students

Students who were previously admitted to a graduate degree program but who did not complete that degree and who have not been continuously registered at CU Boulder must meet the following requirements before being readmitted:

- clarify their status with the department to determine their eligibility to return and pursue the same degree

- submit a readmission application to the department for departmental approval before enrollment levels are met or deadlines passed for the term in which they expect to return to CU Boulder

Former students who wish to change from one major to another must apply to the intended department.

Students must have departmental approval to be admitted or advanced to the doctoral program.

A regular degree student who is suspended or dismissed for failure to maintain a 3.0 grade point average is eligible to apply for readmission after one year. The student must submit an academic plan for raising the grade point average to 3.0. Approval or rejection

Graduate School.

The following rules apply to transferring credit to CU Boulder graduate programs:

1. The maximum amount of work that may be transferred to CU Boulder depends upon the graduate degree sought. Individual departments may have more restrictive limits.

semester hours



7. Students whose cumulative grade point average falls below 3.0 at any time during their graduate career will be placed on academic warning and may be dismissed from their program.

#### Academic Standing and Dismissal

Students are subject to academic requirements and standards for adequate progress placed both by the Graduate School and by their graduate program.

placed on academic warning. Except in cases where a program has stricter policies approved by the Graduate School, the student has two semesters in which to raise the cumulative GPA to 3.00 or above.

1. If a student does not earn a 3.0 GPA in all courses taken in the first of two academic warning

he/she may be subject to dismissal at the conclusion of that first semester. The final decision on dismissal is made by the Dean of the Graduate School based on departmental recommendation.

2. If, after the two-semester academic warning

still record and he/she may be subject to dismissal. However, if there are extenuating circumstances, the department chair/program director may petition the Dean of the Graduate School for an extension of the academic warning time period. The petition should include an academic plan to raise the grade point average to 3.0 and the conditions under which the student will be dismissed.

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semesters. However, if there are extenuating circumstances, the department chair/program director may petition the Dean of the Graduate School showing compelling reasons for the student to be granted a chance to continue. Such petitions must include an academic plan to raise the GPA to 3.00 and the conditions under which the student will be dismissed from the program.

A provisionally admitted

stop placed on his/her record pending a review by the major department and the Graduate School. If there are extenuating circumstances, the department chair/program director may petition the Dean of the Graduate School showing compelling reasons for the student to be granted a chance to continue. Such petitions must include an academic plan to raise the GPA to 3.00 and the conditions under which the student will be dismissed from the program.

Students are also subject to academic requirements and standards for adequate academic progress placed by their graduate program.

s record and the student is

The following rules apply to the comprehensive-final examination/thesis defense:

1. A student must be registered on the Boulder campus as a regular degree-seeking student during the semester the examination is passed.
2. Notice of the examination/defense must be filed by the major department in the Graduate School at least two weeks prior to the examination. The examination/defense must be scheduled not later than the posted deadline for the semester in which the degree is to be conferred.
3. The examination/defense is given by a committee composed of three Graduate Faculty members appointed by the department with approval of the Dean of the Graduate School. The chair of the committee must have a regular Graduate Faculty appointment. Other committee members must have either a regular or special Graduate Faculty appointment.
4. The examination/defense, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree.
5. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the comprehensive-final examination/thesis defense may attempt it once more after a period of time determined by the examining committee.

#### Doctoral Degree Examinations

Preliminary Examination: Each department determines for itself (by examination or other means) that students who wish to study for the doctoral degree are qualified. The means by which each department makes this evaluation are specified in departmental requirements. Students who are thus evaluated are notified immediately of the results.

Comprehensive Examination: Before admission to candidacy for the doctoral degree, students must pass a comprehensive examination in the field of concentration and related fields.

The following rules apply to the doctoral comprehensive examination:

1. Students must be registered (P/F or for credit) on the Boulder campus as regular degree-seeking students when they pass the comprehensive examination.
2. Notice of the examination must be filed by the major department with the Graduate School at least two weeks prior to the examination.
3. The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular Graduate Faculty appointment. Other committee members must have regular or special Graduate Faculty appointments. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A

candidate who fails the examination may attempt it once more after a period of time determined by the examination board.

4. The examination, which may be oral, written, or both, tests mastery of a broad field of knowledge, not merely formal course work.

Dissertation Defense: After the Ph.D. dissertation has been accepted for defense by the conducted.

The following rules apply to the Ph.D. dissertation defense/non-Ph.D. doctoral final examination:

1. Ph.D. students must be registered as full time, regular degree-seeking students at CU Boulder, for a minimum of 5 dissertation hours during the semester in which they pass the final examination. D.M.A. students must be registered, full-time for DMA dissertation credits (course # 8200-8399) or TMUS 8029 during the semester in which they pass the final examination. Au.D. students must be registered full time with at least 5 hours of graduate level coursework.

2. Students must notify the Graduate School of their final oral examination at least two weeks before their scheduled examination date. The examination must be scheduled not later than the posted deadline for the semester in which the degree is to be conferred.

3. This examination is wholly or partly oral, the oral part being open to anyone.

4. The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least five members of the members must be CU Boulder Graduate Faculty. The chair and outside member of the committee must have regular Graduate Faculty appointments. The other committee members must have either regular or special Graduate Faculty appointments. The outside member must either have a regular Graduate Faculty appointment in a different department at CU Boulder or hold a special Graduate Faculty appointment with approval to serve as outside member. More than one dissenting vote disqualifies the candidate in the final examination. The chair and all committee members must participate in the examination, with the mode of participation (e.g. in person, remotely) defined by the committee and approved by the department.

5. A student who fails the examination may attempt it once more after a period of time determined by the examining board.



### Doctoral Degree Minimum Registration Requirements

The minimum registration requirement for doctoral students is full-time registration for six semesters of graduate degree credit beyond the attainment of an acceptable

er accredited institution; however, at least four semesters of minimum registration credit,

two of which must be consecutive in one academic year, must be earned for work completed at CU Boulder.

## **Section 9: Admission to Candidacy**

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A student who wishes to be granted a graduate degree must become a candidate for a

deadlines during the semester in which they plan to have their degree conferred.

Application must be made on forms available in the Graduate School and appropriate

work is





years from the semester in which they are admitted and begin course work in the doctoral program. Students who fail to complete the degree in this six-year period may be dismissed from their program with the concurrence of the major advisor and/or appropriate departmental personnel. To continue, the student must file a petition for an extension of the time limit with t