



University of Colorado
Denver

School of Education & Human Development

**Student Policies &
Procedures Handbook**

**For Master's, EdS, Graduate Licenses,
Endorsements & Certificates**

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THE PURPOSE OF THIS HANDBOOK

Your successful experience in the School of Education and Human Development (SEHD) is important to us. This *SEHD Student Policies and Procedures Handbook* is a tool to ensure you maintain academic progress according to SEHD and University of Colorado Denver (CU Denver) policies and procedures. Your Program Handbook also contains information addressing specific requirements of your program in addition to those contained in the SEHD Student Policies and Procedures Handbook. Take the necessary time to read this Handbook and your Program Handbook, and also refer to the SEHD website. If you have any questions about the information contained in this Handbook, contact the SEHD Academic Services at 303-315-6300.

The student assumes full responsibility for meeting all basic requirements for the degree as well as the specific requirements outlined by their program.

SEHD documents (program handbooks, forms, etc.) can be found at <https://education.ucdenver.edu/academic-services/student-resources>

The University of Colorado Denver and the School of Education and Human Development reserve the right to make changes in the regulations, courses, rules, fees, or other changes in this handbook without advance notice. See the SEHD website at <https://education.ucdenver.edu/> and the CU Denver website at <http://www.ucdenver.edu/> for any updates to this Policies and Procedures Handbook. No verbal modifications to the contents of this Handbook are allowed. **All modifications must be in writing and approved by the SEHD.** The University of Colorado Denver is accredited by the Higher Learning Commission (HLC). University of Colorado Denver's School of Education & Human Development is fully accredited by the Colorado Department of Education, the Colorado Department of Higher Education, the Council for Accreditation of Counseling and Related Educational Programs and the National Association of School Psychologists.

We are affiliated with American Association of Colleges of Teacher Education, American Education Research Association, Council of Great City Schools and Colleges of Education (with Denver Public Schools), Urban Educator Corps, National Education Association, A+ Denver Citizens Group, Colorado Association of School Boards, Colorado Association of School Executives, Colorado Council of Deans of Education, and Colorado Education Association.

TITLE IX NOTICE OF NON-DISCRIMINATION

The University of Colorado Denver | Anschutz Medical Campus (“the University”) is committed to maintaining a positive learning, working and living environment. The University prohibits discrimination on the basis of race, color, national origin, sex, age, disability, pregnancy, creed, religion, sexual orientation, veteran status, gender identity, gender expression, political philosophy or political affiliation in admission and access to, and treatment and employment in, its educational programs and activities. ([Law of the Regents, Article 10](#)).

The University prohibition against any act of sexual misconduct or related retaliation applies to all students, faculty, staff, contractors, patients, volunteers, affiliated entities, and other third parties and applies to conduct that occurs on campus and off-campus, including on-line or electronic conduct as noted in the University policy. Violations may be subject to disciplinary action. The University will consider what appropriate potential actions should be taken.

The Office of Equity's stated mission is to stop, prevent, and remedy discrimination, harassment, sexual misconduct, and any related retaliation; provide education, training and outreach; design policies and procedures to make our campus safer and more inclusive; and ensure all individuals are treated with dignity, compassion, and respect. The Office of Equity can be reached at

Phone: [303-315-2567](tel:303-315-2567)

Email: equity@ucdenver.edu

<https://www.ucdenver.edu/offices/equity>

Physical Location/Mailing:

Lawrence Street Center
1380 Lawrence Street, 12th floor
Denver, CO 80217
Campus Box 187

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Welcome to the School of Education and Human Development (SEHD) at University of Colorado Denver (CU Denver). As the largest graduate School of Education in Colorado, we offer exciting advantages to students seeking to begin or advance a career in education or mental health.

- Degree programs that serve as national models of excellence.
- Day, evening, weekend, and online courses.
- A high level of service to our students.
- Deep and sustained connections with schools, districts, community organizations and policymakers.
- Influential, supportive, world-class faculty who are connected to the world of practice.
- A reputation and location that attract highly-talented students.
- A Continuing Professional Education program offering holistic approaches to real-world challenges and solutions.

We are committed to developing forward-thinking educators and professionals who have a deep sense of critical inquiry, a great desire to live their lives purposefully, a passion for giving back to the community and the cultural competence needed to serve urban and diverse populations.

The degrees, licensure, certificate and endorsement programs that fall under this policy handbook are listed below. Undergraduate and doctoral programs should consult the Catalog for policy information.

MA DEGREES

- Counseling (COUN)
- Couple & Family Therapy (CMFT)
- Culturally & Linguistically Diverse Education (CLDE)
- Curriculum & Instruction (CIPP)
- Early Childhood Education (ECE)
- Leadership for Educational Organizations (LEO)
- Learning Design & Technology (LDT)
- Learning, Developmental and Family Sciences (LDFS)
- Math/Science Education (STEM)
- Research & Evaluation Methods (RAEM/RSEM)
- Responsive Literacy Education (RLE)
- Special Education (SPED)
- Teaching (MAT)

MSED DEGREE

- Mathematics Education

EDUCATIONAL SPECIALIST DEGREE (EDS)

- Leadership for Educational Organizations

GRADUATE LICENSES

- Administrator License
- Early Childhood Special Education
- Elementary Initial Teacher License
- Middle School Math
- Principal License
- School Counselor
- Secondary Initial Teacher License
 - English
 - French
 - Math
 - Science
 - Social Studies
 - Spanish
- Special Education Generalist

GRADUATE ENDORSEMENTS

- Bi-Lingual Education Specialist
- Culturally & Linguistically Diverse Education
- Early Childhood Special Education ELEVATE
- Early Childhood Special Education Specialist
- Middle School Math
- Reading Teacher
- Special Education Generalist
- Teacher Librarian

CERTIFICATES

- Applied Behavior Analysis
- Applied Measurement
- Applied Statistical Modeling
- Classroom Assessment
- Digital Pedagogy and New Literacies
- Early Childhood Education Coaching
- Early Childhood Education Pedagogy
- Early Childhood Leadership, Buell Program
- Early Literacy
- Leadership for Learning Design & Technology
- Leadership for P-12 Library Programs
- Learner-Centered Instructional Design
- Literacy and Language Development for Diverse Learners
- Mathematical Content Knowledge for Teaching
- Online Teaching & Learning
- Program Evaluation
- Prosocial Leader (non-credit)

- Teaching for Cultural and Linguistic Diversity

CREDENTIALS

- Neurosequential Model in Education

ACADEMIC SERVICES

The mission of Academic Services is to provide support and assist students and faculty to promote the highest standard of learning, teaching, research and service in the School of Education and Human Development.

Academic Services forms a critical link between current, prospective and former students in the School of Education and Human Development and the administrative units of the School, the University, and the Colorado Department of Education. The Academic Services office provides, among other services, information about degree programs and related processes, admissions, maintains records, and ensures that students meet requirements to graduate. Academic Services supports students at all levels, including undergraduate, graduate, certificate, endorsement, and licensure students.

Academic Services is also a resource for faculty advisors who need information regarding the procedures their students must follow in the process of pursuing a degree in the School. Academic Services also supports faculty in their research, teaching and service.

Contact Information

Physical Location:

1380 Lawrence Street, Suite 701
Denver, CO 80204

Hours:

Monday— Friday, 8:00—5:00

Phone:

303-315-6300

Email:

academicervices@ucdenver.edu

Mailing Address:

University of Colorado Denver
School of Education & Human Development
Academic Services
P.O. Box 173364, Campus Box 106
Denver, CO 80204

Admissions

Deadlines for admissions are by program area. Refer to the SEHD website Admissions page found <https://education.ucdenver.edu/academic-services/admissions> for deadline dates.

Application instructions and access to the online application are available on the SEHD website at <https://education.ucdenver.edu/> or by contacting sehd.admissions@ucdenver.edu or 303-315-6300.

Applications are forwarded to program faculty for review. Interview and official admission notifications are processed by Academic Services.

Once you've been admitted and you are eligible to register for your first semester through [UCDAccess](#), please check that you are admitted into all degrees, licenses, endorsements, and certificates you are seeking. To check your admission in UCDAccess, go to Student Center → Academics → My Academics.

Advising

Students are assigned staff academic advisors or program coordinators/managers dependent upon their program. Graduate students are also assigned a faculty advisor/mentor at the time of admission. Students are instructed to contact advisors directly to schedule appointments.

Academic Services Staff Contact Information

Shakira Anderson Scheduling & Curriculum Manager 303.315.6369 shakira.anderson@ucdenver.edu	Danielle Peralta Academic Advisor – MAT 303.315.6303 danielle.peralta@ucdenver.edu
Shelley Gomez Academic Advisor – CLDE, ECE, MSED, RLE, STEM 303-315-6310 shelley.gomez@ucdenver.edu	Geneva Sarcedo Academic Advisor – COUN, CMFT, LDFS, RAEM, SPSY 303.315.6351 geneva.sarcedo@ucdenver.edu
Jessica Gomez Garcia Admissions Professional 303-315-6316 Jessica.GomezGarcia@ucdenver.edu	Natalie Schaffer Manager of Admissions 303.315.0340 Natalie.schaffer@ucdenver.edu
Sandy Mondragon Asst. Dean for Student Success and Enrollment Management 303.315.4979 sandy.mondragon@ucdenver.edu	Rebecca Schell Academic Services Manager – LEO, LDT, SPED, 303.315.4978 rebecca.schell@ucdenver.edu

STUDENT BEHAVIOR AND CONDUCT

CU DENVER STUDENT CODE OF CONDUCT

As members of the CU Denver community, students are expected to uphold University standards, which include abiding by state, civil and criminal laws and all University policies and standards of conduct. These standards assist in promoting a safe and welcoming community.

The University strives to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and courtesy. The University views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the University community and the greater community. Students who violate these standards will be subject to the actions described below. These procedures are designed to provide fairness to all who are involved in the conduct process.

Philosophy of Student Conduct

The [Office of Student Conduct and Community Standards](#) views the conduct process as a learning experience that helps students to understand their responsibility both to themselves and their living and learning community. We strive to learn from one another in an educational environment that holds mutual respect for individuals and community in high regard and self-responsibility for behaviors. Behavior that conflicts with established standards, policies and guidelines may be referred for conduct proceedings. Every member of the student community must assume responsibility for becoming educated about the various University and housing standards, policies, and guidelines. It is against the basic nature of this community for anyone to demean or discriminate against another human being. A caring, educational community does not tolerate physical or psychological threats, harassment, intimidation, or violence directed against a person. Such behavior is subject to the University conduct processes.

Diversity

We are committed to a campus community where diversity is appreciated and valued, and where all individuals are treated fairly and with respect. We encourage curiosity, open communication, continuous learning, and community service as ways to create a socially just environment. We support the right to respectful disagreement with ideas and philosophies different from their own. However, we do not permit any form of behavior that places anyone in dangerous, discriminatory, or harassing environments. As a community, we expect all community members to work towards these same goals.

The full CU Denver Student Code of Conduct can be found at <http://www.ucdenver.edu/life/services/DeanofStudents/Pages/default.aspx>. Students should also refer to individual program handbooks for additional, specific, information regarding expectations related to professional behaviors and/or ethical standards.

SEHD STUDENT HONOR CODE

The School of Education & Human Development is committed to the [Honor Code](#) of the University of Colorado Denver. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the CU Denver academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work and internships associated with the University.

Education at CU Denver is conducted under the honor system. All students entering an academic program should have developed the qualities of honesty and integrity, and each student should apply these principles to their academic and subsequent professional career. All students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times. The type of conduct that violates the School of Education & Human Developments Student Honor Code may include but is not limited to the following:

1. Plagiarism
2. Cheating
3. Fabrication, falsification and deception
4. Multiple submissions
5. Misuse of academic materials
6. Complicity
7. Intoxication
8. Unprofessionalism
9. Disruptive or disorderly conduct or any violation of the Student Code of Conduct

Academic Dishonesty

Students are expected to know, understand, and comply with the ethical standards of the University. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students at the University. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements.

Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own required appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

1. Word-for-word copying of another person's ideas or words.
2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).

4. Fabrication of references (inventing or counterfeiting sources).
5. Submission of another's work as one's own.
6. Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge.

Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Some examples of cheating include:

1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
2. Using any electronic, or digital, or technological or other device when its use has been disallowed.
3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

Fabrication, Falsification, and Deception

Fabrication involves inventing or counterfeiting information, e.g., creating results not obtained in a study or research. Falsification, on the other hand, involves deliberately altering or changing results to suit one's needs in an experiment or other academic exercise. Deception is providing false information or knowingly withholding information.

Multiple Submissions

This is the submission of academic work for which academic credit has already been earned when such submission is made without instructor authorization.

Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying library or reference materials or computer programs.
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification.
6. Unauthorized sale or purchase of examinations, papers, or assignments.

Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

Intoxication

This is defined as being under the influence of drugs or alcohol in any University setting, classroom setting, practicum/internship, professional development school/site, computer lab or shared student space that compromises the student's ability to learn and participate in educational activities, interferes with the learning process of other students and/or customers and clients of the School of Education & Human Development. Students who have difficulties with alcohol and/or other substances may seek assistance from services available on campus such as the CU Denver Student/Community Counseling Center.

Unprofessional Behavior

Any conduct including electronic communications, both on and off campus, that interfere with the student's ability to maintain professional standards as defined in program handbooks, professional codes of ethics, University policies or procedures or reflects poorly on the student, School of Education & Human Development or University is prohibited.

Disruptive or Disorderly Conduct

Disruptive or disorderly conduct in any University setting or partner setting, such as the disregard of rights of faculty, staff, administration and peers, threatening behaviors in any medium of communication and sexual harassment are examples of disruptive and disorderly conduct and a violation of the University Code of Student Conduct is prohibited. The Code of Student Conduct can be found by visiting the Office of Community Standards and Wellness website at www.ucdenver.edu/life/services/standards.

All proceedings concerned with academic dishonesty are confidential to the extent permitted by law. A student accused of academic dishonesty has the right to:

- Admit to the charges and accept the penalty imposed by the instructor. If the student admits to the charges, the faculty member will invoke an appropriate penalty, which could include the issuance of a failing grade in the course. If the faculty member believes further action is warranted, then the faculty member may request a hearing of the Academic Ethics Committee, which will determine if further action is necessary.
- Dispute the charges or the penalty by following the Student Academic Appeal process.

Academic Appeal Process

One purpose of the Student Committee (SC) is to review students' academic appeals regarding retention, disenrollment, dismissal and other academic matters such as grade appeal, academic dishonesty, or honor code issues. The committee assumes an impartial and unbiased stance toward all participants in the academic appeal process and focuses on adherence to university policy and basic standards of fairness and professionalism. Appeals are heard by this committee at the written request of an SEHD student. Appeals may originate from students in any degree or licensure program in the SEHD to which the student has been

admitted. The SC's decision will be communicated to the student, faculty involved in the decision under appeal, the Associate Dean who oversees the program, and the Dean. The SC's decision will be considered final unless the student chooses to appeal directly to the Dean according to the procedures outlined below.

Committee Composition

The committee is composed of faculty members from multiple SEHD programs and one SEHD staff representative. Typically, faculty members serve for two years, with the possibility of continuing to serve longer. Each year a committee chair is elected from the members of the SC.

The chair directs regular SC meetings and, in conjunction with the Director of Academic Services and/or their designee, advises students and faculty on SC policies and procedures and schedules the committee for appeal hearings.

Student Academic Appeals

The SC hears appeals that relate directly to academic issues. These issues may include, but are not limited to:

- dismissal from an SEHD degree program.
- grade appeals and problems related to course grades.
- appeals related to comprehensive examinations or activities and qualifying examinations or activities.
- academic honor code issues.

The SC might refer non-academic appeals to other avenues of appeal, including, but not limited to:

- sexual harassment or discrimination of any kind - CU Denver Civil Rights Officer
- financial concerns - Bursar's Office or Financial Aid
- student conduct - Student Code of Conduct
- teacher licensure - Colorado Department of Education
- other or more general concerns - CU Denver Ombuds Office

When appeals are reviewed by the committee, only materials directly relevant to the appeal will be considered. The student and the faculty member or members involved in the appeal should keep documentation of and materials related to the appeal for a period of five years from the beginning of the semester in which the issue(s) relevant to the appeal began. An official file of all materials will be kept by the SEHD (see "Retention of Academic Appeals Materials" below).

Faculty Participants in Student Academic Appeals

Faculty participants in the academic appeal process are those faculty members who have been part of the decision-making process under appeal, witness(es) to student/faculty discussions, administrators and other CU Denver officials as required for purposes of clarity,

safety and procedural propriety. Other examples of participants include a course instructor or instructors, program area faculty, internship supervisors, and program teams.

Student Participants in the Student Academic Appeals Process

Student participants in the academic appeals process are the student who has filed an appeal for the SC to review and another person to accompany the grievant to *Appeal Level 3* (if applicable). The other person may be a friend, colleague, classmate or faculty member, but not a member of the SEHD staff.

Academic Appeal Procedures

Appeal Level One - Initial Decision

1. The first step in an appeal is for the student to meet with the faculty member or members who made the decision the student wishes to contest. Issues pertaining to the student's grade or performance, evaluation criteria for decision making or differences of opinion that exist should be discussed in an attempt to work through the disagreement. This first step of meeting with faculty member(s) should take place as soon as possible after the precipitating decision and in no case later than 30 days after the end of the term in which this decision took place. All such initial meetings should be attended by at least one additional (neutral) CU Denver faculty member or administrator who will serve as observer and note-taker.

Appeal Level Two - Student Committee Review

2. If the issue remains unresolved after the student/faculty member meeting, the student may appeal to the SC through a written request submitted to the chair of the SEHD SC within 30 days after the meeting with faculty member(s) outlined in Appeal Level 1 above. Academic Services may offer advice to the student regarding how to compose and file the appeal. The written appeal must be in the form of a letter submitted by the student to the SC Chair describing the complaint in detail. The letter should answer these questions:
 - a. What is the term/year you are appealing? Note: Appeals should be submitted within one semester following the occurrence of the academic issue being appealed. See number 4 below.
 - b. What, exactly, is being appealed? Clearly provide the course number and title for a grade appeal or the specific program for retention, dismissal, or honor code appeal.
 - c. What are your specific objections to the decision under appeal? Refer to specifics on the course syllabus or to specific program or SEHD policies and procedures, handbooks, forms and signed documents.
 - d. What is the rationale for your objections? Provide a succinct narrative which clearly indicates why you believe the decision under appeal was not appropriate. Refer to the available materials (e.g. syllabi, policies and procedures documents) as appropriate in providing your rationale. Focus specifically on your individual appeal and refrain from referring to other students or faculty.

- e. What changes do you request and what are your specific reasons to support your request? Indicate clearly what you believe would be a fair resolution to the issue under appeal.
3. As noted above, the letter of appeal should be submitted within 30 days following the meeting with the faculty member or members outlined in the first level of the appeal process. The SC chair will review the appeal letter and request further information if necessary, and, if he/she deems the appeal to be within the purview of the committee, will forward the letter to SC committee members and the Associate Dean responsible for the program to which the student was admitted. If the letter is submitted between the end of the spring and the beginning of the fall semester, the letter will be reviewed at the first SC meeting in the fall semester. Academic appeals will be reviewed and responded to during the months of September through November and February until the first week in May.
 4. The faculty member or members named in the student's appeal will be notified of the student's appeal and provided with a copy of the student's appeal letter. The faculty member or members will respond to the appeal in a written statement to the SC within 14 days of their receipt of the notification of appeal. Exceptions to this 14-day limit may be allowed in special circumstances if the SC deems appropriate. Additionally, all parties involved in the appeal may receive copies of all submitted documentation pertaining to this case on a need-to-know basis as determined by the SC chair.
 5. The student's written appeal request (containing all required information) and faculty response will be reviewed by the SC at their next regularly scheduled meeting. The SC chair may ask for additional materials as needed.
 6. If students or faculty member/members fail to provide requested information in writing, the SC will proceed based on the available evidence.
 7. The SC will reach a decision based on the documentation. The SC's decision will be communicated in writing to the student, faculty member/members, and Dean within 14 days of the SC decision. **If deemed appropriate by the SC, a formal appeal hearing may be scheduled for the next regular meeting time of the SC (see below).** A majority vote of the SC is necessary in order to schedule a formal appeal hearing.

Appeal Level Three - Student Committee Formal Hearing (if deemed appropriate)

- a. At the appeal hearing, the student and the faculty member/members both have the opportunity to make a 20-minute (maximum) oral presentation.
- b. During the appeal hearing, SC members may request further information or ask questions.
- c. The student and faculty member/members may bring one advocate to the appeal hearing. This individual may listen, take notes and advise the student but may not present to the committee. Advocates may be faculty, classmates, students or friends, but may not be staff members of SEHD. In addition, the SC may also request the presence of any administrators and/or other university officials as required for purposes of clarity, safety and procedural propriety.

- d. The SC will review all information and render a timely decision. In most cases, and depending on their scheduled meetings, the SC will reach a decision within 40 days after the appeal hearing. Neither the student nor the faculty member or members involved in the appeal may be present, or consulted by, the SC during these deliberations.
- e. The student and faculty member or members will be notified by letter within 45 days of the concluding decision of the SC. A copy of this decision will be forwarded to the Dean of the SEHD.

Appeal Level Four - Dean, School of Education & Human Development

The student or faculty member's next level of appeal is the Dean of the SEHD. Appeals materials provided to the SC will be shared with the Dean. The Dean may also request additional information as needed. This appeal to the Dean must occur within 30 days of the SC decision.

Student Committee composition for formal appeal hearings

- A SEHD Associate Dean serves as the non-voting committee convener during the formal appeal hearing.
- A majority of voting members or their appointed substitutes must be present for the formal appeal hearing.
- The student, the faculty member/members and the SC may each have one non-voting representative at the appeal hearing. This representative may listen and advise but not participate in the presentations to the committee. The representative may not be a staff member of SEHD. In addition, the SC may request the presence of any administrators and/or other university officials as required for purposes of clarity, safety and procedural propriety.
- Both the involved faculty member/members and the student may be present during the entire appeal hearing.
- If a SC member has extensive knowledge of the case or the student (e.g. is a member of the decision team which is being appealed or is the student's advisor) he or she will be asked to recuse him or herself from the appeal hearing.
- Appeal hearings may be video or audio taped only if all parties at the hearing agree to this procedure. Requests for video or audio taping must be made in writing, addressed to the SC committee chair and received at least one week before a hearing is scheduled. The chair will contact participants for a yes or no vote and alert all participants of the outcome of the vote prior to the meeting.

Retention of Academic Appeal Materials

SEHD Responsibilities

All materials related to an academic appeal, including written statements from students and faculty, written decisions by the SC and requests for materials from the Dean of the SEHD and the CU Denver Graduate School will be housed in a secure confidential file in the Academic Services Office. This official file will be maintained under the name of the student originating the appeal. The official file will be retained for at least five years.

Student Responsibilities

The student is responsible for keeping copies of all written materials submitted to both the faculty member and members and those submitted to the SC. It would be appropriate for the student to keep records of times, dates, content of conversations and suggested solutions discussed during the process of trying to resolve the problem.

Faculty Responsibilities

The faculty member or members should keep copies of all written materials related to student appeal. This would include student letters, responses, and course or program documents related to the appeal. It is also recommended that faculty members keep records of times, dates, content of conversations and suggested solutions discussed during the process of trying to resolve the problem with a student.

PROGRAMS OF STUDY

ORIENTATION

Programs in the SEHD may have their own program-specific orientation. You will receive information regarding your program's orientation via email upon admission. In many cases, program orientations are mandatory. It is **STRONGLY** recommended that you attend your program orientation. Orientations for some SEHD graduate programs may be entirely online. The general SEHD Graduate Orientation can be found at <https://education.ucdenver.edu/academic-services/student-resources/grad-orientation>

COURSE PLANS

Course Plan documents are available at <https://education.ucdenver.edu/academic-services/student-resources> Course plans are also available in your program handbook. No modifications to the degree plan may occur without faculty advisor approval. It is the student's responsibility to make sure their individual course plan conforms to their program requirements.

SUBSTITUTING A COURSE

Substitutions refer to replacing a course that is required for a degree with another course, generally because of a situation beyond the student's control. The substitution must be approved by your faculty advisor. Students must complete the Course Substitution or Waiver Form found at <https://education.ucdenver.edu/academic-services/student-resources/graduate> and submit to Academic Services with appropriate signatures.

WAIVE A COURSE

Waivers refer to degree requirements that are waived based on classes that students have taken prior to entering the program, including courses transferred from another institution. Course waivers imply that you have sufficient knowledge in a particular area, whereas transfer credit implies that actual credit has been approved decreasing the total number of CU Denver credits needed to graduate. Courses may be waived if it has been determined that the course is redundant to your current degree program. You must submit all necessary documentation (syllabus, transcript, etc.) to prove that you have sufficient knowledge in this area to warrant a waiver. If you feel a course waiver is appropriate, you as the student must approach your faculty advisor, who will decide whether other documentation warrants the waiver. Typically, when a waiver is granted, a substitutable course is approved simultaneously. **A waived course does not mean a reduction in credit hours required unless the credit is transferrable to your CU Denver degree program.** Students must complete the Course Substitution or Waiver Form found at <https://education.ucdenver.edu/academic-services/student-resources/graduate> and submit to Academic Services with appropriate signatures.

TRANSFER CREDIT FOR GRADUATE DEGREES

Transfer credit is defined as any credit earned at another accredited institution either in the United States or abroad, or credits earned as a non-degree student within the University of Colorado system. Graduate courses taken while the student was enrolled in a graduate program anywhere in the CU system are considered resident, not transfer, and therefore fall outside the limits on transfer credits.

Students must complete the form found at <https://education.ucdenver.edu/academic-services/student-resources/graduate> and obtain signatures as indicated. Return the form to your faculty advisor. Submit the required documentation as soon as possible once the course and grade are posted on the transcript. Students should consult with their academic advisor on credit hour limits, if applicable, that may be transferred into their program. Conditions listed below must be fulfilled before request can be acted upon.

1. Official transcript showing courses recommended for transfer must accompany this request. To be official, a transcript must show the seal of the institution. To be considered official, electronic transcripts must be sent from your institution directly to CU Denver and opened by one of our staff members. Transcripts that are sent to, opened by, and uploaded by the student are considered unofficial.
2. Courses used toward one master's degree (or EdS) cannot be used toward another master's (or EdS) degree. Appropriate courses used toward a master's degree may be used toward a doctoral degree.
3. Grades in the courses recommended for transfer must be no lower than B-.
4. Courses with "Pass/Fail" or "Satisfactory/Unsatisfactory" grades will not be transferred.
5. Institutions from which courses are recommended for transfer must be regionally accredited.
6. Quarter hours will be converted to semester hours by multiplying the number of quarter hours by $.2/3$.

7. Student must have satisfactorily completed one semester in the SEHD graduate program as a regular degree student before transfer of credit is recommended.
8. Student's grade-point average on all work taken must be no lower than 3.0.
9. The Rules of the SEHD stipulate a maximum number of hours that may be transferred, depending upon the degree toward which the student is working. See your program handbook for the number of hours your program will accept.
10. Transfer courses must be validated by the faculty advisor if credits were not earned with the Master's or EdS program 7-year time limit.
11. Courses recommended for transfer must be equal in level to courses applicable toward the degree at this institution.
12. Grades for transferred classes are not calculated into the graduate grade point average.

NON-DEGREE COURSEWORK

SEHD courses taken as a non-degree student may be applied toward Master's degrees in the SEHD. It is important that non-degree students move forward in a timely manner to complete their application for admission as degree students to a specific Master's or EdS program. All courses used towards Master's or EdS degree completion must be completed within the 7-year time limit. Courses with a grade lower than B- will **not** count toward a Master's or EdS degree.

CERTIFICATES

Credits in a certificate program may be transferable into SEHD degree programs. Students must have a grade of B- or better in all classes applied toward their certificate and a cumulative GPA of 3.0 (B average) or higher for the certificate to be transcribed. Particular district-related certificates and other certificates may require a grade of B or better for certificate transcription. Courses with a grade lower than B- will **not** count toward an MA degree. All courses used towards Master's or EdS degree completion must be completed within the 7-year time limit.

If you are finishing all requirements for a School of Education & Human Development Graduate Certificate as a non-degree Denver campus student, please complete the "SEHD Non-degree Graduate Certificate Completion Form" at the beginning of your final semester of the certificate (by no later than the census deadline per the [academic calendar](#)):

https://ucdenverdata.formstack.com/forms/sehd_grad_certificate_completion

The purpose of submitting the "[SEHD Non-degree Graduate Certificate Completion Form](#)" is to request that your certificate be transcribed as completed at the end of your final semester of the certificate.

The official transcript is the official record of certificate completion. Instructions for obtaining unofficial and official transcripts can be found [here](#). Students completing certificates without degrees do not participate in commencement and do not receive diplomas.

We also encourage certificate completers to consider applying to one of our Master's, EdS, or Doctoral programs through the School of Education & Human Development. Graduate Certificate courses may apply to a degree program. Please check with your advisor for

potential applicability. Information about applying to our programs can be found on our [graduate program pages](#).

ACADEMIC PROGRESS

ACADEMIC CALENDARS

As a CU Denver student, you are responsible for knowing the specific requirements and deadlines published each semester. The Academic Calendar includes drop/add deadlines, grade posting dates, the deadline to apply for graduation, and degree posting plus diploma mailing dates for graduating students. Academic Calendars are found at <http://www.ucdenver.edu/student-services/resources/Registrar-dev/CourseListings/Pages/AcademicCalendar.aspx>.

REGISTRATION

CU Denver offers students an automated system to register for classes. [UCDAccess](#) will tell you when you may register. As a student, you are responsible for knowing the deadlines, rules, regulations, course loads, prerequisites and policies of the university, as well as those of the SEHD. Visit the Registrar's website at <https://www.ucdenver.edu/student/registration/register-for-classes> for further information, deadlines, policies, course format features, and instructions on how to register online.

Full-Time vs Part-Time

Degree seeking students receiving financial aid may be required to complete hours in addition to those listed below. The exact requirements for financial aid are listed in the student's financial aid award letter.

Full-Time

5 or more semester hours

0 semester hours as candidate for degree (CAND 5940)

1 or more semester hours of thesis (not master's reports or thesis preparation)

Half-Time:

3 - 4.5 semester hours

Summer – 3 semester hours is considered full-time for graduate students.

ADMINISTRATIVE DROP

An administrative drop is implemented by university officials in the Registrar's Office or the Dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including but not limited to:
 - class cancellations
 - failure to meet course prerequisites

- whenever the safety of the student, faculty member or other students in a course would be jeopardized
- academic suspension, including but not limited to failure to attain or maintain a required GPA
- disciplinary suspension for having been found to have violated the student code of conduct
- disruptive behavior determined by the chair and/or associate dean to be detrimental to the progress of the course and the education of other students.

AUDITING COURSES

Instructions for auditing courses can be found at <https://www.ucdenver.edu/lifelong-learners/how-to-audit-a-class>

INTERCAMPUS ENROLLMENT

The Intercampus Enrollment Program is open to all CU Denver degree seeking students who are currently enrolled in CU Denver courses. This program helps students fulfill degree requirements so that they may graduate in a timely manner. Students who wish to utilize this program and enroll in courses at the Boulder or Colorado Springs campus concurrently, must meet with their Faculty Advisor to confirm that the course taken at a Host Campus is equivalent to the course needed to graduate, and to ensure that all required prerequisites or co-requisites are fulfilled.

Actively-enrolled CU Denver degree seeking students may be eligible for enrollment in up to two (2) courses **or** six (6) credit hours, whichever is greater, at another CU campus, by submitting the Intercampus Enrollment and Policy Form to the Registrar's Office prior to the Add Deadline date of the Host Campus (Boulder/Colorado Springs). The Intercampus Enrollment and Policy Form can be obtained by accessing the CU Denver Registrar's Office [website](#).

If you are a student using VA Education benefits , contact your VMSS Certifying Official to go over your options for intercampus enrollment.

INDEPENDENT STUDY/THESIS CREDITS

To register for an individualized "special study" course such as independent study, thesis, practicum, special studies, etc. students must use the Special Processing form found on the Registrar's website at: <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Pages/Forms.aspx>. Note: this form requires faculty approval.

READMISSION

Readmission applies to students who started a degree program and **did not finish**.

- If you have not enrolled in classes for three consecutive **semesters**, you will need to complete a [readmission application](#).

- If you have not enrolled in classes for three consecutive **years**, you will need [apply to the program as a new applicant](#).

If you have completed a degree and would like to pursue an additional degree, you will need to [apply for the additional degree](#) as a new student.

If you will **not** be registered for any other courses in the term you are readmitted and you are graduating in your term of readmission, you **must** register for CAND 5940 Candidate for Degree. Please contact your advisor for instructions for how to enroll in CAND 5940. See <https://education.ucdenver.edu/academic-services/admissions/readmission> for more information on readmission policies and procedures.

CHANGE OF PROGRAM

Students who are currently enrolled, in good standing, and want to change programs and/or degrees must request faculty approval via a change of program request:

<https://application.admissions.ucdenver.edu/register/SEHDprogramchange>

Some programs may require additional application materials or a full program application.

COURSE DESCRIPTIONS

Course descriptions are available at <https://catalog.ucdenver.edu/>. Select the Denver campus course catalog and the academic year.

COURSE SCHEDULE

The schedule of courses is available in the [UCDAccess](#) portal via the Student Center or the schedule can be viewed without logging into UCDAccess via [this link](#).

FACULTY COURSE QUESTIONNAIRES

The Faculty Course Questionnaire (FCQ) is the means by which students can evaluate a course and an instructor. The questionnaires are all administered online. Students will receive email reminders to complete the FCQ for each course they take.

GRADES

Final grades are available through your campus web portal [UCDAccess](#) on the date posted on the [Academic Calendar](#). Students should refer to their program handbooks for specifics regarding minimum grade required per course and overall GPA requirements.

Incomplete Grades

Students who are requesting a grade of Incomplete ('I'), should refer to the SEHD Incomplete Graduate Application at <https://education.ucdenver.edu/academic-services/student-resources> for the full policy and form.

NOTE: grades of I, W, NP, NC, and F do NOT satisfy financial aid requirements.

Minimum Acceptable Grades

To maintain satisfactory academic progress and earn a graduate degree, students are required to maintain at least a “B” (3.00) average in all work attempted while enrolled. In general, courses in which grades below “B minus” (2.7) are received may not be applied toward fulfillment of the requirements for your degree. **Individual programs may have more stringent minimum grade requirements.** All grades received for University of Colorado coursework will appear on the student’s transcript and will be included in the GPA calculation. Students should refer to their program handbook for specific information on grade requirements.

Repeating Coursework

A graduate student who receives an unsatisfactory grade in a course may repeat that course once. The 2 grades received will be used in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the credit hour requirement for the degree.

Academic Probation and Dismissal

If, at any time, a student’s cumulative graduate grade point average (GPA) **after matriculation** falls below 3.00 (some graduate programs may require that a higher GPA be maintained) the student will be placed on academic probation. Probationary full-time students have 2 semesters, probationary part-time students have 4 semesters, in which to raise their cumulative GPA to a 3.00 (or greater if required by the program) for removal from academic probation (calculated using all graduate-level courses, including graduate or undergraduate courses that a student enrolled in outside their main program while enrolled in a SEHD program). In addition, a minimum GPA of 3.00 (or greater if required by the program) must be maintained in each probationary term. Students who fail to meet the conditions of probation are subject to dismissal from the School of Education and Human Development. Any student who is dismissed following unsuccessful academic probation or failure to meet their program’s guidelines for satisfactory academic progress may reapply for admission to the same or a different graduate program after 1 year. The student should consult with the Program Leader before reapplying.

Probation also may be imposed for other reasons related to unsatisfactory academic progress and for unprofessional behavior, including honor code violations and conduct that violates the integrity of training and research. In such instances, the length and specific conditions of the probationary period will be determined on a case-by-case basis.

Removal from Probation

Once the student’s GPA has been recalculated and shown to be 3.00 or above, and/or other specified conditions of the probationary status have been met, the student can be removed

from probation and the registration hold can be released.

Probation and Graduation

A student cannot take a milestone exam (Master's comprehensive exam, culminating experience, or thesis defense) or obtain a degree from CU Denver while on probation.

COMPREHENSIVE EXAM/CULMINATING EXPERIENCE

Students in many programs are required to complete a comprehensive exam (COMPS) or culminating experience (CE) prior to completion of their degree and/or licensure/endorsement program. **Students must register for these exams and experiences.** Your program handbook provides details on your required COMPS/ CE. If you have content specific questions regarding your CE, contact your faculty advisor. All students are required to do the following -

1. Submit the [Comprehensive Exam/Culminating Experience Registration Form](#) by the deadlines posted.
2. If completing COMPS/CE in the semester you graduate, make sure that you have also applied for graduation through [UCDAccess](#) by the deadline listed on the [Academic Calendar](#). **Registering for your comprehensive exam or culminating experience does not register you for graduation.**
3. Register for at least one course during the semester you complete your COMPS/CE. If you will not be taking a class during the semester you plan to complete your COMPS/CE, you must [register](#) and pay for one credit hour as a Candidate for Degree (CAND 5940). The CAND 5940 class number will be posted at <https://education.ucdenver.edu/academic-services/student-resources/comps> for each semester. If you are already registered for another course the semester you are completing your COMPS/CE, you don't need to register for CAND 5940. In UCDAccess, you will need to go to your student center page, search for classes and then select the ENROLL TAB. Enter the class number above the box labeled "add to cart/enter class number."
4. Expect to receive communication from the SEHD via your official ucdenver.edu e-mail.
5. Complete your COMPS/CE by the required due date. Portfolios, papers, projects and take-home exams should be turned in by the deadline posted at <https://education.ucdenver.edu/academic-services/student-resources/comps>, unless instructed otherwise by your faculty advisor.
6. If you decide to postpone completing your COMP/CE, notify [Academic Services](#).

THESIS

The thesis provides students with experience in conducting an empirical investigation based on students' academic and professional interests and goals. The investigation may be qualitative, quantitative, or mixed-methods and should address a question of practical importance to the student.

If you have received approval from faculty to complete a master's thesis in lieu of COMPS or a culminating experience, please be aware that there are important steps to follow PRIOR TO beginning your research. Your program handbook provides details on the thesis process. You can also visit <https://education.ucdenver.edu/academic-services/student-resources/master's-thesis#39;s-thesis>

COMIRB

Some data collection may be subject to review and regulation by the Colorado Multiple Institutional Review Board (COMIRB), the university's institutional review board. COMIRB protects the rights and welfare of human research subjects who participate in research activities such as focus groups interviews, and surveys. Students should consult with their faculty advisor and consult the COMIRB website for more information on COMIRB oversight: <https://research.cuanschutz.edu/COMIRB>

Data Collection from SEHD Students

The following outlines the process students MUST follow to receive written permission to include SEHD students in their data collection efforts. Such permission is required to seek approval to conduct research with human subjects. This process should precede, but does not replace COMIRB review. Approved requests will receive non-intrusive assistance (i.e., access to the participants in a mutually agreeable fashion) but will need to seek and provide assurance of approval to conduct research with human subjects before the research can be conducted. Research that is intended to focus on quality improvement (QI) and that is not intended to be generalizable research must be reviewed through the SEHD QI approval process.

Type	Purpose (intended use of data)	Quality Review/ Sign-Off
<i>Internal SEHD Students; CU Denver Students</i>		
Within an SEHD Course	Course Assignment / Demonstrate own learning	Course Instructor/Faculty
Within or across SEHD courses	Research to meet degree requirements (EdD DRP, PhD Dissertation, MA Final Project/Thesis)	Faculty Advisor SEHD Assessment Office/C-PEER

Faculty reviewing requests for access to students in individual classes should consider the following (at a minimum) in making a decision to grant access:

- The quality of the research effort.
- The appropriateness of the participants for the proposed project.
- The amount of time required, or any other criteria related to intrusiveness in the teaching and learning process; and
- The educative value of the experience for both the researcher and participants.

For research across SEHD courses, at a minimum the above criteria and the following will be considered:

- The number of research requests and approvals that may impact participants.
- The SEHD's other data collection efforts and the degree to which the proposed project may affect these.
- The timing of the study; and
- Whether the study is duplicative of others done recently.

If a project is rejected because of issues related to timing, the SEHD will make an effort to suggest an alternative timeline that may be acceptable to the School. Faculty mentors and student researchers will be offered any advice that might be helpful to alter a project that is not feasible.

Thesis Committee

Students must assemble a Master's thesis committee of three to four members. The committee should include a thesis advisor who is a full-time faculty member in SEHD. The thesis advisor may or may not be the student's faculty advisor. The remaining committee members may be full- or part-time faculty in SEHD, faculty from other schools/colleges, faculty from other institutions, or community members with relevant expertise.

Deadlines

Students are responsible for following all established deadlines for the thesis available at <https://education.ucdenver.edu/academic-services/student-resources/master-s-thesis#39;s-thesis>

If posted deadlines are missed, a student's graduation may be postponed to the next term. Please touch base with your academic advisor immediately in the event that you miss a deadline.

Registration

Students should register for thesis credits as required by their course plan. To register for thesis credits, you may need to complete a Special Processing Form, available at <http://www.ucdenver.edu/student-services/resources/Registrar-dev/Documents/FormStorage/SpecialProcessingForm.pdf>.

Completed Special Processing Forms with student and faculty signatures should be submitted to the Academic Advisor via email for processing.

Students must be registered for at least one class at the time they defend their thesis. Students who have completed their coursework requirements, including thesis credits, should register for CAND 5940 Candidate to Degree.

Format Review

Format Review is a check to ensure that your thesis is formatted appropriately for publication only. Format Review does NOT review content, so drafts are permitted to be reviewed.

Your thesis, submitted as a PDF, should comply with the [Thesis Style and Policy Manual](#) upon submission for Format Review.

Allow two weeks for Format Review and take this timeframe into account in order to meet all other posted deadlines.

Forms

All required forms for the Master's thesis are available online at <https://education.ucdenver.edu/academic-services/student-resources/master's-thesis>

Thesis Defense

The purpose of the thesis defense is to allow the student to (a) convince the committee of a robust understanding of the research process and results, and how they contribute to the student's field; and (b) provide evidence that the thesis is an original, authentic contribution made by the student.

Once the student and thesis advisor feel that the thesis is complete and ready to be defended, the student should work with the committee to schedule a date, then reserve a room and submit the Exam Request form in order to defend the thesis.

The thesis defense examination is conducted in two parts: an oral presentation of the thesis research followed by a questions and answer period moderated by the thesis chair. After the question period, the student and any audience members will be asked to leave the room. During their absence, the committee members deliberate, evaluating the quality of the thesis, whether the examination is passed or failed, if any changes need to be made, and next steps for the student.

Final Submission

Once your Master's thesis has been successfully defended and the final version is ready for publication, students can upload the thesis to ProQuest at <http://www.etdadmin.com/ucdenvered>. Final submission is a campus-specific process, so ensure you follow the Denver campus instructions for the SEHD regarding your submission to ProQuest.

GRADUATION

Students MUST file an application for graduation! Apply through your [UCDAccess](#) student portal of your intent to confer your degree by the posted deadlines. Full instructions can be found at <https://education.ucdenver.edu/academic-services/student-resources/graduation>

Graduating with honors is an undergraduate distinction.

Graduating students must be active students, which is defined as an enrolled student in either the graduating term or in one of the previous two terms. Readmitted students applying for graduation during the term of readmission must be enrolled in coursework or CAND 5940 Candidate for Degree.

Commencement

Students are permitted to participate in commencement only after completing all degree requirements and applying to graduate. Graduate names are printed in the commencement program only in the semester for which you have been approved to graduate.

Applying to graduate through the UCD Access portal does not also register you to participate in the commencement ceremony. These are two separate processes. Please visit the link below for information regarding the ceremony. Details will be sent throughout the semester regarding registering for the commencement ceremony.

The University does not hold a summer commencement ceremony, therefore all summer graduates wishing to participate in commencement are invited to attend the fall ceremony. [More information on the commencement ceremony.](#)

APPROVED PROGRAM VERIFICATION FORMS

After you have completed a licensure or endorsement program in the SEHD you will need to assemble documents to apply for your license and/or endorsement from the Colorado Department of Education (CDE). You will apply when your final passing (B- or better) grades (graduate students) and/or degree (undergraduate students) post to your transcript. You can find the dates that grades post each semester on the [academic calendar](#). You can view final grades through [UCDAccess](#) (official final grades post in UCDAccess, not Canvas). You can obtain an unofficial transcript in UCDAccess by [following the instructions on the registrar's site](#).

CDE requires an official transcript, but we recommend looking at your unofficial transcript first before ordering an official transcript. After all of your grades and your degree post, you can [order an official transcript](#).

Please note the Colorado Department of Education's [instructions for sending them transcripts](#). **CDE does NOT accept hardcopy mailed transcripts.**

Licensure Instructions

The following instructions are for all undergraduate, MAT and graduate students pursuing the following licenses:

- Administrator
- Early Childhood Education
- Early Childhood Special Education (initial licensure)
- Early Childhood Special Education Specialist (endorsement)
- Elementary Education
- English Language Arts
- Mathematics
- Principal
- School Counselor
- Science
- Social Studies
- Special Education Generalist (initial licensure and endorsement)
- World Languages
- Other license information included below

You will be required to submit fingerprints unless you already hold a valid and current CDE issued educational credential, i.e. a substitute license.

The fingerprints you submitted to the SEHD will not satisfy the CDE fingerprint requirement for your license.

The [Approved Program Verification Form](#) requires a signature from a Certification Officer in the SEHD. The Certification Officer signing your form will be one of the staff in Academic Services. Please fill out the top portion of the CDE form (the section that says, “To be completed by the Applicant”) and scan/email it to your staff advisor or program coordinator/manager or to academicservices@ucdenver.edu or drop it off at Academic Services 1380 Lawrence Street Center, Room 701. We will process your form and email you a signed PDF for you to upload to CDE. For questions about the licensure process at the CDE, email CDELicensing@cde.state.co.us or call 303-866-6628.

Other Licenses and Endorsements

Other licenses and endorsements require their own Approved Program Verification form available from the links below.

[All other endorsements](#)

TIME LIMIT EXTENSION POLICY

Master’s and EdS students must request a time extension if their time to degree will be beyond the 7 year limit for their degree. Students should complete the [time extension form](#) and submit to their Faculty Advisor. To utilize courses taken before the 7 year time limit, program faculty may require a validation process for the student to validate they are still current in their knowledge from an expired course.

LEAVES OF ABSENCE

Some programs may require an approved leave of absence. Information about program-specific leave policies can be found in the program handbook. For programs that require an approved leave of absence, students who need to leave School of Education & Human Development graduate programs for two consecutive semesters (including summer) should submit a written statement requesting the leave (or complete any program-specific leave forms.) If approved by the faculty advisor and the Associate Dean, a copy of the request is forwarded to Academic Services. Approved leaves of absence do not automatically extend the time limits for earning a degree, but they may be cited as supporting documentation to request an extension if needed. Leaves of absence that exceed two consecutive semesters will not be approved unless the faculty advisor provides the SEHD Associate with a compelling justification why such action should be approved. Students who are absent for longer than three consecutive semesters (including summer) will be considered to have withdrawn from the program and will be required to reapply for admission and be considered with all other applicants. Readmission deadlines and instructions can be found at <https://education.ucdenver.edu/academic-services/admissions/readmission>

WITHDRAWING

Students who are withdrawing from all courses should consult with their academic advisor as soon as possible **and** consult the Registrar's Academic Calendar for deadlines, fees, and processes for dropping/withdrawing: <https://www.ucdenver.edu/student/calendars/> **It is the student's responsibility to drop/withdraw from their classes.** For full policy on financial aid implications, students should visit <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FASO/learn/Pages/withdrawing.aspx>.

MEDICAL WITHDRAWAL POLICY

Students diagnosed with either physical or psychological medical conditions that significantly impact their safety or ability to be academically successful are eligible to petition for a medical withdrawal. A student who wishes to withdraw under the Medical Withdrawal Policy must withdraw from all classes; partial withdrawals are not permitted. Additionally, international students must contact their assigned International Services Specialist to discuss visa implications associated with withdrawing. Students seeking to withdraw for non-medical reasons will need to review the withdrawal policies and procedures for their respective school or college.

The official request for a Medical Withdrawal and all appropriate documentation of the medical condition must be submitted online at <http://www.ucdenver.edu/about/WhoWeAre/Chancellor/ViceChancellors/Provost/executiveteam/StudentAffairs/officeofcasemanagement/Pages/default.aspx>. The Office of Case Management will review all requests for medical withdrawals; Case Managers may request the student provide additional documentation or clarification when necessary. **All required documentation must be attached to the request to receive full consideration.**

LATE AND RETROACTIVE WITHDRAWS

Student applying for a late or retroactive withdrawal are required to obtain a School of Education & Human Development authority signature on a late withdrawal petition per the Registrar's process on their website: <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Pages/Forms.aspx>. The SEHD requires the "Late Withdrawal Petition Form" for both late withdraws (after the 10th week of classes but before the Wednesday before finals weeks) and for retroactive withdraws (after the Wednesday before finals week.) A Retroactive withdrawal request requires an additional written statement explaining extenuating circumstances leading to inability to submit by the "late withdrawal" deadline.

STUDENT RECORDS (TRANSCRIPTS)

Current student records are housed in the Registrar's Office. Instructions for ordering official or unofficial transcripts are found on the Registrar's website: <http://www.ucdenver.edu/student-services/resources/Registrar-dev/PlanYourDegree/Pages/Transcripts.aspx>.

FINANCIAL AID AND TUITION

More than 50% of our students take advantage of need-based financial aid awards and loans. We also offer scholarships, grants (including the popular TEACH grant), and work study positions.

FINANCIAL AID

You must apply for financial aid every year. The Free Application for Federal Student Aid (FAFSA) can be accessed by navigating to the Federal Student Aid website at <https://fafsa.ed.gov/>. Instructions for applying for financial aid and how-to guides can be found at <https://www.ucdenver.edu/student-finances/financial-aid/apply> and <https://www.ucdenver.edu/student-finances/financial-aid/help-resources/guides>
Note: Financial aid is awarded on a first come, first served basis.

SUMMER FINANCIAL AID

The amount of financial aid offered to you for the fall and spring semesters may be at or near your yearly maximum and, if utilized in the fall and spring semesters, will leave you with little or no eligibility for summer. If you plan to take summer classes, and will need loan assistance, then you will need to make plans during fall and spring semesters to budget your loan funds. You may want to reserve some funds for summer by reducing the amount of loans that you borrow during the school year.

More information on summer aid can be found at <https://www.ucdenver.edu/student-finances/financial-aid/apply/summer-aid>

You must be enrolled at least half-time (3 credit hours for graduate students) to receive aid.

SCHOLARSHIPS

The CU Denver Scholarship Office has information and instructions for applying at: <http://www.ucdenver.edu/student-services/resources/Scholarships/Pages/default.aspx>. We encourage you to apply for scholarships. Some are need-based while others are not. Be sure to read the scholarship criteria carefully before applying. Scholarship awards are determined by the School's scholarship committee which includes faculty and staff. Award amounts may vary semester to semester. If you aren't awarded a scholarship the first time you apply, reapply for any scholarship you are interested in if you continue to meet the criteria.

OTHER FINANCIAL AID RESOURCES

There may be other resources to assist you with the financing of your education, including veteran's benefits, employer tuition reimbursement, and outside scholarships. Any amount received from outside sources, will reduce what you need to borrow!

View tips: <https://www.ucdenver.edu/student-finances/scholarships/scholarship-application-tips>

EMPLOYER REIMBURSEMENT OR TUITION WAIVER

Some employers may provide partial or full tuition reimbursement to employees or dependents. Check with your employer to see if you qualify.

- The Bursar's Office Third-Party Billing Team administers tuition/fee arrangements between Third-Party Billing Sponsors and the university: <https://www.ucdenver.edu/student-finances/billing-payments/third-party-billing>
- For the process and eligibility for the CU employee and dependent tuition assistance, see the Employee Services website at <https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance>

VETERAN'S BENEFITS

The Office of Veteran and Military Student Services has information especially for veterans. Visit their website at <http://www.ucdenver.edu/life/services/Veteran/Pages/vmsshome.aspx> and thank you for your service!

TUITION AND FEES

Information on current graduate tuition and fees is available at <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/StudentBilling/TuitionFees/Pages/Grad-TuitionFees.aspx> The Bursar's website also has information on the billing calendar: <https://www.ucdenver.edu/student/calendars/billing>

RESIDENCY CLASSIFICATION

Tuition classification is governed by Colorado statutes that apply to all state-funded institutions in Colorado. Institutions are bound by the provisions of this statute and are not free to make exceptions to the rules set forth. Students are initially classified as in-state or out-of-state for tuition purposes at the time of application. The classification is based upon information

furnished by the student and from other relevant sources. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. Full information is available at <http://www.ucdenver.edu/student-services/resources/Registrar-dev/StudentServices/Residency/Pages/default.aspx>.

NON-RESIDENT ONLINE TUITION RATE

If you reside outside the state of Colorado and are only taking online courses via a designated online only program, you may be eligible for the Non-resident, online tuition rate. The rate of 120% applied to main campus courses only and excludes non-degree seeking programs and extended study courses. The billing process and requirements are explained here:

<https://www.ucdenver.edu/student-finances/tuition-fees#ac-out-of-state-online-only-oosoo-5>

PAYING YOUR BILL

Tuition and fee e-bills for all CU Denver students are available online via the [UCDAccess](#) student portal. CU Denver does not mail paper billing statements to students. Tuition and fee e-bills are generally loaded to the UCDAccess portal on the first business day of the month in which classes begin (or approximately 3 weeks before the start of class). Students who do not register for classes until after the e-bills have been loaded to the web will not receive their tuition and fee e-bill until after the census date, and payment will be due on the date specified on the student's e-bill. Visit the Bursar's website for more information at

<http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/billing/Pages/StudentBilling.aspx>.

Tuition Appeals

If you feel that you have an extenuating circumstance that justifies an exception to financial obligations, you may appeal. Information on how to appeal can be found at:

<https://www.ucdenver.edu/student-finances/tuition-fees/tuition-appeals>

GENERAL INFORMATION

CONFIDENTIALITY OF STUDENTS' RECORDS - FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day that the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the

university official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility. Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The following items are designated "Directory Information" and may be released at the discretion of the University of Colorado Denver unless a student files a request to prevent their disclosure:

- name
- address
- e-mail address
- telephone number
- dates of attendance
- registration status
- class
- major
- awards
- honors
- degrees conferred
- photos
- past and present participation in officially recognized sports and non-curricular activities
- physical factors (height, weight) of athletes

Forms to prevent the disclosure of directory information can be obtained at the Registrar's Office via the Registrar's website at: <https://www.ucdenver.edu/registrar/student-resources/forms>. Questions regarding student rights under FERPA should be directed to the Registrar's Office, 303-315-5969 or registrar@ucdenver.edu.

EMAIL

University E-mail is an official means of communication for students at CU Denver. All official university e-mail will be sent to each student's assigned a CU Denver e-mail address.

CU Denver will *only* use CU Denver student e-mail accounts if it elects to send e-mail communications to students. Students are responsible for reading e-mails received from CU Denver. Information on your ucdenver.edu email account can be found at <https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/email-and-webmail>

Forwarding your CU Denver Email

Students are discouraged from forwarding their CU Denver email to an external account (Gmail, Yahoo, etc.). Students are **strongly** encouraged to regularly check their CU Denver email to ensure you are receiving all messages sent from the university.

UCDAccess

UCDAccess is the student portal you will use to register for classes, check your grades, view financial aid, pay your tuition, etc. You will login using your official University username and password. You can login at the UCDAccess website located at <https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>.

Technology Resources

HELP DESK

The CU Denver IT Services Help Desk is your main point of contact for any of your technology questions. The primary mission of the CU Denver IT Services Help Desk is to provide technology assistance to CU Denver Faculty and Staff. Help Desk Technicians offer phone, email and remote support for many campus technology issues.

Their website and contact information – including after-hours support – is available at <http://www.ucdenver.edu/about/departments/ITS/OITHELPdesk/Pages/HelpDesk.aspx>.

SEHD STUDENT LEARNING COMMONS

Located on the 7th floor of the Lawrence Street Center (LSC, 1380 Lawrence Street, Room 701) the Student Learning Commons is available for all SEHD students. There are fourteen computers and open configurable furniture to encourage small group and collaborative work and two small meeting rooms for group study or projects.

A printer for students is located in SEHD Student Learning Commons. Remember to LOG OFF of the computer when you are done.

AURARIA LIBRARY COMPUTER ACCESS

- In order to access computers on site at the Auraria Library, all users must have a valid Auraria Campus ID (includes student or faculty/staff ID's from any of the three schools) or a valid State of Colorado Driver License or State of Colorado Identification Card.
- Students, faculty and staff affiliated with the Auraria Campus have unlimited access to all PC's in the public areas of the first and second floors.
- Library hours are available at <http://library.auraria.edu/hours>.

OFFICE OF INFORMATION TECHNOLOGY (OIT) STUDENT LABS AND PRINTING

Visit the OIT website for additional information on student computer labs and printing allowances: <https://www1.ucdenver.edu/offices/office-of-information-technology/get-help/student-labs>

LIVETEXT

The SEHD uses LiveText, a web-based learning and creative environment designed to assist students, faculty, and staff in the process of assessment and accreditation. Students will be notified via email sent to their ucdenver.edu email accounts about how to activate their individual LiveText license. Please visit the SEHD assessment website to find answers to your questions and access training materials: <https://sehd.ucdenver.edu/assessment/>

CANVAS

Canvas is the online learning management system used by CU Denver, which allows you to access course material, interact with other students within a course, submit assignments online, take exams, and engage in classes. You can login to Canvas at <https://ucdenver.instructure.com/> using your University username and password.

Visit <https://www.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/canvas> for Canvas resources, including the Canvas Student Guide.

ASSESSMENT LIBRARY

The SEHD Assessment Library (LSC Room 1127) houses assessment kits and software used for psychological and behavioral testing and evaluation purposes. Information on the Assessment Library, including calendar of hours and list of assessments can be found at

<http://sites.google.com/site/ucdassessmentlibrary>. For questions, send an email to assessmentlibraryucd@gmail.com.

CAMPUS RESOURCES

A full listing of Student Services is available at <https://www.ucdenver.edu/student>