

**Grad Student Handbook  
2020 - 2021**

**Graduate Program in  
Pharmaceutical  
Sciences**

**University of Colorado  
Anschutz Medical Campus**  
Skaggs School of Pharmacy and  
Pharmaceutical Sciences

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# Section 1



**FALL 2020 ORIENTATION  
PHARMACEUTICAL SCIENCES and TOXICOLOGY  
GRADUATE PROGRAMS**

**Monday August 17<sup>th</sup> and 18<sup>th</sup>, 2020**

Via Zoom: <https://ucdenver.zoom.us/j/91688736789>

**10:00 AM – 11:00 AM**

**Welcome and Introduction  
with Program Directors**

Dr. Peter Anderson, Dr. Krishna Mallela  
Dr. Jared Brown, Dr. James Roede

**11:00 AM – 12:00 PM**

**Zoom for PHSC:**

98732776885

**Zoom for TXCL:**

94176918470

**Information Session with Program Directors**

1. Courses
2. Research Rotations & Talks
3. Preliminary & Comprehensive Exams

**Tuesday August 18<sup>th</sup>, 2020**

**10:00 AM – 12:30 PM**

**Zoom: 92079948443**

**Faculty Lab Rotation Presentations**

10:00-10:15am	Dr. Melanie Joy	11:15-11:30am	Dr. Vanessa Phelan
10:15-10:30am	<del>Dr. Jed Lampe</del>	11:30-11:45am	Dr. Daniel LaBarbera
10:30-10:45am	Dr. David Bain	11:45 - 12:00pm	Dr. Shaodong Dai
10:45-11:00am	Dr. Tom Anchordoquy	12:00 – 12:15pm	Dr. Laura Saba
11:00 – 11:15am	Dr. Manisha Patel	12:15 – 12:30pm	Dr. Krishna Mallela

**1:00 PM – 2:00PM**

**Zoom: 99414842918**

**Informal Student Q & A Session  
Current Grad Students**

Grad Students, Pharmaceutical Sciences

Alaa Radwan	Lauren Thompson
Jonathan Taylor	Kris Oreschak
Keisha Alexander	Laren Lofchy

Grad Students, Toxicology

Keegan Rogers (Tox Student Representative)	
Scott Tilden	Angela Cruz Hernandez
Brandon Sonn	Kendra Prutton





# Graduate School

UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

## Academic Calendar – Fall 2020

This calendar:

- applies to the Basic Sciences Programs and the Pharmaceutical Sciences and Toxicology Programs on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

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

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

Month	Day	Deadline	Notes
June	8	First day to submit a <b>new</b> non-degree application or <b>continuing</b> non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
	15	First day to apply for Fall graduation in UCDAccess.	If you intend to graduate in Fall 2020, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring 2021.
July	6	Course enrollment for Fall begins in UCDAccess	
August	10	Last day to submit a <b>new</b> non-degree application or a <b>continuing</b> non-degree course permission form.	See June 8 for more info.
	24	First day of Fall full semester classes.	
	31	First day of <b>Research Rotation #1</b>	
September	7	Labor Day Holiday	No classes. Campus closed.
	11	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.  Last day to petition for resident (in-state) student/tuition status. Last day to apply for graduation in UCDAccess.	After this date: • use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit. • students who have not registered in any classes must use the Registrar's Registration Form and get the Assistant Dean's signature. • use the Registrar's Course Withdrawal form to withdraw from (drop) a class.  Funded PhD students who do not establish residency by second year may have to pay the tuition difference. If you intend to graduate in Fall 2020, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring 2021.
November	20	Last day of <b>Research Rotation #1</b>	
	23	First day of <b>Research Rotation #2</b>	Applies to first year PhD students only.
	26-27	Thanksgiving Holiday	No classes. Campus closed.
December	11	Classes end End of semester	
	14	Degree conferral date	
	14-18	Final Examination Week	
	23	Final grades due (noon)	

Spring 2021	January 25	Classes begin	
	February 15	Presidents' Day Holiday	No classes. Campus closed.
	March 22-26	Spring Break	No classes. Campus open.
	May 21	End of semester	
	May 28	Commencement & Convocation	

Summer 2021	June 7	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 20	End of semester	



# Graduate School

UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

## Academic Calendar – Spring 2021

This calendar:

- applies to the Basic Sciences Programs and the Pharmaceutical Sciences and Toxicology Programs on the **Anschutz Medical Campus**
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

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

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

Month	Day	Deadline	Notes
September	14	First day to apply for Spring 2021 graduation via UCDAccess.	If you intend to graduate in Spring 2021, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer 2021.
October	26	First day to submit a <b>new</b> non-degree application or <b>continuing</b> non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
November	2	Course enrollment for Spring begins in UCDAccess.	
January	11	Last day to submit a <b>new</b> non-degree application or a <b>continuing</b> non-degree course permission form.	See October 26 for more info.
	25	First day of Spring full semester classes.	
February	5	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.  Last day to petition for resident (in-state) student/tuition status.  Last day to apply for graduation in UCDAccess.	After this date: <ul style="list-style-type: none"> <li>• use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit.</li> <li>• students who have not registered in any classes must use the Registrar's Registration Form and get the Assistant Dean's signature.</li> <li>• use the Registrar's Course Withdrawal form to withdraw from (drop) a class.</li> </ul> Funded PhD students who do not establish residency by second year may have to pay the tuition difference.  If you intend to graduate in Spring 2021, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer 2021.
	15	Presidents' Day Holiday	No classes. Campus closed.
	21	Last day of <b>Research Rotation #2</b>	
	24	First day of <b>Research Rotation #3</b>	Applies to first year PhD students only.
	March	22-26	Spring Break
May	14	Classes end	
	17-21	Final Examination Week	
	21	End of semester Spring 2021 degree award date Last day of <b>Research Rotation #3</b>	
	26	Final grades due (noon)	
	28	Commencement & Graduate School Convocation	Spring 2021 degrees will be awarded effective this date.

Summer 2021	June 8	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 20	Last day of semester	
Fall 2021 (tentative)	August 30	Classes begin	
	September 6	Labor Day Holiday	No classes. Campus closed.
	November 26-27	Thanksgiving Holiday	Campus closed.
	December 17	Last day of semester	



# Graduate School

UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

## Academic Calendar – Summer 2021

This calendar:

- applies to the Basic Sciences Programs and the Pharmaceutical Sciences and Toxicology Programs on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

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

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

Month	Day	Deadline	Notes
February	8	First day to apply for Summer 2021 graduation via UCDAccess.	If you intend to graduate in Summer 2021, you must complete this online application. If you do not, you will not be eligible to receive your degree until Fall 2021.
March	22	First day to submit a <b>new</b> non-degree application or <b>continuing</b> non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
	29	Course enrollment for Summer begins in UCDAccess.	
May	24	Last day to submit a <b>new</b> non-degree application or <b>continuing</b> non-degree course permission form.	See March 22 for more info.
June	7	First day of Summer semester classes. * First day faculty/staff may register with a tuition waiver.	Note that faculty/staff must be matriculated in a degree-granting program or as non-degree seeking students in order to register. Non-degree status requires an application with separate, earlier deadlines. You may not be able to register at this time if you have not yet applied to the university for student status.
	11	Last day to add/drop courses via UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.  Last day to petition for resident student status. Must be completed by 3 pm. Last day to apply for graduation in UCDAccess.	After this date, students may use the small Add/Drop Form if they have already registered.  After this date, students who have not yet registered for any classes must use the paper Registration Form.  Graduate students who fail to petition for resident status after their first year may be responsible for the tuition difference. If you intend to graduate in Summer 2021, you must complete this online application. If you do not, you will not be eligible to receive your degree until Fall 2021.
July	4	Independence Day Holiday	No classes; campus closed.
August	13	Classes end	
	16-20	Final Examination Week	
	20	End of semester	Your degree will be awarded effective this date.
	25	Final grades due (noon)	

Fall 2021 (tentative)	Aug. 30	Classes begin	
	Sept. 6	Labor Day Holiday	No classes. Campus closed.
	Nov. 26-27	Thanksgiving Holiday	Campus closed.
	Dec. 18	Last day of semester	
Spring 2022 (tentative)	Jan. 24	Classes begin	
	Feb. 21	Presidents' Day Holiday	No classes. Campus closed.
	March 21-25	Spring Break	No classes. Campus open.
	May 13	Last day of semester	
	May 20	Commencement & Convocation	

# Section 2

## Program Requirements

The following are specific rules approved by the Graduate Faculty of the **Skaggs** School of Pharmacy and Pharmaceutical Sciences (SSPPS), Department of Pharmaceutical Sciences (DOPS), for graduate studies leading to the Doctor of Philosophy degree in the Pharmaceutical Sciences. All other requirements for these degrees will follow the guidelines of the Anschutz Medical Campus (AMC) Graduate School, which can be found in the University of Colorado (AMC) Graduate School Policies and Procedures.

[https://www.ucdenver.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/graduate-school-policies-and-procedures.pdf?sfvrsn=d00622b9\\_2](https://www.ucdenver.edu/docs/librariesprovider138/denver-anschutz-graduate-school/resources/graduate-school-policies-and-procedures.pdf?sfvrsn=d00622b9_2) The student assumes the major responsibility of meeting the rules of the SSPPS and the AMC Graduate School. Failure to meet the following rules and guidelines may result in delay of graduation.

Students must adhere to the Code of Conduct outlined by the Graduate School as it relates to: Academic Dishonesty; Complicity with Academic Dishonesty; Plagiarism, Cheating; Fabrication and Falsification; Submission of the same papers more than once or for different classes; Misuse of Academic Materials; Any conduct, both on and off campus, that interferes with the student's ability to perform his/her classroom, laboratory, or professional duties or reflects poorly on the University; Violation of any University of Colorado, Anschutz Medical Campus, Denver Campus, or Graduate School policy. Code of conduct resources can be found here: [https://gradorientation.ucdenver.edu/DEN/pdf/student\\_academic\\_honor\\_code.pdf](https://gradorientation.ucdenver.edu/DEN/pdf/student_academic_honor_code.pdf)  
[https://www.cu.edu/ope/aps/2027?\\_ga=2.117046214.1393315843.1595006433-1165474636.1595006433](https://www.cu.edu/ope/aps/2027?_ga=2.117046214.1393315843.1595006433-1165474636.1595006433)  
<https://www.ucdenver.edu/student/health-wellness/student-conduct>

## Student Progress Reviews

As detailed in this document and the Graduate School handbook referenced above, the PhD is awarded after successful completion of specific requirements. A Progress Report will be maintained in the School of Pharmacy Graduate Program file for each student. Students are encouraged to maintain a template of the progress report for their records. It is the responsibility of the student to ensure that the requirements and deadlines listed on the Progress Report Form are fulfilled.

## Student Committees

### Temporary Advisory Committees

The Program Director and Associate Director will serve as the temporary Advisory Committee for new students for year 1. However, students may elect their own committee should they so desire. Such a committee will consist of at least two full-time faculty of the School of Pharmacy and it must be approved by the Program Director. Each student will meet with their temporary committee in the fall and spring of their first academic year in the program.

### Thesis Committees

Students will choose their Thesis Committee following the identification of their research mentor/thesis advisor, typically at the end of the first year. The student's research mentor/thesis advisor cannot serve as chair of the Thesis Committee. The student should first identify a committee chair, and together with the chair and thesis advisor, choose other members who will serve on the Thesis Committee. Thesis Committees must consist of at least 5 faculty members, the majority must be from the School of Pharmacy and one must be from outside the School. The committee will meet with the student every six months, typically starting in September at the beginning of the student's second year. The Graduate Program Director must approve the make-up of the Thesis Committee. The Thesis Committee Chair will fill vacancies as they arise or make replacements when necessary, with consideration given to student/advisor recommendations.

Thesis committees shall provide guidance to the student and will evaluate the students' progress to ensure that they have made satisfactory progress since the previous meeting. Meetings do not require presentations of new data and meetings should not be delayed/postponed accordingly. At the start of the meeting, the Committee Chair will ask the student to leave the room to obtain feedback from the thesis advisor regarding student progress. At the end of the meeting, the Committee Chair will ask the thesis advisor to leave the room in order to obtain private feedback from the student regarding issues that might exist with the advisor. It is the responsibility of the Committee Chair to complete an online assessment on the Graduate School's database which summarizes the students' progress. The program administrator in the DOPS Office can provide the link to the online assessment. In case of a non-satisfactory performance, the report should list steps required to rectify the situation. Committee meetings are essential to progress in the PhD program; every effort should be made to meet consistently.



## **Doctor of Philosophy**

In order to graduate, a student must satisfactorily complete the requirements described in A. through G. below as well as adhering to all requirements of the AMC Graduate School as defined in the AMC Graduate School Policies and Procedures (link provided above).

### **A. Coursework and General Requirements**

A program of study with required core courses will be designed by the advisor and chair of the Temporary/Thesis Committee to accommodate the student's long-range goals, possible undergraduate deficiencies, immediate research interests and the requirements of the Graduate School. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree. In addition to the coursework and requirements described below, students are required to attend all departmental research/student activities including but not limited to seminars in the DOPS Graduate Program Seminar Series, research in progress, research retreats, student rotation talks, and student-organized departmental events. A presentation (oral or poster) is required by each student at the student winter symposium and annual research retreat, unless prearranged with the Program Director.

### **B. Research Rotations**

All PhD students must satisfactorily complete two research rotations, one in each of the fall and spring semesters of their first year. The student may meet with their Program Director or Associate Program Director in the fall semester to determine an appropriate research rotation for the ensuing fall semester. A research rotation is one semester in length, and the student must be housed in the lab in which the rotation is conducted. Start and stop days and working hours should be arranged with the Principal Investigator hosting the student. The student will present his/her research findings from each rotation in seminars (approximately 20 mins) to the graduate faculty and student body. A written scientific abstract will be required prior to the oral presentation. Fall Research Rotation talks are usually held in January and Spring Research Rotation talks are in June or July. In cases where a student opts for a third research rotation in the summer, a third rotation seminar is not required.

### **C. Seminars**

In addition to rotation seminars and semi-annual presentations to the thesis committee, all students enrolled in the program must present a thesis seminar to the Department of Pharmaceutical Sciences that describes the findings from his/her thesis research. The thesis seminar is normally performed at the end of their PhD program.

### **D. Preliminary Examination**

Each student will be required to undergo a preliminary examination during the summer (typically June or July) of their first year in the program. This examination will consist of a one-hour oral examination. Selected faculty will contribute questions to the exam primarily focusing on the first year's coursework. Students will be given the general topic areas for the exam questions approximately one month prior to the examination date. The director of the graduate program will be responsible for coordinating and administering the examination. The preliminary examination is intended to evaluate the student's assimilation and understanding of material presented in coursework, and assess his/her ability to complete a doctoral level course of study. It is expected that students will satisfactorily answer each question, but students are permitted to remediate an answer if it is judged to be inadequate by the faculty member providing the question. In these instances, the individual faculty member will decide what constitutes appropriate remediation, and completion of remediation will be reported to Program Director. Students who do not pass this exam will be dismissed from the graduate program.

### **E. Comprehensive Examination**

The comprehensive examination will be administered by the chair of the student's Thesis Committee. The comprehensive examination will serve as the formal test for advancement to candidacy for the PhD degree and can only be taken after completion of 30 semester hours of graduate credit. Ideally, the comprehensive examination will be completed by December 31st of the third year, after formal coursework is completed.

The examination will consist of a written and oral examination. The student will be required to submit a written thesis proposal for their research project to the Thesis Committee. This proposal should be written in the format/requirements of the NIH F31 with specific aims, background/significance, innovation, approach. Approximately two weeks after submission of the written thesis proposal, the student will defend the proposal in an oral examination to the Thesis Committee. Possible outcomes of the comprehensive examination are in accord with the AMC Graduate School rules and are Pass, Pass with Conditions, Continuation (weak, but not failing, and the examination should be rescheduled) and Fail. Students who do not pass will be dismissed from the PhD program.

## **F. Thesis Research**

All PhD candidates will be required to satisfactorily complete a research thesis. This work should be of sufficient scope and quality to result in a significant contribution to the literature. Students must successfully complete a minimum of 30 semester hours of thesis work (60 total semester hours of credits). See the Rules of the Graduate School describing time restrictions for submitting the finished thesis. A copy of the thesis must be submitted to the student's Thesis Committee at least 2 weeks prior to the Thesis Defense. It is expected that the student's research mentor/major advisor will preview and edit the thesis prior to distribution to the rest of the Thesis Committee.

## **G. Thesis Defense**

After submission of the thesis to the Thesis Committee, a seminar describing the thesis research will be presented by the student to the Department of Pharmaceutical Sciences. Immediately following the oral presentation and questions from the attendees, the student will be examined separately by his/her Thesis Committee. Any changes to the thesis must be approved by the Thesis Committee prior to submission of the final thesis to the Graduate School. Although it is fully expected that problems with the thesis research will be addressed prior to the Thesis Defense, the Thesis Committee can require further research to be conducted before final approval of the thesis. The summary and schedule of degree requirements are:

First Year: Research Rotations (2), Rotation Seminars (2), coursework, preliminary exam, selection of Major Advisor.

Second Year: Commence Thesis Research, Selection of Thesis Committee and initial meeting, coursework.

Third Year: Comprehensive Examination, Thesis Research

Prior to Completion: Submit Written Thesis to Thesis Committee, Thesis Defense.

## **Stipend, Insurance, Tuition and Fees**

Although a priority of the SSPPS is to provide financial support to its graduate students, payment of stipend, tuition and any fees by the SSPPS, or by grants, contracts or gifts to the School's Faculty is contingent upon satisfactory academic progress (as defined above and by the University of Colorado Denver | Anschutz Graduate School Policies and Procedures) and completion of required teaching assistant duties, core courses, research rotations, attendance at seminars, and passing Preliminary and Comprehensive examinations. The SSPPS also reserves the right to review and adjust its funding policies at any time. Stipends are awarded on a 12 month basis, and are adjusted periodically (stipend effective Fall 2020 is \$31,000). All students are expected to work full-time towards program requirements for 12 months of the year. Students must complete all degree requirements within 8 years.

## **Probationary Status and Suspension**

Continuation in the Pharmaceutical Sciences Graduate Program is dependent upon satisfactory academic progress as defined by:

- a. Timely and satisfactory completion of Pharmaceutical Sciences Graduate Program requirements (A-G above).
- b. Adherence to all policies, rules and regulation of the UCD Graduate School (see Graduate School Policies and Procedures (link provided above).

Students who do not remain in good graduate standing (3.0 GPA or above) or maintain satisfactory academic progress are placed on academic probation. Probation and suspension policies are described in the Graduate School Policies and Procedures (link provided above).

Payment of stipend, tuition, insurance and fees for a student while on academic probation is at the discretion of the Graduate Program Directors and DOPS Chair.

## **Leaving with the Master of Science**

Under extenuating circumstances, students may transfer from the PhD to a MS program. Examples of such circumstances include family emergencies, medical conditions, or other major life events. Students must obtain approval from the PhD and MS Program Directors to transfer to the MS program. Students should be aware that, once enrolled in the MS program, payment of stipend, tuition, insurance and fees will no longer be paid by the PhD program.

## Pharmaceutical Sciences Ph.D. Degree Timeline

Requirements	Timing Suggested	Date Completed	Form to be Completed
Orientation	August 17, 2020	same	
<b>Fall Registration</b>	August 2020	September 11, 2020	See Curriculum/Course Schedule and Academic Calendars
<b>PHSC:</b> PHSC 7310 Fundamentals of Pharm Sci PHSC 7568 Seminar in Pharmaceutical Sciences PHSC 7565 Applied States for Pharm Sci & Tox PHSC 7400 Ethical Issues in Pharm Sci & Tox PHSC 7650 Research Rotation in Pharm Sci <b>Electives Optional:</b> PHSC 7340 Molecular Biophysics & Enzymology TXCL 7353 Immunotoxicology & Immunopharmacology			Register through student portal
Fall Lab Rotation	September 1, 2020	December 18, 2020	Register for PHSC 7650 / Grade from Faculty 1 week prior to talk, submit written abstract to Pgm Director. Titles to Jackie Milowski at least two weeks prior.
Fall Research Rotation talk	January of 2021	Same	Titles to Jackie Milowski at least two weeks prior
Graduate Student Winter Symposium	January of 2021	Same	Present a Poster or Oral Presentation, Volunteer to help Contact Pharm Sci Grad Student Rep: Lana Salah
<b>Spring Registration</b>	November 2021	February 5, 2021	See Curriculum/Course Schedule
<b>PHSC:</b> PHSC 7310 Fundamentals of Pharm Sci PHSC 7568 Seminar in Pharmaceutical Sciences PHSC 7320 Physical Pharmacy & Pharm Sci PHSC 7650 Research Rotation in Pharm Sci Electives Optional: PHSC 7665 Pharmacokinetic Principles & Apps PHSC 7328 Computational Design in Drug Delivery			Register through student portal
Spring Lab Rotation	January 25, 2021	May 14, 2021	Register / Grade from Faculty
Graduate Program Recruitment Weekends	February 2021	Same	Volunteer to help Contact Pharm Sci Grad Student Rep: Hannah Work
Summer Registration	March 2021	June 11, 2021	<b>1 credit of PHSC or TXCL 8990 Doctoral Thesis</b> If completing a Summer Rotation (optional), add: 1 credit of PHSC 7650 Research Rotation
Preliminary Exam	± June – July, 2021	Same	Exam graded by Program Directors – Pass/Fail
Spring Research Rotation talks	± June of 2021	Same	Register for PHSC 7650 / Grade from Pgm Director 1 week prior to talk, submit written abstract to Pgm Director. Titles to Jackie Milowski at least two weeks prior.
Summer Rotation (optional)	June 1, 2021	August 13, 2021	Register or 1 credit of PHSC 7650 / Grade from Pgm Director

## Pharmaceutical Sciences Ph.D. Degree Timeline

Requirements	Timing Suggested		Date Completed
SSPPS Annual Research Retreat	August 2021		Present Poster or Talk, Volunteer to help Optional for 1 <sup>st</sup> Year grad students – if data allows Contact Pharm Sci Grad Student Rep: Lana Salah
Select Research Lab	August 2021		Let Jackie Milowski know so support can be arranged
Attend/present at Conferences	<b>PHSC:</b> AAPS October 25 – November 5, 2020		Poster or Oral Presentation
Assemble Thesis Committee	During 2 <sup>nd</sup> year		Faculty Appointments for Committee members. See Graduate Faculty Directory: <a href="http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/faculty-list.aspx">http://www.ucdenver.edu/academics/colleges/Graduate-School/current/Pages/faculty-list.aspx</a>
Thesis Committee Meetings	Twice per year	Every Year	Chair of Committee enters Assessments into Grad School database
2 <sup>nd</sup> Year Registration	TBD	TBD	See Curriculum / Course Schedule and Academic Calendars
<b>PHSC: (Full time = 5 credits)</b> PHSC 7650 Research Rotation in Pharm Sci – 1 credit PHSC 7568 Seminar in Pharm Sci – 1 credit (Fall and Spring) (optional electives – 3 credits) PHSC 8990 Doctoral Thesis (1 credit) <b>(Summer only)</b>			Register in student portal
Comprehensive Exam	By Sept. 30 <sup>th</sup> of 3 <sup>rd</sup> Year		<ul style="list-style-type: none"> <li>Request to Schedule Exam form; complete, obtain signatures and turn in a minimum of 2 weeks prior to date of Exam</li> <li>Faculty Appointment(s) for Committee member(s)</li> <li>Application for Candidacy</li> </ul> (Contact: <a href="mailto:Jackie.Milowski@cuanschutz.edu">Jackie.Milowski@cuanschutz.edu</a> )
Third Year Registration	If Post-Comps: Fall & Spring PHSC 8990 5 credits Summer PHSC 8990 1 credit		
<b>PHSC: (If Post-Comps)</b> PHSC 8990 Doctoral Thesis 5 credits Fall, 5 credits Spring, 1 credit in Summer, even if you take other courses			<b>TXCL: (If Post-Comps)</b> TXCL 7325 Current Topics in Tox Research (final year) (Fall and Spring) TXCL 8990 Doctoral Thesis 5 credits Fall, 5 credits Spring, 1 credit in Summer, even if you take other courses
Thesis Proposal	Spring of 3 <sup>rd</sup> Year		Committee Chair enters eval into Grad School database
Application for Graduation	Approximately 90 days prior to Graduation		See Academic Calendars for deadlines each term <a href="http://www.ucdenver.edu/anschutz/studentresources/Registrar/PlanYourDegree/Pages/ApplyforGraduation.aspx">http://www.ucdenver.edu/anschutz/studentresources/Registrar/PlanYourDegree/Pages/ApplyforGraduation.aspx</a>
Thesis Defense	The End ☺		<ul style="list-style-type: none"> <li>Request to Schedule Exam</li> <li>Faculty Appointment(s) for Committee member(s)</li> <li>Biosketch</li> </ul> (Contact: <a href="mailto:Jackie.Milowski@cuanschutz.edu">Jackie.Milowski@cuanschutz.edu</a> )



## Exam Request

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

Student Name:  Student Number:

Degree/Program

Type of Examination:  
(Check One)

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

Doctoral-Comprehensive Examination  
 Doctoral-Thesis Defense

Date of Exam:

Time of Exam:

Room Number:

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

Examination Committee (type names, no signatures):

**Faculty Name**

**Program Affiliation**

Faculty Name	Program Affiliation
Chair: <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

Grad. Prog. Admin:  (Anschutz only) Date:

Grad. Prog. Director:  Date:



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## Application for Candidacy

Graduate School Use Only

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

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

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

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Mailing Address

Telephone Number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Email Address

Degree/Program  Option/Emphasis: (If Applicable)

Certificate (If Applicable):

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

Chair: <input style="width: 400px;" type="text"/>	Member: <input style="width: 400px;" type="text"/>
Member: <input style="width: 400px;" type="text"/>	Member: <input style="width: 400px;" type="text"/>
Member: <input style="width: 400px;" type="text"/>	Member: <input style="width: 400px;" type="text"/>

Student Signature:

**To be Completed by the Student's Graduate Program:**

The admission of \_\_\_\_\_ to candidacy for the  degree is recommended by the \_\_\_\_\_ Name  
 program upon completion of the minimum requirements of 

3	0
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 semester hours. The courses listed on the following pages have been approved for use toward the degree.

Do Not Include  
Dissertation Hours

Advisor Name <input style="width: 350px;" type="text"/>	Advisor Signature <input style="width: 350px;" type="text"/>
Co-Advisor Name <input style="width: 350px;" type="text"/>	Co-Advisor Signature <input style="width: 350px;" type="text"/>
Program Admin Name (Anschutz only) <input style="width: 350px;" type="text"/>	Program Admin Signature (Anschutz only) <input style="width: 350px;" type="text"/>
Program Director Name <input style="width: 350px;" type="text"/>	Program Director Signature <input style="width: 350px;" type="text"/>

Grad School Approval:

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

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

Courses List Continues on Next Page





**Thesis, Dissertation, Research Paper, Project or Report Hours**

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

For Graduate School  
Use Only  
Subtotal:

**Transfer Credits**

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

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

For Graduate School  
Use Only  
Subtotal:

Total:



## Exam Request

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

Student Name:  Student Number:

Degree/Program

Type of Examination: (Check One)  
 Master's Thesis Defense (Plan I)  
 Master's Non-Thesis (Plan II)  
*Choose one of the following:*  
 Project  Report  Comp Exam

Doctoral-Comprehensive Examination  
 Doctoral-Thesis Defense

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

Date of Exam:  Time of Exam:  Room Number:

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

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

Examination Committee (type names, no signatures):

Faculty Name	Program Affiliation
Chair: <input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>

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

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

Grad. Prog. Admin: (Anschutz only)  Date:

Grad. Prog. Director:  Date:



# Graduate School

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

## The Final Examination of

(Enter your name here)

## for the Degree

Date of Oral Examination:

Examination Committee (type names, no signatures):

**Faculty Name**

**Program Affiliation**

Chair:

Program:

### Biographical Notes

Previous Degrees:

(Degree, Institution, Year)

Publications:

Title of Dissertation:

Prepared Under the Direction of:

**Summary**

(Including statement of the problem, approach, results or conclusion and their significance)

# Section 3

Core Curriculum  
Pharmaceutical Sciences Graduate Program

**REQUIRED COURSES**

PHSC 7310 Fundamentals of Pharmaceutical Sciences – 3 credits [Fall and Spring]

- Biophysical Approaches
- Pharmaceutics/Formulation 101
- Topics in Cell Biology
- Pharmacokinetics
- Pharmacogenomics
- Basic Immunology

PHSC 7320 Physical Pharmacy and Pharmaceutical Sciences – 3 credits [Spring]

- theory for states of matter and thermodynamics
- approaches for determination for physical properties of molecules
- equilibrium phenomena
- solubility and dissolution
- chemical kinetics and stability

PHSC 7330 Development of Drugs and Biologics – 3 credits [alternating Fall]

- Drug Development Process including Pre-Clinical Development
- Drug Development Process involving Clinical and Regulatory Development
- Experimental and Clinical Methods Employed in Drug Development
- Fundamental Techniques and Novel Approaches in Translational Science

**Other science courses commonly taken by our students include:**

- PHSC 7328 Computational Design in Drug Discovery – 3 credits
- PHSC 7340 Molecular Biophysics and Enzymology – 2 credits
- TXCL 7452 Introduction to Clinical Pharmacology – 3 credits
- TXCL 7353 Immunotoxicology and Immunopharmacology – 2 credits
- PHSC 7565 Applied Statistics in Pharmaceutical Sciences – 2 credits
- STBB & PHSC 7608 Molecular Interactions – 3 credits
- STBB & PHSC 7609 BioPhysics & Spectroscopy – 2 credits
- PHSC 7651/CHEN 5838 Pharmaceutical Biotechnology – 3 credits
- PHSC 7653 Protein Formulation – 2 credits
- PHSC 7660 Liposome-based Drug Delivery – 2 credits
- PHSC 7665 Pharmacokinetic Principles & Applications – 3 credits
- PHSC 7345 Nanotechnology & Drug Delivery – 2 credits

PLEASE NOTE THAT SOME REQUIRED COURSES IN THE PHARMACEUTICAL SCIENCES ARE TAUGHT EVERY OTHER YEAR. THE CURRENT SCHEDULE FOR THESE COURSES IS GIVEN BELOW.

**Planned Course Schedule for Pharmaceutical Sciences Courses:**

2020-2021

- Fall – Fundamentals of Pharm Sci, Applied Stats for Pharm Sci, Development of Drugs & Biologics, Mol. Biophysics & Enzymology, Computational Design in Drug Discovery, Immunotoxicology and Immunopharmacology
- Spring – Fundamentals of Pharm Sci, Physical Pharmacy and Pharmaceutical Sciences, Other electives TBD.

**OTHER REQUIREMENTS: In addition, our students must complete:**

- two research rotations, in fall & spring semesters of first year (PHSC 7650; 1-3 credits each)
- Seminar in Pharmaceutical Sciences each semester (PHSC 7568; 2 credits/Fall & Spring/1<sup>st</sup>-3<sup>rd</sup> Year only)
- Ethical Issues in Toxicology and Pharmaceutical Sciences (PHSC 7400 – 1 credit)

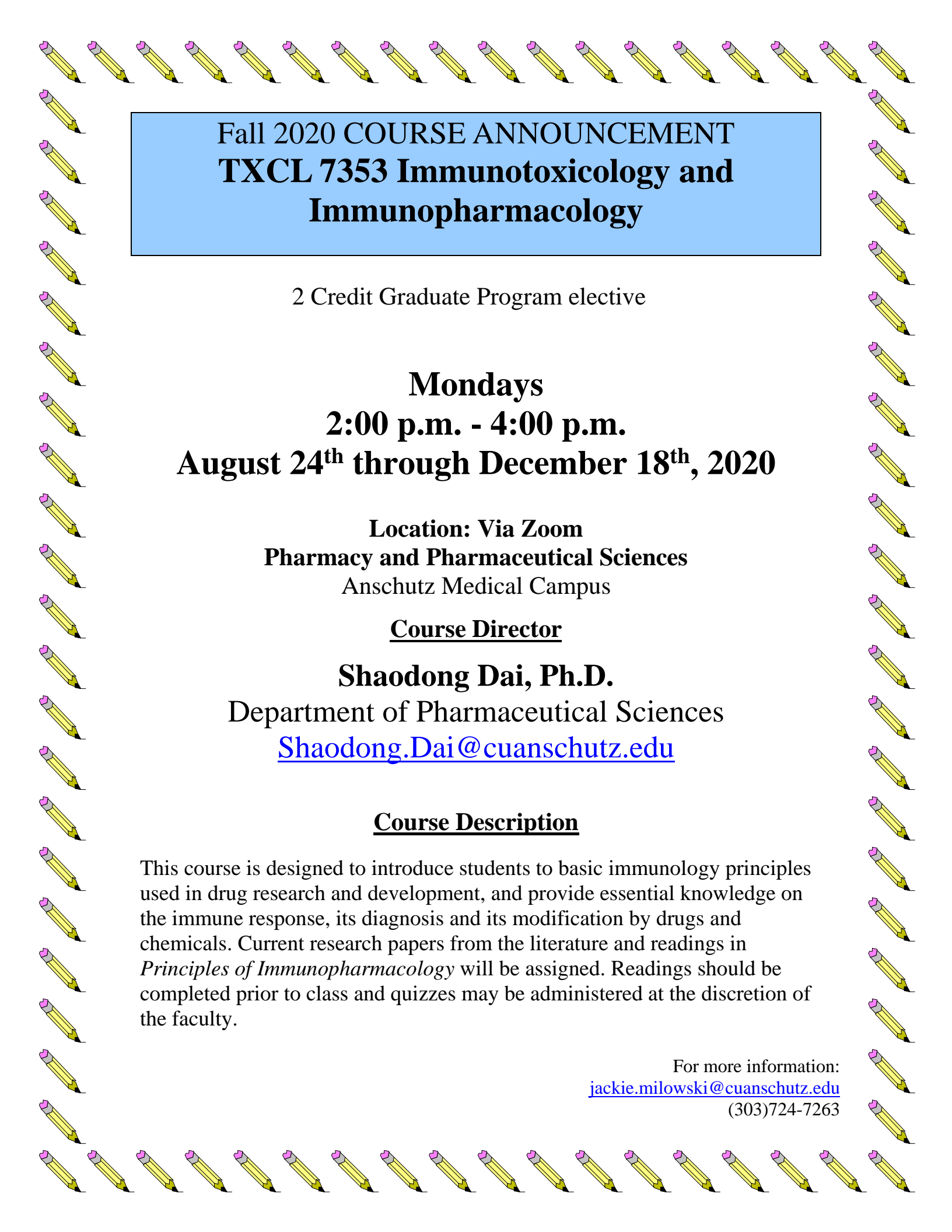
## Pharmaceutical Sciences and Toxicology Program Courses - Fall Semester 2020

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>A.M</b>						
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10:00	<b>PHSC 7700 Cannabis Pharmacology &amp; Endocannabinoid Physiology</b> Mondays 10am-11am Wednesdays 3pm-4:40pm Via Zoom <b>Dr. David Kroll</b>	<b>PHSC/TXCL 7310 Fundamentals of Pharmaceutical Sciences</b>  Tuesdays 10am-11:30am (Thursdays 2pm-3:30pm) Via Zoom  <b>Dr. Robert Scheinman</b>	<b>PHSC 7330 Development of Drugs and Biologics</b>  Wednesdays 9:00a.m. - 12:00p.m.  <b>Dr. Melanie Joy</b>  Via Zoom	<b>PHSC 7568 Seminar in Pharm Sci</b> (Pharm Sci Journal Club) Thursdays 9:30 am-11:00 am Via Zoom  <b>Dr. Robert Scheinman</b> <b>Dr. Dmitri Simberg</b>	<b>TXCL 7325 Current Topics in Tox Research</b> (Toxicology Journal Club) <b>Thursdays 9:30 am - 11am</b> via Zoom  <b>Drs. Rebecca McCullough and James Roede</b> ← ← ← ← ←	
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12:00	<b>PHSC 7340 Molecular Biophysics and Enzymology</b> Mondays 12:00pm - 2:00pm <b>Drs. David Bain and Carlos Catalano</b> Via Zoom	Tuesdays & Fridays 11:30 am - 1pm Via Zoom <b>Dr. Donald Backos</b>		<b>DOPS Graduate Program Seminar Series</b> 11:00 a.m. - 12:00 p.m. <b>Via Zoom</b> Designated Thurs, starting Oct.  Announced via E-mail		
12:20						
12:30						
12:40						
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		<b>PHSC/TXCL 7565 Applied Stats for Pharmaceutical Sciences</b> Tuesdays & Thursdays	<b>PHSC/TXCL 7400 Ethical Issues in Pharm Sci &amp; Tox</b> Wednesdays	<b>PHSC/TXCL Applied Statistics for Pharmaceutical Sciences</b> Tuesdays & Thursdays		

## Pharmaceutical Sciences and Toxicology Program Courses - Fall Semester 2020

Time P.M.	Monday	Tuesday	Wednesday	Thursday	Friday
1:30	<b>PHSC 7340 Molecular Biophysics and Enzymology</b>	1:00 p.m. - 2:00 p.m. Via Zoom <b>Dr. Laura Saba</b>	1pm - 2:30pm  Via Zoom <b>Dr. Molly Huntsman</b>	1:00 p.m. - 2:00 p.m. Via Zoom <b>Dr. Laura Saba</b>	<b>TXCL 7322 Molecular &amp; Target Organ Toxicology</b>
1:40					
1:50	<b>TXCL 7353 Immunotoxicology and Immunopharmacology</b>  Mondays 2:00 p.m. - 4:00 p.m.  <b>Dr. Shaodon Dai</b> Via Zoom	<b>TXCL 7322 Molecular &amp; Target Organ Toxicology</b>  Tuesdays 3:00pm - 5pm Fridays 1:30pm - 3:30pm Via Zoom  <b>Dr. David Ross</b>	<b>PHSC 7700 Cannabis Pharmacology &amp; Endocannabinoid Physiology</b>  Mondays 10:00am - 11:00am Wednesdays 3pm-4:30pm Via Zoom  <b>Dr. David Kroll</b>	<b>PHSC/TXCL 7310 Fundamentals of Pharmaceutical Sciences</b>  (Tuesdays 10am-11:30am) Thursdays 2pm-3:30pm Via Zoom  <b>Dr. Robert Scheinman</b>	Tuesdays 3:00pm - 5pm Fridays 1:30pm - 3:30pm Via Zoom  <b>Dr. David Ross</b>
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Fall 2020 COURSE ANNOUNCEMENT  
**TXCL 7353 Immunotoxicology and  
Immunopharmacology**

2 Credit Graduate Program elective

**Mondays**  
**2:00 p.m. - 4:00 p.m.**  
**August 24<sup>th</sup> through December 18<sup>th</sup>, 2020**

**Location: Via Zoom**  
**Pharmacy and Pharmaceutical Sciences**  
Anschutz Medical Campus

**Course Director**

**Shaodong Dai, Ph.D.**  
Department of Pharmaceutical Sciences  
[Shaodong.Dai@cuanschutz.edu](mailto:Shaodong.Dai@cuanschutz.edu)

**Course Description**

This course is designed to introduce students to basic immunology principles used in drug research and development, and provide essential knowledge on the immune response, its diagnosis and its modification by drugs and chemicals. Current research papers from the literature and readings in *Principles of Immunopharmacology* will be assigned. Readings should be completed prior to class and quizzes may be administered at the discretion of the faculty.

For more information:  
[jackie.milowski@cuanschutz.edu](mailto:jackie.milowski@cuanschutz.edu)  
(303)724-7263

# **Section 4**



# Graduate School

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

## Graduate School Policies and Procedures

**Approved by Graduate Council April 2013**

**Modified by Graduate Council November  
2019**

Web: [graduateschool.ucdenver.edu](http://graduateschool.ucdenver.edu)

### CONTACTS:

#### **Denver Campus**

CU Denver Phone: 303-315-2183

CU Denver E-mail: [graduateadmissions@ucdenver.edu](mailto:graduateadmissions@ucdenver.edu)

#### **Anschutz Medical Campus**

CU Anschutz Medical Campus Phone: 303-724-2911

CU Anschutz E-mail: [Graduate.School@ucdenver.edu](mailto:Graduate.School@ucdenver.edu)

The Policies and Procedures outlined below describe the *minimum* standards, requirements, and procedures for all Graduate Programs that are under the auspices of the Graduate School at the University of Colorado Denver | Anschutz Medical Campus. Individual Graduate Programs, Departments, Schools or Colleges may adopt more stringent policies and requirements, but not less. It is requested that the Graduate School be informed about such adjustments.

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## **ARTICLE I: ORGANIZATION**

### **Section 1. Role of the Graduate School**

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

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

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

### **Section 2. Graduate School Affiliated Programs:**

Not all post-baccalaureate Programs at CU Denver and CU Anschutz fall under the auspices of the Graduate School. Programs that offer independently accredited professional degrees can be overseen by their respective School or College, while master's, and doctoral Programs that are not accredited by outside agencies require affiliation with the Graduate School.

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

### **Administrative responsibilities that lie within the Graduate School**

#### **The Graduate School is responsible for:**

1. ensuring that all Programs abide by the Policies and Procedures of the Graduate Council and executed by the Graduate School;
2. programmatic approval and periodic Program review;
3. maintenance of records of approved graduate coursework and approval of substantial changes (more than 10% credits of required courses) to existing Graduate Programs;
4. final approval of add/drop forms after the official enrollment deadline has passed, following approval by the course instructors;
5. final approval of grade changes following approval by the course instructor;
6. degree audits;
7. final thesis formatting checks;
8. certification of graduates from master's and doctoral Programs as well as Graduate School certificates

9. developing comprehensive and Program-specific recruitment and marketing plans to support enrollment and admissions;
10. student appeals not resolved within their home School or College; and
11. leaves of absence, special processing forms, such as extensions for time-to-degree and student terminations.

**Administrative responsibilities that lie within the Schools and Colleges  
Individual School and Colleges are responsible for:**

1. daily oversight and administration of the Program;
2. recruitment of students
3. matriculating students
4. approval of graduate courses for those Schools and Colleges with in-house curriculum committees, with copies forwarded to the Graduate School to ensure consistent academic standards are being applied across Schools and Colleges. The Graduate School forwards the approved courses to the Registrar;
5. add/drop forms approved by the course instructors before submission to the Graduate School and the Registrar.
6. grade changes approved by the course instructor prior to submission to the Graduate School; and the Registrar.
7. similar administrative responsibilities. Please contact the Graduate School if more information is needed.

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

**Section 3. Governance and Administration of the Graduate School**

The Graduate School is jointly administered by:

- the Dean of the Graduate School,
- the Graduate Council,
- the Graduate Programs, and
- the Faculty of the Graduate School.

**i. Dean of the Graduate School**

The Dean of the Graduate School (hereafter referred to as the Dean) is the chief academic and administrative officer of the Graduate School, appointed by the Chancellors and reports directly to the Provost. The Dean is responsible for the application of the Policies and Procedures of the Graduate School and the overall coordination and effectiveness of Graduate School Programs. Acting in conjunction with the Graduate Council, the Dean's responsibilities include, but are not limited to:

- ensuring compliance of all Graduate School Programs with standards for Graduate Faculty appointment, student admission and graduation requirements;
- advancing, developing and promoting awareness of graduate education;
- overseeing substantial curriculum and curricular revisions of Graduate Programs, including the approval of new degree Programs in consultation with the Graduate Council and substantial course changes as appropriate;



- overseeing the periodic review of established Graduate Programs independently or in conjunction with accreditation processes;
- approving revisions to the Policies and Procedures that update information, resolve ambiguities, promote clarity or ensure compliance with mandates from the State or the Colorado Commission on Higher Education. The Dean will present modifications and adjustments to the Graduate Council and request approval by majority vote.
- promoting cooperative relationships among Schools, Departments and Programs; including interdisciplinary initiatives;
- working in collaboration with the Vice Chancellor of Research to ensure that graduate education at CU Denver and CU Anschutz is consistent with and supportive of the goals of the Strategic Plan of each campus with respect to research, education and creative work;
- enhancing and supporting a diverse campus through assistance in the recruitment and retention of a diverse faculty and student body;
- providing academic support to Graduate Program Directors and Advisors;
- providing information on internal and external fellowships and grants available to support graduate students and providing training in the preparation of such applications;
- planning and monitoring the Graduate School budget, the allocation of resources and fundraising for the Graduate School;
- providing general oversight and supervision of all aspects of the Graduate School; and
- carrying out other duties as assigned by the Provost.

## **ii. Associate and Assistant Deans**

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

### *a. The responsibilities of the Associate or Assistant Dean include, but are not limited to:*

- helping faculty develop graduate programs and assisting in the development of new degree programs and certificates;
- overseeing the functions of Admissions, and Student Progress officers;
- building programmatic bridges between the CU Denver and CU Anschutz;
- introducing collaborative initiatives with local private sector companies;
- assisting with marketing and the development of targeted recruitment and retention plans;
- monitoring Graduate Faculty appointments;
- facilitating Graduate Program reviews;
- identifying fellowships and providing assistance to student applicants;
- overseeing career services and career counseling;
- coordinating outreach activities with the Office(s) of Diversity and Inclusion; and
- carrying out other responsibilities assigned by the Dean.

### *b. The responsibilities of the Graduate School officers for Admissions, Recruitment and Student Progress include, but are not limited to:*

- overseeing the admissions process by:

- coordinating, with IT administrators, access to the on-line application system;
- conducting the final admission approval for all students admitted to the Graduate School, including verification of all official admission documents, and where appropriate, verifying immunization records, processing background checks and authorizing student IDs;
- coordinating communications for application and constituent management systems;
- communicating and coordinating with the Registrar's Office(s), Bursar's Office, Student Health Promotions Office, Security/Badging Office and the Office of International Affairs (OIA) on graduate student issues;
- maintaining records of all stages of student progress, including:
  - monitoring compliance of Graduate School Policies and Procedures regarding registration, time limits for completing exams, and degree completion;
  - checking and approving the Application for Candidacy and composition of all final, comprehensive examination and thesis defense committees, including Graduate Faculty Appointment for committee members.;
  - reviewing final theses and dissertations for compliance to Graduate School standards and approval;
  - authorizing students for graduation; and
  - representing the Graduate School on graduation planning committees.
- overseeing the Student Academic Honor and Conduct Code and Academic Grievance process; and
- carrying out other duties assigned by the Dean.

### **iii. The Faculty Graduate Council and Related Committees**

#### **a. Graduate Council**

The faculty Graduate Council advises the Dean on matters related to the development, coordination and evaluation of Graduate School Programs and Policies and Procedures. The Graduate Council consists of the Dean (who serves as chair) and Graduate Faculty representing Graduate School Programs from the CU Denver|Anschutz Schools and Colleges. Faculty members who represent a particular School or College on the Graduate Council are appointed either by the Graduate Executive Committee of the School or College that they represent or by a process outlined in the bylaws of the School or College. All faculty members are appointed for three (3) year terms, unless agreed to otherwise by the Dean. The Council also includes one student representative from each campus appointed for a one (1) year term. Working in conjunction with the Dean, the Graduate Council develops policies consistent with the Laws of the Regents of the University of Colorado. The Graduate Council convenes at least once per semester, and more often as necessary, to conduct business related to the interests of the Graduate School and the Graduate Programs. In selected cases, some discussion and voting might have to be conducted virtually to expedite processes. Two-thirds attendance by the Council membership will constitute a quorum.

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

- reviewing and approving proposals for new graduate degree programs (doctoral, master's and dual degree programs) and graduate certificate programs.
- providing assistance in reviewing substantial modifications to existing graduate programs;
- assisting the Dean in academic and strategic planning for the Graduate School;
- approving changes to the Graduate School Policies and Procedures with the exception of minor policy changes made by the Dean [as outlined above in Section 3 (i)];

- periodically reviewing the services provided by the Graduate School and making recommendations for changes;
- making recommendations to the Provost on appeals of decisions made by the Dean (the Dean shall be excused during these discussions); and
- carrying out other duties assigned by the Dean.

Each campus has a section of the Graduate Council that oversees issues related to that specific campus. However, in cases of dual campus Programs or other issues that affect both campuses equally, both sections of the Graduate Council will be consulted. Both campus sections also meet together at least once per semester.

Each section of the Graduate Council consists of the Dean, and

- Nine to fourteen (9-14) faculty representatives from CU Denver and CU Anschutz, in approximate proportion to their students in Graduate School Programs.
- One (1) student representative from the programs at the section's home campus
- Graduate School Associate/Assistant Deans (non-voting, ex officio members)

#### **b. Academic Conduct and Appeals Committee (ACAC)**

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

#### **Section 4. Monitoring of Graduate Faculty Appointments**

Appointments to the Graduate Faculty of the Graduate School are based on standards developed by the Dean and approved by the Graduate Council. An appointment to the faculty of the Graduate School is required in order to serve as either the mentor or primary advisor of a student, to serve on a thesis or examination committee, or to serve as a program or course director. According to the Colorado Council on Higher Education, course directors or primary instructors must hold a degree one higher than those to which the students that are taught aspire. Alternatively, they should hold a terminal degree in the field (such as PhD, MD, JD, MBA, MFA etc.). A Graduate Faculty appointment is also required to designate the overall grade for a graduate level course. An appointment to the Graduate School Faculty is not required in order to be a guest lecturer in a graduate-level course.

There are two types of Graduate Faculty appointments: Regular and Special. A **Regular** appointment to the Graduate Faculty, as defined below, is available to those who have a faculty appointment either at CU Denver, CU Anschutz, an affiliated institution (such as National Jewish Health; The Children's Hospital; University Hospital; Denver Health, and the Veterans Administration) and/or an affiliated Program. **Special** Graduate Faculty appointments, as defined below, can be offered to individuals, such as faculty outside of the University of Colorado Denver | Anschutz Medical Campus, and/or professionals from industry and non-profit institutions, whose expertise is considered essential for a Program's activities (such as contributing to a graduate

course), for membership on student committees, and other similar educational needs of the Program.

Nominations for membership to the Graduate Faculty are initiated by Program Directors (or Department Chairs) of the Graduate Programs in which the faculty member will serve as either the mentor or primary advisor, teach and/or serve on examining committees. Any CU Denver or CU Anschutz faculty member may request to be nominated by a Graduate Program Director (or Department Chair). *However, individuals enrolled as students in a degree program are not eligible for Graduate Faculty membership in the same program.*

#### **i. Regular Appointments**

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

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

Privileges of Regular Graduate Faculty include:

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

#### *Qualifications Required*

Regular members of the Graduate Faculty should either hold an earned doctoral degree or equivalent, or have demonstrated other attainments that qualify them for membership. It is possible that an applicant who has strong and well-documented performance in some, but not all, areas (teaching, research and other scholarly activity) may receive a Regular Graduate Faculty appointment. Tenure-track faculty members with professional degrees (MD, DDS, DVM, others) could be nominated for Regular Graduate Faculty appointments with documentation of qualifications to train students for PhD or other earned doctorates from the Graduate School. Graduate Programs are strongly encouraged to express their expectations regarding the service of Graduate Faculty as primary mentors for a doctoral or a master's thesis. Expectations could include, for example, requiring faculty members to share, in a mentor/mentee agreement, their mentoring style and work/study expectations with those students who request their mentorship.

#### *Term of Appointments*

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

## **ii. Special Appointments**

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

Privileges of Special Graduate Faculty include:

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

### *Qualifications Required*

It is recommended that Special members of the Graduate Faculty shall hold a doctoral degree or the terminal degree appropriate to their respective discipline or shall have made other scholarly contributions or acquired substantial work experience in the respected discipline that qualify them for membership. Nominees for Special faculty appointments shall present a CV demonstrating evidence of their expertise appropriate for this appointment. Each program may elect to impose additional criteria that exceed Graduate School requirements.

### *Term of Appointment*

The initial period of appointment, as well as reappointment, if necessary, will normally be for up to four (4) years, although shorter time periods may be requested. If an appointment expires before

the completion of a mentee's thesis or dissertation, faculty members must re-apply for renewal of their appointment.

### **iii. Nomination and Approval of Graduate Faculty Appointments**

All appointments to either the Regular or Special Graduate Faculty must be reviewed by the Dean. The material required for a new or a renewal appointment includes:

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

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

## **ARTICLE II: GRADUATE EDUCATION**

The majority of programs that fall under the auspices of the CU Denver Graduate School are non-professional degree programs that are offered on either or both campuses (Denver Campus and Anschutz Medical Campus) or an affiliated institution. In addition, there are a number of dual-degree programs both degrees are awarded simultaneously.

### **Section 1. Approval and Review of Programs**

As outlined in Article I, and prior to the Board of Regents and the Colorado Commission on Higher Education's approval, the Graduate School, together with the faculty Graduate Council, evaluates and approves proposals for new Graduate Programs (doctoral, master's and graduate certificates) to ensure that the Programs can be effective and adhere to established standards and requirements. To avoid program and course duplications on the Denver campus, prior to submission to the Graduate Council, new programs have to be approved by the CU Denver Curriculum Oversight Committee. Furthermore, according to Regents Policy 4J, all existing Graduate Programs must undergo in depth external reviews every five to seven years. Program Reviews are overseen by the Associate Vice Chancellor (AVC) for Academic Planning in collaboration with the Graduate Dean.

**Modular Master's Programs** allow the inclusion of up to two Graduate School approved University of Colorado graduate certificates into a master's program that uses the courses as required courses or electives for the master's degree. To earn a master's degree that is built on two graduate certificates (two modules), students will have to obtain admission to the program that accepts the graduate certificates plus earn the credits that remain to fulfill the graduation requirements of the specific master's program. The current seven (7)-year limit for completing a master's degree will also apply to students pursuing a modular master's.

### **i. Procedures and Criteria for Reviewing and Revising Existing Graduate Programs**

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

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

Recommendations for new degree-granting Graduate Programs are initiated within an appropriate School or College, Department/Program/Division or the Graduate School, and are submitted to the Graduate School for discussion at the Graduate Council. Especially programs that require a substantial financial commitment from Central Administration are advised to discuss their plans first with the AVC for Academic Planning. If such support is not available, it will not be worthwhile composing a new program proposal.

Guidelines for new proposals are posted on the website of the Provost's Office.

Proposals should:

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

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

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

The development of new educational tracks/sub-plans (as defined by CU-SIS) within existing approved Graduate Programs requires review and approval by the College Dean and approvals by the Graduate Council. Tracks/subplans must share 1/3 of course work with the "parental/general" program and must require the same number of total credits as the parental/general program. Program representatives are expected to present the proposal to the Graduate Council for discussion. The

Graduate Council may vote to approve the proposal, reject the proposal, or postpone voting pending the review of revisions or additional requested materials. New tracks/subplans within existing approved Graduate Programs only require approval by the Graduate Council; they do not require Regent approval.

#### **iv. Procedures and Criteria for Developing and Approving New Graduate Courses**

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

#### **v. Procedure for Removing Courses That Have Been Discontinued**

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

### **Section 2. Admissions**

Students may be admitted to a graduate program as either regular degree students (if they meet the requirements/criteria of the Graduate Program and the Graduate School), or as provisional degree students (if they do not meet the Program's and/or School's requirements).

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

#### **i. Admission to Regular Degree Status**

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

- a. Hold a bachelor's or master's degree from an accredited college or university or demonstrate completion of work equivalent to the bachelor's or master's degree awarded at CU Denver or CU Anschutz. Applicants whose credentials include credits from a College or University outside the USA (not earned as part of a semester abroad program) must include original transcripts and documentation in English (or certified English translation) of the transcript that will be as evaluated by CU Denver's Office of International Affairs.
- b. Have a cumulative undergraduate grade point average of 3.00 or higher (A is equal to 4.0) or a



GPA of 3.00 or higher in twelve (12) credits or more of a partially completed master's degree program. Applications from individuals who attended a College or University that does not issue grades or a GPA will be evaluated by the Graduate School; lower GPA averages allow for provisional admission with specific justification by the program.

- c. Fulfill the discipline/program specific prerequisites.

International students must meet all of the requirements above and must also provide:

- d. Original transcripts and documentation in English (or a certified English translation) of the completion of a bachelor's degree, master's degree or the equivalent as evaluated by the OIA.
- e. Financial and other documents as required by the CU Denver | Anschutz International Student and Scholar Services (ISSS) Office to process immigration documents.
- f. A certified English translation of all academic records and references that are not issued in English.

Evidence of proficiency in English as defined in the University policies and enumerated at the CU Denver/Anschutz Office of International Affairs.

*Schools or Colleges, or individual Graduate Programs may require higher standards.*

#### **ii. Admission to Provisional Degree Status**

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

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

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

the student could transfer.

### **iii. Admission to Dual Master's Degree Programs**

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

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

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

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

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

### **v. Readmission of Former Students**

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

- clarify the students' status with the Graduate Program and Graduate School to determine their eligibility to return and pursue the same degree;
- before deadlines have passed for the term in which a student expects to return to CU Denver or CU Anschutz, and before the maximum course enrollment numbers have been reached, the student should submit an abbreviated application and application fee to the specific graduate program for approval of readmission;
- meet any admission requirements required of new matriculants (i.e., official transcripts for coursework taken during absence, background checks, immunizations, etc.)

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

## vi. Changing Programs

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

## Section 3. Degree Requirements

### i. Master's Degree (minimum requirements)

The minimum number of credit hours required for earning a master's degree is thirty (30). Many programs require more than 30 credits. If the program includes a thesis, research paper or internship as the culminating requirement, the thesis/research paper must count for three to six (3-6) credits, unless specified otherwise by individual programs. Independent study coursework cannot exceed 20% [six (6) credits] of the thirty (30) credits of coursework required for the master's degree.

While it is expected that most of this coursework will be at the graduate level (5000 and above), some graduate programs may allow up to two 4000 level undergraduate courses (maximum of 6 credits). Of those at least one has to be from outside the program's discipline (different program four letter prefix) to count towards the graduate degree.

### ii. Doctoral Degree (minimum requirements)

The minimum required credit hours for a doctoral degree is thirty (30) credits of coursework, all of which must be at the Graduate level (5000 and above) and meet program requirements, plus thirty (30) dissertation/research credits. In special cases, credit hour adjustments can be made with formal approval by the Graduate Council. For the EdD program, the minimum credit hours required are thirty-nine (39) credits of coursework and fifteen (15) credits of dissertation credits. The PsyD Program requires seventy-five (75) didactic/course credits and twenty-five (25) credits for supervised experimental learning. ***All students should check the specific requirements of their programs.*** Graduate level coursework from an earned master's degree may be applied toward a doctoral degree with program approval; similarly, coursework of a doctoral degree may be applied toward a master's degree with Program approval.

### iii. Graduate Course Definition

- directed by a Regular or Special member of the Graduate Faculty (although individuals without Graduate Faculty membership can be guest lecturers);
- graded on the A-F system or equivalent (**no pass/fail** or S/U, unless by special exception of the Graduate School including Spring and Summer term, 2020 due to coronavirus adjustments);
- offered within a Degree Program at the 5000 level or above.

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

student might earn at CU as a non-degree seeking student.

#### **iv. Requirements for Dual Degrees**

##### **i. Requirements for Dual Degrees**

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

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

In *all* cases, i.e., for official and personalized dual degree programs, for students to earn two graduate degrees concurrently, students must a) apply and be accepted into both programs, b) must earn at least 50% of the credits that are required for the individual program, c) have a clear understanding (with written documentation) which courses may count for maximum 12 credits towards both programs, and d) must confirm in writing that there is a clear understanding which requirements have to be fulfilled for either program should the student at some time decide to earn only one of the two degrees.

##### **v. Adding a Graduate Certificate to a Graduate Degree**

Students may wish to earn a graduate certificate concurrently with their graduate degree. Such certificate can a) be composed of courses that are required for the degree program (Integrated Graduate Certificate Program) or b) may not share overlapping credits (free-standing graduate Certificate Program). In any case, the addition requires approval from the student's mentor (if a PhD), the degree Program Director, and the Certificate Program Director. Students must complete the Intent to Complete a Graduate Certificate Form (posted on the Graduate School's website), which requires signatures from all approving authorities. The Graduate School will add the Certificate to the student's program plan in CU-SIS.

Of note: Free Standing Graduate Certificate Programs allow enrollment by all qualified students. To be visible to applicants outside a related degree program and outside the university, Free Standing Graduate Certificate Programs have to be coded differently in the SLATE admissions software. To assure sufficient visibility of the program and facilitate the desired student recruitment, Certificate Program Directors are encouraged to verify with the Graduate School that their program is appropriately listed in SLATE.

#### Section 4. Transfer Credits

A Transfer is any credit that a student earned at another accredited institution *outside* of the CU System. The maximum amount of transfer credits that may be applied toward a graduate degree at CU Denver is twelve (12) (or 40% if the program requires more than thirty (30) credits) for master's programs; nine (9) hours of coursework for the EdD Program; fifty (50) hours of coursework for the PsyD Program; and thirty (30) hours of coursework for PhD degree programs (individual programs may have more restrictive limits).

Coursework that has been applied towards an undergraduate degree or another graduate degree on the same level (e.g., MA to MS) **cannot** be accepted for transfer credit. Specifically, master's courses applied to one completed master's degree program may not be applied to another master's degree; however, graduate level coursework (5000 level or above) completed for a master's degree may be applied toward a doctoral degree with program approval. Also, credits earned in a Graduate Certificate Program, that have *not* also been applied to a graduate degree program may be applied to a graduate degree program with program consent.

To be eligible for transfer, courses must:

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

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

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

Resident Credits:

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

## **Section 5. Enrollment Requirements**

Students entering graduate degree programs are expected to hold a bachelor's or master's degree from an accredited College or University or demonstrate completion of work equivalent to a bachelor's or master's degree given at CU Denver or CU Anschutz, as detailed in Article II, Section 2. Students who have not yet completed all requirements for their bachelor's degree may obtain permission to matriculate into a Graduate Program. In such cases, students will be required to finish their undergraduate training by the end of the first semester of enrollment in the Graduate Program to complete all bachelor's degree requirements. Students who fail to complete all bachelor's degree requirements by the end of their first semester in the Graduate Program will be placed on Leave of Absence pending completion of their undergraduate degree requirements.

### **i. Master's Degree Enrollment Requirements**

The minimum number of credit hours required for a master's degree is thirty (30). Enrollment for a minimum of five (5) credits is required to be eligible for financial aid and full-time status; certain courses such as Candidate for Degree and summative scholarly work courses (e.g. capstone, thesis, paper, internship) provide full-time status with one (1) credit. Master's degrees must be completed in seven (7) years regardless of full-time or part-time enrollment. The minimum residency requirement at CU Denver and CU Anschutz for master's students is two semesters of full-time scholarly work beyond the attainment of the bachelor's degree.

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

### **ii. Doctoral Degree Enrollment Requirements**

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

- The EdD requires a minimum of thirty-nine (39) credits of coursework and fifteen (15) dissertation credits.
- The PsyD requires seventy-five (75) didactic/course credits and twenty-five (25) credits for supervised experimental learning.
- The PhD in Nursing requires thirty (30) credits of coursework and eighteen (18) credits of dissertation.
- The PhD in Clinical Health Psychology requires only six dissertation credits to the unusually high number of) didactic, practicum and other credits.

The minimum residency requirement at CU Denver and CU Anschutz for doctoral students is six (6) semesters of full-time scholarly work (didactical and dissertation credits) beyond the attainment of a bachelor's degree. Two (2) semesters of enrollment credit may be allowed for an earned master's degree from another institution; however, at least four (4) semesters of credit must be earned for work performed while enrolled at CU Denver or CU Anschutz.

### **iii. Leave of Absence**

Students who need to leave a Graduate Program for a period of time (up to one (1) year) should

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

### **Section 6. Grades and Quality of Graduate Work**

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

Failure to maintain a 3.00 Program GPA will result in the student being placed on academic probation. Courses completed with grades below the letter grade of B- (GPA 2.7) may not be applied toward fulfillment of the requirements for any graduate (doctoral or master's) degree within the Graduate School. Students who earn a letter grade of B- or lower in a course that is required for graduation in a specific program will have to re-enroll in that course to earn the passing grade, as defined by the program (i.e. B- or higher). Students who earned a grade below B- in an elective course can choose an alternative course to earn the required number of credits. Students should have no more than three attempts to pass a course (including withdrawals) without program approval. All grades, including the failing grade for the course, will be listed in the student's University of Colorado transcript and will be included in the cumulative graduate GPA. However, only the course grades of courses that fulfill the program requirement and have been passed with a "B-" or better, i.e. only those courses that will be listed on the application for candidacy, will count towards graduation credits. Thus, by counting only the student's grades of B- or better, a student will have to have earned a minimum program GPA of 3.0 to earn the degree, but might hold a cumulative University GPA below 3.0. Grades earned in transferred courses and grades earned while a student was classified as a non-degree student are not included in calculations of the cumulative graduate GPA, although the credits will be counted toward the program's total credit requirements for graduation.

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

All graduate courses have to be graded with a letter grade. An In-Progress (IP) grade is assigned for thesis/project/dissertation or internship hours until the final approved thesis/project or dissertation grade is submitted to the Graduate School. An incomplete grade (I) should only be assigned if a) the majority of course work has already been completed and b) of the cause for a student's inability to complete the required work is outside the student's control (disease, passing of a family member, etc.) the failure to complete the work in time is due to causes outside a student's control. (In all other cases, students should be encouraged to withdraw from the course so as not to impact their GPA. Courses from which a student withdraws after the add/drop date are graded with W).

Incomplete work has to be completed in one academic year. The Registrar automatically changes an I to a failing letter grade (F) after one (1) year, unless a grade change is initiated by the Course Director. If a student enters military service before completing a course and an I is reported, this

grade may be carried on for the duration of the student's service, provided this service requirement has been communicated to the Graduate Program and the Graduate School.

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

Any credits earned more than seven (7) years prior to applying for candidacy for either a master's or doctoral degree must be evaluated and deemed to be current by a process determined by the Graduate Program in which the student is enrolled. This process should be documented and consistent for all students. The graduate program records this decision with the Graduate School by submitting the Course Validation Form (one for each validated course) with the Application for Candidacy.

## **Section 7. Admission to Candidacy**

### **i. Master's Degree**

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

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

### **ii. Doctoral Degree**

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

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

## **Section 8. Thesis/Dissertation Requirements**

### **i. Master's Thesis**

Students who are enrolled in a program that requires a thesis must conduct their thesis work under the supervision of a thesis advisor, and, in some instances, an advisory committee. All research



conducted for a master's degree must meet all appropriate regulatory standards specified by federal, state and local agencies regarding ethical research, animal use, human subjects, HIPAA and environmental safety. Master's students who conduct thesis work must register for a minimum of three (3) and a maximum of six (6) credit hours of their program's thesis course over the course of their training, unless specified otherwise by their specific Graduate Program. Students should be registered in at least one (1) didactic course or thesis credit in any regular semester (Fall or Spring) when they are conducting thesis work; the program may or may not require enrollment in order for a student to conduct thesis work during the summer.

The thesis is presented in partial fulfillment of the requirements for the master's degree and must meet the formatting criteria outlined in the Formatting Guide for Theses and Dissertations available on the Graduate School website. Substantive contributions to research and writing of chapters by other persons should be explicitly acknowledged, either in an Acknowledgement section or in the appropriate chapters. The graduate program or the Graduate School, at the discretion of the Program, conducts the final review of master's thesis for proper formatting. The thesis should be reviewed by a committee of at least three (3) graduate faculty members, and approved by a majority, regardless if the program requires an oral defense. The final, formally approved master's thesis must be submitted to the Graduate School, with the completed Thesis Approval Form, within sixty (60) days of the thesis defense.

Any In Progress (IP) grades must be changed to a final letter grade in conjunction with the final thesis submission to the Graduate School. These grade changes are made in accordance with the relevant Program/College/Campus grade change process, which may include final approval and submission by the Graduate School.

## **ii. Doctoral Dissertation**

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

The dissertation is presented in partial fulfillment of the requirements for the doctoral degree and must meet the formatting criteria outlined in the Formatting Guide for Theses and Dissertations available on the Graduate School website. Substantive contributions to research and writing by other persons should be explicitly acknowledged, either in an Acknowledgements section or in the appropriate chapters. The Graduate School or the Graduate Program conducts the final review of dissertations for proper formatting. The final, formally approved dissertation must be submitted to the Graduate School, with the completed Thesis Approval Form, within sixty (60) days of the thesis defense unless an extension is approved by the Graduate School. The thesis must be approved by a majority of the defense committee members, plus the student's advisor, if that person is not part of the defense committee.

### **a. Doctoral Dissertation Advisory Committee**

After selecting a dissertation advisor, the student, in collaboration with his or her dissertation advisor, will choose a Dissertation Advisory Committee, subject to approval by the Graduate Program Director. Although it is recommended that the Dissertation Advisory Committee be the

same as the Dissertation Examination Committee, the two committees need not be identical. *Although the student's dissertation advisor may not chair the Comprehensive Examination Committee, Programs have the flexibility to permit or prohibit the student's advisor to serve as Chair of the Dissertation Advisory and Dissertation Examination Committee(s).* The Dissertation Advisory Committee will serve an advisory function to the student, and the dissertation advisor and will also monitor the student's progress towards completing the dissertation. The Dissertation Advisory Committee will determine when the student has made sufficient progress to begin writing a dissertation.

***All Doctoral students who have advanced to candidacy must meet with their Dissertation Advisory Committee at least once per year***, although some Programs may require – and the Graduate School encourages – more frequent meetings. It is the student's responsibility to identify the best available time and schedule the meeting. The Dissertation Advisory Committee shall evaluate the student's progress to ensure that satisfactory progress has been made since the previous meeting. For programs that use the Graduate School programs (e.g. GAIA) to track student progress, the committee members will complete the Predoc Progress Report, which will be sent to the student, all committee members, Program Director, Program Administrator and Graduate Dean (or designee). In case of a non-satisfactory performance, the examination report should include suggestions on how the student's productivity can be improved. If students fail to meet at least *once* in twelve (12) months with their Dissertation Advisory Committee, the Graduate School will notify the student and dissertation advisor that the committee must meet within the next four (4) weeks. *Students who fail to have a Dissertation Advisory Committee meeting by the end of this four (4) week probationary period will not be permitted to register for subsequent semesters.* Once the student is in compliance with this policy, registration will be permitted.

#### **b. Doctoral Dissertation Registration**

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

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

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

International students who register for only one (1) credit in a semester and who need to maintain their full-time status on an F-1 or J-1 visa may need to have their academic advisor complete a Less Than Full-Time Enrollment form that allows foreign students to register for less than full-time credits while maintaining their visa status. Students who are unable to register for these minimum required credits because of extenuating personal circumstances should apply for a Leave of Absence as explained in Article II, Section 5 (iv) above.

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

#### **c. EdD and PsyD Dissertation Registration**

EdD and PsyD students should consult the Student Handbooks provided by their programs and follow the dissertation credit schedule outlined in the Handbooks.

#### **d. Off-Campus Status for Doctoral Students**

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

### **Section 9. Examinations**

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

#### **i. Enrollment During Exam Semester**

Students must be registered at the time they undertake either the comprehensive or final examinations and their dissertation defenses. Students who choose to perform these examinations or defend their thesis on a date that falls between semesters must register in the semester immediately following their exam/defense. If students have already completed the required hours of thesis work and all other coursework and are not registered for any other courses, then they may register for one (1) credit in the appropriate Candidate for Degree course for the semester (e.g., CU Anschutz: CAND 6940 or NURS 6940; CU Denver: CAND 5940). It is expected that students will only enroll in this candidacy course for their final semester, but conditions may require enrolling for an additional term. Students registered for the Candidate for Degree course are considered full-time for financial aid and enrollment verification purposes.

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

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

The final examination/thesis defense is conducted by a committee consisting of at least three (3) members of the Graduate Faculty. The Chair of the committee must be a member of the degree-granting Program. Graduate Programs with a limited number of Graduate Faculty members can

petition the Dean for an exception to this requirement so that only two (2) members of the Graduate Faculty are required for examinations of master's students in their program(s).

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

Final examinations may be oral, written, or both or may consist of an evaluation of a cumulative professional project. Unless the examination format is a written proposal only, all members of the committee must be present for the oral examination. A minority of members, but not the Chair or student, may participate by interactive video. Exceptions to this rule must be approved by the Graduate School. The primary faculty advisor's participation is determined by the program, if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam can proceed with the faculty members who are able to attend. The student must schedule a separate meeting with the absent faculty member at an alternate time. Under exceptional circumstances, and upon approval by the committee, the program and the Graduate School, the student may attend the defense by video conference. If the original Chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures, must be returned to the Graduate School in hard copy or high quality scan.

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

A student who fails the examination is subject to immediate dismissal from the program on the recommendation of the Graduate Program Director and concurrence of the Dean. At the Program's discretion, a student who fails the examination may be allowed to retake the exam. The re-examination must be completed by the end of the next academic semester (excluding Summer). The original examination form noting the failure should be signed by the committee and returned to the Graduate School. New examination forms will be generated when the examination is rescheduled. The student will be required to meet registration requirements and be registered during the semester when the repeated exam takes place.

In practice, the outcome of this examination is considered by the advisor and/or committee when determining the grade for the student's summative scholarly activity course (thesis/project/internship/capstone, etc.). This grade must meet Graduate School and Program minimum requirements, i.e. a B- or better, though programs may set a higher standard for the course associated with the final comprehensive examination/defense.

### **iii. Doctoral Degree Examinations**

#### **a. Preliminary Examination (or equivalent)**

Each Program is responsible for ensuring that students are qualified for doctoral studies by passing a comprehensive examination or a combined preliminary and comprehensive examination. If a program evaluates students' preparedness with a separate preliminary examination, it must be administered equitably to all students, with the limited exception of programs that require a student to have a master's degree before entering doctoral training; a master's degree may exempt the student from the preliminary examination but cannot exempt the student from the comprehensive examination.

**b. Comprehensive Examination (or equivalent)**

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

The examination committee shall consist of a minimum of three (3) graduate faculty members. A majority of the committee members, including the Chair, must be members of the degree-granting Program. The student's dissertation advisor, if already identified, may not chair the comprehensive examination committee. The student's comprehensive exam committee and the examination schedule must be approved by the Program Director before being submitted to the Graduate School on the Exam Request Form. The Graduate School must receive the Exam Request Form by published deadlines. Individual graduate programs may have additional requirements for registering/scheduling the exam.

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

All members of the committee must be present for the examination, although a minority of members, but not the Chair nor the student, may participate by interactive video. Exceptions to this rule must be approved by the Graduate School. The primary faculty advisor's participation is determined by the program, if that person is not already part of the committee. In the event of an emergency that prevents one (1) faculty committee member from attending the exam, the exam may proceed with the faculty members who are able to attend. The student must schedule a separate meeting with the absent faculty member at an alternate time. The examination form must be signed by the committee and returned to the Graduate School. If the original Chair must be absent, a replacement must be designated by the program. A majority of the examination committee must vote for one of the following outcomes: a) Pass; b) Conditional Pass; or c) Fail. All members of the committee must sign the exam report form to document their individual vote and the form, with original signatures, must be returned to the Graduate School in hard copy or high quality scan.

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

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

### **c. Final/Dissertation Examination**

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

The final examination/defense committee is usually, but not necessarily, the same as the student's Dissertation Advisory Committee. The dissertation defense committee shall consist of a minimum of four (4) Graduate Faculty members, except for EdD, PsyD and Nursing programs, which require a minimum of three (3) Graduate Faculty members. A majority of the committee members, including the Chair, must be graduate faculty members of the degree-granting program. With program approval, *the doctoral student's dissertation advisor may chair the examination committee.*

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

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

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

If a student receives a Conditional Pass, the examining committee must clearly define the requirements for the student to receive an unconditional passing grade, and these requirements must be completed to the satisfaction of the examination committee within sixty (60) days of the

defense. Under extenuating circumstances, the graduate Program Directors may petition the Graduate School for additional time. If a student fails the examination, they may not continue in the program unless a time extension is supported by the program in writing.

## **Section 10. Time Limits for Completion of Degrees**

### **i. Master's Degree Time Limit**

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

### **ii. Doctoral Degree Time Limit**

Doctoral students, whether enrolled full-time or part-time, must complete all degree requirements within eight (8) calendar years of matriculation. Students who fail to complete the degree in this eight (8) year period are subject to termination from the Graduate School upon the recommendation of the Program Director and concurrence of the Dean. For a student to continue beyond the prescribed time limit, the Program Director must petition the Graduate School Dean for an extension and include 1) reasons why the program faculty believes the student should be allowed to continue in the Program and 2) an anticipated timeline for completion of the degree. Extensions for time to degree are normally issued for one year or less, but under rare circumstances, a second extension may be granted. The Extension of Time Limit Form is posted on the Graduate School website.

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

## **Section 11. Program Handbook**

Each Graduate Program will make available (either on-line, hard copy or both) a handbook containing specific program requirements and guidelines. These guidelines may differ from the Graduate School standards if they are more stringent than the Graduate School's minimum standards outlined in the Graduate School's Policies and Procedures. In such case, the program-specific standards will supersede the Graduate School standards. In addition, program handbooks should contain guidelines for measuring satisfactory academic progress in all activities not covered by the Graduate School grading, examination and probation policies. Such activities might include, but are not limited to, preliminary examinations, clinical competencies, and research activities or skills not reflected in course grades and vacation and Leave of Absence policies. Students may be directed to a website where an electronic version of the current handbook is published in lieu of

receiving a printed version of the handbook. Changes to the Policies and Procedures of a Graduate Program that are not a consequence or a requirement of an external entity (such as an accrediting body) and that specifically affect academic progression or academic requirements, only apply to students who enter the program after the change has been made.

## **Section 12. Academic Probation and Dismissal**

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

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

If students on probation do not obtain a Program GPA of at least 3.00 (or greater if required by the Program) within two (2) semesters (four (4) semesters if part-time) of being placed on probation, they will be subject to immediate dismissal upon the recommendation of the Program Director and concurrence of the Dean. The student may also be subject to immediate dismissal if they do not meet any additional conditions imposed by the program for moving from probationary to regular status. If there are extenuating circumstances, the Program Director may petition the Dean for an extension of the probationary time period. The Dean will make the final decision on dismissal. Students who are placed on academic probation and subsequently dismissed from a graduate program by the Graduate School will be officially notified by the Dean. Such notifications will include reasons for dismissal and a disclosure of the Right of Appeal.

Any student who is dismissed from the Graduate School following unsuccessful academic probation or failure to meet a program's guidelines for satisfactory academic progress may reapply for admission to the same or a different graduate program after one (1) year. However, the previous



Program is under no obligation to readmit the student, and the student should consult with the Program Director before applying. If a Program would like to admit a student before the 1-year time period, they may submit a request to the Dean of the Graduate School.

*Students who feel they are in need of University Support Services for any reason should see the student services website.*

### **Section 13. Student Conduct and Community Standards**

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

#### **i. Academic Grievances**

Students who feel that they have been treated unfairly or in violation of programmatic/departmental policies, may file a grievance with the Graduate School in accordance with grievance procedures available on the Graduate School's website. If a School, College or Graduate Program has established its own procedures to consider academic grievances, then the student must follow these procedures before they can submit a grievance to the Graduate School.

The designation *academic grievance* covers problems related to academic issues. Such issues are distinguished from *academic ethics* cases and *disciplinary cases* for which separate procedures exist. Included within academic grievance cases are faculty, program, departmental, College or School (including Graduate School) policies affecting individual student prerogatives; unfair deviations from stated grading procedures (excluding individual grade challenges; unfair treatment and related issues. Policies and Procedures governing the filing of an academic grievance are available on the Graduate School website.

#### **ii. Academic Misconduct**

The Academic Conduct and Appeals Committee is responsible for reviewing and resolving cases of academic honor code misconduct or student academic grievances unless the School or College in which the Graduate Program resides has established its own policy [see Article I Section 3 (iii) b]. For those Schools and Colleges that have their own academic misconduct policies and procedures, and which meet the standards of due process, such Schools and Colleges will have the primary jurisdiction in cases involving honor code misconduct or student academic grievances. For such Schools and Colleges, the ACAC may act as an appellate review board for the final action taken by the School or College and will forward their recommendation to the Dean of the Graduate School. Further details can be found in the Student Academic Honor Code.

#### **iii. Conduct Violations**

The Graduate School Conduct Educator, working in conjunction with the Office of Community Standards, is responsible for reviewing and resolving cases of Code of Conduct violations. Further details can be found in the University of Colorado Denver Code of Conduct.

### **ARTICLE III: AMENDMENTS TO THE POLICIES AND PROCEDURES**

Amendments to these standing Policies and Procedures may be initiated by petition to the Dean

from at least ten (10) members of the CU Denver and/or CU Anschutz Graduate Faculty and may be adopted upon majority consent of the Graduate Council and approval by the Dean. Upon consultation with the Graduate Council, the Dean may approve revisions to the standing Policies and Procedures that update information, resolve ambiguities, promote clarity or ensure compliance with State or Colorado Department of Higher Education regulations.

# Section 5

## TA Assignments Fall 2020

PHRD	# of TA	Director(s)	TA#1	TA#2
5015	2	Scheinman	Casey Patrick	Rama Kant
5025	2	Mallela	Alexandra Lucas	Daniel Foster
6015	2	P.Anderson	Jason Groegler	Kristen Ball
6065	1	H.Anderson	Courtney McGinnis	
7025	2	Aquilante, Lee	Rama Kant	Jonathan Taylor
7045	2	McQueen	Juliet Mullen	Lauren Rutt
7095	2	Glode	Sarah Asby	Arthur Stem
7857	2	Rice/Finstrom	Daniel Foster	Mark Colbenson

Student	Email
PHSC	
Sarah Asby	<a href="mailto:sarah.asby@cuanschutz.edu">sarah.asby@cuanschutz.edu</a>
Jason Groegler	<a href="mailto:jason.groegler@cuanschutz.edu">jason.groegler@cuanschutz.edu</a>
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TXCL	
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Courtney McGinnis	<a href="mailto:courtney.mcginnis@cuanschutz.edu">courtney.mcginnis@cuanschutz.edu</a>
Lauren Rutt	<a href="mailto:lauren.rutt@cuanschutz.edu">lauren.rutt@cuanschutz.edu</a>
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SENIOR	
Jonathan Taylor	<a href="mailto:JONATHAN.TAYLOR@CUANSCHUTZ.EDU">JONATHAN.TAYLOR@CUANSCHUTZ.EDU</a>
Mark Colbenson	<a href="mailto:MARK.COLBENSON@CUANSCHUTZ.EDU">MARK.COLBENSON@CUANSCHUTZ.EDU</a>

UNIVERSITY OF COLORADO  
SKAGGS SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES

## **Survival guide for Teaching Assistants**

2020

## **RESPONSIBILITIES:**

It is important that you discuss your responsibilities with the director of the course(s) with which you are associated. It is during these discussions that availability issues should be resolved. It should not be the responsibility of the Course Director to track you down to ensure that you are completing or fulfilling your delegated tasks.

## **FERPA TRAINING:**

FERPA is the Family Educational Rights and Privacy Act. You must complete the online training in the employee portal, before you can be added to any course in Canvas. However **you cannot access this training until you have an employee ID.**

Go to: <https://passport.ucdenver.edu/login.php>

Click on CU Resources

Click on Skillsoft

Click on CU Denver/Anschutz

Click on CU: FERPA for faculty

Complete the FERPA for Faculty course

Once you have completed the FERPA course, Susan Kepner [Susan.Kepner@cuanschutz.edu](mailto:Susan.Kepner@cuanschutz.edu) will add you to courses as requested by course directors.

## **STUDENT CONFIDENTIALITY:**

It is imperative that you respect the confidentiality of student information. If you are responsible for grading exams or keeping track of student scores, you are not allowed to share this information with anyone other than the director(s) of the course. Discussing confidential information about students is illegal and will not be tolerated. In addition, it is important to recognize that exam grades are posted using student examination numbers and not names or nine-digit student identification numbers (SIDs). If you are posting exam grades as an Excel spreadsheet, make certain that you remove names and SIDs from the file (hiding columns does not remove this data). If a student asks about his/her grade on an exam, ask for his/her name and student exam ID before providing the information to confirm the identity of the student. In general, grades will be posted in Grade Book on Canvas.

## **CANVAS:**

Virtually all courses in the Pharm.D. program use Canvas as a means of delivering course information to students. Once you have completed your new hire paperwork and handed it in at the DOPS Office, your information will be entered into the system, and you will receive an Employee ID. Training is available through Dr. David Bourne, or the senior T.A.s who have already learned how to use the system.

## **EXAMINATIONS:**

*Multiple examinations:* The majority of their examinations are completed on line. There are quizzes taken on paper, which may require photocopying and/or proctoring, however, please confirm this with each Course Director.

### *Photocopying:*

Photocopiers are available at both departments of the Skaggs School of Pharmacy and Pharmaceutical Sciences . The **four digit copy code** used to access the photocopiers for instructional purposes can be obtained from the DOPS Office (V20-2132) or DOCP Office (V20-1127). Photocopier machines are available on the 2<sup>nd</sup> floor of the Pharmacy & Pharmaceutical Sciences building; one is at the south end past the elevators, and the other is at the north end near the back door of the DOPS Office.

Alternatively, examinations can occasionally be photocopied by the staff in the DOPS or DOCP offices, if they are deposited at least a day in advance of when they are needed.

### *Examination grading:*

How involved you are with grading the examination is dependent upon the needs of the Course Director. Consequently, it is imperative that you clearly understand your role in this activity by discussing it with the Course Director.

### *Instructional Design Service Center (IDSC)*

Every other week you are required to report to the IDSC during your designated time to assist in managing the online exam process. Instructional designers are there to direct and assist you in your provision of support to the center.

**Skaggs School of Pharmacy and Pharmaceutical Sciences**  
**2020 - 2021**  
**Academic Calendar**

**SUMMER SEMESTER 2020**

APPE 1 (P4) and summer semester begins.....	Monday, May 25
August 2020 Diploma/Graduation Application Closes.....	Monday, June 8
December 2020 Diploma/Graduation Application Opens.....	Monday, June 15
APPE 2 begins (P4) .....	Monday, July 6
Summer semester ends.....	Friday, August 14
Final grades due (noon).....	Wednesday, August 19

**FALL SEMESTER 2020**

Registration for fall 2020 begins .....	(P3) Friday, July 24
.....	(P2) Tuesday, July 28
.....	(P1) Thursday, July 30
Fall semester begins (P1).....	Friday, August 14
APPE 3 (P4) and fall semester begin .....	Monday, August 17
Last day to drop/add (P1, P2, P3) .....	Friday, August 21
Fall semester begins (P2, P3) .....	Monday, August 24
<i>LABOR DAY HOLIDAY (P1, P2, P3) .....</i>	<i>MONDAY, SEPTEMBER 7</i>
December 2020 Diploma/Graduation Application Closes .....	Monday, September 7
APPE 4 begins (P4) .....	Monday, September 28
May 2021 Diploma/Graduation Application Opens.....	Monday, November 2
APPE 5 begins (P4) .....	Monday, November 9
<i>THANKSGIVING BREAK (P1,P2,P3) .....</i>	<i>THURSDAY &amp; FRIDAY, NOVEMBER 26 &amp; 27</i>
Registration opens for spring semester 2021.....	(P3) Monday, November 30
.....	(P2) Wednesday, December 2
.....	(P1) Friday, December 4
Last day of classes.....	Friday, December 11
Final Exams.....	Monday, December 14 – Friday, December 18
Fall semester ends (P1, P2, P3) .....	Friday, December 18
Fall semester ends (P4).....	Friday, December 18
Final grades due (noon) (P1, P2, P3).....	Wednesday, December 23
Final grades due (P4).....	Monday, December 28

**SPRING SEMESTER 2021**

aPPE (P3) spring semester begins.....	Monday, January 4
(P4) spring semester begins: makeup/additional APPE hours as needed.....	Monday, January 4
Last day to drop/add (P1, P2, P3) .....	Friday, January 15
<i>MARTIN LUTHER KING HOLIDAY (P1, P2).....</i>	<i>MONDAY, JANUARY 18</i>
Spring semester begins (P1, P2).....	Tuesday, January 19
May 2021 Diploma/Graduation Application Closes .....	Monday, February 1
APPE 6 begins (P4) .....	Monday, February 15
<i>PRESIDENTS' DAY HOLIDAY (P1, P2) .....</i>	<i>MONDAY, FEBRUARY 15</i>
On campus classes begin (P3).....	Monday, February 22
<i>SPRING BREAK (P1, P2, P3).....</i>	<i>MARCH 22 - 26</i>
APPE 7 begins (P4) .....	Monday, March 29
Last day of classes (P3) .....	Friday, April 30
Awards and Scholarships Ceremony and Convocation .....	Friday, May 7
Final Exams (P3) .....	Monday, May 3 – Monday, May 10
Last day of classes (P1, P2).....	Monday, May 10
Intersession begins (P4) .....	Monday, May 10
Intersession ends (P4).....	Friday, May 14
Final grades due (noon) (P3, P4).....	Wednesday, May 19
Final Exams (P1, P2).....	Wednesday, May 12 – Friday, May 21
Spring semester ends .....	Friday, May 21
Final grades due (noon) (P1, P2).....	Wednesday, May 26
Commencement Banquet.....	Thursday, May 27
Anschutz Medical Campus Annual Commencement .....	Friday, May 28



# Skaggs School of Pharmacy & Pharmaceutical Sciences

## P1 Schedule

### Fall 2020

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00 a	PHRD 5055 Pharm Practice & Drug Info 8:00 - 8:50	PHRD 5065 Patient-Centered Communication 1  8:00 - 10:50  Section 1 when needed check syllabus for section dates	PHRD 5065 Patient-Centered Communication 1  8:00 - 10:50  Section 2 when needed check syllabus for section dates	Online Exams As Scheduled	PHRD 5075 Self-Care  8:00 - 9:20	
8:10 a						
8:20 a						
8:30 a						
8:40 a						
8:50 a						
9:00 a	PHRD 5045 Pharmacy Law & Regulatory Standards  9:00 - 10:20					
9:10 a						
9:20 a						PHRD 5015 Mech of Disease  9:30 - 10:50
9:30 a						
9:40 a						
9:50 a						
10:00 a						
10:10 a						
10:20 a						
10:30 a	PHRD 5015 Mech of Disease  10:30 - 11:50			PHRD 5001 Assessment Aug 27 10:30 - 11:50		
10:40 a						
10:50 a						
11:00 a			School Activity Time 11:00 - 12:50			PHRD 5045 Pharmacy Law & Regulatory Standards  11:00 - 12:20
11:10 a						
11:20 a						
11:30 a						
11:40 a						
11:50 a						
12:00 p	Activity Time 12:00 - 12:50	Activity Time 12:00 - 12:50	Dean's Convocation Dates TBD 12:00 - 1:00	Activity Time		
12:10 p						
12:20 p						
12:30 p						
12:40 p						
12:50 p						
1:00 p	PHRD 5075 Self-Care  1:00 - 2:20	PHRD 5055 Pharm Practice & Drug Info  1:00 - 3:50	PHRD 5025 Applied Biological Chemistry  1:00 - 2:50	PHRD 5010 IPPE Community  Aug 27 1:00 - 4:50  Check syllabus for other dates	Activity Time 12:30 - 1:20	
1:10 p						
1:20 p						
1:30 p						
1:40 p						
1:50 p					Online Exams If Needed  1:30	
2:00 p						
2:10 p						
2:20 p						
2:30 p	PHRD 5025 Applied Biological Chemistry  2:30 - 3:50		PHRD 5025 as needed	***** Professional & Practice Development Program (PPDP)		
2:40 p						
2:50 p						
3:00 p						
3:10 p						
3:20 p			IPE Orientation Aug 26 1:00 - 4:30 ??	Sep 3 1:00 - 4:00		
3:30 p						
3:40 p						
3:50 p						
4:00 p				Check CANVAS for more info		
4:10 p						
4:20 p						
4:30 p						
4:40 p						
4:50 p						
5:00 p						
5:10 p						
5:20 p						
5:30 p						
5:40 p						
5:50 p						

**Skaggs School of Pharmacy & Pharmaceutical Sciences**  
**P2 Schedule**  
**Fall 2020**

Time	Monday			Tuesday	Wednesday	Thursday	Friday	
8:00 a	PHRD 6915			Online Exams As Scheduled	PHRD 6095	PHRD 6085	PHRD 6065	
8:10 a	Seminar Research				Pharmaco-	Pharmaco-	EMB & Lit Eval	
8:20 a	Orientation				therapy 3	therapy 2	8:00 - 9:20	
8:30 a	<b>Nov 2</b>				8:00 - 8:50	8:00 - 8:50		
8:40 a	<b>8:00 - 8:50</b>							
8:50 a								
9:00 a	PHRD 6085				PHRD 6085	PHRD 6095		
9:10 a	Pharmacotherapy 2				Pharmaco-	Pharmaco-		
9:20 a					therapy 2	therapy 3		
9:30 a	9:00 - 10:50				9:00 - 10:50	9:00 - 10:50	PHRD 6095	
9:40 a							Pharmaco-	
9:50 a							therapy 3	
10:00 a								
10:10 a							9:30 - 11:20	
10:20 a								
10:30 a								
10:40 a								
10:50 a								
11:00 a	PHRD 6015			School	PHRD 6015			
11:10 a	Pharmaco-			Activity	Pharmaco-			
11:20 a	kinetics			Time	kinetics			
11:30 a				11:00 - 12:50	11:00 - 11:50	PHRD 6015		
11:40 a	11:00 - 11:50					Pharmaco-		
11:50 a						kinetics		
12:00 p	Activity Time			Activity Time	Dean's Convocation Dates TBD 12:00 - 1:00	Activity Time	11:30 - 12:20	
12:10 p	12:00- 12:50			12:00 - 12:50		12:00 - 12:50		
12:20 p								
12:30 p							Activity Time	
12:40 p							12:30 - 1:20	
12:50 p								
1:00 p	PHRD 7857	PHRD 7812	PHRD 7815	PHRD 5010	PHRD 6065	PHRD 6085/95	Online Exams If Needed	
1:10 p	Compounding	Seminar in	Physical	IPPE	EMB & Lit Eval	Pharmaco-		
1:20 p	Elective	Pharm Sci	Assessment/ Exam in	Community	1:00 - 2:20	therapy 2/3		
1:30 p		1:00 - 1:50	Pharmacy	<b>Aug 25</b> 1:00 - 4:50		Activities/Evals		
1:40 p	1:00 - 4:50		Elective			1:00 - 4:50		
1:50 p								
2:00 p								
2:10 p			1:00 - 2:50					
2:20 p								
2:30 p				Check				
2:40 p				syllabus for				
2:50 p				other dates	Interprofessional			
3:00 p		PHRD 7808	PHRD 7860		Development			
3:10 p		Intro to	Integrated					
3:20 p		Pharmaceutica	Health &		3:00 - 5:00			
3:30 p		Industry	Medicine					
3:40 p		Elective	Elective		Sep 9, 16, 23, 30			
3:50 p					Oct 7, 14, 25, 28			
4:00 p		3:00 - 4:50	3:00 - 4:50					
4:10 p								
4:20 p								
4:30 p								
4:40 p								
4:50 p								
5:00 p								
5:15 p					PHRD 7895			
5:30 p					Beginning Medical			
5:45 p					Spanish Elective			
6:00 p					5:15 - 6:15			
6:15 p								
6:30 p								
6:45 p					PHRD 7896			
7:00 p					Intermediate Medical			
7:15 p					Spanish Elective			
7:30 p					6:30 - 7:30			

# Skaggs School of Pharmacy & Pharmaceutical Sciences

## P3 Schedule

### Fall 2020

Time	Monday			Tuesday	Wednesday	Thursday	Friday				
8:00 a	PHRD 7844 Special Topics in Compounding Elective 8:00 - 9:50				PHRD 7842 Medical Use of Cannabis Elective 8:00 - 8:50	Online Exams As Scheduled	PHRD 7095 Pharmacotherapy 7 8:00 - 9:50	PHRD 7085/95 Activities/Evals 8:00 - 11:50			
8:10 a											
8:20 a											
8:30 a											
8:40 a											
8:50 a											
9:00 a				PHRD 7045 Public Health & Health Outcomes 2 9:00 - 11:50	PHRD 7015 Seminar Research 2 Sep 2 10:00 - 10:50	PHRD 7025 Pharmacogenomics 10:00 - 11:50					
9:10 a											
9:20 a											
9:30 a											
9:40 a											
9:50 a											
10:00 a	PHRD 7085 Pharmacotherapy 6 10:00 - 11:50				School Activity Time 11:00 - 12:50						
10:10 a											
10:20 a											
10:30 a											
10:40 a											
10:50 a											
11:00 a											
11:10 a											
11:20 a											
11:30 a											
11:40 a											
11:50 a											
12:00 p	Activity Time 12:00 - 12:50			Activity Time 12:00 - 12:50	Dean's Convocation Dates TBD 12:00 - 1:00	Activity Time 12:00 - 12:50					
12:10 p											
12:20 p											
12:30 p							Activity Time 12:30 - 1:20				
12:40 p											
12:50 p											
1:00 p	PHRD 7815 Physical Assessment/Exam in Pharmacy Elective 1:00 - 2:50	PHRD 7840 Caring for the Psychiatric Patient Elective 1:00 - 2:50	PHRD 7870 Pediatrics Elective 1:00 - 2:50	PHRD 7095 Pharmacotherapy 7 1:00 - 2:50	PHRD 6900 PHRD 6910 Aug 26 1:00 - 4:50	CAPE Ctr (students attend one time) 1:00 - 5:00	PHRD 7085 Pharmacotherapy 6 1:00 - 2:50	CAPE Ctr (students attend one time) 1:00 - 5:00			
1:10 p											
1:20 p											
1:30 p											
1:40 p											
1:50 p											
2:00 p											
2:10 p											
2:20 p											
2:30 p											
2:40 p											
2:50 p											
3:00 p	PHRD 7808 Intro to Pharmaceutical Industry Elective 3:00 - 4:50	PHRD 7860 Integrated Health & Medicine Elective 3:00 - 4:50			PHRD 7055 Pharmacy Management 3:00 - 4:50	Check syllabus for other dates	PHRD 7842 Medical Use of Cannabis Elective 3:00 - 4:50	PHRD 7801 Prin of Clinical Pharmacology 1 Elective			
3:10 p											
3:20 p											
3:30 p											
3:40 p											
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6:45 p											
7:00 p											
7:15 p											
7:30 p											

**P1 online exams**

Course	Exam Day	Exam date
PHRD 5001 Intro to Pharmacy	Thursday	August 27
PHRD 5065 Patient Ctr Communication	Thursday	September 10
PHRD 5045 Pharmacy Law	Thursday	September 24
PHRD 5015 Mechanisms of Disease	Thursday	October 1
PHRD 5025 Applied Biochem	Thursday	October 8
PHRD 5055 Pharmacy Practice Fnd & DI	Thursday	October 22
PHRD 5045 Pharmacy Law	Thursday	October 29
PHRD 5015 Mechanisms of Disease	Thursday	November 5
PHRD 5045 Pharmacy Law	Thursday	November 19
PHRD 5025 Applied Biochem	Thursday	December 3
PHRD 5015 Mechanisms of Disease	Thursday	December 10
Finals week online exams		
PHRD 5025 Applied Biochem	Tuesday	December 15
PHRD 5045 Pharmacy Law	Wednesday	December 16
PHRD 5055 Pharmacy Practice Fnd & DI	Wednesday	December 16
PHRD 5075 Self Care 1	Thursday	December 17
PHRD 5015 Mechanisms of Disease	Friday	December 18

**P2 online exams**

Course	Exam Day	Exam date
PHRD 6085 Pharmacotherapy 2	Tuesday	September 22
PHRD 6015 Pharmacokinetics	Tuesday	October 6
PHRD 6095 Pharmacotherapy 3	Tuesday	October 13
PHRD 6065 EBM & Lit Eval	Tuesday	October 20
PHRD 6085 Pharmacotherapy 2	Tuesday	November 3
PHRD 6015 Pharmacokinetics	Tuesday	November 10
PHRD 6095 Pharmacotherapy 3	Tuesday	November 24
PHRD 6085 Pharmacotherapy 2	Tuesday	December 8
Finals week online exams		
PHRD 6085 Pharmacotherapy 2	Monday	December 14
PHRD 6065 EBM & Lit Eval	Tuesday	December 15
PHRD 6015 Pharmacokinetics	Thursday	December 17
PHRD 6095 Pharmacotherapy 3	Friday	December 18

**P3 online exams**

Course	Exam Day	Exam date
PHRD 7095 Pharmacotherapy 7	Wednesday	September 16

PHRD 7085 Pharmacotherapy 6	Wednesday	September 30
PHRD 7095 Pharmacotherapy 7	Wednesday	October 7
PHRD 7045 Public Health & Outcomes 2	Friday	October 9
PHRD 7025 Pharmacogenomics	Wednesday	October 14
PHRD 7055 Pharmacy Management	Wednesday	October 21
PHRD 7085 Pharmacotherapy 6	Wednesday	October 28
PHRD 7095 Pharmacotherapy 7	Wednesday	November 4
PHRD 7085 Pharmacotherapy 6	Wednesday	November 18
PHRD 7045 Public Health & Outcomes 2	Wednesday	November 25
PHRD 7025 Pharmacogenomics	Wednesday	December 9
PHRD 7095 Pharmacotherapy 7	Friday	December 11

Finals week online exams		
PHRD 7085 Pharmacotherapy 6	Tuesday	December 15
PHRD 7055 Pharmacy Management	Thursday	December 17
PHRD 7095 Pharmacotherapy 7	Friday	December 18

## FALL 2020 Final Exam/Activity Evaluation Schedule

Monday December 14	PHRD 5065 Patient-Centered Communication 1 <b>ACTIVITY EVALUATION 8:00 am - 4:00 pm</b>
	PHRD 6085 Pharmacotherapy 2 <b>Online 9:00 am</b>
Tuesday December 15	PHRD 5025 Applied Biological Chemistry <b>Online 9:00 am</b>
	PHRD 6065 Evidence Based Med & Lit Eval <b>Online 9:00 am</b>
	PHRD 7085 Pharmacotherapy 6 <b>Online 9:00 am</b>
Wednesday December 16	PHRD 5045 Pharmacy Law & Regulatory Standards <b>Online 8:00 am</b>
	PHRD 5055 Pharmacy Practice Fundamentals & DI <b>Online 1:00 pm</b>
	PHRD 7870 Pediatrics <b>9:00 am</b>
Thursday December 17	PHRD 5075 Pharmacotherapy Self-Care 1 <b>Online 11:00 am</b>
	PHRD 6015 Pharmacokinetics <b>Online 9:00 am</b>
	PHRD 7055 Pharmacy Management <b>Online 9:00 am</b>
Friday December 18	PHRD 5015 Mechanisms of Disease <b>Online 9:00 am</b>
	PHRD 6095 Pharmacotherapy 3 <b>Online 9:00 am</b>
	PHRD 7095 Pharmacotherapy 7 <b>Online 9:00 am</b>



# Section 6



University of Colorado Denver | Anschutz Medical Campus

Webmail | UCD Access | Canvas | Quick Links

Guidance for Researchers | Forms | Training | Divisions | Denver Campus | News and Events

## Environmental Health & Safety

Research Administration

Biological Safety Cabinets

Biological Spills/Exposures

Biowaste Disposal

Consultations

Select Agents/Toxins

Shipping/Receiving/Permitting

Training

Vivarium SOPs

## Biological Safety Training

Annual **Bloodborne Pathogens** training and triennial **Regulated Medical Waste Management** training are both required for those at risk of exposure to infectious agents or materials, bloodborne pathogens, or human blood/tissue/cell culture/recombinant DNA, either in the lab or clinic.

**Shipping Biological Materials** training is required annually for those who ship any biological specimens for clinical, diagnostic or research purposes.

**NIH Guidelines for rDNA** training is required one time of Principal Investigators who use recombinant DNA or synthetic nucleic acid. PIs are responsible for training all lab workers.

Select EHS

CU Denver | Anschutz

Environmental Health and Safety

- CU: Bloodborne Pathogens (Custom - Course 30 Minutes)
- CU: Chemical Waste Management (Custom - Course 45 Minutes)
- CU: Lab Safety
- CU: NIH Guidelines for rDNA (Custom - Course 30 Minutes)
- CU: Radiation Safety Initial Training
- CU: Regulated Medical Waste Management (Custom - Course 30 Minutes)
- CU: Shipping Biological Materials (Custom - Course 1 Hour)
- CU: Facilities Bloodborne Pathogens

Biological Safety trainings, dependent upon an individual's role in the work setting.

Additionally, the tutorials below, produced by external sources, may be accessed from a university-networked computer.

**BSC Tutorial**

**Retroviruses Tutorial**

## Environmental Health & Safety

Research Administration

[Guidance for Researchers](#) ▾ [Forms](#) [Training](#) ▾ [Divisions](#) ▾ [Denver Campus](#) [News and Events](#)

## General Guidance for Researchers

### Biological Safety

Those working with

- rDNA
- transgenic animals
- infectious or potentially infectious material

must contact the [Institutional Biosafety Committee](#) to determine registration requirements

Biosafety Cabinet - Contact [biosafety.program@uodenver.edu](mailto:biosafety.program@uodenver.edu) regarding certification and registration requirements.

Coming Soon - Biowaste Program guidance.

**Lifecycle Portal**

### Hazardous Materials

Visit the hazardous materials page to

- download information on proper management of hazardous materials and waste
- read about the different hazardous materials programs available to researchers

### Occupational Health

### Radiation Safety

Those who will use radioactive materials must

- complete relevant training. [View general training information.](#)
- contact the [Committee on Ionizing Radiation](#) to establish proper authority
- provide on-the-job training to all new lab personnel. [View radiation safety on-the-job training information.](#)

### Research Safety & Industrial Hygiene

- Submit the [Laboratory Registration Form](#)
- Contact [ehs.compliance@uodenver.edu](mailto:ehs.compliance@uodenver.edu) to
  - arrange a new-lab-setup meeting
  - acquire chemical waste labels
- Provide on-the-job general safety training to all new lab personnel. [View on-the-job general safety training guidance.](#)



## On-the-Job General Safety Training

Employee name: (print) \_\_\_\_\_ (sign) \_\_\_\_\_

Supervisor name: (print) \_\_\_\_\_ (sign) \_\_\_\_\_

Employee job title: \_\_\_\_\_

Department/division: \_\_\_\_\_

Date completed: \_\_\_\_\_

State and federal laws require on-the-job training for those who generate chemical or biological waste, and for those who work with recombinant DNA, human bodily fluids, or select agents.

This completed document must be available for audit by internal and external agencies.

	Supr. Initials	Emp. Initials	Date
<b>Initial EHS Skillsoft Training</b>			
CU: Bloodborne Pathogens			
CU: Chemical Waste Management			
CU: Lab Safety			
CU: Regulated Medical Waste Management			
<b>General Safety Training</b>			
Use of personal protective equipment, including donning and doffing			
Disinfection or decontamination protocol.			
Response procedures for accidental exposure to chemical, infectious biological or radioactive materials.			
Location of safety equipment (e.g., shower and eyewash stations, fire extinguishers; fire pull stations, Emergency Preparedness Quick Reference Guide, etc.)			
Location of posted emergency contact tags			
<ul style="list-style-type: none"> <li>Walked at least two possible emergency evacuation routes.</li> <li>Awareness of program- and building-specific emergency evacuation procedures.</li> </ul>			
Reporting of workplace injuries and exposures.			
Use of laboratory fume hood.			
Awareness of all potentially hazardous environments and equipment.			
<ul style="list-style-type: none"> <li>Instructed in lab SOPs</li> <li>Aware of location of SOP hard copies</li> </ul>			
Labeling protocol for all containers.			

	Supr. Initials	Emp. Initials	Date
<b>Biological Safety</b>			
Handling, segregation and disposal of biological wastes.			
Handling and disposal of sharps.			
Selection and use of chemical disinfectants.			
Handling of recombinant DNA.			
Handling of infectious materials, specimens and cultures.			
Handling of tissue culture materials.			
<ul style="list-style-type: none"> <li>• Use of biological safety cabinets / laminar flow hoods</li> <li>• <a href="#">Online tutorial</a></li> </ul>			
Use of autoclave, centrifuge, and pipettes.			
<b>Occupational Health</b>			
Enrolled in occupational health program, if applicable.			
If working with human specimens or cell culture materials, received or waived HBV vaccination.			
Other vaccinations received, as applicable.			
If use of respirator is required, <ul style="list-style-type: none"> <li>• submitted questionnaire and clearance forms</li> <li>• Skillsoft training (Respiratory Protection) completed</li> <li>• fit testing completed</li> </ul>			
<b>Hazardous Materials Safety</b>			
<ul style="list-style-type: none"> <li>• Knowledge of proper spill response procedures</li> <li>• Knowledge of proper spill reporting procedure</li> <li>• Location of spill response materials/kit</li> </ul>			
Informed of chemical locations and inventory			
Trained in proper chemical storage and segregation			
<ul style="list-style-type: none"> <li>• Informed of location of safety data sheets, and aware of their location</li> <li>• Trained in meaning of posted warning signs/symbols for flammables, corrosives, toxins, carcinogens, biohazards and radioactives</li> </ul>			
Aware of chemical hygiene plan, if applicable			
Informed of proper procedures for transport of hazardous materials through buildings and around campus			
<b>Chemical Waste Disposal</b>			
Review Sink Disposal Guidelines sign posted above sink.			
Aware of location of chemical waste containers, labels, and <a href="#">Chemical Waste Disposal Request</a> forms.			
Trained in labeling and handling requirements for chemical waste containers.			
Aware of chemical waste removal/disposal procedure.			
Trained in segregation of waste streams; i.e., chemical, bio/infectious, radioactive, sharps.			
Trained in conducting weekly SAA inspections, and SAA Log documentation.			
Trained in segregation of incompatible wastes, i.e., acid/base, acid/cyanide, oxidizer/flammable.			
Trained in the requirement and use of secondary containment.			

	Supr. Initials	Emp. Initials	Date
<b>Chemical Waste Disposal</b>			
Trained in proper management of empty chemical containers (e.g., P-waste containers, pre-cleaning reusable glassware, proper rinsing requirements).			
Aware of requirement to maintain adequate aisle space for waste container access.			
Trained in proper control of chemical waste.			
Aware of requirement for chemical waste to remain within laboratory.			
Aware of requirement to not treat or destroy hazardous chemical waste.			
Aware of correct incident reporting procedures.			

### EYE PROTECTION

The university must provide, and require the use of eye protective devices by all students, faculty and visitors working with hot liquids or solids, flammable, toxic, corrosive, irritating, sensitizing or radioactive chemicals, or chemicals which generate pressure through heat, decomposition or other means. Compliance is required by the university.

### EATING AND DRINKING IN LABORATORIES

Eating, drinking, applying cosmetics, or smoking in areas where toxic, radioactive, or infectious materials are used is prohibited. Departments shall designate appropriate areas for lunch and breaks where eating and drinking are permitted.

### PROPER LABORATORY ATTIRE

Neither open-toed shoes nor shorts may be worn in lab areas.