# Graduate School Rules

University of Colorado at Boulder
Graduate School Rules
Rev. 1998, draft effective fall 1999
Final modifications and implementation fall 2001
Updated 2018

|  |  | Page#                                 |
|--|--|---------------------------------------|
| Article I: Or                            | ganization   | 3                                     |
| Section<br>Section                       | <ul><li>1: Structure</li><li>2: Dean of the Graduate School</li><li>3: Executive Advisory Council</li><li>4: Graduate Faculty</li></ul>  | 3<br>3<br>4<br>5                      |
| Article II: G                            | raduate Education  | 9                                     |
| Section<br>Section<br>Section<br>Section | <ol> <li>Degree Programs</li> <li>Admissions</li> <li>Transfer of Credit</li> <li>Course Requirements</li> <li>Grades and Quality of Work</li> <li>Examinations</li> <li>Foreign Language Requirement</li> <li>Full-time status and Minimum Registration<br/>Requirements</li> </ol> | 9<br>10<br>12<br>13<br>14<br>16<br>18 |
| Section<br>Section<br>Section            | <ul><li>9: Admission to Candidacy</li><li>10: Thesis/Dissertation Requirements</li><li>11: Time Limits for Completion of Degrees</li></ul>   | 19<br>20<br>22                        |
| Article III: A                           | Amendments   | 23                                    |

# University of Colorado at Boulder Graduate School Rules 2001, updated 2018

Graduate education is a preeminent role of the University of Colorado at Boulder. The responsibility for planning, implementing, and evaluating graduate programs and

# Section 3: Executive Advisory Council

## Criteria

The criteria applied in evaluating applications for regular membership include:

evidence of continuing scholarship -- defined as a broad and inclusive concept that includes research and/or creative work and related inquiries and activities that lead to the development and application of knowledge

evidence of continuing teaching competency, especially as demonstrated in graduate level courses and in thesis/dissertation supervision

when evidence of continuing scholarship or teaching competency is not clear, the department chair/program director must document equivalent professional competence

## **Privileges**

The appointment of a faculty member as a regular member of the Graduate Faculty means the faculty member may:

teach graduate courses\*

serve on graduate examining committees as chair or member, including serving as a member of a committee in another CU Boulder unit\*

participate in program activities for the specific program(s) for which the faculty member was appointed

vote on issues before the Graduate Faculty

participate in meetings and committees of the Graduate School in accordance with the

The classification of special membership in the Graduate Faculty is intended for individuals who are not full-time members of the CU Boulder faculty, for retired faculty, or for faculty members who are full-time members of the CU Boulder faculty but do not meet the qualifications outlined for regular membership in the Graduate Faculty.

Special members hold a doctoral degree or the terminal degree appropriate to the discipline, or have demonstrated other achievements that indicate that they are outstanding members of their profession or discipline.

Graduate students are not eligible for Graduate Faculty appointments. They may be

#### Criteria

The criteria to be applied in evaluating applications for special membership include:

evidence of continuing scholarship -- defined as a broad and inclusive concept that includes research and/or creative work and related inquiries and activities that lead to the development and application of knowledge

evidence of continuing teaching competency, especially as demonstrated in graduate level courses and in thesis/dissertation supervision

when evidence of continuing scholarship or teaching competency is not clear, the department chair/program director must document equivalent professional competence

#### Privileges

A special member of the Graduate Faculty may fulfill only designated roles and duties as specified by the department chair/program director and approved by the Dean of the Graduate School. These roles and duties may include:

teaching graduate courses (may be broad or limited to specific cour

Graduate School, Provost, Chancellor, System Administration, the Board of Regents, and the CDHE. Final approval for new degree programs or major modifications rests with the CDHE. Major modifications of degree programs follow the same routing.

#### Section 2: Admissions

A student may be admitted to the Graduate School as either a regular degree student or a provisional degree student.

### Regular Degree Students

Qualified students may be recommended for admission to regular degree status by approved programs of the Graduate School provided they meet the following criteria:

hold a baccalaureate degree from an accredited college or university, or have done work equivalent to that required for such a degree

show promise of ability to pursue advanced study and research, as judged by the

have had adequate preparation to enter graduate study in the chosen field

have at least a 2.75 (on 4.0 scale, 2.00=C) undergraduate grade point average (for engineering 3.0). Applicants who cannot meet this undergraduate standard may still secure regular admission if they have completed 9 semester hours of relevant graduate course work with at least a 3.25 average

meet additional requirements for admission established by the major unit

#### Provisional Degree Students

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

Credit earned by persons in provisional degree status may count toward a degree at CU Boulder.

Standard terms of provisional admission shall be as follows: the student must complete 12 hours in two semesters (or equivalent for part-time students) with a 3.00 cumulative

Graduate School Rules

2. Work already applied toward a graduate degree received from CU Boulder or another institution cannot be accepted for transfer toward another graduate degree of the same level at CU Boulder. In addition, work completed for a doctoral degree may not be

degree may not be transferred to the CU Boulder Graduate School.

- 3. All courses accepted for transfer must be graduate level courses. The course grade must be B or higher. Transfer course work which is to be applied to a graduate degree at CU Boulder and was completed more than 5 years prior to being accepted to the program shall be evaluated by the major department as to current relevance and applicability to the degree requirements. At the discretion of the department a student may be asked to validate transfer credits prior to approval.
- 4. Credit may not be transferred until the student has completed 6 credits of graduate level course work as a degree-seeking student on the CU Boulder campus with a 3.0

ulative grade point average (GPA) falls below 3.00, he/she will be placed on academic probation. Except in cases where a program has stricter policies approved by the Graduate School, the student has two semesters in which to raise the cumulative GPA to 3

withdrawn from course work for upcoming semesters. However, if there are extenuating circumstances, the department chair/program director may petition the Dean of the Graduate School showing compelling reasons for the student to be granted a chance to

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

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

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

#### 3. If, after the two-

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

#### dent is withdrawn from classes for any future semesters.

<u>English Proficiency</u>: A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from CU Boulder. Each program judges the qualifications of its students in the use of English. The department chair/program director is responsible for deciding whether a student is proficient in the use of English.

Student Ethics: Students are expected to adhere to the highest codes of personal and professional ethics. Students who do not adhere to written guidelines regarding academic honesty or academic or research ethics may be dealt with according to the policies for academic dishonesty, academic ethics, or research misconduct as published in the appropriate Graduate School and University policy documents. Students found guilty of misconduct in any of these areas may have sanctions imposed, or may be dismissed from CU Boulder.

- 4. The examination/defense, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree.
- 5. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the comprehensive-final examination/thesis defense may attempt it once more after a period of time determined by the examining committee.

#### **Doctoral Degree Examinations**

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

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

The following rules apply to the doctoral comprehensive examination:

- 1. Students must be registered (P/F or for credit) on the Boulder campus as regular degree-seeking students when they pass the comprehensive examination.
- 2. Notice of the examination must be filed by the major department with the Graduate School at least two weeks prior to the examination.
- 3. The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular Graduate Faculty appointment. Other committee members must have regular or special Graduate Faculty appointments. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.
- 4. The examination, which may be oral, written, or both, tests mastery of a broad field of knowledge, not merely formal course work.

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

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

- 1. Ph.D. students must be registered as full time, regular degree-seeking students at CU Boulder, for a minimum of 5 dissertation hours during the semester in which they pass the final examination. D.M.A. students must be registered, full-time for DMA dissertation credits (course # 8200-8399) or TMUS 8029 during the semester in which they pass the final examination. Au.D. students must be registered full time with at least 5 hours of graduate level coursework.
- 2. Students must notify the Graduate School of their final oral examination at least two weeks before their scheduled examination date. The examination must be scheduled not later than the posted deadline for the semester in which the degree is to be conferred.
- 3. This examination is wholly or partly oral, the oral part being open to anyone.
- 4. The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least

8 credits of combined undergraduate and graduate course work or 12 hours of undergraduate level course work

at

Ph.D. students

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

Section 9: Admission to Candidacy

\_\_\_\_\_: A student who wishes to be granted a graduate degree must become a

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

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

work is satisfactory and that the program outlined in the application meets the requirements set for the student.

<u>Doctoral Degree</u>: A student must formally apply for Admission to Candidacy for the doctoral degree on forms supplied by the Graduate School when completing the comprehensive examination. Before being admitted to candidacy a student must have at least three semesters of full-time registration and pass the comprehensive examination.

Section 10: Thesis/Dissertation Requirements

| 2. The student is responsible for notifying the Graduate School of the exact title of the dissertation on or before the posted deadlines during the semester in which the doctoral degree is to be conferred. |  |  |  |  |
|---|--|--|--|--|
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |

program. Students who fail to complete the degree in this six-year period may be dismissed from their program with the concurrence of the major advisor and/or appropriate departmental personnel. To continue, the student must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be

and may be granted for up to one year. If the Dean of the Graduate School and the department chair/program director cannot agree on whether a student should continue, the Executive Advisory Council makes a final recommendation to the Dean of the Graduate School.

- 1. All degree requirements include the filing of the dissertation and all accompanying forms with the Graduate School.
- 2. Students who need to leave the University for a period of time may apply for a leave of absence for up to one year. Doctoral students who are required to maintain continuous registration may take a leave of absence for parental leave, and may petition for an exception to take a leave of absence in the case of other extenuating circumstances. A leave of absence when applying for an extension, should that become necessary.
- 3. Students whose residence at CU Boulder is interrupted by military service may apply to the Dean of the Graduate School for an extension of time.

# ARTICLE III: AMENDMENTS

Amendments to these standing rules may be brought forward by petition from at least 15 members of the CU Boulder Graduate Faculty and may be adopted upon recommendation