

General Information

The University System

The University of Colorado system is composed of three campuses – Boulder, Colorado Springs, and the Denver and Health Sciences Center campuses – altogether having a combined enrollment of more than 52,000 students. To meet the needs of its students, the university offers an extensive number of undergraduate, graduate, and professional degree programs, as well as opportunities to study abroad, engage in public service, and conduct research.

The University of Colorado is governed by an elected nine-member Board of Regents, which is charged by the state constitution with the general supervision of the university and the exclusive control and direction of all its funds and appropriations, unless otherwise provided by law. The board conducts its business at regular meetings open to the public and through committees. The university president is the chief administrative officer of the three-campus system and is responsible for providing leadership to the university. Each campus is administered by its own chancellor and executive staff.

The University of Colorado at Colorado Springs

University of Colorado at Colorado Springs
1420 Austin Bluffs Parkway P. O. Box 7150
Colorado Springs, CO 80933-7150
(719) 262-3000 or 1 (800) 990-UCCS (8227)
www.uccs.edu

Mission

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of masters and doctoral degree programs.

Vision Statement

UCCS will provide unsurpassed, student-centered teaching and learning, and outstanding research and creative work that serve our community, state, and nation, and result in our recognition as the premier comprehensive, regional research university in the United States.

Core Values

The UCCS community subscribes to these core values:

Excellence: We will attract, develop and retain outstanding faculty, staff, and students, and focus on those programs and services that we can offer at an exemplary level.

Student Success: We will help traditional and non-traditional students succeed in their academic endeavors by

assuring a stimulating, supportive, and safe environment in a naturally beautiful setting. We will encourage students to recognize their responsibility to participate fully in their own educational success and to contribute to the quality of all aspects of campus life.

Community Interactions: We will make known our vision, values, and goals and provide a demonstrated return on investment to the citizens of Colorado. We will link the university more closely to the communities we serve. We will communicate the value of the university to the citizens and elected leaders of our state, alumni, and potential students everywhere.

Enriching Environments: We will aggressively seek the development of a multicultural campus environment in which each person contributes unique talents to make the university a better place. In turn, each person will be fully valued and supported. We will reaffirm the tradition of shared governance and encourage all members of our campus community to join together in creating a positive working environment where all enjoy respect, fair treatment, and a voice in campus decisions.

Quality Teaching: We will promote and reward teaching excellence. We will strive to maintain predominantly small classes taught by dedicated and accessible faculty.

Research and Creative Work: We will promote and reward research and creative work that advances knowledge, that makes a valuable contribution, that enhances our teaching and service missions, and that encourages collaboration between students, both graduate and undergraduate, and faculty.

Service: We will attract and reward members of the campus community who place a high value on service and who are committed to contributing their expertise to the university and the public good.

Staff Contributions: We will value the vital role that staff play in supporting and enhancing the mission of the university.

Innovation and Change: We believe that universities both preserve the past and help create the future. We will encourage innovation in teaching, research, and service and prepare our students to succeed in a rapidly changing global and technologically advancing environment.

Life Long Learning: We will commit to serving the educational needs of members of our community at many points along life's path – as K-12 students, as university students, as they enter the work force, as they retrain for new careers, and as they continue to learn and grow throughout their lives.

Diversity

The University of Colorado at Colorado Springs recognizes its responsibility to prepare students to live and prosper in a pluralistic global society. All members of the university community are encouraged and empowered to aggressively

develop a campus culture in which each individual is fully valued.

The university's goal is to provide opportunities for all to learn and interact. Central to this goal is the respect and acknowledgement of diverse cultural and ethnic heritages. This respect will be reflected in all areas of campus life, including the composition of all constituencies of the campus community. To achieve this end, the university will actively recruit and retain students, faculty, administrators and staff who reflect the population of Colorado and the nation. Such an inclusive university best prepares students to succeed in a world in which an understanding of human diversity is essential.

This commitment to diversity will be embraced throughout the university's programs, colleges and schools, and by our administration, faculty, staff and students.

UCCS CORE Educational Goals

The purpose of general education is to cultivate students' intellectual, personal and ethical development and thus equip them to be life-long learners, able to adapt to an ever-changing environment. UCCS has adopted the following campus goals for undergraduate general education:

Specifically, students will:

- Be able to read, write, listen and speak in a manner that demonstrates critical, analytical and creative thought.
- Achieve a depth of understanding in their majors and a breadth of experience in other fields.
- Understand and apply the tools and methodologies used to obtain knowledge.
- Be prepared to participate as responsible members of a pluralistic society – locally, nationally and globally.

The UCCS Campus

The University of Colorado at Colorado Springs is located on approximately 521 acres in northeast Colorado Springs, at the foot of Austin Bluffs, a rugged natural cliff formation. The campus provides a spectacular view of the Front Range of the Rocky Mountains, including Pikes Peak, a 14,100-foot mountain that inspired Katharine Lee Bates to write "America the Beautiful" from its pinnacle in 1893.

Established in 1965, UCCS was built on an original gift of 80 acres (for the price of \$1) in 1964 from local businessman George T. Dwire. Currently, the campus is expanding with the recent and future additions of a Recreation Center, a new Science and Engineering Building, the Heller Center for the Humanities, Cancer Survivor's Park, Mountain Lion Stadium, and the renovation of Dwire Hall.

In the Fall 2006 semester, more than 7,500 students enrolled in state supported instruction and more than 1,100 students participated in extended studies. Sixty percent of students are female; 18% identify as ethnic minority students. Approximately 85% of UCCS students originate from Colorado; however, students from all 50 states and 55

countries are represented. More than 275 active military personnel and more than 35 U.S. Olympic athletes pursue higher learning at UCCS. About 80% of students are enrolled in undergraduate programs and 20% are pursuing graduate study, with the assistance of approximately 800 faculty and staff. The current funds budget for fiscal year 2007 is \$107,484,687. Campus expenditures yield approximately \$200 million to the local economy each year through construction, employee and student spending, travel and operating expenses.

Accreditation

Accredited by The Higher Learning Commission; Member of the North Central Association of Colleges and Schools.

UCCS Degree Programs

UCCS is home to the following colleges and schools: College of Business; College of Education; College of Engineering and Applied Sciences; Graduate School of Public Affairs; College of Letters, Arts and Sciences; Beth-El College of Nursing and Health Sciences; and the Graduate School.

UCCS offers Bachelor of Arts, Bachelor of Science, and Bachelor of Innovation degrees in approximately 44 majors.

UCCS offers the following Masters degrees: Master of Science, Master of Sciences, Master of Engineering, Master of Arts, Master of Science Nursing, Master of Business Administration, and Master of Public Administration; the Master of Criminal Justice (MCJ) classes are offered at UCCS and the degree is awarded through the University of Colorado, Denver and Health Sciences Center.

UCCS offers 4 PhDs: Education Leadership, Engineering, Nursing, and Geropsychology.

New Cross-Disciplinary Degree Programs! Beginning in Fall 2007, a new *Bachelor of Innovation (BI)* degree will be available at UCCS. Like a Bachelor of Science (BS) or a Bachelor of Arts (BA), the BI has a major field of study, but it also has a common core in innovation and entrepreneurship, including a unique long-term, multi-disciplinary team experience. The innovative BI degree program draws on courses across colleges. Within the BI program, students can major in Business Administration, Computer Science, Computer Science: Security, Electrical Engineering, or Game Design and Development. Information on the Bachelors of Innovation is detailed in the College of Business and the College of Engineering and Applied Science sections.

Teacher Education Program: Professional Licensure may be included as a part of a four-year degree program in the College of Letters, Arts and Sciences, or may be pursued after a Bachelor of Arts has been earned in a liberal arts program. Professional Licensure through the Alternative Licensure Program may be pursued after a Bachelor of Arts degree has been earned.

Degree Programs by College

B – Bachelor's Degree	L – Licensure
D – Doctoral	M – Master's Degree

Beth-El College of Nursing and Health Sciences

Health Care Sciences	B	M
Nursing	B	M D

College of Business and Administration

Business	B
Business Administration	M

College of Education

Counseling and Human Services	M
Curriculum and Instruction	M
Education	L
Educational Leadership	D
Special Education	M

College of Engineering and Applied Science

Computer Engineering	B
Computer Science	B M
Electrical Engineering	B M
Engineering	M D
Mechanical Engineering	B M
Software Engineering	M

Pre-professional Programs: programs in Pre-Dental Hygiene, Pre-Dentistry, Pre-Education, Pre-Law, Pre-Medicine, Pre-Nursing, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physician Assistant, and Pre-Veterinary may be completed at UCCS. (Not a major, these are a group of courses meeting specified professional school requirements; by themselves, these do not meet degree requirements.)

Through the UCCS College of Engineering and Applied Science, students may complete two years of work toward the following degrees: Architectural Engineering, Chemical Engineering, Civil Engineering, and Engineering Physics.

Information on all these degree programs and other minors, certification, licensure, and pre-professional programs is detailed within each college section in this *Bulletin*.

Admissions

Admissions and Records

Main Hall, room 108

Admissions: (719) 262-3383

or 1 -800-990-UCCS (8227) ext 3383

Certifications: (719) 262-3387 Fax (719) 262-3116

Records and Registration Information: (719) 262-3361

Transcripts: (719) 262-3376

Tuition Classification: (719) 262-3381 or 262-3385

www.uccs.edu/admissions.html

E-mail: admrec@uccs.edu

College of Letters, Arts and Sciences

Anthropology	B
Applied Geography	M
Applied Mathematics	M
Biology	B M
Chemistry	B M
Communication	B M
Distributed Studies	B
Economics	B
English	B
Exercise Science	M
Geography and Environmental Studies	B
History	B M
Mathematics	B M
Philosophy	B
Physics	B M
Political Science	B
Psychology	B M D
Sociology	B M
Spanish	B
Visual and Performing Arts	B

Graduate School of Public Affairs

Criminal Justice	B M
Public Administration	M

The Admissions Office provides services in undergraduate admissions advising, foreign student admission, application processing, transfer credit evaluation, and residency tuition classification.

For admission requirements to the Graduate School, see the Graduate School section and individual college and school sections of this *Bulletin* or visit web.uccs.edu/gradschl.

The Records Office handles matters pertaining to the demographic and academic student record. It provides information on these processes: address changes, grades, grade changes, drops, adds, withdrawals, changes to pass/fail grading, credit changes, stops, releases, registrations, Privacy Act requests, requests for transcripts, course description requests, and concurrent registrations with other university campuses.

Admission Standards for Undergraduate Students

The University of Colorado seeks to identify undergraduate applicants having a high probability of successful completion of their academic program. Admission is based on evaluation of many criteria; among the most important are the following:

1. General level of academic performance before admission to the university, as indicated by the evaluation of work taken at other educational institutions

2. Evidence of scholarly ability and accomplishment, as indicated by scores on accepted tests of scholastic aptitude and achievement
3. Motivation and potential for academic growth and ability to work in an academic community, as indicated by trends in the student's record, by letters of recommendation from teachers and others qualified to comment on the student, by accomplishments outside academic work, and by other relevant evidence.

A student who is granted admission or readmission must reflect, in a moral and ethical sense, a personal background acceptable to the university. The University of Colorado reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential and relevant to any of its lawful missions, processes, and functions as an educational institution.

Admission to UCCS does not guarantee eligibility for future intra-university transfer.

Application

How to Apply

1. Obtain an application form from the Office of Admissions and Records in person, by phone, by mail, or by internet. The mailing address is at the front of this *Bulletin*. The telephone number is (719) 262-3383 or 1-800-990-UCCS (8227). Or apply on the web at www.uccs.edu.
2. Follow the instructions for completing the form and ensure that all required documents are delivered by the deadline dates published in the *Bulletin*, the *UCCS Schedule of Courses*, or on the web.

Credentials

To be considered for admission, applicants must submit complete and official credentials as required by the desired program of study. An "official credential" is one received directly from the issuing institution via a third party common carrier. Students may not disregard any part of their previous educational background. Failure to submit transcripts from all institutions previously attended will be cause for canceling the admission process or dismissing the student. All credentials presented for admission to UCCS become the property of the university and may not be returned to the applicant.

Notification

As soon as possible after the Office of Admissions and Records receives all required credentials, students will be notified of their admission status. If qualified, the student will receive notification of eligibility for admission. Admission eligibility to the University of Colorado does not constitute a guarantee of enrollment in any specific course.

Student Bill of Rights

The Colorado General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students

enrolled in public institutions of higher education have the following rights:

- a. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience.
- b. Students should be able to complete their associate of arts and associate of science degree programs in no more than 60 credit hours or their baccalaureate programs in no more than 120 credit hours unless there are additional degree requirements recognized by the Commission;
- c. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the Commission;
- d. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- e. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- f. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- g. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
- h. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Undergraduate Freshman Admission

1-800-990-UCCS (8227) ext. 3383 (719) 262-3383

Freshmen may apply to the Beth-El College of Nursing and Health Sciences; the College of Letters, Arts and Sciences; the College of Education; the College of Business and Administration; and the College of Engineering and Applied Science in the fall, spring, or summer terms. The programs at UCCS provide all the course work required for entrance into the CU Schools of Dentistry, Education, Graduate School of Public Affairs, Journalism, Law, Medicine, and Pharmacy, which require one or more years of college-level work before a student may be considered for admission. Students may complete teacher certification requirements on this campus.

Freshman Admissions Criteria

1. Priority for admission to the College of Letters, Arts and Sciences is given to applicants who (a) rank in the upper 40% of their high school graduating

class at the end of the 6th, 7th, or final semester; (b) achieve a combined Scholastic Aptitude Test (SAT) score of 1,080 or above, or a composite American College Test (ACT) score of 24 or above; (c) have a GPA of 2.8 or above; and (d) complete all high school course units as required by the college to which they have applied. Increased requirements for admission to the colleges of Business and Administration, Engineering and Applied Science, and Nursing and Health Sciences are described in their respective sections of this bulletin. Applicants who do not meet all of these requirements should refer to number 2 below.

2. Applicants for freshman admission whose records vary in any way from the above priority admissions category will be considered on an individual basis by evaluation of their overall academic records including (a) the quality of their high school program of study; (b) the level of their college entrance test scores (SAT or ACT); and (c) any information unique to an individual situation. In addition, all applicants whose records reflect innovative grading systems, unusual curricula, no rank in class, or a high school equivalency through the General Education Development (GED) test, will be considered in this category. Students in this category admitted to the university may not exceed 20% of the total admitted pool.

Minimum Academic Preparation Standards (MAPS)

Freshmen and transfers entering the University of Colorado who have graduated from high school in 1988 or later will be required to meet Minimum Academic Preparation Standards (MAPS). The individual college's requirements are listed in the above chart. Students should be careful to note the different requirements in particular colleges and plan their academic preparation accordingly.

Freshman Admissions Criteria

		Overall high school grade point average (4.0 scale)																					
ACT	SAT	2.0	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4.0	
18	840-870																						
19	880-920																						
20	930-960																						
21	970-1000																						
22	1010-1040																						
23	1050-1070																						
24	1080-1110																						
25	1120-1150																						
26	1160-1190																						
27	1200-1230																						
28	1240-1270																						
29	1280-1300																						
30	1310-1340																						
31	1350-1390																						
32	1400-1430																						
33	1440-1480																						
34	1490-1540																						
35	1550-1590																						
36	1600																						

Codes for the University of Colorado at Colorado Springs ACT CODE: 0535 SAT CODE: 4874

* Students in the strong candidate category are only assured admission provided they meet the Regents' Minimum Academic Preparation Standards (MAPS). These standards include 4 years of English (2 of which must be in composition), 3 years of college preparatory mathematics, 3 years of natural science (2 of which must be laboratory sciences), 2 years social sciences, 2 years of the same foreign language, and at least one year of additional academic elective credit. Applicants who meet these high school requirements and the admission criteria in the chart will be admitted provided all other factors are consistent and enrollment limitations have not been reached. For the fall 2002 semester, the mid 50% of all new freshmen presented a high school class rank between the 50th and 85th percentile, a high school GPA from 2.9-3.7, ACT composite scores from 20-26, SAT combined scores from 950-1180.

Assured Admission Criteria (Includes Minimum Academic Preparation Standards – MAPS)

College	Business & Administration	Engineering & Applied Science**	Letters, Arts & Sciences and Public Affairs	Beth-El College of Nursing & Health Sciences***
Class Rank	Top 30%	Top 30%	Top 40%	Top 30%
ACT OR SAT	24 Composite	25 Composite	24 Composite	24 Composite
School Code:	22 Math;	1120 Verbal + Math	1080 Verbal + Math	1080 Verbal + Math
ACT: 0535,	24 English			
SAT: 4874	1080 Verbal + Math			
Course Units (One unit is study in the same subject area for one year)				
English	4 Including at least 2 yrs. of composition	4 Including at least 2 yrs. of composition	4 Including at least 2 yrs. of composition	4 Including at least 2 yrs. of composition
Math	3 College Prep	4 At least 2 yrs. of Algebra: 1 yr. Geometry & 1 yr. Adv. Math	3 College Prep	3 College Prep
Natural Science	3 2 yrs. Lab Science	3 1 yr. Physics & 1 yr. Chemistry	3 2 yrs. Lab Science	3 1 yr. Chemistry 1 yr. Biology 1 yr. other Science
Social Science	2	2 Government, History, Economics, Psychology, Sociology, etc.	2 Government, History, Economics, Psychology, Sociology, etc.	2
Foreign Language	2 All units in single foreign language	2 All units in single foreign language	2 All units in single foreign language	2 All units in single foreign language
Academic Electives	1	1	1	1
Total	15	16	15	15

** Students not meeting criteria for assured admission will be considered for admission based on a combination of

class rank, test scores, and high school units. An Engineering Preparatory Program is available for students having deficiencies in their math/science backgrounds. Higher standards apply for EAS majors.

*** Acceptance to Nursing is highly competitive. Preference is given to those who meet these criteria; however, not all qualified applicants can be accepted.

Options for Those Not Meeting MAPS Requirements as Entering Freshmen

What if my high school doesn't offer all the courses I need to meet the MAPS?

An admission decision involves many factors, including consideration of the extent to which this curriculum has

Undergraduate and Unclassified Student Admission Information

Applications and required credentials should be filed no later than July 1 for fall, December 1 for spring, and May 1 for summer.

Call 1-800-990-UCCS (8227) or (719) 262-3383

TYPE OF APPLICANT	CRITERIA FOR ADMISSION ¹	REQUIRED CREDENTIALS ^{2,3,4}	NOTES
Freshman (Students seeking a Bachelor's Degree who have never attended a collegiate institution)	See Freshman Admission Criteria Chart page 5 and Assured Admission Criteria page 5.	<ul style="list-style-type: none"> • Complete application • \$50 application fee (non-refundable) • Official high school transcript showing rank in class and date of graduation. If still enrolled in high school, 7th semester grades and 8th semester courses in progress. • Official ACT or SAT score report. 	<ul style="list-style-type: none"> • For specific unit requirements refer to the college sections of this catalog. • Non-high school graduates must submit copies of GED scores and a state equivalency certificate in addition to a high school transcript showing work completed through highest grade.
Transfer (Students seeking a Bachelor's Degree who have attended a collegiate institution other than UCCS)	See Transfer Admission Requirements, page 8.	<ul style="list-style-type: none"> • Complete application • \$50 application fee (non-refundable) • One official transcript from each college attended. • Freshman credentials may be required. • Non-high school graduates must submit copies of GED scores and state equivalency certificates. 	<ul style="list-style-type: none"> • While credits from an institution may appear on the transcript of a second institution, transcripts must be submitted from all institutions where credit has been earned.
Unclassified (Non-degree) (Students who are not seeking a degree at this institution or who have not yet been admitted to degree status.)	<ul style="list-style-type: none"> • Must be 20 years of age by Sept. 15 for fall semester or summer term, or Feb. 15 for spring sem. • Must be a high school graduate or possess equivalency certificate. • Must have at least a 2.0 G.P.A. and be in good standing and eligible to return to all institutions previously attended. 	<ul style="list-style-type: none"> • Complete application • \$25 application fee (non-refundable) • Non-high school graduates must submit copies of GED scores and state equivalency certificates. 	<ul style="list-style-type: none"> • Unclassified students without a degree must maintain a 2.0 G.P.A. to remain eligible to continue. • After completing 12 semester hours, degree seeking students must change to degree status. • Not eligible for most forms of financial aid.
Former CU Set-up (Returning unclassified student; returning degree student with fewer than 12 semester hours at another institution since CU)	<ul style="list-style-type: none"> • Must be in good standing (*see Note A) 	<ul style="list-style-type: none"> • Former student application. Degree students must have official transcripts sent for any work attempted since last CU semester. 	Note A - students under academic suspension in certain schools and colleges at CU may enroll during the summer term as a means of improving their G.P.A.
Former CU Re-entering (Degree student who has attempted 12 or more hours at another institution since attending CU)	<ul style="list-style-type: none"> • Same as for transfer student. 	<ul style="list-style-type: none"> • Same as for transfer student. Application fee required. 	Will be considered for previous major unless a different major is requested on the application. Must meet same criteria as transfer student
Change of Status: Unclassified to Degree (Current or former CU unclassified students who wish to enter a degree program)	<ul style="list-style-type: none"> • Same as for transfer student. 	<ul style="list-style-type: none"> • Same as for transfer student. Application fee required. 	
Change of Status: Degree to Unclassified (*See Note B – Current or former CU degree students who have graduated and wish to take additional work)	<ul style="list-style-type: none"> • Must have completed degree. • Must be in good standing and eligible to return to all institutions attended. 	<ul style="list-style-type: none"> • Unclassified student application. • NO application fee required. 	Note B - only students who have completed and received a degree are eligible for change from degree status to unclassified.
INTER-CAMPUS TRANSFER (Students who have been enrolled on one CU campus and wish to take courses on another.)	<ul style="list-style-type: none"> • Must be in good standing 	<ul style="list-style-type: none"> • Former student application. • Credentials as required by Campus Admissions Office. 	<ul style="list-style-type: none"> • Transfers from UCCS to another CU campus should refer to appropriate catalog for any additional requirements.

¹ Applicants not meeting these criteria are considered on an individual basis. Requirements for individual schools and colleges may vary or exceed the stated minimum.

² Transcripts must be sent directly to the University of Colorado from each issuing institution. All documents submitted become the property of the University.

³ Any applicant who did not graduate from a high school must submit GED scores and a State Equivalency Certificate in addition to other required credentials.

⁴ Additional credentials may be required in individual cases.

been available. Students with deficiencies may be admitted to the university provided they meet the other admission standards (e.g. test scores, rank in high school class, and grade point average) and provided they make up the MAPS deficiencies prior to graduation from the university.

How will my deficiencies be dealt with while enrolled in the university?

Freshmen or transfer students who are admitted but who are deficient in MAPS will be required to make up the deficiency in accordance with the following policy.

1. Students who are deficient one unit in one or more areas may:
 - a. Make up that deficiency by taking a course that is normally counted as degree credit and have that course count as part of their undergraduate total hours, assuming that all prerequisites are fulfilled. (For example, students could enroll in ID 105, successfully complete the course, eliminate their one-unit deficiency in mathematics, and earn three credits toward the 120 hours required for graduation.)
 - b. Take a proficiency test (if one is available): A score of 280-286 on the foreign language proficiency test eliminates one unit of deficiency and permits students to enroll in the second semester of that language. A score of 336-341 (or above) on the test eliminates all units of MAPS deficiencies for foreign language. (Note: According to MAPS, students must be proficient in foreign language up through the second semester of college level.) A score of 19 on the ACT-English or 450 SAT-English eliminates a one-unit deficiency in English and entitles students to enroll in English 131. A score of 60 on the Reasoning Skills Exam also eliminates one unit of deficiency in mathematics.
 - c. Utilize appropriate Advanced Placement and CLEP scores to eliminate the deficiency.
 - d. Eliminate a single-unit deficiency in English by successfully completing English 099 (formerly English 121); and in mathematics by successfully completing MATH 090, Fundamentals of Algebra. These courses are offered through Extended Studies; while they do eliminate one unit of deficiency, they DO NOT count toward the total number of hours needed to graduate.
 - e. Take appropriate courses at community colleges or other colleges to eliminate a unit of deficiency. Students should be aware of courses which will and will not transfer to the University of Colorado.
2. Students who are deficient two or more units may:
 - a. Remove any single unit of deficiency by any of the methods in 1, above.
 - b. Remove two units by various combinations of the methods in 1, above.

Advanced Placement Program

The university participates in the high school advanced placement program of the College Board. Official scores must be sent to the university directly from the College Board. Students receiving scores of 3, 4, or 5 on advanced placement examinations are generally granted college credit. Please see chart on page 9 for detailed information.

Applicants Without Approved High School Graduation

An applicant who has not graduated from high school must submit satisfactory scores on the General Educational Development Test (GED), a Certificate of Equivalency from any state department of education, a complete transcript of any high school work completed, and SAT or ACT entrance examination scores. Each applicant will be considered on an individual basis.

Students Not Granted Admission

An applicant who is not granted admission as an entering freshman may wish to consider a transfer to the university after one or two years of study elsewhere (see transfer requirements section). In the best interest of students pursuing educational goals for which they lack some academic preparation, the university Committee on Admissions often recommends that such applicants complete at least one full year of college level course work at a regionally accredited college. The personal attention and the appropriate courses there will prepare the student for an eventual successful experience at the University of Colorado.

High School Concurrent Enrollment

High school juniors and seniors with proven academic abilities may be admitted for one term at a time with special approval from the admissions committee. Credit for courses taken may subsequently be applied toward a university degree program. For more information and application instructions, contact the Office of Admissions and Records.

Undergraduate Transfer Student Admission

1-800-990-UCCS(8227)
(719) 262-3383

To be considered for admission, transfer students must be eligible to return to all collegiate institutions attended; they may not disregard any part of a previous collegiate record. Failure to advise the University of all institutions previously attended may be sufficient cause for rejection or dismissal.

Transcripts must be sent directly to the University of Colorado from each issuing institution. All documents submitted become the property of the University of Colorado.

General Academic Requirements

Transfer students who graduated from high school in 1988 or later are subject to the same minimum academic preparation standards as those required of all first year students. Students with less than 13 credit hours to transfer will be treated as Freshman Admission. Please see the "Minimum Academic Preparation Standards" section of this *Bulletin*.

Transfer students must meet a minimum GPA requirement, which varies according to the hours of collegiate work

Transfer Admission Requirements

If you have completed fewer than 12 semester hours of college work, you must meet freshman admission standards

	Business & Administration	Engineering & Applied Science**	Letters, Arts & Sciences Sciences***	Beth-El College of Nursing & Health
13-29 hours of college work completed	2.5 or above GPA with strong math & english	2.5 or above GPA with strong math & english	2.4 GPA or higher	3.3 GPA or higher
30 or more semester hours completed	2.5 or above GPA with strong math & english	2.5 or above GPA with strong math & science	2.0 GPA or higher	3.3 GPA or higher

completed, the type of institution in which the course work was taken, and the specific program to which the student applies. Please refer to the Transfer Admission Requirements chart for details.

(Note that for students transferring with 13-29 credit hours, if the student had high school criteria which meet our freshmen minimum requirements, then he or she is admissible with a 2.0 GPA)

Work in progress at the time of application cannot be considered in computing the cumulative average. As there are some schools and colleges at the university which require a higher grade-point average for transfer, students are urged to investigate specific requirements.

Community College Transfer Students

Students who successfully complete a state guaranteed general education course will receive transfer credits applied to graduation requirements in all majors unless a specific statewide Articulation Agreement exists. Currently Colorado has several approved statewide articulation agreements in business, engineering, elementary teacher education and nursing. Information about the state guaranteed transfer program and articulation agreements is available on the Colorado Commission on Higher Education website at www.state.co.us/cche.

UCCS will honor the transfer of an associate of arts (AA) degree and the associate of science (AS) degree earned at a Colorado public institution that offers AA or AS degrees. A student who earns an AA or AS with a grade of "C" or better in all courses will transfer with junior standing into any Letters, Arts and Sciences (LAS) degree program offered by UCCS. The credits earned in the associate degree program will apply at minimum to 35 credits. Because all LAS degrees are designed to be completed in 120 credit hours, a transfer student can complete a four-year degree in the same time as a native student, i.e. 120 hours.

Community College transfer students should also refer to the University Connection program, described on page 12, designed to assist AA or AS students transferring to UCCS.

UCCS will evaluate credit for Advanced Placement, International Baccalaureate, and alternate sources of credit following its standard policy.

Transfer Guides

Guides to assist students in their transfer from Colorado

community colleges are available for student use at web.uccs.edu/transfer.

Transfer of College Level Credit

Transfer credit evaluation is made only after a student is admitted as a degree student. An admitted student will be notified when the evaluation has been completed. New transfer students will be advised about requirements remaining and completed when they attend one of the mandatory New Student Orientations.

College credit is transferable to UCCS according to the following stipulations:

1. Credit must have been earned at a college or university of recognized standing.
2. Only courses in which a grade of C or better has been attained will be accepted for transfer at this institution. Grades of pass, satisfactory, honors, etc., are also accepted for transfer. However, a limitation is placed on the number of pass hours accepted toward a degree by each school and college.
3. Credit is not transferable from vocational or technical curricula.
4. Credit will be granted only for course work appropriate to the curricula at UCCS.
5. Remedial or sub-college level courses are not transferable.
6. A maximum of 72 hours may be transferred from a two-year or community college.
7. A maximum of 102 semester hours of transfer credit may be counted toward graduation. Individual schools and colleges determine which courses and hours will apply toward the degree.
8. Individual schools and colleges reserve the right to accept or deny credit earned while the student is under scholastic suspension.
9. A maximum of 60 semester hours of extension credit (including no more than 30 semester hours of correspondence) may be counted toward an undergraduate degree.
10. Advanced placement credit is evaluated upon receipt of an official score report from the College Entrance Examination Board. Usually only scores of 3, 4, and 5 are considered for credit. Credit is not granted for an advanced placement score if the

Advanced Placement (AP)

All colleges accept AP credits but apply them differently depending on the student's degree program. Please contact an advisor in the Student Success Center for test score interpretation.

AP EXAM TITLE	AP SCORE	UCCS EQUIVALENT	SEM HRS
Art History	5,4,3	A H 280, 282	6
Studio Art	5,4,3	V A 104, 206	6
Biology	5,4	BIOL110, 115, 111, 116	6
Calculus AB	5	MATH135, 136	8
Calculus AB	4	MATH135	4
Calculus BC	5,4	MATH 135, 136	8
Calculus BC	3	MATH135	4
Chemistry	5,4	CHEM103, 106	10
Chemistry	3	CHEM103	5
Computer Science A	5	C S 115	3
Computer Science AB	5,4	C S 1 - -	4
Macroeconomics	5,4	ECON202	3
Microeconomics	5,4	ECON101	3
English Lang/Comp	5	ENGL131,141	6
English Lang/Comp	4	ENGL131	3
English Lit/Comp	5	ENGL 141, 150 (exempt from 131)	6
English Lit/Comp	4	ENGL131, 150	6
Environmental Science	5,4	GES 1 - -	4
French Language	5,4	FR 211, 1 - - (exempt from 301)	6
French Language	3	FR 211	4
French Literature	5,4	FR 211, 1 - - (exempt from 311)	6
French Literature	3	FR 211	3
German Language	5,4	GER 211, 1 - - (exempt from 301)	6
German Language	3	GER 211	4
Comparative Govt/Pol	5,4	P SC 101	3
Amer Govt & Politics	5,4	P SC 110	3
European History	5,4	HIST101, 103	6
United States History	5,4	HIST151, 154	6
World History	5,4	HIST1--	6
Human Geography	5,4	GES 199	4
Latin Literature	5,4	LAT 1 - -	3
Latin Literature	3	LAT 1 - -	3
Latin: Virgil	5,4	HUM 1 - -	6
Latin: Virgil	3	HUM 1 - -	3
Music Theory	5,4	MUS 2 - -	6
Music Theory	3	MUS 2 - -	3
Physics B	5,4,3	PES 101, 102	8
Physics C-Elec/ Mag	5,4	PES 112, 215	5
Physics C- Mechanics	5,4	PES 111, 115	5
Psychology	5,4	PSY 100	4
Spanish Language	5,4	SPAN211, 1 - - (exempt from 301)	6
Spanish Language	3	SPAN211	4
Spanish Literature	5,4	SPAN211, 1 - - (exempt from 301)	6
Spanish Literature	3	SPAN211	3
Statistics	5,4	QUAN201	3

College Level Examination Program (CLEP)

All colleges accept CLEP credits but apply them differently depending on the student's degree program. Please contact an advisor in the Student Success Center for test score interpretation.

CLEP EXAM TITLE	CLEP SCORE	UCCS EQUIVALENT	SEM HRS
American History I	55	HIST151	3
American History II	55	HIST153	3
General Biology	54	BIOL 110, 115	6
Calculus	54	MATH 135, MATH 1 - -	6
Chemistry	54	CHEM 103	5
Freshman College Composition with Essay	67% on multiple choice portion w/ a "pass" on essay portion	ENGL131	3
French	55	FR 101, 102	8
German	55	GER 101, 102	8
Macroeconomics	55	ECON 202 (Formerly 102)	3
Microeconomics	55	ECON 101	3
Psychology	54	PSY 100	3
Sociology	55	SOC 111	3
Spanish	56	SPAN101, 102	8
Western Civilization I	55	HIST101	3
Western Civilization II	55	HIST103	3

student has completed a college course which is equivalent to the course for which he/she would receive advanced placement credit.

11. College Level Examination Program (CLEP) credit for approved subject examinations may only be granted if a score of 67 percentile or above is received and if the courses are acceptable to the student's school or college. A maximum of 30 semester hours may be counted toward a degree. Credit is not granted for a CLEP score if the student has completed equivalent work.

Colorado residents may secure CLEP materials from the state regional office by contacting:

College Level Examination Program
c/o College Entrance Exam Board
4155 East Jewell Street, Suite 705
Denver, Colorado 80222

Students outside of Colorado may obtain CLEP information and application forms by writing:

College Level Examination Program
Box 1822
Princeton, New Jersey 08540

12. Credit for military schooling is evaluated upon receipt of forms DD 295 and DD 214. Evaluation of credit is in accordance with the American Council on Education's credit recommendation and is generally considered as elective credit.

13. Admission to the University of Colorado does not guarantee eligibility for future transfer into other programs, colleges, or schools within the university.

All course work is evaluated on the semester hour basis, i.e., 1 quarter hour equals 2/3 semester hour.

Transfer Credit Appeal Procedure

State guaranteed courses under the State Guarantee General Education (GT pathways) policy will transfer to any four-year institution in Colorado to satisfy general education requirements. Other non-guarantee courses are evaluated individually and within 30 days of date of admission. The procedure for appealing a decision involving the acceptance of course work from a Colorado community college for credit toward a degree is as follows:

1. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the office responsible for transfer evaluations at UCCS. The student should complete and return a petition form to the Student Success Center, Main Hall,

International Baccalaureate (IB) Credit

Any student admitted to UCCS after June 30, 2003, who has graduated from high school having successfully completed an International Baccalaureate (IB) Diploma Program, shall be granted at least 24 semester hours of college credit. No tuition shall be charged for these credits. These credits shall be granted, however, only if the student receives a score of 4 or better on an examination administered as part of the IB diploma program. Students who complete four Higher Level (HL) exams will receive 6-8 hours of credit for each exam. Students who complete three HL exams and three Standard Level (SL) exams will receive 6-8 hours of credit for each individual HL exam and a total of 6 hours of elective credit for all three of the SL exams in aggregate, as long as at least one of the SL exams has a score of 4 or better.

Students who do not complete the entire IB Diploma Program will receive credit for up to four Higher Level (HL) exams completed with scores of 4 or better. No credit will be awarded for Standard Level (SL) exams. Credit is not granted for an International Baccalaureate score if the student completes an equivalent college course or Advanced Placement (AP) course.

All colleges accept IB credits but apply them differently depending on the student's degree program. Please contact an advisor in the Student Success Center for test score interpretation.

IB EXAM TITLE	IB SCORE	UCCS EQUIVALENT	SEM HRS
Anthropology (Social)	4-7	ANTH 240 & ANTH 2--	6
Biology	4-7	BIOL 110/111, 115/116	6
Business & Organization	4-7	BUAD 1--	6
Chemistry	4-7	CHEM 103 & CHEM 1--	6
Computer Science	4-7	C S 115 & C S 1--	6
Design Technology	4-7	----1--	6
Economics	4-7	ECON 1--	6
English A-1	4	----1--	6
	5	ENGL 131 & ENGL 150	6
	6-7	ENGL 141 & ENGL 150	6
Geography	4-7	GES 198 & GES 199	6
History w/ Regional Opt-Africa	4-7	HIST 104 & HIST 1--	6
History w/ Regional Opt-Americas	4-7	HIST 104 & HIST 153	6
History w/ Regional Opt-East and SE Asia & Oceania	4-7	HIST 104 & HIST 111	6
History w/ Regional Opt-Europe	4-7	HIST 104 & HIST 103	6
History w/Regional Opt-S Asia and the Middle East	4-7	HIST 104 & HIST 121	6
Islamic History	4-7	HIST 1--	6
Languages-Group A-1	4	XXXX 4--	
Languages-Group A-2	4-7	XXXX 102 & XXXX 211	8
Languages-Group B	4-7	XXXX 101 & XXXX 102	8
Mathematics (Calculus)	4-7	MATH 135 & MATH 1--	6
Music	4-7	MUS 100 & MUS 1--	6
Philosophy	4-7	PHIL 1--	6
Physics	4-7	PES 101/115, 102/215	6
Psychology	4	PSY 2--	6
	5-7	PSY 100 & PSY 2--	6
Theatre Arts	4-7	THTR 100 & THTR 202	6
Visual Arts	4-7	A H 100 & V A 101	6

*Note on Standard-Level languages: scores of 4 or better meet the UCCS admissions requirement of 2 units of MAPS-Foreign Language

2nd floor. The form will be forwarded to the appropriate authority within the college. The decisions made in the transcript evaluation will be binding if the student fails to file an appeal within this time frame.

2. UCCS will respond within 30 days in writing to the student appeal.

3. If the dispute cannot be resolved between the student and UCCS personnel within 30 days, the student may appeal in writing to the Colorado Commission on Higher Education. The student has 15 days from receipt of the written UCCS notification to file an appeal.

Information concerning the appeal process is available at the Student Success Center, Main Hall, 2nd floor.

Student Bill of Rights

Transfer students should be cognizant of the Student Bill of Rights implemented by the Colorado General Assembly regarding their higher education. See page 4.

International Student Admission

The university is authorized under federal law to enroll non-immigrant foreign students. International applicants are required to contact the Director of Admissions for International Students in the Office of Admissions and Records before submitting an application. The application fee is \$100 and is nonrefundable.

All foreign applicants from non-English speaking countries are required to demonstrate proficiency in English by submitting scores on the test of English as a foreign language (TOEFL). International students must follow special procedures and observe special deadlines. English as a second language (ESL) instruction is not available at UCCS.

Admission of Unclassified Students

1-800-990-UCCS (8227) ext. 3383
(719) 262-3383

The unclassified student designation has been established to meet the needs of those students who wish to take university courses but who do not presently intend to work toward a degree at the University of Colorado. Permission to register for specific courses is contingent upon the availability of space. Unclassified students may have difficulty obtaining course space due to class enrollment limits and because degree students may have a higher priority in certain departments.

Unclassified students enrolled during the academic year (fall, spring and summer terms) must be 20 years of age or older by September 15 for the fall and summer terms and by February 15 for the spring term, must have a 2.0 GPA in all college work attempted, and must be in good standing at all collegiate institutions attended.

An unclassified student who is not a high school graduate must submit GED scores and a high school equivalency certificate issued by a state department of education at the time of application.

Unclassified students may take courses on a pass/fail basis; however, such credit will be counted as part of the total pass/fail credit allowed by the various schools and colleges should the student change to degree status.

Continuation as an unclassified student (Major Code: NOLD, NOUD, NOHS, NOPS or NODW) is contingent upon maintaining an overall grade point average of 2.0 upon completion of 12 or more semester hours.

Unclassified students may not register concurrently on more than one campus of the university.

The Graduate School of Business and Administration does not allow students to register for graduate level business classes until they are officially admitted to the MBA program.

Teacher Certification Renewal Courses

Certified teachers with baccalaureates who seek only a renewal of the certificate currently held and who do not require institutional endorsement or recommendation may qualify for the university-wide unclassified student classification as outlined above.

Persons with baccalaureates who seek initial teacher certification must apply for and be admitted to the Teacher Education Program separately and meet the requirements of the College of Education. For information on the deadlines for admission to the program, unclassified students should consult the College of Education.

Applying Unclassified Student Credits toward Degree

Unclassified students may apply for admission to an undergraduate degree program by submitting an undergraduate admissions application, complete academic credentials, and the application fee. Accepted degree applicants may transfer a maximum of 12 semester hours taken as an unclassified student at this university to an undergraduate degree program with the approval of the appropriate dean's office.

Unclassified students desiring to pursue a graduate degree at the university are encouraged to submit the complete graduate application and supporting credentials as soon as possible. Students may be allowed to transfer up to 9 semester hours of credit taken as an unclassified student at this university to apply toward a master's degree, provided the transfer is recommended by the department concerned and approved by the dean of the Graduate School.

Students are advised to contact the Office of the Dean of the specific school in which they wish to enroll as a graduate student for further details on the transfer of unclassified student credentials. See also Transfer of Unclassified Student Credit Hours in this *Bulletin*.

For continuation as an unclassified student see "eligibility to return" section of this *Bulletin*.

Graduate Student Admission

Admission to any of the graduate programs in all of the UCCS colleges is administered through the Graduate School. For complete information on admission, see the Graduate School section of this *Bulletin*. Students may also

contact the Graduate School at the following address:

Graduate School
 UCCS
 Main Hall, room 304
 (719) 262-3417
 Fax: (719) 262-3045
web.uccs.edu/gradschl

Registration and Student Success Advising

Registration

(719) 262-3361

See the Academic Calendar on the inside front cover of this *Bulletin* for dates of registration. Times and details of registration, course offerings, and instructions on how to register over the internet via the Student Online Center are published in the *UCCS Schedule of Courses* each academic term. Changes to the published schedule are posted on the web.

Immunization Requirement

The Colorado Department of Health and Environment requires any student who: 1) is enrolled for one or more classes at a college or university, 2) is physically present at the institution, including auditing classes but excluding correspondence/distance learning classes, and 3) is born January 1, 1957 or later, to be immunized against Rubeola measles, Rubella, measles and mumps (MMR), or provide documented proof of immunity to all three. Individuals born before January 1, 1957 are presumed immune and are exempt from the immunization requirement. *See the Student Health Center under the Student Services Section for further information.*

Student Success Center

Main Hall, second floor
 (719) 262-3260
 Fax: (719) 262-3645
web.uccs.edu/studentsuccess

The Student Success Center is a “one stop” location on campus for meeting students’ needs. Services include new student orientation, academic advising for all undergraduate students, career services, degree audit, and transfer evaluations. Students can find information about academic program options and requirements, how to select or change majors, degree progress reports, and a variety of other services designed to help students achieve their desired degrees.

Orientation for New Students

(719) 262-3260

Orientation programs are held preceding each term to acquaint new students with UCCS academic programs, out-of-class activities, and campus services. Academic advising, registration for classes, and an introduction to campus life constitute the main orientation activities. New students are required to attend an orientation session before being permitted to register for classes. For more information, go to: <http://web.uccs.edu/orientation>.

Academic Advising

Academic advising is available to all undergraduate students on an ongoing basis through the Student Success Center. Advisors are available to review degree requirements, course options, various academic programs, and a wide variety of other academic advising questions. Students can walk-in to the Center on the second floor of Main Hall or call 262-3260 for an appointment.

Career Center

Main Hall 201
 (719) 262-3340

Career advising and resources are available throughout a student’s educational path at the Student Success Career Center. Students undecided about a major can get help discovering truly exciting possibilities for study. Those considering a career change can find help exploring career areas and the jobs that will bring satisfaction. Students ready to find a job can receive assistance in creating a powerful resume and cover letter, and the Career Center also can assist with polishing interviewing skills.

The Career Center hosts many events and recruiters each year, including two Career Fairs.

For more information, go to <http://web.uccs.edu/career-center>. Students seeking an internship or employment can register with our online job board: www.ecampusrecruiter.com/uccs.

Degree Progress Reports

(719) 262-3260

Degree progress reports are available to inform students of their academic progress, requirements met, and requirements remaining for both their departmental major and their college; students should review these reports regularly and refer to them when registering for courses every semester. Students should be familiar with their degree progress when seeking academic advising. Students can access their degree progress reports by going to the Student Online Center from the campus website.

Testing Services for Math Placement

Main Hall, second floor
 (719) 262-3260

The MPT – Math Placement Test, the Algebra Diagnostic Test, and the Calculus Readiness Test are administered by appointment, and at each freshman orientation.

Contact the Testing Office for scheduling and information or go to: <http://www.uccs.edu/studentsuccess/testing>.

University Connection Transfer Program

(719) 262-3260

UCCS has entered into agreements to assist students in two-year academic programs who complete their AA or AS degrees and plan to transfer to UCCS. The program provides transfer advising and close coordination with the academic colleges at UCCS.

University Connection scholarships are also available.

University Connection offers these transfer services to the following community colleges: Pikes Peak

Community College, Arapahoe Community College, Red Rocks Community College, Otero Junior College, Lamar Community College, Pueblo Community College, and Trinidad State Junior College. Students attending other two year institutions not listed can contact the program staff to make special arrangements for assistance with transfer to UCCS.

Expenses

College Opportunity Fund

In May 2004, an act of the Colorado state legislature established a new way for the State of Colorado to provide state tax-dollar support for higher education at the undergraduate level. The state is no longer appropriating monies to institutions for undergraduate educating, but instead is providing direct funding to undergraduate students through the College Opportunity Fund (COF).

This program, also known as “vouchers” or “stipends,” allows resident undergraduate students to request that COF vouchers be applied to their university bills.

Current information with specific details regarding COF vouchers can be found on the UCCS question and answer website at www.uccs.edu/cof.htm. Details of the COF program are determined by the Colorado Commission on Higher Education (CCHE) and the Colorado Assist Program. Updated details are also available at www.cu.edu/ums/cof/faq.html and www.cofweb.cslp.org/cofapp.

Tuition rates

(719) 262-3391

The Board of Regents reserves the right to change tuition and fees at any time.

Tuition

Tuition rates for Fall 2007 were not finalized by the time of publication of this *Bulletin*. When available, tuition rates for Fall 2007 will be published on our website. Go to www.uccs.edu and click on “Approved Tuition Rates.”

Expenses for students attending the University of Colorado at Colorado Springs vary depending on housing (on or off campus), program of study, state residency (tuition classification), personal needs, and individual interests.

Payment of Tuition and Fees

Students must pay their tuition in full by the due date or sign up for a deferred payment plan. The payment requirements and payment due date are contained in the *Schedule of Courses*. Students receiving financial aid or a guaranteed student loan should contact the Financial Aid Office to determine if they are eligible for a payment waiver. Students covered by a third-party contract should contact the Third Party Billing Office. Students receiving veteran’s assistance will be expected to pay the specified payment by the due date.

Due dates for payment balances are contained in the *Schedule of Courses*. Bills will be mailed prior to the first payment due date if the student is registered prior to that date. Remaining bills will be mailed after the first day of

classes. Payments must be received at the Bursar’s Office by the due date. Mail postmarked on the due date will not be honored. Bills not paid by the due date will be assessed a prorated late fine up to \$50 and will accrue a 1 percent per month service charge on the unpaid balance (12% A.P.R.).

Students receiving financial aid will have tuition and fees deducted from their awards. Any balance remaining may be deposited to student’s bank account after completion and submittal of authorization form to Loan Disbursement, Main Hall Room 210.

Personal Checks

A student’s personal check can be accepted for any University obligation, unless the student is deemed to be a poor credit risk. A \$20 service charge plus bank collection charges will be assessed for all returned checks. If the returned check was for a payment deadline, a reinstatement fee of \$20 plus \$10 per month will be assessed until cleared. If the check was for a tuition bill, a prorated late payment fine up to \$50 plus interest will be assessed if applicable.

Drops or Withdrawals

A course drop or withdrawal is effective on the date that the completed form is returned to and stamped received by the Records Office. Any adjustment in tuition is made as of the receipted date by the Records Office.

Refunds and Rebates

Refunds and/or rebates will not be processed until approximately two weeks after the end of the drop/add period. The amount of refund/rebate is determined by the time of withdrawal in accordance with the policy contained in the *Schedule of Courses*.

Payment Policy

It is the student’s responsibility to ensure payment is completed by the established due date. Students who enroll after the last day of late registration must pay a \$50 late penalty fee plus a regular down payment and meet the established final payment due date.

Census Date Determination

The census date is the final controlling date for assessment of tuition and receiving a refund for a change in registration (dropped course), as well as requesting the pass/fail option or changing back to a letter grade, and a number of other academic, financial, and registration functions. Census date is the 12th class day of a fall or spring semester or the 6th class day of the summer term. The exact day and date is printed in the *Schedule of Courses* each semester.

Classification of In-state and Out-of-state Students

(719) 262-3381 or (719) 262-3385
1-800-990-UCCS (8227)

A student is initially classified as an in-state or out-of-state registrant for tuition purposes at the time an application and all supporting credentials have been received in the Office of Admissions and Records. The classification is based upon information furnished by the student and from other

relevant sources. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of informing the Tuition Classification Officer, Office of Admissions and Records, in writing within 15 days after such a change occurs.

If adult students, or emancipated minors, establish domicile outside Colorado, they are to send written notification within 15 days to the Tuition Classification Officer.

Petitioning for Residency Classification Change

Instructions as to the procedure to follow, the necessary petition forms, and detailed information regarding the statute are available from the tuition classification officer in the Office of Admission and Records.

Classification Notes

1. Petitions will not be acted upon until an application for admission to the university and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's next registration.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.
4. Petitions and all required documents must be submitted no later than the end of the first week of classes (see Academic Calendar) for the term a change in status is sought. Late or incomplete petitions will not be considered until the next semester.

U.S. and Canadian Military Waivers/Olympic Waivers

Special rules for residency apply to active duty members of the U.S. and Canadian Armed Forces permanently stationed in Colorado and their dependents and Olympic athletes in training. Strict deadlines of certification for each term that one enrolls are enforced for these individuals. Please contact the Tuition Classification Officer in Admissions and Records for details.

Auditors

All persons attending regularly scheduled classes must be registered and must have paid the proper tuition and fees. The tuition for those auditing a course on this campus is the same as for those registered for credit. Auditors register for courses for No Credit (NC).

Graduate Candidate for Degree

Students enrolled as "Candidate for Degree" only to take a comprehensive examination for a master's degree will pay graduate, resident tuition for 1 credit hour, plus appropriate fees.

Student Health Insurance

Main Hall, room 322
(719) 262-3258

UCCS offers a group health insurance program to students enrolled in nine (9) or more credit hours as an undergraduate or six (6) or more credit hours as a degree seeking graduate student. Brochures and enrollment cards are available in the Office of the Dean of Students. Open enrollment ends on the census date of fall semester.

Student Fees

All students enrolled for courses are assessed mandatory student fees; the amounts and applications are detailed in the following accounts.

General Fees

Learning Technology Fee

All students pay a \$5 per credit hour learning technology fee each semester. This fee provides for the purchase of new computer equipment and software that are accessible to all students, the maintenance and upgrade of telecommunication equipment used in all current and future learning centers, and the development of a broad set of informational communication offerings accessible to all students.

Matriculation Fee

This nonrefundable charge is assessed to all students new to the University of Colorado system. It is a one-time charge of \$25 and covers the normal cost of transcripts and establishing your university record. The fee is assessed during registration at the time of initial enrollment and is nonrefundable, even though the student may withdraw.

Parking Fees

(719) 262-3528

www.uccs.edu/pusafety.

It is the policy of the Colorado Commission on Higher Education that parking for vehicles owned by students, faculty and staff must be funded on a self supporting basis from special charges made of those owning automobiles and parking them on campus. In accordance with this policy, the UCCS Parking and Transportation Services Operation is established as a self-supporting auxiliary enterprise, RECEIVING NO STATE APPROPRIATIONS from tax revenues. This means that the construction, improvement and maintenance of all parking facilities at UCCS are financed solely through permit sales, parking fines and visitor parking revenue. Annual revenue must be sufficient to satisfy operating expenses and to repay revenue bonds sold to construct parking facilities.

Residential students parking a car on campus must purchase a Resident Permit. The Resident Permit allows students to park in parking lots 9, N, and level 5 of the parking garage. Commuter students have the option of purchasing a parking permit to park in HUB parking lots or Lot N. A HUB permit allows parking in Lots 1, 3-7, A-D, and N. The Hub permit is also valid on levels 1, 2, and 4 of the parking garage. Permits are also available for Lot N access and evening parking only. Commuter students not wishing to purchase a parking permit may park at the Four Diamonds parking lot located at 5025 North Nevada. Bus service to the

main campus is provided free of charge to students who possess a valid I.D. card.

Cars violating parking regulations are subject to ticketing and/or towing. Parking is on a first come, first served basis. Faculty, staff and students should direct all parking or traffic inquiries to Parking Services, in the Department of Public Safety, Public Safety Building, room 104, or call 262-3528.

Safety and Transportation Fee

The Safety and Transportation fee is charged per student, per semester regardless of a student's credit hour course load. The fee is \$61.50 for the fall and spring semester, \$30.75 for the summer term. Some of the things the Student Safety and Transportation fee pays for are as follows:

1. The campus shuttle and the Four Diamonds bus service
2. Increased hours and service from the campus police
3. Emergency phones on campus
4. Lighting along roadways and in parking lots

Student Health Center Fee

The Health Center is available to all full-time and part-time students who have paid the following fees, per semester: Fall semester, \$25; Spring semester, \$25; Summer session: \$12.50. This is a mandatory fee for all full-time students.

Student Identification Fee

The fee for a student photo I.D. is \$15 and is a one time fee.

Student Information System (SIS) Fees

This is a nonrefundable \$5.50 fee charged to all students, payable each semester of registration.

The Student Information System (SIS) enables the university to provide better service to its students through the maintenance of student records, course scheduling, data management, transcripts, financial aid, student accounts and registration using the student on-line center.

Student Events/Performance Fee

The Student Events/Performance fee of \$4 per semester for students enrolled in more than six credit hours and \$2.50 per semester for students enrolled in six or fewer credit hours provides free access for all UCCS students to all Theatreworks performances and events in the Bon Vivant Theater in University Hall.

Student Life Fees

\$138 Plus \$15.35 Per Credit Hour

Every student enrolled for courses will be assessed mandatory student life fees for each semester enrolled. These fees finance the student facilities, programs, and services that are not supported by the university's general fund budget.

The seven Student Life Fees are as follows:

1. **Athletics Fee** (\$4.85 per credit hour); this supports six women's and six men's intercollegiate sports programs.

2. **Campus Recreation Center Bond Fee** (\$80 base); this repays bonded indebtedness on the building as well as support for the intramural, fitness, and open play/use activities.

3. **Family Development Center Bond Fee** (\$10 base); this repays bonded indebtedness on building as well as support for childcare operations.

4. **Family Development Center Operating Fee** (\$3 base); this supports programs and services.

5. **Student Activities Fee** (\$12 base); this supports student organizations, the student newspaper, student government operations and other student activities.

6. **Student Recreation Fee** (\$1 per credit hour); this supports recreation programs and activities and campus fitness center.

7. **University Center Bond Fee** (\$33 base plus \$9.50 per credit hour); this repays bonded indebtedness on the building and supports entertainment, cultural and educational programs, and the Center's operation.

Instructional Fees

Refunds for course or instructional fees and deposits for students who withdraw from school are made according to the refund schedules found in the *Schedule of Courses* for each semester or term of the academic year. A full refund of course or instructional fees and deposits for courses dropped on or before the census date is made to students who remain enrolled for at least one course.

Colleges and Schools may change the fee schedule at anytime without prior notice.

The following course and instructional fees and deposits are representative of, but not inclusive of, all fees.

Biology

All students enrolling in biology courses with laboratory components (or equivalents) will be assessed a materials fee for specimens, slides, glassware, etc.: Biology 100 level laboratory courses-\$30; Biology 200 and above/laboratory courses - \$50.

Business

All students taking Information Systems or Quantitative Methods courses will be charged a \$15 per credit hour fee. Students taking any other course in the College of Business will be charged a \$5 per credit hour fee. The maximum fee charged to a single student in a single semester for these fees is \$120.

In addition, students enrolled in on-line courses are assessed a \$52 fee per class and students enrolled in the Professional Golf Management program will be charged a fee of \$500 per semester in addition to certain course fees.

Chemistry

There is a total charge of \$40 for each laboratory course. Independent study courses are considered to be lab courses.

Communication

A \$30 laboratory fee will be assessed for each course in TV production and/ or filmmaking. Communication 350 (American Cinema) carries a fee of \$20. Communication 417 carries a \$30 fee.

Education

Students enrolled in certain College of Education courses will be assessed fees ranging from \$10 to \$100 per course.

Engineering and Applied Sciences

All students taking courses in the College of Engineering and Applied Sciences will be charged a \$15 per credit hour fee. The maximum fee charged to a single student in a single semester for these fees is \$180. This fee applies to all courses in the college except graduate thesis courses. These fees are nonrefundable and will be used by the departments for inventory renewal. Students are responsible and liable for damage to equipment caused by neglect, improper use, or failure to follow operating instructions.

English

All students enrolled in English Rhetoric and Writing and certain other courses will be assessed a \$10 fee per course.

Geology and Geography

Students enrolled in certain Geology or Geography courses will be assessed materials fees.

Graduate School of Public Affairs

Graduate students enrolled in on-line courses are assessed a \$100 fee per class.

Languages and Culture

Students enrolled in lab courses, and certain other language instruction courses, will be assessed a \$10 fee per course. In addition, \$25 will be charged for courses with travel.

Letters, Arts and Sciences

Students enrolled in on-line courses are assessed a \$52 fee per class. Students taking courses with field trips may be assessed a \$20 trip fee.

Nursing

Beth-El College of Nursing students taking nursing courses will be assessed fees ranging from \$25 to \$150 per course.

Physics and Energy Sciences

Students enrolled in lab courses will be assessed various fees.

Psychology

Graduate students in Psychology will be charged clinical experience fees.

Visual and Performing Arts Fees

All students enrolling in any art history (AH), film (FILM), music (MUS), theatre (THTR), or visual arts (VA) course will be charged a program fee of \$40 per semester enrolled, regardless of how many courses a student is registered for.

In addition, individual courses within the department will have specific fees. Please see the course schedule for these specific fees.

Credit by Examination Fee

Special examinations, given for the purpose of obtaining credit for a course solely through the passing of an examination without otherwise registering for and taking the course, are available to degree students in the university. The fee for each examination is the lower division, resident rate for 3 semester hours, regardless of the number of hours of credit that are awarded as a result of the exam. Credit is Pass/Fail ONLY.

Arrangements for special examinations are made through the Office of Admissions and Records. The fees for the examinations are payable in advance and are nonrefundable.

In cases where the examination is administered for other institutions and the results reported to that institution, the same nonrefundable fee will be assessed in advance. The individual student is responsible for payment.

Financial Aid/Student Employment

Cragmor Hall, Room 201 (top floor)

(719) 262-3460

1-800-990-8227

Fax (719) 262-3650

www.uccs.edu/finaidse/

FAFSA code: 004509

The financial aid program is designed to assist students who would be unable to attend the university without aid. The university receives funding from the state of Colorado, the federal government, and private donors to meet the needs of students who can document their financial eligibility. The campus also uses its own resources to meet students' needs.

Financial Aid

There are two basic types of financial aid available to help students meet their educational costs: need-based aid and non need-based aid.

Need-based Aid

Need-based aid requires sufficient documentation of financial need. See the directions in the section below entitled "How to Apply for Financial Aid?"

Need-based aid consists of grants, loans, and work-study awards.

Grants

Grants are funds that do not have to be repaid. Examples include the federal government's Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant. Grants funded by the General Assembly of the State of Colorado include the Colorado Student Grant, the Colorado Leveraging Educational Assistance Program (federal funds are matched by the state), the Supplemental Leveraging Educational Assistance Program (federal funds are matched

by the state), the Governor's Opportunity Scholarship Program, and the Colorado Graduate Grant.

Loans

Loans are funds that have to be repaid at a future date. Examples include the Federal Perkins Loan and the Federal Stafford Loan (subsidized).

Work-study

Work-study awards offer part-time, subsidized employment (approximately 10-20 hours per week) with both on-campus and selected off-campus employers. Both Federal Work-Study and Colorado Work-Study awards are available. To be eligible for work-study employment, students must apply for financial aid and receive a work-study award. Students must also be enrolled at least half-time and comply with the financial aid policy on Reasonable Academic Progress to maintain eligibility for work-study.

Note: State of Colorado funds are available only to students who qualify for resident tuition (not based upon military status or Olympic status). Both resident and non-resident students may be eligible for federal funds. See the Student Employment homepage at www.uccs.edu/stuemp/ for more information about work-study and all student employment options.

Non Need-based Aid

Information and applications are available on the web at www.uccs.edu/finaidse/

Loans

These funds have to be repaid at a future date.

An example is the Federal Stafford Loan (unsubsidized). Interest accrues immediately and can be paid quarterly or can be added on to the principal. Repayment begins six months after the student is no longer enrolled half time.

For application information see the section below entitled "How to Apply for Financial Aid?". While eligibility for these loans is not based on need, an applicant must first establish that he or she is not eligible for need-based aid; therefore, the financial aid application procedure described in the section entitled "How to Apply for Financial Aid?" must be followed.

Colorado No-Need Work-Study

These funds are not based on financial need and offer part-time, subsidized employment (approximately 10-20 hours per week), on campus or at selected off-campus employers. Applications for no-need work study awards are available on line and are due by the end of the first week of fall classes. This program is available during the fall and spring semesters only; *awards are made only once, early in the fall semester.*

Undergraduate degree students who are eligible for resident tuition (not military or Olympic status), take at least six credit hours and who comply with the financial aid policy on Reasonable Academic Progress may apply for Colorado No-Need Work-Study. Students are selected for this award

by a computerized random selection program.

Parent Loans

These are low interest loans that parents of dependent students may obtain to help pay the costs of attendance. The parent must qualify for credit (not have adverse credit history). The parent may apply for the full cost of attendance (as set by the Office of Financial Aid/Student Employment) for the year, minus financial aid awarded. Eligibility must be established each year. At this time, filing the Free Application for Federal Student Aid (FAFSA) is not a requirement. To establish eligibility and apply for the Parent Loan to Undergraduate Students, go to www.studentloanonline.com.

How to Apply for Financial Aid?

Follow these instructions to apply for financial aid, including Federal Stafford Loans (subsidized and unsubsidized):

1. Complete the Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov or obtain the paper FAFSA from a high school or any college financial aid office. The process can be completed after January 1 each year. **We recommend that applicants file the FAFSA no later than March 1 each year and that it is filed on the web.** The correct information must be on the UCCS Student Information System (SIS) by April 1 to meet our financial aid awarding priority date. Students must also be admitted to a degree program by that date. Meeting this priority date does not guarantee a student will receive financial aid, but he or she will be considered for all types of assistance, including need-based grants.
2. The FAFSA analyzes family income, assets, family size, and other factors, and allows the Financial Aid Office to estimate student contribution and/or the amount your family could reasonably be expected to contribute to the student's education. The philosophy of the student assistance programs is that the student and family have the first responsibility to pay for the educational costs. The financial aid programs are available to promote access for students/families with the least ability to pay.
3. After the processor receives the information, the results will be sent electronically to UCCS (assuming the correct FAFSA code of 004509 was listed on the web application or the paper form). Students will receive a Student Aid Report (SAR). Students should carefully review, and if corrections are needed, contact the Financial Aid Office and we will make them electronically. If no corrections are needed, keep the SAR. Students are not required to submit the electronic or paper SAR to the Financial Aid Office.
4. If students wish to apply for a Federal Stafford Loan (subsidized or unsubsidized), follow all of the steps listed above and, in addition:

- a. Federal Stafford Loan applicants should obtain a loan application from the Financial Aid Office or on the web at www.uccs.edu/finaidse/formfinaid.sthtml, complete it, and send it or fax it.
- b. If this is the student's first federal student loan at UCCS, the student should complete pre-loan counseling on the web at www.uccs.edu/finaidse/ then click on the "Pre-Loan & Exit Counseling Online" icon. Confirmation will be sent to the Financial Aid Office electronically.
- c. Select a lender from our recommended lender list; if it is the first time the student has borrowed a Federal Stafford Loan at UCCS, certification will be done electronically and College Assist (formerly College Access) Network will contact the student to complete the Master Promissory Note (MPN). This note is valid for 10 years if the student remains with the same lender. The timely return of the MPN to the CAN is imperative. Funds will then be applied to your student bill electronically.
- d. If the student selects a lender that is not on our list of recommended lenders, and is a first time borrower, the student must obtain the Master Promissory Note (MPN) and School Certification Form (that you get from the lender) and submit it with the lender and guarantor's name and address to the Financial Aid Office to complete. This must be done each time you apply for a loan. Loan eligibility is certified, and funds are sent, by mail. This is a much longer process.

All correspondence will be sent to your permanent address (not your mailing address). Be sure to keep it updated in the Records Office. You may also make address changes on-line once you have your student PIN.

Student Employment

Cragmor Hall, room 201 (top floor)
 (719) 262-3460
 fax (719) 262-3650
www.uccs.edu/stuemp

The Financial Aid/Student Employment Office offers a self-referral employment service to currently enrolled students, and to students who have been accepted for the following term. Students need not document financial need to apply for these jobs; both work-study students and non-work-study (hourly) students are eligible to use the employment service. There is no charge for any of these services.

On-campus employment is available to full-time or part-time degree status students or unclassified students who are at least half-time. Additionally, during the summer, degree-seeking students may work on campus without being enrolled if they were enrolled as at least a half-time student during the previous spring semester and will return in the fall semester. Jobs are generally part-time and are listed throughout the year depending upon employer needs. The

majority of openings, however, are at the beginning of each semester.

Off-campus employment, both part-time and full-time, is available throughout the year depending upon employer needs. Openings range from highly skilled technicians and computer assistants to clerical work, food service and general labor. Temporary and on-call positions in such areas as day care, tutoring, house cleaning and furniture moving are also listed. Many residential nationwide camps list openings for the summer.

Current job openings, both on and off campus, work-study and non work-study, are listed on SEAN's PLACE, a computerized student employment assistance network for students. This service is strictly self-referral, and to apply for any job the student must contact the employer directly. Students may access SEAN's PLACE on the web at www.uccs.edu/stuemp.

Scholarships

All of the scholarships available to students are listed on the web at <http://finaide.uccs.edu/scholstart.htm>. The deadline for most of the institutional scholarships is March 1st in the Financial Aid office. Postmarks will not be honored. Many of the scholarships require that students have completed the FAFSA (see above). Outside scholarship search databases (all free) are also listed on the scholarship web page.

Temporary Assistance

The university has available a short-term loan program for students in need of temporary financial assistance (e.g., books). These loans are temporary in nature and have a maximum repayment period of one semester. The fee to borrow is \$5 per \$100 borrowed. Students may borrow only one loan per semester with a maximum of \$500. Interested students should see a financial aid counselor in the Office of Financial Aid/Student Employment.

Student Loan Deferment

(Includes Summer Term)

All special or unclassified students seeking an enrollment deferment for student loans will be considered undergraduates for verification purposes. In order to receive a deferment as a half-time student, the student must be enrolled for six credit hours. In order to receive a deferment as a full-time student, the student must be enrolled for 12 or more credit hours. Deferment forms are available on the web at www.nelnet.net/ or through your student loan lender. The Office of Admissions and Records certifies the student's enrollment status.

The Office of Financial Aid recommends that students wanting a deferment as a graduate student obtain degree status in their school or college.

University Academic Policies

Academic Records

(719) 262-3376

How Academic Work Is Recorded On Transcripts.

Courses are grouped by the term or semester in which they were taken.

When a college or school is unique to a particular campus of the university (the College of Letters, Arts and Sciences on the UCCS campus) and the student has completed the degree requirements, the degree and field of study will be designated on the transcript as follows:

Example: Degree – BA Conferred (date) at Colorado Springs Sociology

For students graduating from colleges and schools represented on two or more campuses, there may be no campus designation.

Example: Degree – BS Conferred (date) Business

Students completing a double major will be listed as follows:

Example: Degree – B.A Conferred (date) at Colorado Springs Psychology and Sociology

College of Letters, Arts and Sciences students graduating in Distributed Studies will show all the disciplines used to meet the unique degree requirements:

Example: Degree BA Conferred (date) at Colorado Springs Distributed Studies–Fine Arts, History, Communication, and English

Academic minors (completed at time a degree is awarded) are recorded on the transcript.

General and departmental honors are recorded on the transcript.

How to Order Transcripts

University of Colorado transcripts of student academic records can be ordered via the Student Online Center (www.uccs.edu) or by written request from the Admissions and Records Office.

Written requests must include the following:

- Student's full name (include maiden or other name if applicable)
- Student number
- Birthdate
- The last term student was in attendance
- Whether the current semester grades are to be included when a transcript is ordered near the end of a term
- Agency, college, or individuals to whom transcripts are to be sent with complete mailing addresses
- Student's signature (This is the student's authorization to release the records to the designee.)

There is no additional charge for transcripts beyond the matriculation fee paid by all new students. Special fees are

charged for special handling (rush, fax, etc.). Transcripts are prepared only at the student's request. A student having financial obligations to the university that are due and unpaid will not be granted a transcript. Copies of transcripts from other institutions cannot be furnished.

Auditing Courses, "No-Credit" Courses

Non-registered students: All persons who wish to attend regularly scheduled classes and who are not registered students must obtain auditor's status. Auditors, whether in-state or out-of-state, pay in-state tuition for 3 semester hours at the lower division undergraduate rate for fall, spring, or summer term and receive class instruction and library privileges only. An auditor's card must be presented to the instructor when requesting permission to attend a class. Cards may be obtained from the Bursar's Office in Main Hall after classes begin. To qualify as an auditor, an individual must be 21 years of age or older. Persons are not eligible to audit courses if they are under suspension from the university. Auditors may attend as many courses as they wish (except those courses with laboratories or where equipment is used), provided they have permission from the instructor. Auditors register for courses for No Credit (NC).

Registered students: If a regular degree student wishes to participate in a class without receiving credit, the student must register for the course for No Credit. Tuition for courses taken for No Credit is the same as for courses taken for credit. Auditors should note that the Office of Admissions and Records does not keep any record of courses audited; therefore, credit for these courses cannot be established. In order to register for no credit, the student should complete a Credit Change Form indicating the course for which no credit is desired. Deadlines and rules for changing are the same as for Drop/Add. See also Grading System and Drop/Add.

Commencement Policy

The *Bulletin* that governs a student's graduation requirements is the one in effect at the time of the student's most recent admission into the college of the student's degree program.

Participation in academic ceremonies that recognize or honor students for the completion of an academic program or specific academic accomplishment is based on the understanding that all requirements have been completed. Every effort will be made to determine eligibility in advance and only students who have met requirements will be permitted to participate.

Course Numbering System

The word preceding the course number identifies the department offering the course. The first digit in the number indicates in a general way the class level of the course: 100/1000-level courses are primarily for freshmen, 200/2000-level courses for sophomores, 300/3000-level for juniors, 400/4000-level for seniors and 500/5000- and 600/6000-level for graduates. The digit after the dash

denotes the credit-hour value of the course. Thus, “CHEM 101-4” signifies that the course is in chemistry, that it is freshman level, and that it carries 4 hours of credit.

Level of Courses Numbered 900-998:

900-929	Lower division, undergraduate
930-949	Upper division, undergraduate
950-959	Graduate, Level 1
960-979	Graduate, Level 2
980-998	Other

Diplomas

Diplomas will carry the designation of the campus authorized to grant the degree.

Discipline and Latin and departmental honors are shown on the diploma.

The Bachelor of Science or Arts or Innovation (BS, BA or BI) will indicate the field of study, such as business, chemistry, electrical engineering, or physics.

In the Graduate School, the designations are Master of Arts, Master of Science, Master of Sciences, Master of Public Administration, Master of Business Administration, Doctor of Philosophy and Doctorate of Nursing Practice.

Commencement exercises for graduates of the summer and fall term will be held at the end of the fall semester; commencement exercises for graduates of the spring term will be held at the end of the spring semester. Graduates will receive their diplomas approximately 12 weeks after the end of the term in which the degree is conferred. Transcripts are available with degrees posted approximately 6 weeks after the end of the term.

Dropping and Adding Courses

Students will be allowed to drop and add of their own accord through census date (the 12th day of classes of the regular semester or the 6th day of classes of the summer term). Courses that meet less than the full 16 week term in fall and spring and 8 weeks in the summer have special pro-rated drop and add deadlines. Drop and add deadlines are published in the *Schedule of Courses*.

After this time, the instructor's and dean's signatures (of the college offering the course) are required for adds. For drops, the instructor's signature is required; if the instructor chooses to sign the Course Change Form, he/she is indicating that the student is in good standing and the drop will be processed. If the instructor judges the student to be failing the course, he/she will not sign the form and the student will not be dropped from the course. (Course Change Forms will not be accepted without required signatures.)

After the 10th week of the regular semester or the 5th week of the summer term, courses may not be dropped unless there are circumstances clearly beyond the student's control (accident, illness, etc.). In addition to the instructor's certification (as described above), the dean of the college offering the course must approve the drop.

Students receiving financial aid or veterans benefits must also obtain the signature of the appropriate certifying official.

There are no refunds on individual courses dropped after the census date.

Tuition assessment for courses added after initial registration, which would result in additional tuition charges, will be added to the student's bill. Semester-long courses added after the census date are not eligible for Colorado Opportunity Fund subsidy.

Eligibility to Return Each Session

Degree Students should refer to the appropriate school or college section of this *Bulletin* for information regarding eligibility to return.

Unclassified Students (Major Code NOLD, NOUD, NOHS or NODW) continuation is contingent upon maintaining an overall grade point average of 2.0 upon completion of 12 or more semester hours. Failure to maintain the required average will result in an unclassified student being suspended. The suspension is for an indefinite period of time and becomes part of the student's permanent record at the university. While under suspension, enrollment at the university is restricted to summer terms or courses offered through Extended Studies.

Unclassified students are not placed on academic probation prior to being suspended.

Enrollment Status

The definitions for full-time/part-time enrollment are as follows:

1. A full-time undergraduate degree student is one who is enrolled for at least 12 credit hours. Undergraduate degree students are considered part time when they are enrolled for fewer than 12 hours. These criteria also apply for unclassified students without a degree.
2. A full-time graduate student is one who is enrolled for 5 semester hours of graduate level course work, or at least 8 semester hours in a combination of graduate and undergraduate course work acceptable for graduate credit, or any number of thesis hours. Graduate degree students need only enroll for half this amount to be considered full time during summer terms. The definition of “full-time” may be different for graduate students seeking financial aid.
3. Unclassified students with a degree-seeking student loan deferment must be enrolled for 12 semester hours to be considered full-time.

Final Examination Policy

It is the policy of UCCS to adhere to the final examination schedule as published in the *Schedule of Courses* each semester. While it may be appropriate not to give a final in some cases, such as laboratory courses, seminars, and colloquia, final examinations should be given in all other undergraduate courses.

Exceptions to this policy should be agreed upon by the faculty member and the chair of the department no later

than the beginning of the semester in which an exception is requested. The resulting decision should be announced in writing to students in the class during the first week of classes.

In addition to the principles stated above, the following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible educational experience for students:

1. The scheduled final examination period should be considered an important part of the course and used as a final examination period or for additional instruction.
2. The final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change.
3. The week of classes proceeding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the week preceding final examinations.
4. Individual students may be granted a variance from these policies provided the instructor is satisfied that:
 - a. the exception is based on good and sufficient reasons (such as religious observances), and
 - b. such an exception for an early or late examination will not prejudice the interests of other students in the course.
5. When students have three or more examinations on the same day, they will be entitled to arrange an alternative examination time for the first exam or exams scheduled on that day. Such arrangements must be made no later than the end of the 10th week of the semester (i.e., at the end of the drop period). Students will be expected to provide evidence that they have three or more examinations in order to qualify for exceptions.
6. This policy applies to all undergraduate students, including seniors. Graduating seniors should not be exempted from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

The actual schedule for final exams appears in the *Schedule of Courses* for the appropriate semester or term.

Grading Policies

Posting

Grades, when posted, are available on the Student Online Center at www.uccs.edu.

Grade Symbols

The instructor is responsible for whatever grade symbol (A, B, C, D, F, P, IF, IW, or IP) is to be assigned. Special symbols (NC and W) are indications of registration or grade status

and are not assigned by the instructor but are automatically converted by the grade application system, explained under Pass/Fail Procedure.

Each College or School individually determines the use of +/- grading.

Standard Grades	Quality Points for Each Hour of Credit
A= superior/excellent	4.0
A(-)=	3.7
B (+)	3.3
B= good/better than average	3.0
B (-) =	2.7
C(+)= 2.3	
C = competent/average	2.0
C (-) =	1.7
D(+)=	1.3
D =	1.0
D (-) = minimum passing	0.7
F = failing	0.0

Special Symbols

NC indicates registration on a no-credit or audit basis

W indicates withdrawal or drop without discredit

IF indicates incomplete - regarded as F if not completed within one year.

(Students should be aware that IF grades are automatically changed to F grades, without formal notification, when the one-year time allowance has passed.)

IW indicates incomplete - regarded as W if not completed within one year. (The College of Business does not give IW grades; for incomplete work it uses the IF grade only.)

IP indicates in progress - thesis or dissertation at the graduate level only.

P/F indicates the pass/fail option - P grade is not included in the grade point average; the F grade is included; up to 16 hours of pass/fail course work may be credited toward a bachelor's degree; a letter grade of D- or above is considered passing.

Explanation of IW and IF

An IF or IW is an incomplete grade. Policies with respect to IF/IW grades are available in the individual college and school dean's offices. Use of the IF or IW is at the option of the academic dean's office.

The student must ask for the incomplete grade. An incomplete grade is given only when students, for reasons beyond their control, have been unable to complete the course requirements. It is understood that a substantial amount of work must have been satisfactorily completed before approval for such a grade is given.

If an instructor decides to grant a request for IF or IW, the instructor sets the conditions whereby the course work will be completed. The coursework must be completed within a year, but the instructor may also set less time than

one year for completion. The student is expected to complete the requirements within the established deadline.

The instructor, with approval of the department, determines if the course should be retaken. If a course is retaken, the student must register for the course and pay the appropriate tuition.

The final grade (earned either by completing the course requirements or by retaking the course) does not result in deletion of the IF or IW grade symbol from the transcript. A second entry is posted on the transcript to show the final grade for the course.

At the end of one year, IF and IW grades for courses that are not completed or repeated will be regarded as F or W, respectively. Requests for an extension of time to complete the course beyond the one-year deadline cannot be approved.

Pass/Fail Enrollment

Students who wish to register for a course on a pass/fail basis do so during regular registration.

Changes to or from a pass/fail basis may be effected during the first 12 class-days of the fall or spring semesters or the first six class-days of the summer term. After this period it will not be possible to change registration unless it is approved by the dean as a specific exception.

Only 6 hours of course work may be taken as P/F in any given semester.

Students should refer to the rules of their particular school, college, and/or department for additional information regarding the guidelines and limitations of pass/fail registration.

The record of pass/fail registration is maintained by the Office of Admissions and Records. Academic deans and faculty will not be aware of specific pass/fail registrations. All students who are registered on a pass/fail basis appear on the regular class roster and a normal letter grade is assigned on the final grade roster by the professor. When grades are received in the Admissions and Records Office, registrations which require a P/F designation are converted by the grade application system. Grades of D- and above convert to a grade of P. Grades of F remain.

Computing a Grade Point Average (GPA)

The grade point average is computed by multiplying the credit points per hour, (A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=0.7, F=0) by the number of hours for each course, totaling the hours and the credit points, and dividing the latter by the former. For example:

ENGL 131	3	B	9 credit points
PSY 210	4	C+	9.2 credit points
HIST 101	3	B	9 credit points
CHEM 103	5	A	20 credit points
	15	hours			47.2 credit points

The grade point average is therefore 47.2 divided by 15, i.e. 3.147.

The grade point received at another institution will not be used in computing the student's grade point average at the University of Colorado.

Grades of P, H, NC, Y, W, IP, IW, and IF are not included in the grade point average. IFs that are not completed within one year are calculated as F in the GPA at the end of the one year grace period.

It is University of Colorado policy that the undergraduate GPA, the graduate non-degree (unclassified) GPA, and the graduate degree GPA are calculated separately.

If a course is repeated, all grades earned are used in determining the university GPA.

Students should refer to their academic dean's office for individual grade point average calculations as they relate to academic progress and graduation from their college or school.

Individual Academic Records

All credentials (high school and/or college transcripts, test reports, etc) used for admission become the property of the University of Colorado. When a student has been out of school for four years, the file is destroyed.

The Permanent Record Card showing all academic work done at any of the University of Colorado campuses, including credit courses through the Division of Extended Studies, will be maintained in perpetuity.

Major Declaration

Policy of the Board of Regents requires that students declare a major by the time they have 60 hours towards their degree – by the start of their junior year.

No Credit

See Auditing Courses.

Schedule Changes

The university reserves the right to cancel, postpone, or combine scheduled classes and to change instructors.

Withdrawal from the University

Withdrawal means that the student is dropping all courses for which he or she is registered for a specific term/semester.

A student will be allowed to withdraw during the first ten weeks of the fall or spring semester or the first five weeks of the summer term. After this time, a student may not withdraw unless the circumstances are clearly beyond the student's control; this requires the signature of the dean of the student's academic unit.

A student receiving financial aid or veterans benefits must obtain the signature of the appropriate certifying official. Financial aid may have to be repaid.

The student must obtain approval from the Bursar/Cashier office.

A withdrawal becomes effective on the date the withdrawal form, completed by the student and signed by the student's dean and required certifying officials, is received by the Admissions and Records Office. Eligibility for refund is determined by the date the form is received in the

Admissions and Records Office, not the date the student stops attending class.

Unless the student follows these procedures, the withdrawal is not effective and grades of F will be recorded for all courses not completed.

Writing Competency Requirement for Graduation

(719) 262-4038 or (719) 262-4040.

No student will be awarded a bachelor's degree (BA, BI, or BS) unless he or she can demonstrate competency in writing. Students may demonstrate such competency in either of the following ways:

1. By passing English 131, fulfilling the other composition course requirements stipulated by their college, and then passing the writing competency portfolio assessment administered after the completion of their final 3 credit hours of composition coursework.
2. By completing their UCCS writing requirements through the transfer of equivalent written communication courses taken at a major two-year or four-year institution (C- or better), and upon transferring these courses to UCCS, passing the writing portfolio assignment administered by the Writing Program. Students have one year from their initial enrollment to demonstrate competency by earning a pass on the portfolio. Students who do not pass the competency within one year must alternately complete an advanced writing course at the 300-level. This course will be in addition to other 300-level composition courses stipulated by their college as part of their degree requirements. The "final" composition course for each undergraduate program is listed below:

- For LAS and Nursing students: ENGL 141
- For BUS students: ENGL 307 or COMM 324
- For EAS students: ENGL 307 or 309

For further information about the writing portfolio assessment, see the *Schedule of Courses*, or contact the Writing Program.

Transfer students who have completed all composition requirements before enrolling at UCCS should contact the Writing Program concerning the portfolio assessment during their first semester in order to progress toward graduation in a timely manner.

University Assessment of Student Learning

Student Achievement Assessment Committee

Columbine Hall 203d
719-262-4186

Institutional Assessment

The Student Achievement Assessment Committee, composed of faculty, staff and student members, oversees the

implementation and advancement of assessment of student achievement and student learning at the University of Colorado at Colorado Springs. Campus-wide assessment of undergraduate general education is conducted annually, and each major and stand-alone minor creates and implements a unique assessment plan and reports progress annually.

UCCS reports results from various surveys and assessments to the Colorado Commission on Higher Education, our accrediting agency The Higher Learning Commission of North Central Association, as well as other state and public constituents. UCCS faculty and staff also use assessment results to evaluate and improve the quality of general education, major, and distance education programs.

UCCS students are a valuable source of information for helping to determine whether educational programs are meeting stated goals. Through the use of surveys, tests, and other instruments, information is gathered that assists in making improvements to curriculum and teaching that, in turn, can lead to increases in learning by students. Since these efforts are critical to achieving the university's goals, students may be required to participate in the assessment program.

Information collected in assessment processes is kept strictly confidential. Information shared with governmental and accreditation agencies is aggregated and individual student identities are not revealed.

Students may be expected to complete the following:

Freshman Year:

- Entering Student Survey
- National Survey of Student Engagement (NSSE)

Sophomore/Junior Years:

- ETS Measure of Academic Proficiency and Progress (general education test)

Senior Year:

- Graduating Seniors Survey
- ETS Measure of Academic Proficiency and Progress
- National Survey of Student Engagement (NSSE)

Note that in addition to these institution-wide assessments, some departments have assessment requirements where students may be asked to take a standardized test, exit survey, or other form of assessment.

Student Learning Outcomes/Objectives

Each major and stand-alone minor has an assessment plan in place and reports progress annually. These outcomes/objectives are detailed in this *Bulletin* within the individual study programs, and on the assessment website; they come directly from the most recent progress reports on file at the time of the *Bulletin* publication date.

Student Rights and Responsibilities

Academic Honor Code

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community – students, faculty, and staff.

UCCS has an ongoing commitment to maintain and encourage academic integrity. Therefore, the university has created a set of standards of academic honesty and procedures governing violations of these principles. Copies of the [UCCS Academic Honor Code](#) document may be obtained at the Kraemer Family Library, from the offices of the deans of the various schools/colleges, from the office of the Dean of Students, or from the Office of the Vice Chancellor for Academic Affairs.

Forms of Academic Dishonesty

1. Plagiarism – use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.
2. Cheating – intentionally possessing, communicating, using, or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
3. Fabrication and Falsification – intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
4. Multiple Submission – submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
5. Misuse of Academic Materials – intentionally or knowingly destroying, stealing, or making inaccessible, library or other academic resource material.
6. Complicity in Academic Dishonesty – intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be dealt with on an individual basis. It is the obligation of each student to assist in the enforcement of academic standards; infractions – whether by students or faculty – should be first brought to the attention of the instructor.

Detailed instructions about reporting a suspected infraction; appealing an alleged infraction, and applying sanctions for infractions are outlined in the [UCCS Academic Honor Code](#) document. Questions about the academic honor code should be addressed to the Dean of Students, Main Hall, room 322, (719) 262-3258.

Affirmative Action

Main Hall, Room 414A
(719) 262-3820

UCCS follows a policy of equal opportunity in education

and employment. In pursuance of this policy, no campus department, unit, discipline, or employee shall discriminate against an individual or group on the basis of race, color, religion, sex, age, sexual orientation, national origin, individual handicap or veteran status. This policy applies to all areas of the university affecting present and prospective students or employees.

The institution's educational programs, activities, and services offered to students and/or employees are non-discriminatory and consistent with State affirmative action guidelines, as well as with Federal laws and orders.

For information about these provisions on equity, discrimination, or fairness, as well as internal and external complaint procedures, contact the Affirmative Action Office.

Attendance Guidelines

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor must inform all classes in writing at the beginning of each semester concerning his/her attendance policies.

If attendance affects course grades, students must be provided with explicit written information concerning that fact no later than the end of the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence.

It is recognized that there may be certain situations where the student may not be permitted to make up the absence(s). Students participating in University-sanctioned activities should consult with instructors prior to registration, but no later than the end of the first week of classes, to determine the class attendance policy. At this time, the student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity, in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences. In this case, the instructor will consider absences due to participation in approved University activities, as outlined above, to be excused absences, on par with those due to other unavoidable circumstances such as illness.

Faculty judge the validity of student absences from class and may require documentation for excused absences. For classes requiring mandatory attendance incompatible with the number of planned absences, students will be advised to register, if possible, during a semester in which they will not be participating in the University-sanctioned activity. As with any academic issue, students may exercise their right to appeal adverse attendance decisions. Should the instructor and student be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation from (in this order) the department chair, the academic dean, and the vice chancellor for academic affairs.

Colorado Rioting Act

No person who is convicted of a riot offense shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of conviction.

A student who is enrolled in a state-supported institution of higher education and who is convicted of a riot offense shall be immediately suspended from the institution upon the institution's notification of such conviction for a period of twelve months following the date of conviction; except that if a student has been suspended prior to the date of conviction by the state-supported institution of higher education for the same riot activity, the twelve month suspension shall run from the start of the suspension imposed by the institution. Nothing in this section shall be construed to prohibit a state-supported institution of higher education from implementing its own policies and procedures for disciplinary actions, in addition to the suspension regarding students involved in riots stipulated above. (Colorado Revised Statutes, 23-5-124).

Family Educational Rights and Privacy Act (FERPA)

Annual Notice to Students: The University of Colorado complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act.

Local guidelines explain in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the guidelines can be found in the Admissions and Records Office.

The Admissions and Records Office has been designated by the institution to coordinate the inspection and review of student education records located in various university offices. Students wishing to review their education records must come to the Admissions and Records Office and present proper identification. All other records inquiries must be directed to the proper office, i.e., financial aid, bursar, etc.

Students may not inspect the following, as outlined by the act: financial information submitted by their parents, confidential letters that they have waived their rights to review, or education records containing information about more than one student, in which case the institution will permit access only to that part of the record that pertains to the inquiring student. Records that may be inspected include admissions, academic, and financial aid files, and cooperative education and placement records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review education records within 45 days of the day the university receives their request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the educational record(s) they wish to inspect. The university official will make arrangements for access and notify them of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise them of the correct official to whom the request should be addressed.
2. The right to request the amendment of students' education records that they believe are inaccurate or misleading. They may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to them when notified of the right to a hearing.
3. The right to consent for disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; a student employee; or a student serving on an official committee, or one assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

The Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
(202) 260-3887

The following items of student information have been designated by the University of Colorado as public or “directory” information: name, mailing and permanent addresses, telephone numbers, e-mail address, dates of attendance, registration status, class, previous educational institutions attended, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities, physical factors (height and weight) of athletes, prior schools attended, date and place of birth. Such information may be disclosed by the institution at its discretion.

Students have the right to withhold directory information from inquirers. The privacy option prevents all directory and enrollment information from being released to all who do not have a clear educational interest for access to this information.

Sexual Harassment

Main Hall, Room 414D
(719) 262-3678

Sexual Harassment Policy

UCCS is a collegial academic community whose mission requires an open learning and working environment which values and protects individual dignity. UCCS’ educational process is based upon mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation.

As a place of work and study, UCCS must be free of inappropriate and disrespectful conduct and communication of a sexual nature, of sexual harassment, and of all forms of sexual intimidation and exploitation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or academic evaluation; when submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual; or when such conduct has the purpose or effect of unreasonable interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Any person who desires information, has questions about procedures, or feels that he/she may have been sexually harassed is encouraged to speak with the Sexual Harassment Officer. Copies of the university Policy on Sexual Harassment are available on the campus website, www.uccs.edu, from the campus Sexual Harassment Officer, and in most offices on campus.

Standards of Conduct

Dean of Students
Main Hall, room 322
(719) 262-3258

UCCS has established a code of conduct to maintain the general welfare of the university community. The univer-

sity strives to make the campus a place of study, work, and residence where people are treated with civility, respect, and courtesy. Admission to the university carries with it the expectation that students will be responsible members of the campus community. This includes respecting the personal safety and individual rights of all in the university community, acting in accordance with accepted standards of social behavior, and abiding by the regulations of the university and the laws of the city, state, and nation. The Standards of Conduct clearly state the university’s expectations for student behavior.

Students are expected to become familiar with these standards and fully understand their responsibility as university community members.

Jurisdiction

The Standards of Conduct apply to all students at UCCS, regardless of designation, program, or residence. These regulations apply primarily to misconduct on university premises; however, off-campus violations that may impact the university’s mission fall under the jurisdiction of the Office of Student Conduct and may lead to disciplinary action. Students may be held accountable to both civil and criminal authorities as well as to the university, for breaking a law that also violates the university standards. Disciplinary action by the university will not be subject to challenge or postponement on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in any state or federal judicial system. In addition, the university can pursue disciplinary action if a student violates a standard of conduct and then withdraws from the university.

Standards

Standards of conduct help promote a safe and civilized campus environment. All students enrolled at UCCS are required to abide by these standards, or they will be subject to discipline. An attempt to commit an act prohibited by these standards, or attempts to aid, abet, or incite others to commit acts prohibited by these standards, are subject to discipline to the same extent as a completed act. Similar standards of conduct apply to other members of the university community – faculty, staff, and visitors.

Prohibited acts are enumerated at uccs.edu/student-conduct/. Allegations of any violations should be directed to the Office of Student Conduct for resolution.

Complaints

Any member of the university community may file a written complaint with the Office of Student Conduct alleging that a student has violated the Standards of Conduct. The complaint must include a statement of the facts describing the alleged violation. The Office will not accept anonymous complaints. The Office may also initiate charges. Upon receipt of a complaint, the Office decides whether there is substance to the complaint; whether the complaint falls within the jurisdiction of the Standards of Conduct; and whether disciplinary proceedings should occur. In order

to make this determination, the Office may need to gather additional information about the incident.

Rights and Responsibilities

The Standards of Conduct document details the rights and responsibilities of students accused of misconduct as well as victims of alleged student misconduct.

Additional Information

Questions regarding behavioral issues should be directed to the Dean of Students Office.

Student Appeals

The university has established systematic procedures for students who believe that inappropriate decisions have been made that affect them. Academic issues (for example, graduation requirements or course grades) should be addressed to the office of the dean of the appropriate school/college. Appeals of administrative actions (for example, financial aid awards or parking tickets) should be directed to the office who made that decision. Advice and assistance on appeal procedures are available from the Dean of Students, Room 322, Main Hall, 262-3258. There is a one-year statute of limitations on appeals concerning financial matters.

Housing

Residence Life

Monarch House (719) 262-4322

Email: housing@uccs.edu

<http://web.uccs.edu/housing>

UCCS residence housing is home to 900 students; all facilities are just a short distance from all campus classroom buildings and facilities. On campus, the Summit Village Residence Halls and the Alpine Village Apartments provide housing options for many of our students.

All rooms include full bath, satellite television, telephone service, and high-speed internet. All pricing for the Summit Village Residence Halls also include a choice of several meal options.

For fall 2007, all housing will be assigned on a first come, first served basis. We encourage all applicants to apply early for the best selection of rooms. Housing agreements are available for the full academic year, as well as the summer term, so students are able to stay on campus the entire calendar year.

Please see <http://web.uccs.edu/housing>, or visit one of our two offices on campus for further details of all of our housing options.

Off Campus Housing

ROAR office

University Center, first level

(719) 262-3470

web.uccs.edu/commuter/

E-mail: ROAR@uccs.edu

The off campus housing referral service, including listings of rooms, apartments, and houses, as well as students seeking

roommates to share their accommodations, is maintained by the Refuge for Organizations, Activities and Recreation (ROAR) office located across from the Information Desk in the University Center.

Public Safety

Public Safety and Student Health Building

(719) 262-3528 (parking) or (719) 262-3111 (police)

www.uccs.edu/pusafety/

The Department of Public Safety is a service agency. The officers of the department are certified, commissioned police officers for the state of Colorado.

911 Emergencies

on campus: 9-911

An “emergency” refers to any situation where there is an immediate danger to life or health of an individual, or individuals, on campus. Emergencies may be related to fires, chemical releases, medical problems or a wide variety of other events. For life threatening emergencies on campus, call 9-911. All other calls for police services, including crime reporting, should be made by calling 262-3111.

Campus Closure

(719) 262-3346

In the event that the campus is closed due to weather or other reasons, the information will be available by calling the above number. Information is also available on Colorado Springs television and radio stations and the Internet by accessing www.newsbridge.net/univcoloratocolosprings/.

Photo Identification

(719) 262-3528

Public Safety provides the UCCS photo I.D. card that all fee-paying students, faculty and staff are required to have. This card is required to check out material from the Kraemer Family Library, cash checks on campus, take advantage of special student prices for software or events, or gain admittance into sensitive areas of the campus.

All new students and most transfer students will be automatically billed for an I.D. card, whether or not a card is made. Transfer students from other CU campuses are not automatically billed for an I.D. and must pay for the I.D. at the time it is made. Photo I.D. cards should be made and claimed in the semester during which the automatic charge is made. Individuals requiring a replacement I.D. card must pay \$15 at the time the card is made. I.D. photos are taken Monday and Tuesday 8 a.m.- 7 p.m. and Wednesday through Friday from 8 a.m. - 5 p.m.

Police Operations and Environmental Safety

(719) 262-3111

The Department of Public Safety maintains a full-service police operation to respond to reports of criminal acts and emergencies on campus. The Department of Public Safety Office is also responsible for responding to all incidents that occur on campus involving police, parking, traffic, fire prevention and protection, environmental health and safety,

emergency disaster coordination and chemical materials management.

In compliance with the Clery Act, the University Police publishes the UCCS Safety and Security Report in September of every year. Crime statistics listed in this pamphlet reflect reported crime only and are for calendar years January through December. The document is available online at www.uccs.edu/pusafety/safety.

In addition, Public Safety provides several community services upon request:

1. Motorist assists: dead battery jump-starts, retrieval of keys from locked vehicles, etc.
2. Safety escorts to and/or from vehicles or buildings.
3. Lost and Found Service

Information Technology

IT Help Desk

El Pomar Center, first floor

www.uccs.edu/it

www.uccs.edu/helpdesk

(719) 262-3536

All university students, staff, and faculty receive computer accounts that give them e-mail and allow them to access the campus network from on- and off-campus. Information on computers, accounts, network access, etc. can be obtained from the IT Help Desk in El Pomar Center.

Open Computer Labs

Kraemer Family Library

El Pomar Center, second floor

(719) 262-3422

The Kraemer Family Library open computer lab contain Windows and Macintosh computers. Group study rooms contain two Windows computers each plus additional ports for laptop use. For students who use wheelchairs there are six computers (four Macintosh and two Windows computers) on higher desks. Those needing further assistance with computers, other than what is provided in the open labs, should access the Assistive Technology Lab.

The Assistive Technology Lab is available for users with disabilities during all hours the library is open. All students, staff, and faculty with a documented disability should receive training on how to operate special equipment and software through Disability Services. Please contact Kaye Simonton at Disability Services at 262-3354, Main Hall 105, if you have questions about documentation and/or training.

A Multimedia Development Lab is available for graphics and video processing. Digital still cameras and digital video cameras are available for check-out at the IT Help Desk on the first floor of El Pomar Center.

Columbine Hall Room

(231) 262-4963

The Columbine lab contains Windows and Macintosh computers.

Computerized Classrooms

The IT Department provides several classrooms across campus with computing capabilities. Some are computerized classrooms with an average of 25 computers for student use. Others have a podium with a computer, DVD/VCR, and projection capabilities to enhance lectures by allowing the integration of multimedia presentations.

E-Mail Policy

1. UCCS use of e-mail. E-mail is an official means for communication within the university. Therefore, the university has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. Assignment of student e-mail addresses.

Information Technology (IT) will assign all students an official UCCS e-mail address at the time registration is confirmed (after the down payment). It is to this official address that the university will send e-mail communications.

3. Redirecting of e-mail. A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. UCCS will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

4. Expectations regarding student use of e-mail.

Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with university communications. UCCS recommends checking e-mail once a week at a minimum in recognition that certain communications may be time-critical.

5. Educational uses of e-mail. Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations, they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

6. Appropriate use of student e-mail. In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

- a. All use of e-mail, including use for sensitive or confidential information, will be consistent with the Policy Statement on use of e-mail posted on the IT web page – www.uccs.edu/it.

- b. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.
- c. E-mail shall not be the sole method for notification of any legal action.

CU-NET

(719) 262-3597

CU-NET Courses

UCCS offers live, interactive, credit-bearing classes over the CU-NET instructional television system. CU-NET broadcast classes are regular courses and off campus students will have access to the instructor through a standard telephone connection. Off-campus students will be expected to follow the same syllabus and meet the same course requirements as in-class students.

Course offerings vary semester-to-semester. CU-NET classes are available to adult learners over Comcast. Anyone subscribing to Comcast will receive the classes as part of their basic service; however, to receive credit for classes, students must enroll through the Extended Studies division of the College offering the course.

A three-campus network provides video, voice and data transmission among the three campuses and supports, in addition to academic courses, administrative teleconferencing and professional development training.

Teleconferencing

CU-NET provides professional teleconferencing services to the campus community and public and private enterprises in the Pikes Peak Region. Down-linking services are available on campus. Up-linking services are not currently available.

Student Academic Resources, Opportunities and Programs

Army ROTC

Department of Military Science
Eagle Rock Building 201
(719) 262-3520

The Army Reserve Officers Training Corps program is available to UCCS students. Enrollment in the basic courses (100/200 level) is available to all full-time students. Enrollment in advanced courses (300/400 level) is open to juniors and seniors who have successfully completed all basic courses or LTC (Leader's Training Course), or to veterans at any level. All students should be academically aligned between their ROTC level and academic level (i.e., a freshman should enroll in freshman ROTC classes). Scholarships are available to qualified students. Completion of the ROTC program leads to a commission as an officer in the United States Army, Army National Guard or Army Reserve upon graduation. A minor in Military Science is available. Interested students are encouraged to consult with the Department of Military Science.

Chancellor's Leadership Class

Main Hall, room 318
(719) 262-3065

The Chancellor's Leadership Class is a leadership development program for the undergraduate student which focuses on leadership studies, applied leadership experience, community involvement, personal and professional development, and mentoring. Visit the CLC website www.uccs.edu/clc for an application and more information.

Academic Learning Centers

EXCEL Centers

web.uccs.edu/projexcel/

Project EXCEL is a program designed to help students achieve academic success during their collegiate careers. The activities and support services of Project EXCEL are provided to students via five learning centers located across the campus. The Centers provide programs that are linked to and support the academic curriculum across the campus. Refer to the Internet for hours of operation or contact each of the following Centers directly.

Language Technology Center

Dwire Hall, room 347
(719) 262-3690
Fax (719) 262-3146

Mathematics Learning Center

Engineering Building, room 129
(719) 262-3687
Fax (719) 262-3605

Oral Communication Center

Columbine Hall, room 312
(719) 262-4770

Science/Health Science Learning Center

Science Building, room 145
University Hall, room 202
(719) 262-3689

Writing Center

Columbine Hall, room 316
(719) 262-4336

Engineering Learning Centers

ECE Help Center

ENG, room 232
(719)262-3187

MAE Help Center

UH, room 233

CS Help Sessions

(719)262-3544

Pre-Collegiate Development Program

Main Hall, room 303
(719) 262-3239

UCCS has entered into a partnership with public schools in the Pikes Peak region, including Pueblo schools, to help prepare under-represented and first generation college students to be competitive for college entrance upon graduation from high school.

The program consists of leadership development, higher education awareness, and planning necessary to attain a higher education degree through Saturday Academy workshops and summer program courses for college credit. Students remain in the program until they graduate from high school. The program is for secondary students in grades 9 through 12, with a middle school program that serves students in grades 7 and 8.

Campus Facilities

Bookstore

University Center, lower level
(719) 262-3247
www.uccsbookstore.com

The Bookstore caters to the special needs of the academic community. The educational pursuits and the professionalism of the students, faculty, and staff dictate a full service store offering required course materials, optional course materials, self-help guides, software, and computer accessories, as well as best sellers, general reading books, cards, posters, clothing and gift items, including Mountain Lions insignia items, school supplies and much more. For convenience, personal checks with proper identification, MasterCard and Visa cards are accepted.

The Bookstore is open year-round, five days a week, with special hours at the beginning of fall, spring, and summer terms. In special situations, the hours may vary.

Textbooks

Required and optional course materials are available in the Bookstore. Each course taught is identified by its shelf tag listing course information and arranged according to department, course number, and section. Some used books are available for most classes. Used books sell for 25 percent less than a new book's list price.

Convenience Store

University Center, next to the Bookstore
The Convenience Store provides additional products to meet the needs of students, such as snacks, grocery items, personal products and more.

Family Development Center

1425 Austin Bluffs Parkway
(719) 262-3483

The Family Development Center provides quality, affordable pre-school programs and child care for university families and the community at large. The Center offer educational

programs for children ranging in age from 1 year (and walking) to 10 years.

The Center maintains a staff of highly qualified and caring teachers. The activities in the classrooms are planned by professional lead teachers trained in early childhood/child development. Lead teachers are assisted by additional teachers and aides. The Center strives to meet the standards for low child/staff ratios adopted by the National Association for the Education of Young Children (NAEYC).

The Center is open Monday through Friday. Rates are competitive, with discounts and some scholarships available for UCCS students.

Enrollment is limited and is on a first come, first served basis, with priority given to UCCS students. Phone or visit the Center for further enrollment information.

Kraemer Family Library

El Pomar Center
(719) 262-3296
web.uccs.edu/library

The Kraemer Family Library supports learning, teaching and research activities of the students and faculty by providing a diverse collection of more than one million items and offering a wide array of information services. These services include a comprehensive library instruction program, electronic data bases, interlibrary loan and reference services. Access to a wide variety of electronic resources and the library's online catalog is available through the library web page.

The library is housed in El Pomar Center. Library services are available 90 hours per week during the regular semesters. Individual study carrels, computer labs, multimedia development labs, group study rooms, and copy machines are available. Special equipment and software are available to assist the hearing and visually impaired gain access to library materials.

Library users have access to the library's collection of 439,000 book volumes, 726,000 microform volumes, 11,000 maps, and 7,400 media items. These items include 925 paper and 27,000 electronic journal titles as well as U.S. and Colorado government documents. In addition, students and faculty have access to the collections of many of the state's other academic libraries through personal visits, shared electronic catalogs or interlibrary loan. The library's interlibrary loan agreements also provide students and faculty with access to the collections of most of the libraries in the U.S. and other countries.

Print Shop

Campus Services Building, room 230
(719) 262-3213
www.uccs.edu/printshp/

The Print Shop offers full service printing and copying, including color copies, binding laminating and faxing services to students, faculty, and staff.

University Center

(719) 262-3450

The University Center is the community center for the university, serving students, staff, faculty, administration and guests. The University Center complements the academic programs by providing support to the out-of-classroom experience through an extensive array of cultural, recreational, social and educational programs. A student-centered organization that values participatory decision-making and volunteerism, the University Center provides programs through the services and facilities that are within the Center: Refuge for Organizations, Activities and Recreation (ROAR), including the Office of Campus Activities, Student Government Association and Student Organizations, Recreational Sports, The Scribe, Information Desk, Intercollegiate Athletics, Meeting Rooms, Lounges, Game Room, Overlook Snack Bar, Bookstore, Convenience Store, and Copy Center.

The University Center is supported by mandatory student fees. These fees finance repayment of the bond debt and support entertainment, cultural and educational programs and services not supported by the university's general fund. The University Center fees are \$33 base per head and \$9.50 per credit hour.

Student and Alumni Services

Alumni and Community Relations

Main Hall, room 416

(719) 262-3180

www.uccs.edu/alumni

The Office of Alumni and Community Relations works to provide programs and services which build a mutually beneficial and enduring relationship among alumni, students, the university and the community.

Counseling and Testing Center

Main Hall, room 324

(719) 262-3265

The University Counseling Center (UCC) helps students maximize their learning experiences. When students have difficulties with personal issues, career indecision, or relationship problems, academic achievement may suffer. The UCC exists to help students with these issues, using short-term therapy approaches. There is no charge for initial or emergency sessions. There is a nominal fee for on-going group or individual sessions.

The UCC provides the following:

1. individual, couples, family and group counseling to help students address personal problems experienced while enrolled at the university
2. workshops that address mental health needs and academic skill needs of students
3. consultation services for faculty, staff and students

4. mental health information and referral services.

Testing services include:

1. American College Test (ACT) Residual: an entrance exam for undergraduates. The results are valid for admission to the CU system only. Cost is \$40.
2. Correspondence Exams- There may be a charge
3. Graduate Record Exams (GRE)- subject based. An entrance exam for graduate programs. Visit www.gre.org to register and pay.
4. Miller Analogies Test (MAT)- an entrance exam for graduate programs. Cost is \$70.
5. Reasoning Skills Test: an exam used to satisfy the LAS Quantitative and Qualitative Reasoning Skills Requirements. Cost is \$20.

The testing center also provides on campus proctoring for make up exams and exam proctoring for those students who may need extra time or a less stimulating environment, at the discretion of the professor.

For information, costs, and scheduling, please call.

CU Opportunity Program (CUOP)

University Center, room 110

(719) 262-3040

Email: acordova@uccs.edu

CUOP is a special program that seeks to provide equal educational opportunity for students who have not traditionally been part of the university environment. The program strives to recruit, admit, retain, and graduate historically underrepresented students.

The primary focus of CUOP is to increase the historically underrepresented student population, which includes ethnic minorities, first generation and economically or academically disadvantaged students. However, it is also CUOP policy not to exclude anyone showing a need for the services offered by the program. The program has a cooperative relationship with the office of admissions, financial aid and academic departments. This relationship allows the staff to be available to assist CUOP students who experience difficulties in any of these areas. Interested students should contact the CUOP coordinator, preferably before admission to the university.

Dean of Students

Main Hall, room 322

(719) 262-3258

E-mail: dos@uccs.edu

The Office of the Dean of Students serves as a link between individual students, student government, and the various academic and administrative offices of the university. The Dean of Students and the Dean's staff serve as advocates for students' interests and needs to the rest of the university. Students who have a suggestion or concern should contact the office.

Disability Services

Main Hall, room 105
(719) 262-3354 V/TTY
E-mail: disbserv@uccs.edu

The purpose of Disability Service (DS) is to provide students with disabilities reasonable accommodations and support services to participate fully in the academic environment. Documentation is assessed under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and DS requirements. A student with a disability that requires accommodations in the academic environment should call the Disability Services Office for an appointment to discuss needs and available services.

International Student Services

Main Hall, room 104
(719) 262-3238 or (719) 262-3819

International Student Services serves as an advocate for foreign students attending or planning to attend UCCS, by identifying services and programs that can assist in meeting their needs. This unit promotes, supports, and develops any activity that brings about a cross-cultural understanding and sensitivity on campus. The unit is responsible for providing current and future international students with information and services available to them on campus and in the surrounding community.

Student Health Center

Public Safety and Student Health Building
(719) 262-4444
Fax: (719) 262-4446
E-mail: hlthcntr@uccs.edu
Website: <http://web.uccs.edu/healthcenter>

Services

The Student Health Center provides convenient and affordable access to quality medical care for eligible students. Medical insurance is not required to be seen for an appointment.

The Center provides health care services 40 hours per week during fall/spring semesters, including Monday evening hours, and abbreviated hours for all breaks and summer semester. Services include, but are not limited to, diagnosis and treatment of minor injuries and illnesses, administration of MMR and other vaccines, routine gynecological exams, birth control consultation, health education, and referral to community health resources as needed. Limited lab and medication are also available on-site. For additional information please visit our website.

Immunization Requirement

The Colorado Department of Health and Environment requires any student who: 1) is enrolled for one or more classes at a college or university, 2) who is physically present at the institution, including auditing classes but excluding correspondence/distance learning classes, and 3) born January 1, 1957 or later, to be immunized against Rubeola measles, Rubella, measles and mumps (MMR), or provide

documented proof of immunity to all three. Individuals born before January 1, 1957 are presumed immune and are exempt from the immunization requirement.

In order to comply with this State law, you must do one of four things:

1. Provide a copy of documentation from a health care professional that you have met the requirements of two MMR immunizations. Records must include month, day and year of each shot, an official signature or stamp or official letterhead. Note: obtain CERTIFIED records from your former college, high school, doctor's office, military records or family (certified) records.
2. Provide a copy of proof of immunity by blood lab tests for the Rubeola measles, mumps and Rubella measles.
3. Request an exemption from the law on personal, religious or medical grounds.
4. Get two MMR immunizations (30 days apart) immediately.

Please bring (or fax to 719-262-4403) a copy of your immunization records to the Health Center. The Health Center will assist you in complying with this state law. MMR immunizations are available at a reduced cost at the Health Center; call for an appointment. You may also receive the immunizations from your personal health care provider or your county health department.

Student Health Insurance

Information on Student Health Insurance is available through the Dean of Students Office.

Student Multicultural Affairs

University Center, Room 110
(719)262-3040

Website: <http://web.uccs.edu/oama>

The office of Student Multicultural Affairs promotes a campus environment that is inclusive and supportive of students from diverse cultural backgrounds. The office works with student organizations and campus departments to provide activities and programs that celebrate cultural diversity. The director and the assistant coordinator serve as advocates for students from underrepresented populations.

Office of Veteran Affairs and Military Student Affairs

Main Hall, room 101
<http://www.uccs.edu/military/>
(719) 262-3253

The University of Colorado At Colorado Springs is dedicated to assisting all students in reaching their educational goals while serving our country. The mission of the Office of Veteran and Military Student Affairs (OVMSA) is to assist Veterans, active duty military, and all students eligible for military education benefits.

Veteran Education Benefits

The office is supervised by the University, and bound to complete documentation and maintain records according to the guidelines of the Department of Veteran Affairs (DVA) and the Colorado State Approving Agency for Veteran Education and Training.

Military Tuition Assistance

Military tuition assistance varies per branch of military service. OVMSA is a valuable resource to guide military students in the utilization of education benefits.

Procedures

Students eligible for VA benefits or tuition assistance must complete the appropriate paperwork. A student must be registered in classes before certification is processed. All students receiving benefits must complete a course load worksheet each semester. All first-time students must visit the OVMSA in person.

Military Activation

A student in the armed forces who is given orders to deploy, relocate or go on temporary duty (TDY) should contact the OVMSA. After presentation of orders, the OVMSA will assist students with the notification to applicable departments and professors of deployment and/or training. Students will need to complete the deployment checklist at <http://www.uccs.edu/deploy>

Student Athletics, Organizations and Recreational Programs

Intercollegiate Athletics

University Center, third floor
(719) 262-3601

www.uccs.edu/athletic/

The Intercollegiate Athletic program at UCCS seeks to carry out its primary mission of developing exemplary student athletes who participate in the total spectrum of university life. Exemplary student athletes play intercollegiate sports and also focus on education, good character, no substance abuse, leadership and goals.

To that end, UCCS sponsors 12 varsity sports that compete at the NCAA Division II level in the Rocky Mountain Athletic Conference (RMAC). Varsity sports include men's and women's basketball, men's and women's cross-country, men's and women's indoor/outdoor track, women's volleyball, women's fast-pitch softball, men's soccer, and men's golf.

The UCCS Mountain Lion volleyball and basketball teams compete in the "Lion's Den," a 400 seat gymnasium located on the second floor of the University Center in the heart of the campus. The softball team plays at the Mountain Lion Field located at the 4-Diamond Complex on Nevada Avenue, just north of Austin Bluffs. The soccer team plays at Mountain Lion Stadium. The UCCS men's golf team plays at local golf clubs.

UCCS offers athletic scholarships that are awarded on an

individual basis by the head coaches of each of the varsity sports according to the NCAA guidelines.

Campus Recreation Office

University Center, second floor
(719) 262-3463

web.uccs.edu/recsports/

The Campus Recreation Office provides indoor and outdoor facilities, equipment, programs and services that support the leisure and wellness needs of UCCS students, faculty and staff. This is accomplished in a variety of ways including:

- *Club Sports* – university approved clubs sponsor instructional, recreational and competitive programs for their members. Club teams include, but are not limited to, cycling, karate, fencing, rodeo, baseball, women's soccer, martial arts, mountain biking, and ice hockey.
- *Intramurals* – provides broad recreational and competitive opportunities through team and individual leagues and special event activities. A few of the intramural leagues include softball, volleyball, basketball, soccer, table tennis, flag football, broomball and dodgeball.
- *Open Recreation* – free student access to the gym and fitness center during posted hours.
- *Outdoor Equipment Rental* – an ever-increasing inventory of outdoor equipment is available for a nominal fee and on a first come-first served basis.
- *Outdoor Facilities and Programs* – access to sports facilities by reservation and various outdoor trips.

Refuge for Organizations, Activities and Recreation (ROAR)

University Center, first level
(719) 262-3470

E-mail: ROAR@uccs.edu

The Refuge for Organizations, Activities and Recreation (ROAR), located across from the University Center Information Desk, is the students' doorway to campus life!

Through involvement in one or more of the areas within the ROAR, students are guaranteed to grow personally, make lifelong friendships, develop valuable lifetime skills, have input into the programs and services offered, contribute to the present and future of the university, and have great fun in the process.

Office of Campus Activities (OCA)

University Center, Room 104
(719) 262-3540

Email: oca@uccs.edu

www.uccsoca.com

The Office of Campus Activities (OCA) is the programming office for student events on campus, led by two co-presidents who are student employees; eight other students are employed as the council chairs. OCA's mission statement

is “Leading & Learning Together . . . Creating community through entertainment, enrichment, and inclusion.” The UCCS community is encouraged to be involved in the selection and production of events. OCA provides a great way to meet people, learn and build upon skills, and explore career opportunities.

A few traditional events sponsored by OCA include DisOrientation Week, Adopt-a-Mountain Lion Campaign, Get Vocal with the Locals, ROAR Daze, and Talent Night. Most events are free to students and open to the entire UCCS community. For more information, call 262-3128 or 262-3532, come by the office, or check out our website.

Student Government and Student Organizations

(719) 262-3470

All students at UCCS are automatically members of the Student Government Association, the official voice of the student body. Student Government provides a wide variety of activities and services. For more information call or visit the office in the ROAR.

In addition, there are more than 100 student clubs and organizations at UCCS. They include academic, social, religious, sports, political, honorary, and special interest organizations. Enjoy the satisfaction of being part of a group and getting things done, meeting people with similar interests, and developing leadership skills. For information about how to join an organization or to form a new organization, students are encouraged to call or come by the ROAR Office.

The Graduate School

Tom Huber, Dean
Main Hall 304B
Telephone: (719) 262-3417
Fax: (719) 262-3045
gradschl@uccs.edu
web.uccs.edu/gradschl

Effective in 1999, each CU campus organized its graduate programs within an autonomous Graduate School. Thus, UCCS has its own Graduate School with a Dean and a Graduate Executive Committee, who administer Graduate School requirements and policies on this campus and resolve graduate academic issues.

The Graduate School provides oversight and coordination for all graduate programs on the campus, while the individual departments within the specific colleges provide the curriculum, faculty, and program advisors for the degree.

For further information, contact the specific department within its college or the Graduate School at the above address.

Mission

The mission of the Graduate School is as follows:

- To promote excellence in graduate education
- To facilitate and enhance the educational experience and opportunities for graduate students
- To oversee and coordinate all graduate programs
- To ensure compatibility among programs and compliance with Graduate School policies.

Vision

It is the vision of the Graduate School to maintain high standards and the quality of programs, and to develop and administer them in accord with general standards of excellence and sound academic administration.

Graduate Programs of Study

The programs at the graduate level that are available for completion through the University of Colorado at Colorado Springs are listed on the following page.

Graduate Admission

A student who is granted admission to a graduate program must reflect, in a moral and ethical sense, a personal background acceptable to the University. The University reserves the right to deny admission to applicants, or to cancel the enrolled status of current students, whose total credentials reflect an inability to assume those obligations of performance and behavior deemed essential by the University and relevant to any of its lawful missions, processes, and functions as an educational institution.

Students may be admitted to the Graduate School in any of the five categories – regular, provisional, guaranteed early, fast-track, and re-admission – described in the following pages.

Admission Prerequisites

An applicant for admission as a regular degree student must meet the following minimum requirements. Some programs may have additional requirements for regular admission, and requirements for Guaranteed Early Admission (described below) are also higher. Qualified students are recommended for admission to regular degree status by the appropriate department.

- Hold a baccalaureate degree or a Master's degree from an accredited college or university, or demonstrate completion of work equivalent to the baccalaureate or Master's degree given at this University
- Have an undergraduate grade point average of 2.75 or better in a 4.0 system **OR**
- Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the program **OR**
- Have completed 15 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.25 or better. (Note that units completed before admission may not all be transferable into a graduate degree program.)
- Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.

For students who do not meet the above criteria, program faculty may assign course work and/or examinations that must be taken in order to make up deficiencies.

Application Procedures

Regular Admission Application Process

Applications for admission to an advanced degree program should be sent to the appropriate UCCS department or program office. The complete application must include the following:

- Part I and Part II of the graduate application (including the Residency form)
- Two official transcripts of all academic work completed to date, sent directly from the academic institutions attended
- A nonrefundable application processing fee
- Test scores, letters of reference, and other materials as required by specific programs
- For international applicants, a score on the Test of English as a Foreign Language (TOEFL).

Graduate School Programs of Study

College	Disciplines	Master's Degrees	Doctorate
College of Business	Accounting	MBA	
	Finance	MBA, distance MBA	
	Business	MBA, distance MBA	
	Health Care Administration	distance MBA (only)	
	Homeland Defense	distance MBA (only)	
	Information Systems	distance MBA (only)	
	International Business	MBA, distance MBA	
	Management	MBA, distance MBA	
	Marketing	MBA	
	Operations Management	MBA	
	Project Management	distance MBA (only)	
	Services Management	MBA	
	Technology Management	MBA, distance MBA	
College of Education	Counseling and Human Services – 4 tracks: school, mental health, college and military	MA	
	Curriculum and Instruction – 5 tracks: general, leadership, LDE, reading, science education	MA, online MA	
	Educational Leadership and Research Policy	MA	PhD
	Special Education	MA	
College of Engineering & Applied Science	Engineering	ME*	PhD**
	Computer Science	MS	
	Electrical Engineering	MS	
	Mechanical Engineering	MS	
College of Letters, Arts & Sciences	Applied Geography	MA	
	Biology	MSc***	
	Chemistry	MSc***	
	Communication	MA	
	History	MA	
	Mathematics	MS, MSc***	
	Physics	MSc***	
	Psychology	MA	PhD****
	Sociology	MA	
Graduate School of Public Affairs	Criminal Justice	MCJ	
	Public Administration	MPA, MPA online	
Beth-El College of Nursing & Health Sciences	Forensic Health – Health Care Sciences	MSc***	
	Health Promotion – Health Care Sciences	MSc***	
	Sports Medicine – Health Care Sciences	MSc***	
	Nursing	MSN	DNP

* The Masters of Engineering degree offers options in Engineering Management, Information Assurance, Software Engineering, and Space Operations and Systems Engineering.

** The newly restructured PhD program in Engineering includes the previously offered specialization in Electrical Engineering, plus allows for new focus areas not previously available. These new areas include traditional specializations such as Mechanical Engineering and Computer Science.

*** The Master of Sciences is a multi-disciplinary advanced degree. Options within the Master of Sciences degree include Biology, Biotechnology/ Biochemistry, Chemistry, Exercise Science, Forensic Science, Mathematics, Science Teaching, Sports Medicine and Physics.

**** The PhD in Psychology has an emphasis in geropsychology.

The Department of English offers coursework applicable to a Masters of Arts degree in English.

All credentials presented for admission become the property of the University of Colorado.

Deadlines

Although students may apply at any time, application material must be received by March 1 for maximum consideration for financial support starting in the fall semester.

Complete applications (including all supporting documentation) submitted to the program office at least 60 days prior to the term for which admission is sought are normally assured full consideration for admission; some programs have established earlier deadlines.

Completed applications for foreign students must be on file in the Office of Admissions and Records prior to April 1 for the fall semester and October 1 for the spring. All foreign students interested in graduate admission must begin the process with the Foreign Student Adviser in the Office of Admissions and Records.

Graduate Admission Examinations

Graduate programs may require the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT). Applicants must check specific departmental testing requirements. Information regarding the tests, dates scheduled, and procedures for enrolling is available from the Testing Services Office in Main Hall, Rm. 324.

Provisional Admission

Any applicant who does not meet the criteria for admission as a regular degree student may be recommended by the faculty for admission as a provisional student. The recommendation must include a statement of the conditions that the student must meet in order to become a regular degree student. When the conditions for regular status are met, the program director has the responsibility to reclassify the student to regular status.

Provisional students are subject to the same standards of performance required of regular degree students, in addition to other requirements a program faculty may impose as conditions of admission.

Guaranteed Early Admission

This special guaranteed-admission option is available to UCCS students currently enrolled in their final semester of undergraduate study. This option may also be exercised by UCCS undergraduate alumni within one year after their graduation. If the applicant meets all the admission requirements for this option, admission to the graduate program of interest is guaranteed. The special admission requirements for this option vary by graduate program, and applicants under this option must contact their graduate program of interest to determine that program's requirements.

The application process for Guaranteed Early Admission can be obtained from the Graduate School website or the individual department.

Fast-Track Admission

This special admission-process option is available to any UCCS undergraduate alumnus within the first four years after their graduation. This is not a guaranteed admission option, however, but rather an expedited admission process. Under this option, the applicant completes only a special one-page application form available from their graduate program of interest. This form, along with the application fee, is submitted to the program director. In most cases other application requirements, such as letters of support and transcripts, are significantly less than for the regular admission process. The specific requirements for this option are available from the respective graduate program.

The application process for Fast-Track Admission can be obtained from the Graduate School website or the individual department.

Readmission of Former Students

A student previously admitted to a graduate program who did not complete the degree and has not been continuously registered at the University but now wishes to return, must do the following:

- Clarify status with the program to determine eligibility to return and pursue the same degree
- After receiving program approval to continue work on the degree, submit a new Part I of the application to the program office before deadlines have passed for the term of expected return

A former student will not be charged an application fee unless any coursework to be applied to the degree was taken more than six years prior to the student's return.

A student admitted to the Graduate School for a Master's program must reapply for admission for a doctoral program. A student applying to a doctoral program from a Master's program in the same department, with no break in attendance, will not be charged an application fee.

A dismissed student is eligible to reapply for readmission after one year. Approval or rejection of this application rests with the student's major department.

Former students who wish to change from one major to another should consult with their department chairperson and complete the appropriate forms.

Unclassified Students

A student holding a baccalaureate degree who wishes to take graduate courses but does not wish to earn an advanced degree from the University of Colorado should apply to the Office of Admissions and Records for admission as an unclassified student. (See the Unclassified Student section in General Information.)

Notification of Acceptance

After the Office of Admissions and Records has received the Graduate School approved departmental recommendation and all required credentials, the applicant will be notified regarding eligibility for admission. If eligible, the applicant will receive a letter of acceptance from the Office of Admissions and Records.

Admission to Candidacy

Admission to the Graduate School is not the same as admission to candidacy for an advanced degree. A student who wishes to become a candidate for a degree must make special application at the time and in the manner prescribed by the requirements for the degree sought; see academic requirements for Master's and Doctoral degrees.

Graduate Academic Policies and Rules

The official policy of the Graduate School is contained in the Rules of the Graduate School. These rules are available in the office of the Graduate School, Vice Chancellor for Academic Affairs, on the UCCS web site web.uccs.edu/gradschl, and in each graduate program office.

Courses Applicable to a Graduate Degree

Transfer Courses

Work already applied toward a completed Master's degree received at another institution cannot be accepted for transfer toward the Master's degree at the University of Colorado; extension work completed at another institution cannot be transferred; correspondence work, except to make up deficiencies, is not recognized.

Transfer credits may be applied to a graduate degree only with the approval of the program director. Each program will establish, with the concurrence of the Graduate School Executive Committee, the maximum number of semester hours that may be transferred from another accredited institution and applied toward its graduate degree without special approval of the Graduate Dean. The following provisions will apply:

- All transfer courses must have a grade of B minus or above.
- Some programs may require that credit will not be accepted for transfer until the student has established a satisfactory academic record at this university.
- For Master's degree students, all work accepted for transfer must have been completed within the six-year time limit or be validated and approved by program faculty.
- Courses applied towards one Master's degree may not be used towards another Master's degree.
- Requests for transfer of credit must be made on the form specified for this purpose. Official transcripts of credit must accompany requests or be on record.
- Master's degree students must submit transfer requests to the program director by the beginning of the semester prior to the semester in which they will graduate.
- Doctoral degree students must submit transfer requests to the Graduate School before making application for admission to candidacy.

Courses Taken During Senior Year

Seniors at UCCS may transfer up to nine semester hours of coursework, provided such work meets the following requirements:

- Completed with a grade of B minus or above in the senior year at this University
- Comes within the time limit for the completion of the graduate degree
- Has not been applied toward another degree
- Is approved by the program director

Undergraduate credits from another institution may not be transferred to the Graduate School.

Undergraduate Courses

No lower division course nor undergraduate courses designed to improve basic skills may be used as credit towards a graduate degree. A program may require a student to take undergraduate courses as a means of making up deficiencies, but the credits generated in these courses may not be counted in the minimum number required for the degree.

Courses Taken While in Unclassified Status

Credits earned as an unclassified student at UCCS may be applied to a graduate degree only with the approval of the program director. Each program will establish, with the concurrence of the Graduate School Executive Committee, the maximum number of semester hours taken in unclassified status that may be applied toward its graduate degree without special approval of the Graduate Dean. Coursework in progress during the semester in which formal admission is granted does not apply to this unclassified total.

Extended Studies Courses

Students may use the resources of the Division of Extended Studies in the pursuit of graduate study only if they obtain proper academic approval from the program director.

Graduate Courses

A graduate level course is any course that bears the graduate number appropriate to the discipline (i.e., 500- 900 or 5000-9000) and is taught by a member of the graduate faculty.

Independent Study

Independent study credit hours may not exceed 25% of the minimum number required for the degree.

GPA and Satisfactory Academic Progress

A graduate student is expected to maintain at least a 3.0 cumulative average in all work attempted in Graduate School. Students who fail to maintain this standard of performance will be subject to probation or dismissal from the Graduate School by the Dean, with the approval of the major department. Appeals may be made to the campus Graduate Executive Committee, whose decision is final.

A student who receives a grade below B minus in a course may repeat that course once, upon approval of the program director, provided the course has not been pre-

viously applied toward a degree. The grade received in a repeated course will substitute for the original grade and only the latter grade will be used in calculating the Graduate Program grade point average required for graduation. However, all grades received will appear on the student's transcript. Work receiving a grade of less than C may not be counted toward any graduate degree. An in-progress (IP) grade given for thesis will be valid and must remain unchanged until the thesis has been completed

Registration

New degree or unclassified students are notified of eligibility to register for course work through the Statement of Eligibility for Admission mailed from the Admissions and Records Office. If this notice has not been received in time for registration, an inquiry should be made to Admissions and Records. Degree and unclassified students who do not stay continuously enrolled (having missed a fall and/or spring semester registration) must check with Admissions and Records 60 days before the next intended registration period to make sure of eligibility to register during regular registration. Former students should follow the same procedure. Degree students changing departments or graduate degree programs should begin the change process with the new department.

Limitation of Registration

Full Load

Graduate students will be considered to be carrying a full load during a regular semester for purposes of determining residence credit if they are registered for not fewer than 5 semester hours in courses numbered 500 (or 5000) or above, or any number of thesis hours. A full load for purposes of determining residence credit during the summer session is 3 semester hours of work in courses numbered 500 or above, or any number of thesis hours.

Maximum Load

No graduate student may receive graduate credit toward a degree for more than 15 hours in a regular semester. The maximum number of graduate credits that may be applied toward a degree during a summer session is 6 hours per 4-week term and 9 hours per 8-week summer session.

Regulatory Compliance

The student, in consultation with his or her advisor, is responsible for obtaining and documenting appropriate institutional committee approval for research involving human subjects, animals and/or biohazards. This approval must be received prior to the student undertaking their research.

Student Ethics

Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the Honor Code of UCCS, which appears each semester in the *Schedule of Courses*. Students who do not meet these standards may

be dismissed from the Graduate School by the Graduate Dean upon recommendation of the director of the student's graduate program. A student may appeal such action under the provisions described below.

Graduate Academic Requirements

Academic requirements for Master's degrees and Doctoral degrees are detailed below; these are minimum requirements. Additional conditions set by individual departments will be found in the description of that department. Any department may make further regulations that are not inconsistent with the general rules.

Master's Degree Minimum Degree Requirements

The minimum requirements of graduate work for a Master's degree may be fulfilled by following either Plan I or Plan II below.

Plan I (thesis)

- 30 semester hours, including 4-6 hours of thesis credit
- At least 24 semester hours must be at the graduate level
- File application for admission to candidacy for degree

Plan II (non-thesis)

- 30 semester hours
- At least 24 semester hours must be at the graduate level (Some interdisciplinary programs may require fewer graduate level units.)
- File application for admission to candidacy for degree

A candidate for the Master's degree may be allowed to select Plan I or Plan II only upon the recommendation of the department concerned. Some graduate programs criteria vary from the options listed above. Students should consult their graduate program for more information.

Master's Thesis Requirements

Every candidate pursuing a Master's degree under Plan I (thesis option) is required to write a thesis, which may be of a research, expository, critical or creative type. Each thesis presented in partial fulfillment of the requirements for a Master's degree must satisfy the specifications of the UCCS Thesis and Dissertation Manual, and shall represent 4-6 semester credit hours of work. The student may register for any specific number of hours in any semester of residence. The final grade will be withheld until the thesis is completed. If the thesis is not completed at the end of the term in which the student is so registered, an in progress grade (IP) will be reported.

Thesis Advisory Committee

A thesis advisory committee must be established for each

student pursuing a Master's degree under Plan I (thesis option). This committee will consist of the thesis advisor, and at least two other members of the graduate faculty, possibly including a member from an allied program. Upon the recommendation of the thesis advisor, the committee is appointed by the program director with the approval of the Graduate Dean.

The thesis must be signed by the student's thesis advisory committee. Two formally approved copies of the thesis must be filed in the Library by the published deadline date.

Thesis Defense

After the thesis has been accepted by the student's thesis advisor, a thesis defense will be administered by the thesis advisory committee. A majority of the committee must vote affirmatively for the student to pass. A student who fails the thesis defense may not attempt it again until at least two months have elapsed. A student may re- defend only once.

Comprehensive Examination

This examination is administered by a committee of at least three graduate faculty appointed by the program director. A majority of the examination committee must vote affirmatively for the student to pass. A student who fails the examination may not attempt it again until at least two months have elapsed. The student may retake the examination only once.

Master's Degree Examinations

Most Master's degree programs require a comprehensive examination or a thesis defense (see above) after the other requirements for the degree have been substantially completed. A student must be registered at the time in which the comprehensive examination or thesis defense is held.

Admission to Candidacy – Master's Degree

Each student pursuing a Master's degree should file an Application for Admission to Candidacy in the office of the Graduate Dean during the first five weeks of the semester of intended graduation. This application will certify that all requirements for the degree have been met, or are in progress.

Although the work for advanced degrees is specified partly in terms of credit hours, an advanced degree will not be conferred merely for the completion of a specified period of residence and the passing of a given number of courses. A student should not expect to get from formal courses all the training, knowledge, and grasp of ideas necessary to meet the requirements for an advanced degree. The student regularly admitted to the Graduate School and later accepted as a candidate for a Master's degree will be recommended for the degree when all requirements have been met.

Time Limits – Master's Degree

Although students are normally expected to complete a Master's degree in one to three years, Master's degree students have six years from the date of the start of course work to complete all degree requirements (which includes

filing the thesis with the Kraemer Family Library if Plan I is followed). A student who fails to complete the degree in this six-year period must file a petition for extension with the Graduate Dean. The petition, giving reasons why the student should be allowed to continue in the program, must be endorsed by the program director.

The program director must approve applying any course to the degree that was taken more than six years prior to the semester of graduation, and all such courses must be validated by special examination.

Doctoral Degree Minimum Requirements

General Requirements (Check with Program of Interest)

- 75 semester hours of graduate level credit, including 30 units of dissertation credit
- Each doctoral program shall determine how many credits from an earned Master's degree may be included in this total
- File application for admission to candidacy for degree

Doctoral Dissertation

Every candidate pursuing a doctoral degree is required to write a dissertation based upon original investigation and showing mature scholarship and critical judgment, as well as familiarity with tools and methods of research. The subject must be approved by the student's program director. Each dissertation presented in partial fulfillment of the requirements for a doctoral degree must satisfy the specifications of the UCCS Thesis and Dissertation Manual. The dissertation shall represent 30 semester credit hours of work for PhD candidates.

Advisory Committee

A dissertation advisory committee shall consist of five members of the graduate faculty, including one member of an allied department. One of the five members may be from another institution, provided the faculty member has been granted associate membership on the graduate faculty. Upon the recommendation of the dissertation advisor, the committee is appointed by the program director with the approval of the Graduate Dean.

The dissertation must be signed by the student's dissertation advisory committee. Two formally approved copies of the dissertation must be filed in the Library by the published deadline date.

Doctoral Degree Examinations

Each doctoral program will require one or more of the following types of examinations. A student must be registered at the time any of these examinations are taken. Successful completion of either a comprehensive examination or a specialty examination must precede advancement to candidacy.

Preliminary Examination

An examination to ensure that a student is qualified for doctoral study.

Comprehensive Examination

An examination in the field of concentration and related fields. This examination may be written or oral or both, and will test the student's mastery of a broad field of knowledge, not merely the formal coursework which has been completed. The comprehensive examination shall be conducted by an examining board of at least three members appointed by the program director.

Specialty Examination

An examination in a specific area of the general field of concentration. This examination may be written or oral or both, and will test the student's mastery of a single subject that may well go beyond formal coursework that has been completed. The specialty examination shall be conducted by an examining board of at least three members appointed by the program director.

Dissertation Proposal Examination

An examination to determine the preparedness of the student and the appropriateness of the topic, prior to commencing work on the dissertation.

Dissertation Defense

After the dissertation has been accepted by the student's dissertation advisor, a final examination of the dissertation and related topics will be conducted by the Dissertation Advisory Committee. The examination is open to anyone who wishes to attend. A successful candidate must receive the affirmative vote of a majority of the members of the dissertation committee. In case of failure, the examination may be attempted once more after a period of time determined by the committee.

A student must be registered for at least 5 dissertation credit hours during the semester in which the dissertation defense is held. The Graduate School must be notified of the dissertation defense at least two weeks in advance of the scheduled date of the defense, which must be no later than 18 days before the final day of the semester of graduation.

Doctoral Dissertation Credit Hour Requirements

- A doctoral student may take no more than one half of the total number of dissertation credit hours required for the degree prior to or during the semester in which the comprehensive examination is passed.
- Following successful completion of the doctoral comprehensive examination, a student must register each fall and spring semester for five to ten semester units of dissertation credit, until the requirements for the degree are completed.
- A student may register for no more than ten dissertation credit hours in any semester, and for no more than seven credit hours during a summer semester.
- If, following the completion of the doctoral comprehensive examination, there is a semester during

which a student will be using no university resources, the student may petition to register for a minimum of one unit of dissertation credit. Such a request must be approved by the program director.

- A student must be registered for at least 5 dissertation hours during the semester (or summer session) in which the dissertation defense is held.

Admission to Candidacy – Doctoral Degree

A doctoral student who wishes to become a candidate for a degree must file an Application for Admission to Candidacy in the Office of the Graduate Dean during the first five weeks of the semester of intended graduation. This will certify that all requirements for the degree have been met or are in progress. Admission to candidacy will be granted only to students who have completed a significant fraction of the required course work, and have passed the comprehensive examination and language requirement (if any).

Time Limits – Doctoral Degree

Doctoral students are normally expected to complete all degree requirements within seven years from the date of the start of coursework in the doctoral program. A student who fails to complete the degree in this seven-year period must file a petition for extension with the Graduate Dean. The petition, giving reasons why the student should be allowed to continue in the program, must be endorsed by the program director or by three members of student's dissertation advisory committee.

If the Graduate Dean approves, the student may continue studies for one additional year. If the Graduate Dean does not approve, with the concurrence of the program director, the student may be dismissed from the program. If the Graduate Dean and the program director do not agree on whether a student should continue, the Graduate School Executive Committee shall make the final decision.

Graduate Student Appeals**Student Appeal Procedures**

The procedures for a student appeal to the Graduate Dean and the Graduate School Executive Committee are as follows:

- An appeal will be officially accepted from a student only after it has been determined that the student has exhausted the appeals process in effect in the department.
- If a resolution to the problem identified in the student's appeal cannot be reached on the department or unit level, the student may submit a written appeal to the Dean of the Graduate School. The written appeal must describe in detail the basis in fact for the opinion that the student has been treated unfairly and must describe actions taken to resolve the problem at the departmental level.
- Upon receipt of a written appeal from a student,