



THE
BIOMEDICAL
SCIENCES
PROGRAM
HANDBOOK
2024-2025

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UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Academic Calendar – Fall 2024

This calendar:

- applies to MS and PhD programs affiliated with the Graduate School on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

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

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

Month	Day	Deadline	Notes
June 2024	3	First day to submit a new non-degree application or continuing non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
	10	First day to apply for Fall graduation in UCDAccess.	If you intend to graduate in Fall, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring.
July 2024	1	Course enrollment for Fall begins in UCDAccess	
August 2024	2	Last day to petition for resident (in-state) student/tuition status.	Funded PhD students who do not establish residency by second year may have to pay the tuition difference.
	5	Last day to submit a new non-degree application or a continuing non-degree course permission form.	See June 3 for more info.
	26	First day of Fall full semester classes.	
September 2024	2	Labor Day Holiday	No classes. Campus closed.
	6	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.	After this date: <ul style="list-style-type: none"> • use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit. • students who have not registered in any classes must use the Registrar's Registration Form and get the Assistant Dean's signature. • use the Registrar's Course Withdrawal form to withdraw from (drop) a class.
		Last day to apply for graduation in UCDAccess.	If you intend to graduate in Fall, you must complete this online application. If you do not, you will not be eligible to receive your degree until Spring.
November 2024	28-29	Thanksgiving Holiday	No classes. Campus closed
December 2024	9-13	Final Examination Week	
	13	End of semester	Fall 2024 degrees will be awarded effective this date.
	18	Final grades due (noon)	

Spring 2025	January 15	Martin Luther King Day	No classes. Campus closed.
	January 20	First day of classes	
	February 17	President's Day	No classes. Campus closed.
	March 17-21	Spring Break	No classes. Campus open.
	May 16	End of semester	
	May 19	Commencement & Convocation	
Summer 2025	June 2	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 15	End of semester	



Graduate School

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

Academic Calendar – Spring 2025

This calendar:

- applies to MS and PhD programs affiliated with the Graduate School on the **Anschutz Medical Campus**.
- only includes deadlines pertaining to coursework or those managed through UCDAccess.

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

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

Month	Day	Deadline	Notes
September 2024	9	First day to apply for Spring graduation via UCDAccess.	If you intend to graduate in Spring, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer.
October 2024	21	First day to submit a new non-degree application or continuing non-degree course permission form.	Taking a class requires active non-degree student status. Continuing non-degree students must submit a signed course permission form to enroll every semester.
	28	Course enrollment for Spring begins in UCDAccess	
December 2024	6	Last day to petition for resident (in-state) student/tuition status.	Funded PhD students who do not establish residency by second year may have to pay the tuition difference.
January 2025	3	Last day to submit a new non-degree application or a continuing non-degree course permission form.	See October 21 for more info.
	20	Martin Luther King Jr. Day	No classes. Campus closed.
	21	First day of Spring full semester classes.	
	31	Last day to add/drop courses in UCDAccess. * Courses dropped after this date will appear on your transcript with a grade of "W." * Students will be charged all tuition and fees for any course dropped after this date. * Students will be charged a \$60 late fee to add courses after this date.	After this date: <ul style="list-style-type: none"> • use the small Add/Drop Form to modify credits or add classes if already enrolled in at least one (1) credit. • students who have not registered in any classes must use the Registrar's Registration Form and get the appropriate Dean's signature. • use the Registrar's Course Withdrawal form to withdraw from (drop) a class.
		Last day to apply for Spring graduation in UCDAccess.	If you intend to graduate in Spring, you must complete this online application. If you do not, you will not be eligible to receive your degree until Summer.
February 2025	17	Presidents' Day Holiday	No classes. Campus closed.
March 2025	17-21	Spring Break	No classes. Campus open.
May 2025	12-16	Final Examination Week	
	16	End of semester	Spring 2025 degrees will be awarded effective this date.
	19	Commencement & Graduate School Convocation	
	21	Final grades due (noon)	

Summer 2025	June 2	Classes begin	
	July 4	Independence Day Holiday	No classes. Campus closed.
	August 15	Last day of semester	
Fall 2025	August 25	Classes begin	
	September 1	Labor Day Holiday	No classes. Campus closed.
	November 27-28	Thanksgiving Holiday	Campus closed.
	December 19	Last day of semester	

Biomedical Sciences Program By-Laws

Statement of Purpose

The goal of the Biomedical Sciences Program is to train world-class biomedical scientists who will apply a multidisciplinary approach to their research. This interdepartmental program will provide a broad view of biology and the disease process to students early in their career, creating a wider exposure to scientific disciplines outside of their specific research interests. We believe that an integrated approach to biomedical research is critical to the development of a successful career and is one of the characteristics possessed by the most successful scientists of our day.

Goal of the Biomedical Sciences Program

Our goal is to train high-caliber students by providing an academic environment with a minimal number of boundaries. Program students will be able to choose mentors without regards to the departmental affiliations of the faculty members. This will provide the opportunity for the students to choose the graduate programs that best meets their academic goals and their needs as future research scientists. Our research community is characterized by a high degree of interaction between investigators present at the Anschutz Medical Campus and its neighboring institutions – CU Denver Auraria Campus, National Jewish Hospital, CU Boulder. By making this diversity of research opportunities more accessible to students, we hope to foster a greater degree of interaction between investigators, stimulate high-quality research at our institutions, and recruit graduate students capable of competing in any environment. Our goal is to provide graduate training consistent with the level expected of one of the top graduate programs nationwide.

Academic Program

Students admitted to the Biomedical Sciences Program (BSP) do not belong to a specific department or program in Year 1. Students may choose their rotation mentors from the long list of approved faculty members of the BSP, which covers 11 PhD-granting biomedical science programs on our campus. Mentors for a student's rotations are chosen by the student after recommended consultation with the Program Director(s). Current information about all mentors is available to the student(s) through the program's web page (<https://www.cuanschutz.edu/graduate-programs/biomedical-sciences-program/home>).

BSP students complete a curriculum during the Fall and Spring semesters that balances standardized training with specific tailoring to each student's goals. Special topics courses offered in the winter and spring terms offer opportunities to explore areas of interest to the student to prepare them for their preliminary exams and beyond. All first-year students are required to participate in a BSP journal club, directed by members of the program faculty.

At the end of their first-year, all BSP students take a preliminary exam offered by one specific PhD-granting program of their interest, after taking the appropriate courses of that program. Successful completion of the preliminary exam allows a student to enter a research laboratory and choose a program under whose guidance they will complete their thesis research. Upon completion of the exam, students become members of that program and are subject to the regulations of that program. There is reciprocity for students who take a preliminary exam in one program but decide to join a different program. The program the student will join will honor the results of the exam from the other program. Students who do not pass the exam in two attempts will be terminated from the program. Appeals will be handled by the individual programs along with the BSP Director.

Program Administration

Director, Steering Committees, Admission Committees, Program Administrator

The **Director**(s)of the Biomedical Sciences Program oversees the operations of the program. The Director is selected by the Steering Committee and appointed by the Dean of the Graduate School. The Co-Director is recommended by the Director, approved by the Steering Committee and Dean of the Graduate School.

Current Director – Dr. Aaron Johnson; Current Administrator- Jessica Gamez

The **Steering Committee** consists of a representative from each of the participating basic science program of the Graduate School, along with representatives from an existing department:

Basic Science Programs (11): Cancer Biology; Cell Biology, Stem Cells, & Development; Computational Bioscience; Human Medical Genetics & Genomics; Immunology; Integrated Physiology, Microbiology; Molecular Biology; Neuroscience; Pharmacology, Structural Biology & Biochemistry

The **Admissions Committee** consists of the Director of the program and up to fifteen faculty members from different programs that are appointed by the Director of BSP and/or their primary program. The Admissions Committee reviews all applications, ranks completed applications, and determines those individuals who will be invited for interviews. All decisions regarding admissions of applicants are made by this committee. The BSP participates in the common recruiting weekends currently used by other programs at the Anschutz Medical Campus. At least two faculty on the BSP admissions Committee represent each PhD-granting program, with one member chosen as a dedicated representative of that program's admissions priorities.

The Admissions Committee also evaluates the effectiveness of the marketing of the program, with special emphasis upon what changes should be made to increase our effectiveness in recruiting the best applicants to our graduate program.

The Program Administrator, provided by the Office of Research Education, aids in correspondence throughout the year with current, prospective, and previous program students, processing applications, and coordination of student interviews and recruitment efforts.

Application Process for Faculty Membership

Each faculty member (applicant) who is interested in joining the Biomedical Sciences Program should first be accepted in one of the 11 PhD-granting programs that BSP students can join. If this has occurred in the past three years, BSP will automatically welcome the faculty member onto our roster. After this three year period, faculty must submit to BSP Director and PA:

1. A brief paragraph stating why they would like to join BSP, emphasizing mentoring and projects that are well-suited to PhD students. Applicant must indicate which PhD-granting programs they are a member of.
2. A current CV with research description, current and pending funding, mentoring and teaching experiences. Applicant must indicate which PhD-granting programs they are a member of
3. If the PI is new and does not yet have current external funding, then a letter of support from the Department/ Division Chair stating that the department/division supports the PI taking thesis students and would be willing to support the student in the event of a lapse in internal/external funding for the student.

The “applications” will be approved or disapproved by the members of the current Steering Committee, which consists of one representative from each PhD-granting program.

Individual faculty members who wish to become members of the Biomedical Sciences Program training faculty for the purpose of becoming mentors for students in the program are expected to meet the following requirements:

- The faculty member must have the rank of Assistant Professor or above, with a primary or joint appointment in one of the 11 basic sciences PhD programs, as well as have a graduate faculty appointment with the Graduate School.
- The PI must offer a training/laboratory environment involved in hypothesis-driven research that provides a suitable training experience for the student such that they will be prepared to undertake a career in scientific research. It is recognized that the vast majority of contemporary biomedical research is hypothesis-driven. It is critical to proper graduate training that students understand how to construct and test a hypothesis if they are to be successful in their future endeavors.
- The faculty member must be engaged in independent research with a history of external funding – recognized types of grants include R01, R29, SCORE/SPORE, P01 (program project grant) from NIH; DOD, NSF, ACS, AHA or other recognized national agencies.
- It is also appreciated that some investigators may derive a substantial portion of their funding from corporate or venture capital sources, and that this mode of funding may increase in the future.

- We believe that this is a suitable source of funding provided that students not be subjected to confidentially agreements concerning their thesis projects.
- The applicant must provide evidence of past or present commitment to graduate-level education. This may take the form of teaching, serving on exam committees, or directly mentoring graduate students and postdoctoral fellows. In the case of new junior faculty, it is understood that this requirement will be met primarily by a future commitment.

Requirements for Admission of Graduate Students

The Biomedical Sciences Program's for each fall term is to admit a minimum of 10 students each year.

The following are the requirements for admission to the Biomedical Sciences Program:

- A baccalaureate degree with a minimum grade point average of 3.0 (on a 4.0 scale)
- Applicants can be admitted on a probationary status if GPA is less than 3.0
 - The student would need to prove they can maintain a 3.0 GPA in their first year of the program
- Strong background in biology, chemistry, physical science, and mathematics
- Completed coursework in two or more of the following subjects: cell and molecular biology, developmental biology, genetics, immunology, neurobiology, physical chemistry, physiology, and virology
- Undergraduate and/or post-baccalaureate independent research experience – 1 or 2 years minimum

Required Courses for Biomedical Sciences Program Students

FALL SEMESTERLast week in August
Core Course IDPT 7810MTWRF
Core Topics IDPT 7810MTWRF
Intro. to Research IDPT 7650.0011 credit hour: Aug- Nov
Intro. to Research IDPT 7650.0021 credit hour: Nov - Feb
Journal Club – no registration requiredW or F

SPRING SEMESTER begins the last full week of January

Intro. to Research IDPT 7650.001 1 credit hour: Feb – May
Electives: the other courses you take are the required courses of the program(s) you may be interested in. See individual Ph.D. Program handbooks for list of courses.

SUMMER SEMESTER.....begins first full week of June

Preliminary Examination.....June, dates TBD

Petition for Colorado Residency if not a residentby mid-August

CURRICULUM INFORMATION

RESEARCH ROTATIONS

Introduction to Research, 3 rotations – Fall: IDPT 7650.001; **Winter:** IDPT 7650.002; **Spring:** IDPT 7650.001

Directed laboratory research in an area selected by the faculty. Students are required take three rotations lasting one academic “quarter” each, starting in the fall semester of their first year.

Research rotations are designed to introduce students to research methodologies, to teach approaches to scientific problem solving, and to provide the opportunity to explore various laboratories as potential homes for thesis research. Students should approach the research rotations with the primary goal of identifying their future thesis advisors. Research rotations also provide students with the opportunity to accumulate a variety of different research experiences.

There are several considerations which a student should keep in mind when choosing a rotation advisor. Rotations must be performed with a member of the Program Training Faculty. It is the student’s responsibility to take the initiative to contact a rotation advisor and arrive at an agreement with the advisor in a timely manner.

At the completion of each required rotation, students must present a post-rotational seminar. This seminar will be presented on a predetermined day during the regular semester. The actual dates of the post-rotational seminar series for any given year are available from the Program Administrator. In the post-rotational seminar, the student presents the rationale, methods, and results obtained from the rotation project, as well as an interpretation and a discussion of the rotation project results. The post-rotational presentation usually lasts ten to fifteen minutes, with the last two or three minutes customarily devoted to questions from the audience.

ROTATION GRADES

Each rotation is assigned a letter grade. The rotation advisor assigns the initial grade following the post-rotational seminar.

Each student must complete at least three research rotations by the end of the first program year. Failure to do so will result in dismissal from the program. The possibility of a fourth rotation during the summer quarter between first and second year will be considered for students unable to find a thesis advisor due to funding or other unique situations after three rotations.

Courses

Biomedical Sciences Core Course – IDPT 7806 and IDPT 7810 – 10 credits

IDPT 7806 – M-F – 6 credits

Offered August through end of October

Course will focus on the fundamental principles of biomedical sciences. Lectures and recitations/discussions will primarily address the basics of molecular biology, biochemistry, genetics, cell biology, and energetic principles.

IDPT 7810 – MTWR– 4 credits.

Two short Courses in November and December

Sections focus on different core topics in biomedical science, and will address subject areas such as protein structure and function, neurobiology, embryology, stem cell research, and cancer biology. Student can enroll in multiple Core Topic Courses topics in one semester.

Journal Club – no registration required

Our Journal Club format allows for students to meet faculty from each program under the Biomedical Science Program umbrella, and also allows for students to learn about research going on in fields they may be unfamiliar with. The way our Journal Club is conducted is with one faculty facilitator from each program being chosen to represent their program, and selecting the paper that will be discussed. BSP students then choose a date, according to their programs of interest and/or areas of interest they want to be the paper coordinator. Depending on how many students are in the class, some may present twice. At the beginning of each class, the student coordinator will present a brief (~10 minutes) introduction to the paper, while the faculty mentor may interject to help with the “big picture”. After the introduction, other students can volunteer or the faculty moderator(s) will select a member of the class to present Figure 1; each student should be prepared to present every figure in every class. The selected student will briefly outline the experimental question being asked in the figure, the approaches used, what the experiments were intended to show, and what the experiments actually showed. *It is OK to ask for help in interpreting the figure.* After the figure is presented, the floor is open for questions and discussion from any student in the class. The questions should draw out the understanding of the figure(s) with respect to the validity of the data, its interpretation, and significance for the conclusions drawn in the paper. The faculty moderator(s) should try to allow the students to run most of the discussion, but can of course help direct, clear up a discussion that is going astray or bring to light overlooked issues after the students have made their contributions to the discussion. The class continues like this until all relevant figures are presented.

The pace of the discussion should allow 10 minutes at the end of each class to discuss the overall implications of the paper, the status of the field, and what future experiments might be, to give some ideas concerning potential research within the discussed area as an introduction to the type of research performed in that program.

Electives

The second semester is used to complete electives for the first year. Electives should be selected to fulfill the requirements of the programs in which the student might be continuing their study in the following years. Most electives are geared to prepare students for the preliminary exam for the program that is offering the course. Many electives may cover requirements for multiple programs. Please contact the programs you are interested in for the information regarding their elective requirements.

Preliminary Qualifying Exam

Every first year student takes the Preliminary Qualifying Exam at the end of the first year of graduate school. For BSP students, their exam will be administered by the specific program that the student chooses to join.

The primary goal of the Preliminary Qualifying Examination is to ensure that you have achieved a high standard of scientific scholarship and skills that are critical for successful completion of your Ph.D. thesis and beyond. In addition to assessing your foundation in genetics, molecular biology, cell biology and biochemistry, the Preliminary exam format in most programs will also test abilities such as:

- Develop a set of original, testable hypotheses
- Prepare a compelling research plan to test these hypotheses
- Orally explain and defend these hypotheses and your research plan
- Critically analyze and interpret data

Throughout the year, the director(s) of BSP will provide the students guidance as to how to choose the graduate program in which they will perform their thesis work, and which courses to take to prepare for their program specific preliminary examination.

Retreats

Each student in the Biomedical Science Program is encouraged to attend one, but no more than two, program retreats in the Fall and/or Spring semester of their first year. Students should attend the retreat(s) of the PhD-granting program(s) they are interested in possibly joining to be able to meet students and faculty of that program, and also learn about the current research taking place. Retreats are held in many different locations, ranging from one day on-campus to staying in cabins for a weekend. Students should contact the Program Administrator for more detailed information on a specific retreat.

Retreats Offered

Immunology & Microbiology (Department Conf.) -Sabrena Heilman

Human Medical Genetics & Genomics – Vanessa Martinez

Cancer Biology – Evelin Zumba

Pharmacology (Student Symposium)– Vanessa Martinez

Cell Biology, Stem Cells, & Development– Katherine Doyle

Molecular Biology – Trudie Steenhof

Immunology & Microbiology (Student Retreat) – Sabrena Heilman

Neuroscience–Kayla Thomas

Computational Bioscience (Rocky Conference) – Evelin Zumba

Pharmacology (Department Retreat)-Vanessa Martinez

Structural Biology & Biophysics – Katherine Doyle

Areas of Concentration

The Biomedical Sciences Program training faculty focus on numerous fields of scientific endeavor. Please see below the list of PhD-granting programs, their directors and program administrators:

Cancer Biology – Director(s): Dr. Rebecca Schweppe; PA: Evelin Zumba

Cell Biology, Stem Cells, & Development – Director(s): Dr. Jeff Moore; PA: Katherine Doyle

Computational Bioscience – Director(S): Dr. Katerina Kechris; PA: Evelin Zumba

Human Medical Genetics & Genomics – Director(s): Dr. Tamim Shaikh; PA: Vanessa Martinez

Integrated Physiology – Director(s): Dr. Mary Weiser-Evans; PA: Kayla Thomas

Immunology – Director(s): Dr. Ross Kedl and Dr. Beth Tamburini; PA: Sabrena Heilman

Microbiology – Director(s): Dr. Breck Duerkop; PA: Sabrena Heilman

Molecular Biology – Director(s): Dr. Rytis Prekeris; PA: Trudie Steenhof

Neuroscience – Director(s): Dr. Abigail Person and Dr. Nathan Schoppa; PA: Kayla Thomas

Pharmacology – Director(s): Dr. Jim Costello and Dr. Jason Aoto; PA: Vanessa Martinez

Structural Biology & Biophysics – Director(s): Dr. Catherine Musselman; PA: Katherine Doyle

Appendix

This information is general Graduate School procedures, policies, and contact information.

Academic Honor Code

Education at the CU Denver | Anschutz is conducted under the honor system. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. Expectations, definitions, and procedures regarding graduate student academic honesty and professional conduct are outlined in the Honor Code. Matriculation into a Graduate School program at CU Denver | Anschutz indicates the student's willingness to abide by both of these Codes. Questions and concerns may be directed to the Graduate School.

Academic Probation

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

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

Removal from Probation

Once the student's GPA has been recalculated and shown to be 3.00 or above, and/or other specified conditions of the probationary status have been met, the student will be notified by email, with a copy of the notification sent to the student's program.

Probation and Graduation

A student cannot take a milestone exam (Masters final exam or thesis defense, PhD comprehensive exam or dissertation defense) or obtain a degree from CU Denver | Anschutz while on academic probation.

Email Access

All graduate students will receive a University e-mail account. All students are expected to check this account on a regular basis, as this is the official means of communication for all university-related information. Graduate students will be provided with instructions on how to obtain and access their email accounts during their new-student orientation with the Graduate School. Once the student has his/her username and password, the student will have access to campus email, the student portal, computers on campus, student printing and other University domain resources.

Financial Aid

The Financial Aid Office is responsible for administering federal, state, and institutional aid, such as grants, student loans, and work-study. All forms should be filled out early, as financial aid processing can take 6-8 weeks. Short-term emergency loans are available through their office.

Financial Aid Office: *CU Anschutz location: Ed 2 North, 3rd Floor; Phone: 303-724-8039*

GPA and Grades

The grade point average (GPA) is calculated by multiplying the credit hours for the course by the points for the letter grade, totaling all the credit points and dividing them by the number of credit hours included. Grades received in courses transferred from another institution and/or from non-degree student coursework are not included in the calculation of the grade point average. The GPA for graduate students includes **all** courses taken while the student is enrolled in one or more graduate programs.

Pass/Fail Courses: Graduate courses or any courses used toward a graduate degree may **not** be taken on a pass/fail basis.

Minimum GPA and Grades

As a graduate student, students are required to maintain at least a “B” (3.00) average in **all** work attempted while enrolled in the Graduate School. Courses in which grades below a “B-” (2.70) are received will not be applied toward the degree. **This is a minimum requirement; individual graduate programs may have more stringent requirements.** While a course with a grade of C+ or below will not count towards the degree, **all** coursework taken while a student was enrolled as a graduate student will be included in the GPA calculation. If a student’s cumulative GPA falls below a 3.00, he/she will be placed on academic probation (please see Academic Probation).

Repeating Coursework

A graduate student who receives an unsatisfactory grade in a course (as determined by the Graduate School or an individual program) may repeat that course once. The 2 grades received will be averaged in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the credit hour requirement for the degree.

Grade Changes

At the end of a course, the course instructor will assign a letter grade, or an Incomplete (I), or In Progress (IP). IP grades are changed to final letter grades when the required work is completed. An “I” grade is automatically changed to an “F” after one year unless a grade change is initiated by the course director. In addition, letter grades may be changed due to clerical or administrative error; however, no other grade changes are permitted by the Graduate School; (i.e., students are not allowed to perform additional work for a course already completed in order to improve their grade). If a student enters military service before completing a course and an Incomplete grade, “I”, is reported, this grade may be carried on the record for the duration of the student’s service, provided arrangements have been made with the graduate program and the Graduate School Dean.

Health Insurance

For the most up to date student health insurance information regarding eligibility, dates, deadlines, and the process to waive insurance, please visit:
<https://www.cuanschutz.edu/student/health-wellness/student-health-insurance>

Health Insurance Plan, the student must contact the Student Health Insurance Office at the beginning of the term for information on health plan enrollment. There is an additional charge for each dependent.

Waiver: The waiver outlines criteria for comparable insurance that is emailed to each student in the fall and also available online or at the Student Insurance Office. If students wish to waive the student insurance, they must complete the waiver. Detailed instructions and the form are available online at the [Student Insurance website](#). The deadline for waiving or enrolling in the insurance will be included on the selection/waiver form and listed [online](#). **After the deadline, the student will be responsible for the insurance fee, which is automatically charged on their tuition bill.** Additional information will also be provided during orientation or by calling the Student Insurance Office.

The Student Insurance Office – *Location*: Ed 2 North, room 3213; *Phone*: 303-724-7674; *Email*: amcstudentinsurance@cuanschutz.edu

Health Services

As noted above, all students registered for 5 or more hours are automatically enrolled in the Anschutz Medical Campus student insurance (see Student Insurance). Students seeking medical care should see their primary care provider per the plan. Questions regarding benefits should be addressed to: Student Insurance Office – *Phone*: 303-724-7674; *Email*: amcstudentinsurance@cuanschutz.edu.

Immunization Requirements: All new students accepted to degree programs at CU Anschutz are required to submit proof of current immunizations to the Graduate School. The specific requirements and necessary forms are provided by the Graduate School as part of the admission materials.*

*Medical, religious and personal exemptions are allowed by law. Students who request exemptions are subject to the prevailing regulations governing quarantines in case of outbreaks and university policies related to forfeiture of tuition and fees.

Leave of Absence

A student who needs to leave a CU Denver graduate program for a period of time should determine, together with his/her Program Director, whether a petition for a leave of absence is required. The form to request the leave of absence is available on the Graduate School website. A leave of absence is granted for up to 1 year during a student's graduate study. Approved leaves of absence do not automatically extend the time limits for earning a degree. Requests for leaves of absence that exceed 1 year will not be approved. Students who are absent for longer than 1 year will be

considered to have withdrawn from the program and will be required to reapply for admission and be considered together with all other applicants.

Mental Health Services

The Student Mental Health Center **does not** accept students for walk-in counseling. Call to schedule an appointment with a counselor. After hours, identify yourself as an Anschutz Medical Campus student and ask for the on-call psychiatrist. If appropriate, students are referred to additional on-campus and/or community resources.

Phone: 303-724-4716, Monday through Friday from 8 - 5 schedule appointment

After hour contact: 720-848-0000

Office of Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) provides leadership to enhance diversity and foster a culture of inclusion for the entire CU Denver | Anschutz community. This effort involves addressing various aspects of identity, including race, ethnicity, ability status, veteran status, nationality, religion, and socioeconomic background. The diversity priority encompasses diverse elements of campus life, including recruiting and retaining diverse students, faculty, and staff; maintaining an institutional climate of inclusiveness, respect and understanding for everyone; and expanding community-based programs to reduce health and educational disparities.

[Office of Inclusion and Outreach](#)

The Office of Inclusion and Outreach uniquely serves students, faculty and staff at the Anschutz Medical Campus. Its mission is to promote and support a diverse community that acknowledges values, and benefits from the unique qualities, rich histories, and wide variety of cultural values and beliefs. The Office of Inclusion and Diversity assists with campus-wide efforts to increase the diversity of the student body by offering activities and services such as:

1. Providing academic counseling, entrance exam preparation, identifying mentors and admissions committee advocacy.
2. Providing academic support in the form of supplemental instruction, diagnostic testing, and related services which will assist students to successfully complete their academic programs.
3. Supporting the Minority Student Organization and sponsoring programs designed to enhance diversity at CU Anschutz.
4. Providing information and referrals for students with academic, financial, and personal issues.

Location: Ed 2 North, room 3118; *Phone:* 303-724-8003

Ombuds Office

The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences. They do **not** provide legal services or counseling to anyone. The primary mission of the Ombudsperson is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the University community.

Location: CU Anschutz location: Building 500, room 7005C; Phone: 303-724-2950

Registration

New students should register for classes in the semester for which they have been admitted into the Graduate School (matriculated). If they are unable to attend in the term for which they were admitted, students must notify their graduate program and the Graduate School.

All students register through the [UCD Access Portal](#). The portal has been designed to provide students central access to information and instructions needed to navigate the system and to their personal student information. In the portal, students can register for classes, request a transcript, accept financial aid, check or pay a student bill, apply for a scholarship, access e- learning, and view their current schedule. Other resources are available as well.

Residency Status

In the State of Colorado, it takes a full year for a student to be declared a resident for tuition purposes. Any student declared a non-resident should begin to establish residency as soon as possible.

Students should not simply take the word of other students or faculty regarding what constitutes establishment of residency. Please review the link above for a complete description of residency requirements.

Location: CU Anschutz Students: Contact the Registrar's Office for further information and questions. Location: Ed 2 North, room 3205; Phone: 303-724-8054

Student Services

Student Services (linked above) provides students with an abundant list of information on student services available at both campuses to enhance/enrich campus life.

[Campus Student Services](#)

The mission of the Office of Campus Student Services is to enhance student life at CU Anschutz by providing excellence in selected non-academic and academic student services. The office provides students with assistance in the areas of housing and child care, as well as coordinating other services and activities for CU Anschutz students.

Location: Ed 2 North, room 3123; *Phone:* 303-724-2866

[Student Senate:](#) The Student Senate is the governing body for CU Anschutz students. It is composed of elected representatives from each of the various Colleges of the Anschutz Medical Campus: College of Nursing, Graduate School, School of Dental Medicine, School of Medicine, School of Pharmacy, School of Public Health, Child Health Associate Program, Dental Hygiene Program, and the Physical Therapy Program. All Senate meetings are open to any interested student (not just representatives) and participation is encouraged. Information will be posted on the Student Senate web site and distributed throughout the academic year.

[Graduate Student Council \(GSC\):](#) The Graduate Student Council is comprised of students from all graduate programs at CU Anschutz. The GSC strives to represent students' concerns, interests and makes recommendations to the Student Senate as well as to administration. The GSC also serves as a resource for communication between the graduate student body and other organizations on campus. Meetings are held monthly. Activities have included book clubs, sponsored speakers, and various social activities.

Study Areas: Study areas available to students include the Health Sciences Library (during the hours posted), program or departmental libraries (if applicable), and the student lounge (available 24 hours). Lounge 500, located on the first floor of Building 500 (west of the Bookstore) is for all degree-seeking Anschutz Medical Campus students.

Transcripts

Transcripts are available through the Registrar's Office. Paper transcripts are free of charge and can be mailed or picked up at the Registrar's Office. All standard orders are processed in 7-10 business days. Rush orders are available and are prepaid online. Rush orders will be processed within 3 business days. It is recommended that students review their transcripts once a year to assure the listed coursework is up to date. Students can review their transcripts through the [UCD Access Portal](#).

Vacation and Leave Policy

Students who receive full-support stipends from CU Denver | Anschutz PhD programs are required to pursue their training on a full-time basis, devoting each day of the normal work week, plus any additional time required by their research project and academic courses. Additionally, for a student to maintain full-time status, the following guidelines for vacation and leave time have been established by the Graduate School. These leave times represent leave to which a graduate student is entitled; however, research demands and commitment to graduate studies often result in students using less than the allotted leave. **Graduate students shall receive all University holidays and no more than 14 calendar days (counting all days Monday through Sunday) of vacation per annum, with no year-to-year accrual. Students may take up to 15 calendar days (counting all days Monday through Sunday) of sick leave per annum, with no year-to-year accrual.** All holiday, vacation, and sick days that fall within these guidelines will be continue to be covered by the stipend. Please consult the policy for additional information.

CORONAVIRUS (COVID-19) UNIVERSITY RESOURCES AND GUIDELINES

The most up-to-date resources from the University can be found using the following link: cuanschutz.edu/coronavirus.