

**Graduate Executive Committee
December 11, 2020
Minutes**

Attendees:

Voting Members: Brian McAllister, Jeff Ferguson, Carole Traylor, Mandi Elder, James Pearson, Jon Caudill, David Moon, Cathy Simmons, Michael Corl, Steve Tragesser, Brandon Vogt, Kathrin Spendier, Jeremy Bono, Roger Martinez, Leilani Feliciano, Sylvia Mendez, Kay Yoon, Linda Button, David Fenell

Non-Voting Members: Kylie Rossman, Kelli Klebe, KrisAnn McBroom, Sarah Elsey, Janice Dowsett, Kristina Ewald, Mary Rupp, James Kovacs, Robert Block, Wendi Clouse, Rosey Reidl-Smith, Wang Chao, Jose Mora, David DuBois, Sandy Ho, Gurvirender Tejay

- AMP policy discussion- See the current policy below.
 - The updates included:
 - clarification that in the AMP program students are expected to complete the Bachelor's degree and immediately enter in to the Master's degree without a break;
 - clarifying that all dual counting courses must be at a B grade or higher.
 - The GEC voted to approve the clarifying update the AMP policies (16 Yes, 0 No, 0 Abstain)
- Updating course validation form- see the updated form below
 - Update to clearly show broadly that an "examination" means more than typical examinations
 - Cannot complete validation more than one semester before the course is expected to expire.
 - For further clarification GEC requested that we change "date of the start of course work" to "date the course was taken"
 - GEC requested that in a later meeting, we revisit the policies associated with requiring PhD candidates to validate coursework taken for their Master's.
- Program Practices
 - Discussion about faculty credit for student research and thesis work. The following practices were shared
 - Payment for serving on committees and advisors
 - Build-up of thesis/dissertation credits for an eventual offload for teaching (with varying amounts of credits needed for an offload)
 - A separate research course taught on-load (available once per year no matter how many students)
 - No credit except counted in annual review with different departments counting as teaching, research or service.
 - As follow-up a survey will be coming from graduate dean on practices across all programs with report being made available.
 - Setting up application standards for students reapplying after leaving program
 - The Online Engineering programs shared their guidelines about when a student is eligible to be readmitted without reapplying.
 - If your program plans to allow students to be readmitted without reapplying, please consider establishing your own departmental guidelines.
 - Sharing of Course Waiver Process



- The Online Engineering programs have a required course from the College of Business. They worked together with the College of Business to create a waiver process for students who have already taken the content and can therefore take a different course. They were able to create additional course offerings from both colleges for students to choose from when they meet this course content waiver.
- StarFish for Graduate Students- Is your program using this?
 - Generally, graduate programs do not appear to be using StarFish for their students. The programs already have a more direct communication with their graduate students so it seems unnecessary to utilize.
 - Some programs are using this to help send out information around deadlines and other information that would be pertinent to all their students.
- Student wellbeing
 - There seems to be a general level of fatigue right now for students. There are some departments with a large amount of COVID positive students or family members with COVID.
 - Students are struggling financially as their jobs may have been cut hours or they may have been laid off.
 - However, with the unprecedented obstacles they are facing, most programs reported that their students are finishing out the semester strong and are utilizing their online learning platforms to the best of their abilities.
- Scholarships
 - Scholarships will be available for 2021-2022 year; same processes as past
 - Graduate Research Fellowships (nominations due end of February)
 - Out-of-state recruitment scholarships (awards to you to give out; expect same amount as last year)
 - Tuition matching grants (awards to you to give out; expect same amount as last year; respond to email about whether you have the matching funds available or whether you need less money than proposed; do not need to let us know if you could use more money)
 - Mentored Doctoral Fellowship- Due March 1st. Students apply for this directly.
 - Scholarships students can apply for by March 1 but need to be admitted:
 - Colorado Opportunity Scholarship (need based grant for students who bring diversity to their programs)
 - Lind scholarship
 - Cesar Chavez scholarship
 - We need nominations for scholarship review committees: we need people to help review scholarships please nominate people, including self-nominations for Colorado Opportunity, Mentored Doctoral Reviews, Cesar Chavez.
- Changes in Graduate School
 - KrisAnn McBroom is leaving the Graduate School. Her last day will be January 15th.
 - Kylie Rossman has been hired on as the Graduate School Support Services Specialist.
 - Kelli is increasing her time in the Graduate School to 86% time
 - Please continue to send paperwork and policy questions to graddocs@uccs.edu

Announcements:

- Graduating students can get a FREE class of 2020 Celebration Box from the Alumni office. Please help us inform your students. All they have to do is register [here](#).
- Save the date: UCCS Grad Slam (3 minute thesis) competition finals will be held on January 29, 2021, 12:00-1:00. This event will be virtual and live.
- GEC Meetings for Spring 2020-2021 all meetings are from 10:00-11:30 and online
 - February 12, March 12, April 9, May 7 (A week early due to commencement)

UCCS Graduate School
Policy for
Accelerated Master's Programs

The accelerated master's degree program allows high achieving students to pursue existing Bachelor's and Master's degrees concurrently; that is it is expected that a student will move from the undergraduate to the graduate program with no break. The program is normally a 5 – 6 year program for currently enrolled full time UCCS students and allows students to take graduate level courses which will count towards graduation requirements for both their Bachelor's and Master's degrees.

Program Approval: To apply for approval for a program, the department must develop a proposal which describes the program requirements, the program curriculum, number of credit hours that can account for both degrees (including restrictions on courses which may be taken as an undergraduate), which bachelor degree programs are eligible, provides a justification for the program, describes any anticipated expected costs increases and describes the process for how students will be tracked to ensure they are meeting program criteria and how student success will be informed about changes in degree status. The department must receive approval from the college, the graduate school, the provost and the chancellor. The program approval process must be completed prior to the catalog close for the catalog year the program is expected to start; programs may not admit students until all approvals are received.

Courses Counting for both Degrees: The number of credit hours to be counted for both degrees cannot exceed 30% of the total number of master degree credit hours (e.g., for a 30 credit hour degree program, no more than 9 credit hours can be counted towards both the undergraduate and graduate degrees). No more than 30% of graduate level credits can be taken while an undergraduate and count towards the Master's degree. If more graduate level credits are taken while an undergraduate student, those courses cannot be used towards the master's degree. Courses offered jointly as 4000/5000 level courses must be taken at the 5000 level. Programs may count undergraduate courses towards the graduate degree following the standard graduate school and program/college rules. All dual counting coursework must be a B or better grade.

Standards for Admission: Each program will develop admission standards; at a minimum, the following are required:

- A current UCCS student who has completed at least 30 credit hours at UCCS;
- Student must have junior class standing or higher for eligibility to be accepted into the program;
- A cumulative CU GPA of at least 3.00;
- Completion of at least 15 credits hours in the major;
- Student is a declared major in one of the specified bachelor's programs that correspond with their intended Accelerated Master's Program
- Any MAPS deficiencies must be completed prior to admission to the accelerated master's degree program;
- Meet all departmental standards and requirements (which may include higher standards than those listed above and/or additional criteria).



University of Colorado
Colorado Springs

Program Retention Criteria: Each program must develop criteria for a student remaining in the program. The criteria at a minimum should include:

- Students must maintain at least a 3.0 GPA throughout the program.
- If admission to another UCCS Master's or Doctoral program is sought, admission must follow completion of accelerated master's degree.

Tuition and Financial Aid Determination: Students in an accelerated degree program will be considered an undergraduate student until all requirements for the undergraduate degree have been met. During status as an undergraduate student, students will be eligible for financial aid following normal requirements and will pay undergraduate tuition rates (for graduate or undergraduate courses). When a student is changed from undergraduate to graduate status, then the student will be considered independent for determining financial aid eligibility and will pay graduate tuition rates (for graduate and undergraduate courses). Students moved to graduate student status are no longer eligible for COF. Students in the accelerated master's program may apply for scholarships following the standard processes and will be eligible for undergraduate or graduate scholarships and other aid depending on their classification as an undergraduate or graduate student.

Departmental Authority: The department is required to track students and to inform appropriate offices (e.g., admissions, records, academic advising, graduate school, financial aid) when a student is being admitted to the accelerated master's graduate status as well as when a student is removed from the program due to failing to meet program requirements or if student selects to voluntarily end enrollment in accelerated program. Failure to track students and inform the appropriate offices will disqualify programs from participating in the accelerated degree program.

Student Appeals: Students who are removed from the accelerated program may appeal the decision following the normal student appeals process for graduate students.

**UCCS Graduate School
COURSE VALIDATION FORM**

Instructions:

Master's degree seeking students have a time limit of six years, from the date the course was taken, to complete all degree requirements, including filing the thesis if applicable to your program. Doctoral students have a time limit of nine years, from the date of the start of coursework, to complete all degree requirements, including filing the dissertation.

Coursework completed prior to the respective time limit (6 years for Master's students, and 9 years for Doctoral students) will not be accepted for the degree unless validated by a special assessment determined by the department. This process should be documented and consistent for all students. Course validations cannot occur more than one semester prior to the course expiration and are valid for two years from the date of the validating assessment.

The professor completing the assessment must be a member of the Graduate Faculty and have taught that particular course or similar ones. The validation form should be signed by the examining professor(s), the Advisor of the program, the Academic Dean of the College (when necessary), and the Dean of the Graduate School.

Examples of special assessments are:

1. The final exam used in an equivalent course (not the same final the student took in the original course).
2. Publishing a paper in the content area of the course.
3. A special written exam made up solely for the purpose of validating the course.
4. Teaching a course in the same content area.

Student Name: _____ Student ID#: _____

Program/Department: _____

This is to certify that an assessment was given on:

Date: _____ **Time:** _____

To validate: _____
(Course Number and Title)

Provide a brief description of the validating assessment:

Assessment Results: PASS: _____ FAIL: _____

Examining Professor(s): _____ Date: _____

Date: _____

Graduate Advisor: _____ Date: _____

Academic College Dean: _____ Date: _____

Dean of Graduate School: _____ Date: _____

Graduate School Funding Opportunities

These are brief summaries of funding available from the graduate school. Please read specific details for each opportunity to understand application processes. [Information for students is on the graduate school webpage](#). You may share this document.

Graduate Research Fellowship (\$5,000/year; 10-15 given per year)

A competitive award sponsored by the Graduate School and Financial Aid given to outstanding students from any graduate program. Students must be engaged in research/scholarship with a faculty member. These can be for incoming graduate students or returning graduate students. International students are eligible. *Students are nominated by the program*. Nomination packets are **due February 24** to graduate school and awards made by March 20 for the following academic year. Awardees are part of the Graduate Research Academy and also receive a travel award.

Graduate Opportunity Scholarship (\$5,000-\$25,000/year; 1-6 given per year)

A competitive need-based scholarship given to incoming graduate students who bring diverse perspectives to UCCS. Students must have a minimum 3.0 undergraduate GPA and demonstrate financial need by completing the FAFSA no later than **March 1**. *Students apply directly through the UCCS scholarship webpage and must complete an essay as part of the application*. Students must have been admitted to the program to be able to access the UCCS Scholarship page (contact the Graduate School if there are issues). International students are not eligible. Awards will be announced in early April for the following academic year.

Graduate Out-of-State Scholarship (for recruitment of new students) (\$6,000/year; 20 given per year)

This is a merit-based scholarship for first year out-of-state graduate students. Students must be paying full nonresident tuition, have a minimum undergraduate GPA of 3.33, and be enrolled full time. International students are eligible. *These are recruitment scholarships and are given to programs directly to award to students*. Qualified students are considered by their program and there is no separate application process (except if department sets additional criteria or process). Colleges/departments/programs select and notify to students about awards as part of the recruitment/retention process. The program must inform the graduate school of their awardees by the **second Friday in May**. Funds not awarded return to the graduate school to be dispersed.

Graduate School Mentored Doctoral Fellowship (\$20,000-\$25,000/year awards; 4-5 given yearly)

A competitive award sponsored by the Graduate School that supports the professional development of doctoral students. Awards are for outstanding advanced doctoral students who are engaged in mentored professional development activities beyond coursework and dissertation research (e.g., additional research, teaching, clinic work; practicum, etc.). International students are eligible. *Students apply directly through the UCCS scholarship webpage*. Applications are due by **March 1** for awards in the following academic year.

Graduate School Tuition Matching Grant (up to \$8,000 per year; number depends on requests—approximately 50-100)

Program must provide matching funds (i.e., teaching assistantship, research assistantship, or funding for service/internship directly related to educational program). Colleges/departments/programs will be told how many awards they can give. Colleges/departments/programs select and notify to students about awards as part of the recruitment/retention process. The program must inform the graduate school of their awardees by the **first Monday in May**. Tuition matching grants are awarded through financial aid; departmental matching funds are paid through normal departmental processes. Students must have GPA of 3.0 or higher and be enrolled in 6 or more credit hours.

Research and Professional Development Award (previously Travel Award) (\$400/student; 40-50 given yearly)

These are allocated to help support research and professional development activities of graduate students. Such costs may include but are not limited to travel to professional conferences, registration for online conferences, research costs for materials or participants (but not personnel pay), publication costs. Only currently enrolled graduate students in degree seeking programs are eligible to apply. [Students submit application electronically, see graduate school website for deadlines and other information](#). **Award application opens twice a year.**

The Cesar E. Chavez Graduate Scholarship Competition is specifically designed to give graduate students the opportunity to submit critical scholarly work that focuses on a wide range of issues that pertain to equity, diversity, social justice, and human rights. We welcome graduate research papers and critical essays from all disciplines that shed new light on the topic(s) under consideration. We encourage, when possible, original work. The minimum award is \$500.00. The competition is open to all currently enrolled graduate students, except for previous Cesar Chavez winners. [For full details please see the website](#). All entries must be submitted by 12:00pm on Tuesday, 23 February 2021 and will only be accepted via email: graddocs@uccs.edu

Other awards offered through financial aid or units:

[Available institutional awards for graduate students can be found on the graduate school webpage](#)

Colorado Graduate Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

UCCS Tuition Grant: need based, Colorado residents in STEM fields. Must complete FAFSA by March 1. Awards made by financial aid in Fall.

[Lind Scholarship](#): need based; all US domestic graduate students eligible. Must complete FAFSA by March 1 and student completes and application with an essay through UCCS Scholarship application by March 1.

[UCCS Family Development Center Scholarship](#): Childcare scholarships may be available. Students can call (719) 255-3483 to learn more.

Scholarship portal opens December 1. Students must be admitted to review and apply for scholarships. Most institutional aid requires that students are admitted by March 1 or they cannot complete applications or money is gone by the time late admit students are admitted.

Updated January 7, 2021