



Graduate Executive Committee

May 6, 2016

Minutes

Attendees: Chris Nelson, Kerry Peterson, Whitney Porter, Anna Kosloski, Bob Camley, Mandi Elder, Edin Mujkic, Steve Miller, Sylvia Mendez, Eduardo Portillos, Crista Hill, Al Schoffstall, Jose Mora, Chris Bell, David Havlick, Jeff Ferguson, Emily Skop, Kelli Klebe, Sarah Elsey, KrisAnn McBroom

Business

- Psychiatric Mental Health Nurse Practitioner GE certificate (PMHNP; Kerry Peterson):
 - Nursing would like to establish a Gainful Employment Certificate in PMHNP. The course of study certificate in this same area was approved in the April 2016 GEC meet. This GE will follow the same curriculum.
 - GEC unanimously voted to recommend approval of the GE certificate in PMHNP
- English language proficiency (see below)
 - GEC voted to include the English language proficiency options and clarifications in the Policy and Procedure manual. GEC recommended that programs specifically list their requirements on their program pages and if different from visa requirements to list this.
- Graduate School Policy and Procedures Manual (see below)
 - English proficiency (Article III Section 1 D; to vote on at May 6 GEC)
 - See above
 - Licensing and Endorsement Programs (Article III, Section I)
 - Inclusion of Licensing and Endorsement Programs throughout
 - Leave of Absence (Article IV Section C; voted on by GEC November 2015)
 - Voted to modify to include the sentence “excluding summer term, except for programs where summer term is required”.
 - Calculation of academic probation (Article IV Section D)
 - Voted to keep rewrite and clarify that “W” grades would count as attempted coursework.
 - Use of other CU campus courses to place on or remove from probation. ((Article IV Section D); voted on in November 2015 GEC meeting)
 - Dissertation credits taken prior to comprehensive examination (Article IV Section J; voted on in February 2016 GEC meeting)
 - Amendments Changes: The need for a full vote for any changes to graduate school policy (Article V Section B)
- GEC voted to approve the document with the specified modifications. The Graduate School will also be working on an Administrative Leave policy to allow programs to place students on a leave from the program. The GEC would also like to have further discussion on what defines the make-up of the GEC and what constitutes a quorum. This will be brought back in the Fall prior to the Policy Manual going to the full faculty vote.
- Thanks to the taskforce for reviewing these documents: Chris Bell (LAS, Communication), Cathy Claiborne (Business), Craig Elder (Beth-El, Health Sciences), Anna Kosloski (SPA, Criminal Justice), Sylvia Mendez (COE, Leadership), Chris Nelson (EAS, ME programs), and KrisAnn McBroom (Graduate School).

- Accelerated Master's policy and processes (see attached)
 - The GEC had some questions about the minimum requirements to enter the accelerated master's program, as well as the steps to approve a new program. These will be reexamined and brought forward in the Fall for a vote.
 - The Graduate School will move forward with the switch to awarding degrees when the student earns the degree and the intent application that will allow the university to track these students.
- Thesis manual: Due to time constraints we request that any feedback on the thesis manual be sent to KrisAnn McBroom at kmcbroom@uccs.edu to be addressed. This document does not contain any policies and therefore does not require a vote for approval. This does not change any current practices but more information is given in an effort to provide students guidance. We will post these on June 1 so provide your input before then.

Announcements

- Scholarship money report (see below)
- Department Recruitment Scholarships due by June 30. If you are not going to use, please let Kelli know as soon as possible. When you have identified a student for your scholarships, you should tell the student that you are giving it. These assistantships are for nonresidents, students with GPA over 3.33, and for \$4,000/year (\$2000/semester) if student is enrolled full time. Each scholarship can only be given to one person (i.e., you cannot give one person 2 of these to increase their awards).
- New graduate student tuition grants being given. There will be 20 this year. The deans are determining how a college will award this time and we will develop a more formal process for future years so departments can use this for recruitment.

Upcoming Events

Graduate School Welcome Reception August 15th 5:00-7:00 pm Berger Hall.

Campus Resource Sessions August 16th in the morning followed by lunch with the programs.

Fall 2016 GEC Meetings (10:00-11:30; Dwire 204)

September 9; October 14; November 11; December 9

Spring 2017 GEC Meetings (10:00-11:30; locations Dwire 204 for Feb, March, and April. UC 124 for May)

February 10; March 10; April 14; May 5 (A week early due to commencement conflict)

Section A: Regular Admission

1. Minimum requirements for admission as a regular degree student:
 - a. 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.
 - b. Have an undergraduate grade point average of 2.75 or better ("A" is equal to 4.0).
OR
Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the department
OR
Have completed 15 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.0 or better. Note that units completed before admission may not all be transferable to a graduate degree program.
 - c. Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.
 - d. English proficiency must be established for all students. A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from University of Colorado Colorado Springs. Each program judges the qualifications of its students in the use of English. The department chair/program director is responsible for deciding whether a student is proficient in the use of English.

The following recommendations are suggestions for determining English Proficiency.

Bachelor's degree from an US accredited institution where teaching is done in English or is a citizen from a country whose first/official language and the language of instruction are English and student has undergraduate work in that country.

OR

A score of at least 85 on the TOEFL test or a score of 6.5 on the IELTS test or a score above 270 on the ACT/Compass test. Test must have been taken in the last two years. (Programs may set higher standards if they have a heavy communication component to their program or requirements that require high English proficiency).

OR

Successful completion of an UCCS Approved English Language Training program

OR

Department may develop other criteria that are reviewed by Global Engagement Office and reported to the Graduate School. Such methods may include, but are not limited to, in-person interviews with students; specific scores on standardized tests such as GRE or GMAT; submission of papers to professional journals where English is the written language and student has a substantial role in writing the paper.

Note: It is important to communicate to potential students the English Language expectations so that they can plan appropriately and not apply if they do not meet the minimum standards.

Scholarship Information
Number of Applicants and Total Amount Awarded for Past 2 Years

Scholarship	Year	Number of applicants	Number of Awardees	Total amount awarded
Lind Scholarship	2015-2016	18	3	\$1,500
	2016-2017	37	2	\$2,000
Travel Awards	2014-2015	38	37	\$12,710
	2015-2016	50	50	\$20,000 (Approx. not all distributed yet)
Graduate Opportunity	2015-2016	18	6	\$44,000
	2016-2017	10	5	\$35,500
Research Fellowships	2015-2016	38	15	\$75,000
	2016-2017	40	15	\$75,000
Mentored Doctoral Fellowship	2015-2016	12	8	\$100,000
	2016-2017	17	8	\$100,000

2016-2017 Research Fellowship Awardees

Last Name	First Name	Program
Bible	Johanna	Physics (PhD)
Brausam	Megan	Psychology (Clinical; MA)
Davis	Alicia	Psychological Science (MA)
Dean	Sean	Leadership (PhD)
Doan	Tri	Computer Science (PhD)
Ellis-Frischmann	Christina (Nina)	Leadership (PhD)
Elmsallati	Ahed	Computer Science (PhD)
Florentino	Gustavo	Electrical Engineering (PhD)
Grote	Katelyn	Geography (MA)
Lockett	McKenzie	Psychology (Trauma; PhD)
Roberts	Jennifer	Psychology (Gero; PhD)
Shindel	Emilee	History (MA)
Smiley	Kevin	Mechanical and Aerospace Engineering (PhD)
Trotter	Claire	Biology (MSc)
Wilson	Jami	History (MA)

2016-2017 Mentored Doctoral Fellowship Awardees

Name	Program
Brosseau, Jason	Leadership
Dallas, William	Leadership
Gurnani, Ashita	Psychology
Madsen, Anne	Electrical Engineering
Molden, Joie	Psychology
Ogunbowo, Fola	Leadership
Plys, Evan	Psychology
Tygret, Jennifer	Leadership

CU Retired Faculty Association Kisslinger Award: Vira Kravets Physics (PhD)

Certificate Approval Form

In order for a certificate program to be reviewed, please fill out the form below and submit to the appropriate college and campus committees. Please plan on at least six months after submission before offering a certificate. Complete information in Part I for all requests. Part II needs to be completed by those seeking approval for Gainful Employment (GE) certificates with financial aid eligibility for non-degree seeking students. All appropriate signatures should be obtained.

PART I

1. Name of Certificate: Psychiatric Mental Health Nurse Practitioner (PMHNP)
Post-master's certificate
2. Department(s): Nursing
3. College(s)/Institutions: Helen and Arthur E. Johnson Beth-El College of
Nursing + Health Sciences
4. Faculty Director/Advisor: Kerry Peterson, PhD, DNP, PMHNP-BC
5. Type of Certificate:

- ☒ Gainful Employment
- ☐ Course of Study
- ☐ Professional Development
- ☐ Non-notated

6. Expected start date (semester and year): Fall 2016
7. Number of required credit hours: 26 credits
8. Anticipated length of the program in semesters including summer (e.g., 2 years = 6 semesters):
5 semesters
9. Describe the certificate program. Include in your description the following information:
 - a. How the certificate program fits the unit's role and mission. If applicable, explain the specific roles of each institution if there are multiple institutions involved.
 - b. Courses and requirements (e.g., minimum grades) to complete the certificate.
 - c. Admission criteria (at a minimum must follow criteria delineated in policy but program may have higher standards)
 - d. The exit process (include requirements for finishing, any forms that must be completed stating who completes these forms—student, faculty director, etc.; who will provide a list of completers to A&R so that a person's transcript may be changed).
 - e. Costs of offering the certificate program.
 - f. Expected benefits, income, return on investment.
 - g. If applicable, describe any fees (e.g., program, course, application) that you will charge. (Note: You will need to follow campus procedures for fees.)
 - h. If you are proposing a non-notated certificate, please explain why this is the best type of certificate and why you are not using a CoS or PD certificate. Please submit a plan for how you will inform students that the certificate will not be notated on official university transcripts.

Certificate Approval Processes Approved 6/2/15

9. Describe the certificate program. Include in your description the following information:

a. How the certificate program fits the unit's role and mission. If applicable, explain the specific roles of each institution if there are multiple institutions involved.

The PMHNP Certificate fits into the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences mission to provide excellence in education, scholarship, and practice in the health professions. Specifically, this certificate program will prepare graduates to become PMHNPs with the knowledge and skills necessary to assess, diagnose, and treat mental health conditions for patients across the lifespan in a variety of settings.

b. Courses and requirements (e.g., minimum grades) to complete the certificate.

Courses:

NXXXX (3) Mental Health Assessment and Interventions Across the Lifespan

NXXXX (6) Adult Psychiatric Diagnosis and Management for the PMHNP

*135 contact hours

NXXXX (6) Geriatric Psychiatric Diagnosis and Management for the PMHNP

*135 contact hours

NXXXX (6) Child & Adolescent Psychiatric Diagnosis and Management for the PMHNP

*135 contact hours

NXXXX (5) Synthesis PMHNP practicum

*225 contact hours

* TOTAL CREDITS = 26 (630 contact hours of PMHNP practicum)

Requirements:

- Completion of 26 credits with a grade of "B" or more
- Completion of certificate requirements within six years

c. Admission criteria (at a minimum must follow criteria delineated in policy but program may have higher standards)

- Minimum cumulative GPA of 3.0 for all previous course work
- Curriculum Vitae or Resumé
- Completion of an accredited Master's degree in nursing program
- Current unrestricted Registered Nurse License from the state where you practice during practicum rotations
- Passing score on the Test of English as a Foreign Language (TOEFL) if your native language is not English.
- Submission of all application materials by posted deadlines

d. The exit process (include requirements for finishing, any forms that must be completed stating who completes these forms—student, faculty director, etc.; who will provide a list of completers to A&R so that a person's transcript may be changed).

Intent to Complete Certificate Form- Turned into Diane Busch, Program Assistant for Graduate Nursing

e. Costs of offering the certificate program.

\$28,000 per year in instructional costs to pay faculty

f. Expected benefits, income, return on investment.

“The outlook for PMH APRNs is excellent! As with all nursing specialties, there is a shortage of psychiatric-mental health advanced practice nurses. According to Health eCareers, PMHNPs were the #2 most in demand APRN position in the first quarter of 2015. And the United States Bureau of Labor Statistics expects the demand for APRNs to grow approximately 31% over the next decade, much faster than the national average for all occupations. The rate of pay to expect as a PMH APRN will depend on where you work, your level of experience and any additional certifications you obtain” (APNA, 2015)

2014 Median pay for APRNs was \$102,670 per year or \$49.36 per hour

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Nurse Anesthetists, Nurse Midwives, and Nurse Practitioners, on the Internet at <http://www.bls.gov/ooh/healthcare/nurse-anesthetists-nurse-midwives-and-nurse-practitioners.htm>

There is also a shortage of PMHNPs and mental health providers in El Paso and Teller Counties

g. If applicable, describe any fees (e.g., program, course, application) that you will charge. (Note: You will need to follow campus procedures for fees.)

\$100 technology fee for each online course

h. If you are proposing a non-notated certificate, please explain why this is the best type of certificate and why you are not using a CoS or PD certificate. Please submit a plan for how you will inform students that the certificate will not be notated on official university transcripts.

N/A

PART II (for GE Certificates)

1. Program website URL for certificate program:

Pending development

2. Provide a narrative description of how the institution determined the need for the program. Describe what need this program will address and how the institution became aware of that need. If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. See attached

3. Provide a narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or state labor data systems information was used, and/or if state, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. See attached

4. Provide a narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. See attached

5. Was the program reviewed and approved by any external groups such as:

☐ Business advisory committee

☐ Program integrity board

☒ Oversight/regulatory agencies (other than CDHE or accrediting agencies)

☒ Business that would likely employ graduates of the program

6. Provide a narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #5. For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the appropriate federal agencies upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program. See attached

7. Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on the departmental website. See attached

8. When do you intend to begin disbursing Title IV funds to students: Fall 2016

students will be eligible for financial aid + scholarships

9. Estimate the cost of the program (you may change table as needed for your certificate and whether the program is online or in-person but make sure you include all information needed for GE designation):

	Per Term	Annual
Tuition and fees	\$4,402.50	\$13,207.50
Room and board	0	0
Books and supplies	\$400.00	\$1,200.00

Additional explanation of costs, if necessary (e.g., cost per credit hour):

In state tuition based off 6 credits per semester

10. Using the Standard Occupational Classifications <http://www.bls.gov/soc>,

- a. Select the primary occupational group for which the Gainful Employment Program will train the student:

Healthcare practitioners and Technical occupations

- b. List all six-digit codes that reflect occupations in which the graduates of the proposed program will be trained for employment: 29.1171

11. Have you read the Gainful Employment regulations posted at

<http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html> and are you aware that failure to comply and failure to meet "gainfulness" could make your program ineligible for the Title IV financial aid on an annual basis? ☒ Yes ☐ No

Have you reviewed the regulations for any further requirements in the application?

☒ Yes ☐ No

2. Provide a narrative description of how the institution determined the need for the program.

There is a shortage of psychiatric mental health care providers who can prescribe medications both nationally and locally. El Paso County and Teller Counties are home to a combined 678,000 residents. The Colorado Health Institute has published data supporting that regional disparities exist in both counties related to access to needed primary health care. Primary health care settings are the most likely source of initial assessment and referral to a psychiatric-mental health care provider. In particular, recruitment and retention of primary care physicians in El Paso and Teller Counties has been an ongoing challenge. In both counties, the provider to 1,000 resident ratio is better for primary care nurse practitioners than for primary care physicians (Colorado Health Institute, 2014). One factor may be that nurse practitioners are more likely to practice in underserved areas than are physicians.

Resources for mental health services are shrinking at a time when 3 in 10 Coloradoans need care for mental illness and/or substance use disorders (The Mental Health Funders Collaborative, 2011). Colorado ranks 6th in the United States for the highest suicide rate in data collected between 2001 and 2005 (University of Colorado Health, 2013). Even more concerning is that, between 2008 and 2012, the rate of suicide was higher than the state average in both El Paso and Teller Counties (CDPHE, 2014). Despite the obvious need, the ratios of residents to mental health professionals in El Paso and Teller Counties remains inadequate; in Teller County, there are 803 residents per mental health professional (data includes non-prescribers as well as prescribers)(University of Wisconsin Population Health Institute, 2015).

Among the total advanced practice nurse population in Colorado (includes both NPs and other advanced practice nurses), only 5% have chosen to specialize in psychiatric-mental health (CHI, 2011). However, we have current advanced practice students and prospective student interested in attending a Psychiatric/Mental Health NP (PMHNP) program at UCCS. By offering a PMHNP program and targeting recruitment of students from El Paso and Teller Counties for the program, access to desperately needed mental health care related to prescribing provider shortage can be resolved.

3. Provide a narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs.

The Advanced Practice Nursing Program at the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences is an online program that works to meet the demands of not only the local market, but state, and national markets also. According to the Bureau of Labor Statistics data, the outlook for nurses and Advanced Practice Nurses (APNs) is “excellent” and is expected to “grow much faster than average”. The expectation is that there will be more jobs in nursing than any other occupation. The demand for nurses is also compounded by the aging nursing workforce and the lack of nursing educators to train RNs and APNs in most regions of the country.

The course content, program length, prerequisites, and academic level for the Advanced Practice Nursing Program at the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences were created in accordance with national nursing standards. The program follows recommendations from the American Association of Colleges of Nursing, the National Organization of Nurse Practitioner Faculties, and the Commission on Collegiate Nursing Education, our current accrediting body. Admission standards remain the prevue of the Graduate Department and are similar to other APN programs.

Alumni surveys are sent from the college each year to determine satisfaction with the program, rates of employment, and certification pass rates. These surveys are used to work at process and program improvement. Likewise, employer surveys are sent out to determine if our graduates are meeting the needs of the employer and if they are well trained to take on the role as APNs. Feedback is requested from both groups in an effort to improve the program outcomes.

4. Provide a narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program.

The rate of pay to expect as a PMH APRN will depend on where you work, your level of experience and any additional certifications you obtain” (APNA, 2015)

2014 Median pay for APRNs was \$102,670 per year or \$49.36 per hour

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Nurse Anesthetists, Nurse Midwives, and Nurse Practitioners, on the Internet at <http://www.bls.gov/ooh/healthcare/nurse-anesthetists-nurse-midwives-and-nurse-practitioners.htm>

6. Provide a narrative description of how the program was reviewed or approved by, or developed in conjunction with, the entities selected in #5

Faculty members of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences have been approached by several individuals and agencies regarding the need for psychiatric prescribers in our community and the need for a PMHNP program at UCCS. In particular Aspen Pointe and Peak Vista have expressed interest in hiring PMHNPs, and both agencies have emphasized the shortage of psychiatric prescribers in our community.

The PMHNP option will be approved by our main accrediting body, the Commission on Collegiate Nursing Education (CCNE), along with our other graduate nursing options to ensure that the quality of the programs is maintained and improved upon. Our last accreditation visit was in 2015, at which time we received accreditation for a 10 year period of time, the longest amount of time that CCNE gives. Along with CCNE our faculty members follow guidelines that are recommended from the National Organization of Nurse Practitioner Faculties (NONPF) and the American Association of Colleges of Nursing (AACN). One other regulatory agency that the

advanced nursing program must comply with is the Colorado State Board of Nursing. This agency has created statutes and requirements for APNs in the state, our program must also be in compliance with these regulations.

At the University level, the graduate nursing program receives oversight from the UCCS Graduate Executive Committee and the Graduate School Dean. The PMHNP MSN option and Course of Study certificate were approved by the GEC in March of 2016.

Finally, at the college and department level, the Dean of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences and the Nursing Department Chair in conjunction with the Graduate Faculty all work to ensure that the quality of the program continues to be maintained and improved, as dictated by the above regulatory agencies. Accreditation reports and recommendations from our accrediting body are available on request, as well as college and graduate faculty minutes that outline the day to day curricular and operational changes that occur within the college.

7. Describe how you will determine the on-time completion rate, job placement rate, and median loan debt in order to disclose the information on the departmental website.

PMHNP post-master's certificate students will have 6 years to complete requirements for the certificate. Many students in our graduate nursing certificates are currently employed and need the certificate and subsequent national certification for employment purposes. Students self-reporting is the only way we have job placement rate information. Median student loan debt will be determined by student report and information obtained from Institutional Research.

Proposed Post- Masters PMHNP Degree Plan

Full Time Option:

Summer	Fall	Spring
	NXXXX (3) Mental Health Assessment and Interventions Across the Lifespan (3)	NXXXX (6) Adult Psychiatric Diagnosis and Management for the PMHNP * <u>135 contact hours</u> (6)
NXXXX (6) Geriatric Psychiatric Diagnosis and Management for the PMHNP * <u>135 contact hours</u> (6)	NXXX (6) Child and Adolescent Psychiatric Diagnosis and Management for the PMHNP * <u>135 contact hours</u> (6)	NXXXX (5) Synthesis PMHNP practicum * <u>225 contact hours</u> (5)

TOTAL CREDITS = 26 (630 contact hours of PMHNP practicum)

Required Signatures

Additional names and signature lines may be added as necessary (e.g., center directors)

Requested by:Kerry Peterson

Faculty: Name

Kerry Peterson
Signature4/28/16

Date

Approvals:Amy Silva-Smith

Department Chair: Name

Amy Silva-Smith
Signature4/28/16

Date

NANCY SMITH

College Dean: Name

Nancy Smith
Signature4.28.16

Date

Campus Committee Chair: Name_____
Signature_____
Date

Graduate School Dean or Vice Provost of Academic Affairs

Campus Certificate Implementation
Committee Chair: Name_____
Signature_____
Date_____
Provost: Name_____
Signature_____
Date**To be completed by the Campus Certificate Implementation Committee:**

CIP Code: _____ Plan Code: _____

Career Code: _____ Subplan Code: _____

Program Code: _____ Effective Date: _____

Date Assigned: _____

Meets all federal Gainful Employment Certificate Requirements?: Yes No
If no, what requirements are missing?

Graduate School Policies and Procedures

Mission Statement: The mission of the Graduate School is to promote excellence in graduate education and to facilitate educational opportunities for graduate students. The Graduate School has the responsibility for oversight and coordination of graduate programs, and for ensuring compatibility among programs and compliance with Graduate School Policies and Procedures.

ARTICLE I: ORGANIZATION AND ADMINISTRATION

Section A: Principles

1. The University of Colorado Colorado Springs Graduate School consists of all graduate programs and courses offered by the campus. The faculty of the Graduate School is responsible for maintaining the high standards and quality of all graduate programs, program options, graduate certificates, license and endorsement programs, and all other graduate courses. The graduate faculty within each discipline and the Graduate Executive Committee (GEC) shall plan, develop, and administer programs approved for the campus in accord with the general standards of excellence and sound academic administration established by the Graduate School. A graduate program is defined as a course of study leading to an approved graduate degree, certificate, or license and endorsement program. A program may be administered by one, or more departments, schools, or colleges; a single unit offering multiple graduate degrees will have multiple programs.
2. There shall be a Graduate School Dean who is responsible for the administration of Graduate School Policies and Procedures.
3. Details of the administration and organization of graduate programs are determined by the graduate faculty in each department, school, or college.
4. The policies in this document are minimum requirements. Program standards may exceed those established in this document.

Section B: The Graduate School Dean

1. The Graduate School Dean is a member of the campus administration and reports to the Provost and Executive Vice Chancellor for Academic Affairs. The Graduate School Dean is responsible for administering the programs in the Graduate School in accordance with the Graduate School Policies and Procedures.
2. The Graduate School Dean shall have the following responsibilities:
 - a. Ensure that all graduate programs and courses are in compliance with the Graduate School Policies and Procedures and that these policies are uniformly applied.
 - b. Ensure that all graduate students are in compliance with Graduate School Policies and Procedures and that these policies are uniformly applied.
 - c. Call and preside over meetings of the Graduate Executive Committee

- d. Recommend and develop new policies, as necessary, for approval by the Graduate Executive Committee, Deans' Council, Provost and Executive Vice Chancellor of Academic Affairs, and the campus.
 - e. Communicate recommendations from the Graduate Executive Committee regarding new degree programs and significant modifications of curricula to the Deans' Council, and Provost and Executive Vice Chancellor for Academic Affairs.
 - f. Oversee maintenance and update of the *Thesis and Dissertation Manual*.
 - g. Promote cooperative and beneficial relationships among the departments, schools, colleges, and extended studies.
 - h. Oversee the general operation of the Graduate School Office.
 - i. Oversee data collection in Graduate School Recruitment and Retention
 - j. Appoint "ad hoc" graduate faculty committees as needed (e.g., Merit Fellowship Review)
 - k. Oversight of all media communications for the Graduate School
3. Review and verify approved courses that have been forwarded from departments, schools, and colleges.
 4. The Graduate School Dean shall serve in an advisory capacity to the deans and faculties of the departments, schools, and colleges.
 5. Upon request of the Chancellor, or Provost and Executive Vice Chancellor for Academic Affairs, the Graduate School Dean may be responsible for the administration of other campus programs.
 6. The Graduate School Dean is appointed by the Board of Regents upon the recommendation of the Chancellor and the Provost and Executive Provost and Vice Chancellor for Academic Affairs.

Section C: Graduate Faculty

Appointment to the graduate faculty of the Graduate School recognizes the ability of the faculty member to contribute to the education of our graduate students. All members of the graduate faculty shall have earned a doctoral degree, the terminal degree appropriate to the discipline, or shall have demonstrated, through experience or other achievements, qualities that qualify them for membership in the graduate faculty. A graduate program includes all graduate faculty members appointed specifically to the faculty of that program. A list of all members of the graduate faculty shall be maintained in the Office of the Graduate School Dean and on the Graduate School website under the faculty tab. The appointment list will be updated each semester by the Graduate School administrative staff.

1: Types of Membership

- a) *Regular* membership on the graduate faculty shall generally be limited to full-time tenure-track, or tenured faculty of the University of Colorado Colorado Springs who participate in graduate programs. The term of appointment for regular members of the graduate faculty shall be the duration of their University appointment. Tenured graduate faculty who leave the University, retire, or maintain limited activities on the campus, will

have their graduate faculty appointments changed to *special* members of the graduate faculty, as defined below.

Faculty in the Clinical or Research tracks or Senior Instructors who hold a doctorate degree and who regularly teach graduate courses or supervise graduate student research may be appointed as regular members for the duration of their appointment upon recommendation of the program director and approval of the graduate school dean.

Appointment to *regular* membership may be made for other distinctive cases not meeting the above criteria upon recommendation of the program director, and approval of the Graduate Executive Committee. Approval shall be based upon the quality of graduate teaching, thesis/dissertation/capstone supervision, scholarly achievement, and relevant experience.

- b) *Special* membership on the graduate faculty shall be individual faculty participating in graduate programs who do not qualify for *regular* membership who may be appointed by the Graduate School Dean, upon the recommendation of the program director. The term of the initial and ongoing appointments may be for up to three years. The appointment may be renewed upon recommendation of the program director and approval of the Graduate School Dean. Those without terminal degrees in their discipline (as noted on the Graduate Faculty appointment form) will be limited to teaching within their area of expertise (i.e., teaching the course(s) specifically hired to teach, thesis/dissertation/capstone committee membership). Special appointments must clearly specify whether the member will be teaching, what they will be teaching, and what committees they will be on. Any later additions to these duties will require an additional appointment form.

2: Privileges and Responsibilities

- a. A faculty member holding a *regular* appointment to the graduate faculty may:
 - i. Teach graduate courses
 - ii. Vote on issues that are before the graduate faculty
 - iii. Serve on thesis, dissertation, and capstone committees of the Graduate School
 - iv. Participate in program activities for the specific program(s) for which the faculty member was appointed
 - v. Participate in meetings and committees of the campus Graduate School in accordance with the campus Graduate School Policies and Procedures
- b. *Special* members of the graduate faculty hold the same privileges as *regular* members, with two exceptions:
 - i. They may not vote in Graduate School elections
 - ii. They may not serve as chairs or on committees without the approval of the Graduate School Dean

3: Revocation of Membership

The status of a *regular*, or *special* member of the graduate faculty may be revoked for cause by a two-thirds vote of the graduate faculty of the member's graduate program. This recommendation must then be approved by the Graduate Executive Committee.

4: Conduct of Business

The full membership of the graduate faculty meets when called, with reasonable notice, by the Chancellor, the Provost and Executive Vice Chancellor for Academic Affairs, the Graduate School Dean, the Graduate Executive Committee, the President of Faculty Assembly, or upon filing a petition with the Graduate School Dean, signed by 10% of the graduate faculty. The petition must set forth, in full, the reason for calling the meeting.

If a full graduate faculty meeting is required, the members present at any meeting of the full Regular membership of the graduate faculty shall constitute a quorum. The meetings shall be chaired by the Graduate School Dean and conducted in accordance with Robert's Rules of Order, except that if a vote is called for, it shall be conducted in a manner that will allow all *regular* members of the graduate faculty present to participate.

Section D: Program Directors:

Each department or program that offers a graduate degree through the Graduate School shall have a designated graduate program director. This individual shall be recommended by the department chair (where appropriate) and appointed by the Dean of the school/college. Graduate program directors in collaboration with the program faculty have the responsibility for the curriculum and the integrity of the program. The program director shall work with the graduate advisors and their students to facilitate the admission, progression, and ultimate success of all students. Duties and responsibilities of program directors shall include:

1. For Prospective Students and Unclassified Students
 - a. Provide accurate written information about the program
 - b. Recruit new students
 - c. Meet with prospective students
 - d. Oversee evaluation and admission of applicants to the program
 - e. Facilitate a smooth transition from unclassified to classified status for qualified students
 - f. Coordinate recruitment activities with the Graduate School Recruiting and Retention Coordinator as needed.
2. For New and Continuing Students
 - a. Monitor progress of provisionally admitted students and request the change of their admission status as appropriate with The Graduate School and Admissions and Records
 - b. Ensure students are properly advised, have access to an appropriate advisor, and are expected to complete the program in a timely manner
 - c. Work with the department chair or other appropriate persons to schedule and assign graduate courses

- d. Oversee the development and administration of required examinations
- 3. For Graduating Students
 - a. Verify that all requirements (e.g., coursework, examination, thesis, dissertation, capstone project) have been satisfied
 - b. Provide final approval on thesis/dissertation/capstone format, when required
- 4. For Program Faculty
 - a. Recommend curricular revisions, as necessary
 - b. The program director will also bear ultimate responsibility for the paperwork that arise in each category listed below:
 - i. Admission forms
 - ii. Revise admission status when student is admitted “provisionally”
 - iii. Use of unclassified credit
 - iv. Transfer of credits
 - v. Validation of expired coursework
 - vi. Advancement to candidacy
 - vii. Approval of thesis/capstone/dissertation committee
 - viii. Degree audits

Section E: Graduate School Executive Committee

1. **Composition of the Graduate Executive Committee:** The Graduate Executive Committee consists of the following members:
 - a. Graduate School Dean (Chair)
 - b. Faculty representative from each graduate program, normally the program director. Each program representative has one vote in the Graduate Executive Committee (programs with master’s and doctoral degrees have one vote). A voting member must have Regular faculty appointment status.
 - c. A representative of the library faculty (non-voting member)
2. **Responsibilities:** The Graduate Executive Committee focuses on the issues of graduate education including, but not limited to, student affairs, curriculum development, and academic transactions. In particular, the Graduate Executive Committee will:
 - a. Approve policies and procedures of the Graduate School (Note that some policies may require further approval by the UCCS Faculty Assembly, the Provost and Executive Vice Chancellor for Academic Affairs, the Chancellor, the University of Colorado System office, or the Regents)
 - b. Review all proposals for new graduate programs, new program options/tracks/concentrations/areas of emphasis, and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs
 - c. Review proposals for significant modification (Article II: Section C) of existing curricula and make recommendations to the Provost and Executive Vice Chancellor for Academic Affairs
3. **Quorum:** The regular voting members present at any GEC meeting shall constitute a quorum. The meetings shall be chaired by the Graduate School Dean and conducted in accordance with Robert’s Rules of Order, except that if a vote is called for, it shall be conducted in a manner that will allow all regular members of the graduate faculty present to participate.

Section F: Standing Committees of the Graduate Executive Committee

The following standing committee is appointed by and responsible to the Graduate Executive Committee:

The Student Affairs Committee is a four member subcommittee of the Graduate Executive Committee, and one student representative appointed by the Graduate School Dean with the approval of the Graduate Executive Committee. This committee is responsible for hearing student appeals. The committee meets as required.

ARTICLE II: GRADUATE DEGREE PROGRAMS

Section A: Independent, Single-Campus Programs

An independent degree program is a program existing under the authority of the graduate faculty and Graduate School Dean of this campus. Faculty members and students participating in an independent program must comply with the rules established by the graduate faculty of that program. Faculty in an independent program has the authority and responsibility for the following:

1. Initiate recommendations in regard to the appointment of individuals to the graduate faculty of the program
2. Develop and revise the curriculum, program options/tracts, and new programs
3. Enforce admission and graduation requirements

Section B: Coordinated Programs, Multiple Campus Programs

Coordinated programs are graduate degree programs that are offered cooperatively by two or more campuses in the University of Colorado System. This may be under the degree granting authority existent on one campus or through the degree granting authority of each participating campus. Administrative authority and faculty responsibilities will be specified in the agreements that establish coordinated programs.

Section C: Program Development and Modification

Proposals for new degree programs/options and/or for significant modifications of existing degree programs will be initiated by the faculty of the sponsoring unit in accordance with its policies and procedures.

New degree programs must follow the Regents' policy and procedures for new degrees (<https://www.cu.edu/regents/policy-4j-interim-policy-and-procedures-approving-new-degree-program-proposals>) as well as campus policy.

Significant modifications of existing degree programs include changes to required curriculum, changes in total number of credits, degree name changes, and changes in type of examinations required for graduation. Course level changes are made on the normal course inventory which

includes review and signature by the Graduate School Dean but not by the GEC. Please also refer to the Regents policy on new degree programs.

A proposal for new degrees must include all elements in Regent Policy 4J, including a review by an external reviewer and the program's response to the review. A proposal for new tracks/options will include similar items as a proposal for a new degree but may be shorter in length and does not include an external review. Presentations to the GEC for new degrees and tracks/options should include:

1. A discussion of the program and degree plan(s)
2. Resources needed for the program/option/track
3. The student demand for the new program/option/track
4. Faculty expertise in the area, and
5. Any other information that the department/school/college believes is relevant to the discussion.

The Graduate School Dean will ask the Graduate Executive Committee for their recommendation on the proposal by voting to accept or reject the proposal. The Graduate School Dean will submit the Graduate Executive Committee recommendation and his/her own recommendation to the Provost and Executive Vice Chancellor for Academic Affairs for approval/denial.

ARTICLE III: ADMISSION TO THE GRADUATE SCHOOL

The following are *minimum* standards for admission of students to a degree program of the Graduate School. Individual programs may adopt additional requirements beyond the minimum requirements.

Section A: Regular Admission

1. Minimum requirements for admission as a regular degree student:
 - a. 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.
 - b. Have an undergraduate grade point average of 2.75 or better ("A" is equal to 4.0).
OR
Have a combined undergraduate grade point average and score on a national standardized admissions test that meet criteria determined by the department
OR
Have completed 15 semester hours of relevant graduate course work at an accredited university with a grade point average of 3.0 or better. Note that units completed before admission may not all be transferable to a graduate degree program.
 - c. Have adequate preparation to enter graduate study in the chosen program, and meet the requirements for admission, as determined by the program faculty.

- d. English proficiency must be established for all students. A student who is noticeably deficient in the written and/or oral use of the English language cannot obtain an advanced degree from University of Colorado Colorado Springs. Each program judges the qualifications of its students in the use of English. The department chair/program director is responsible for deciding whether a student is proficient in the use of English.
The following recommendations are suggestions for determining English Proficiency.

Bachelor's degree from an US accredited institution where teaching is done in English or is a citizen from a country whose first/official language and the language of instruction are English and student has undergraduate work in that country.

OR

A score of at least 85 on the TOEFL test or a score of 6.5 on the IELTS test or a score above 270 on the ACT/Compass test. Test must have been taken in the last two years. (Programs may set higher standards if they have a heavy communication component to their program or requirements that require high English proficiency).

OR

Successful completion of an UCCS Approved English Language Training program

OR

Department may develop other criteria that are reviewed by Global Engagement Office and reported to the Graduate School. Such methods may include, but are not limited to, in-person interviews with students; specific scores on standardized tests such as GRE or GMAT; submission of papers to professional journals where English is the written language and student has a substantial role in writing the paper.

Note: It is important to communicate to potential students the English Language expectations so that they can plan appropriately and not apply if they do not meet the minimum standards.

For students who do not meet the above criteria, program faculty may assign coursework and/or examinations that must be taken in order to make up deficiencies. Students requesting admission to a coordinated degree program must follow the admission procedures established for that program.

Information about program admission standards are available in each department/program office, on the Graduate School website, or from the Recruiting and Retention Coordinator.

Section B: Provisional Admission

An applicant not meeting the criteria for admission as a regular degree student may be recommended by the faculty for admission as a *provisional* student. The recommendation for admission as a provisional student must include a letter from the program/department/school stating the conditions which the student must meet in order to become a regular degree student. When the conditions for regular status are met, the program director must reclassify the student's status to fully admitted, and inform the student in writing.

Provisional students are subject to the same standards of performance required of regular degree students, in addition to other requirements as specified by program faculty, imposed as conditions of the provisional admission status.

Section C: New Applications

Applications for admission to an advanced degree program should be made online through the University of Colorado Colorado Springs Office of Admissions' graduate application. The complete application must include:

1. The graduate application
2. Official transcripts from degree-granting institutions must be submitted. Additional transcripts may be required to verify prerequisites or major coursework. A final official transcript from degree-granting institution must be verified.
3. A nonrefundable application processing fee.
4. Test scores, letters of reference, and other materials as required by specific department/program/school/college.
5. For international applicants, a score on the Test of English as a Foreign Language (TOEFL), IELTS, or an equivalent if the program/department/school/college agrees to use an alternative proof of language proficiency (e.g., participation in ESL program), and proof of financial support.

See specific program/department/school/college for admission deadlines as well as any other requirements they may have.

A student who wishes to change the major field of study after acceptance in to a program must submit a new graduate application through the online admission application to the new program/department/school/college. The new program/department/school/college faculty will evaluate the student for admission. No additional graduate application fee will be required.

At times, departments/schools/colleges may accept partial applications for a student's regular or provisional admission as long as the applicant submits all material by the deadline date determined by the graduate director.

Section D: Applications by Former Students

A student who was previously admitted to a graduate program, did not complete the degree, is no longer eligible to register at the University, and now wishes to return to school must do the following:

1. Clarify status with the program to determine eligibility to return and pursue the same degree.
2. After receiving program approval to continue working on the degree, the student must submit a new application to the admissions office before deadlines have passed for the semester of expected return.
3. Student may be held responsible for any curricular changes that have occurred in the program since they were last enrolled.

A former student will not be charged the graduate school application fee unless any coursework to be applied to the degree was taken more than six years prior to the student's return. Any coursework that is more than 6 years old for master's work and 7 years old for PhD work will need to be validated to be used towards the degree.

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.

Section E: Transfer Credits

Transfer credits may be applied to a graduate degree only with the approval of the program director. Each master's program will establish, with the concurrence of the Graduate Executive Committee, the maximum number of semester hours (not to exceed 30% of the required credits) that may be transferred from another accredited institution and applied toward its graduate degree. Additional transfer credits for doctoral programs may be allowed at the discretion of the program director, with approval of the Graduate School Dean. The following provisions will apply:

1. All transfer courses must have a minimum grade of B or above.
2. Some programs may require that credit will not be accepted for transfer until the student has established a satisfactory academic record at this university.
3. 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.
4. Courses applied towards a master's degree or bachelor's degree may not be used towards another master's degree.
5. Requests for transfer of credit must be made on the form specified for transfer of credit and an official transcript of course credit must accompany the requests or be on record in Admissions and Records.
6. Master's degree students must submit transfer requests to the program director by the deadline determined by the program.
7. Doctoral degree students must submit transfer requests to the Graduate School before submitting the application for admission to candidacy.
8. Students transferring in credits from international institutions to count towards degree requirements must have courses evaluated by a professional service to determine the work is graduate level, equivalency of grades and number of credits. Please visit the Transfer office website at <http://www.uccs.edu/transfer/transfer-credit-advising.html> (See Office of Admissions and Records for suggested service providers). If UCCS has a

contracted agreement with an international institution, course evaluation will not be required

Section F: Credit Earned at the University of Colorado Colorado Springs before Admission to the Program

1. Seniors at the University of Colorado Colorado Springs may transfer up to nine semester hours of coursework, provided such work meets the following requirements:
 - a. Completed with a grade of B or above in the senior year at this University
 - b. Falls within the time limit for the completion of the graduate degree
 - c. Does not apply toward requirements of the bachelor's degree
 - d. Is approved by the program director prior to beginning the graduate degree
2. Courses must be at the 0500/5000 level or higher and taught by a faculty member with an appointment to the Graduate Faculty.
3. Graduate coursework must be substantially different than undergraduate coursework, with the graduate coursework demonstrating more rigor and exceeding undergraduate course expectations.
4. Completion of the same graduate and undergraduate courses (e.g., course cross listed at 4000 and 5000 level) will not be allowed.
5. Retroactive changing of undergraduate credit to graduate credit is not allowed.
6. Credits earned while an undergraduate at another institution may not be transferred to the Graduate School.
7. Credits earned as an unclassified student at the University of Colorado Colorado Springs may be applied to a graduate degree only with the approval of the program director. Each program will determine the maximum number of credits as an unclassified student not to exceed 12 semester hours. If a program would like to transfer in more than 12 credits hours, they can request an exemption through the Graduate School.

Section G: Credit Earned at Other University of Colorado Campuses

Programs may accept graduate credits earned at other campuses of the University of Colorado. Refer to the program/department/school/college for each programs' specific policy on other University of Colorado campus credit transfers.

Section H: Graduate Certificate Programs

Graduate certificate programs require the student to meet the minimum graduate school admission requirements and any additional program requirements. Refer to the appropriate program/department/school/college for specific admission requirements to the certificate program. Each graduate certificate program must: (1) require a minimum of 12 credit hours of graduate coursework unless there are specific accreditation requirements that require additional coursework, (2) have a named director, or academic advisor, (3) have a clearly defined completion and exit process, and (4) be approved by the Graduate School Dean. Additionally, admission to a graduate certificate program does not constitute admission to a degree program. Certificate students must maintain a 3.00 GPA once admitted to the certificate program. Students

falling below a 3.00 GPA will be placed on probation or removed from the program following the program's policy.

Section I: License and Endorsement Programs

License and endorsement programs require the student to meet the minimum graduate school admission requirements and any additional program requirements. Refer to the appropriate program/department/school/college for specific admission requirements to license and endorsement program. Each graduate license and endorsement program must: (1) require a minimum of 9 credit hours of graduate coursework unless there are specific accreditation requirements that require additional coursework, (2) have a named director, or academic advisor, (3) have a clearly defined completion and exit process, and (4) be approved by the Graduate School Dean. Additionally, admission to a license and endorsement program does not constitute admission to a degree program. License and endorsement students must maintain a 3.00 GPA once admitted to the program. Students falling below a 3.00 GPA will be placed on probation or removed from the program following the program's policy.

Section J: Non Degree Seeking Admissions from Other Graduate Programs

Students who are enrolled in a certificate/license/endorsement program, are taking pre-requisite courses, or want to take a certain class without being degree seeking can enroll as a non-degree seeking student, if they meet the requirements for admission. Graduate level courses taken as non-degree credit may be used towards a degree with permission from the graduate program.

A graduate student in "good standing" from another institution may take graduate courses for transfer to that institution when there is space available, with the approval of the program director.

ARTICLE IV: GRADUATE DEGREE REQUIREMENTS

The following are minimum requirements for a degree program in the Graduate School. Individual programs may adopt additional requirements that are more restrictive.

Section A: Course Requirements

1. Master's Degree *

- a. *Plan I (thesis)*: 30 semester hours (minimum), including 3-6 hours of thesis credit counted toward the degree requirements. At least 24 semester hours must be at the graduate level.
- b. *Plan II (non-thesis)*: 30 semester hours (minimum). At least 24 semester hours must be at the graduate level.

* Department(s)/school(s)/college(s) determine whether to use one or both options.

2. Doctoral Degree

Students are required to complete 60 semester hours (minimum) of graduate level credit, including dissertation credits. Each doctoral program shall determine how many credits from an earned Master's degree may be included in this total. Ph.D. programs will require 30 units of dissertation credit; however, other types of doctoral programs may require fewer research credits.

3. Graduate Level Courses

A graduate level course is any course that bears the graduate number appropriate to the discipline (i.e., 0500/5000, 0600/6000, 9500-9790) and is taught by a member of the graduate faculty

4. Use of Undergraduate Courses

No lower division undergraduate courses (e.g., 0100/1000, 0200/2000), or 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 towards the minimum number of credits required for the graduate degree.

5. Independent Study

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

Section B: Grades and Quality of Graduate Work

1. Minimum Grade Point Averages

To remain in good academic standing in the Graduate School and to receive a graduate degree, a student is required to maintain at least a B (3.0) graduate program grade point average, which includes all work required for the degree while taken at this University (classified and unclassified) and may differ from the University grade point average.

~~2. Grades Below B~~

~~A student who receives a grade below B in a course may repeat the course once, with the approval of the program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may 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 during the student graduate school experience will appear on the student's transcript and will be used in calculating the student's University grade point average.~~

~~3.2.~~ Minimal Acceptable Grades

Any graduate level course applied to a master's degree must have a grade of C or better; undergraduate level courses applied to a master's degree must have a grade of B or better.

Any course applied to a doctoral degree must have a grade of B minus or better.

4.3. Grades received before admission to the Graduate School

Courses transferred from another institution are not included in the calculation of the University grade point average. Courses transferred in from another institution, including any other CU campus, will not be included in the graduate program grade point average. The University grade point average does not include any courses taken while in unclassified status; however, the graduate program grade point average will include all unclassified courses applied to meeting the degree requirements.

5.4. Incomplete and In Progress Grades

A grade of "I" will convert to "F" if the work is not completed within the one-year maximum period of time according to University policy. A grade of "I" should be given only when the following conditions are met:

- a. The student requests an incomplete grade
- b. Reasons for not completing course requirements are beyond the student's control
- c. A substantial amount of coursework has been completed at a passing level by the student
- d. The instructor sets the conditions whereby the course will be completed, including deadlines of less than one year.

A grade of "IP" may be given only for master's thesis, capstone projects, and doctoral dissertation work "in progress". Typically, IP grades are given upon completion of the thesis/capstone/dissertation defense unless the department/program has a policy about giving grades at specific milestones. The committee chairperson must submit a grade change for the "IP" grade to the student's final grade.

6.5. Pass/Fail Grading

Courses applied to graduate degrees must not be taken as pass/fail with the exception of clinical practicum and internship coursework.

Section C: Leave of Absence

If a student needs to take a leave of absence for longer than one semester, the student will need to request a leave of absence from the program. A leave of absence may occur for one year (3 continuous semesters including summer). Programs may have shorter stop out periods. Students may request consecutive leaves but after two years the student will need to reapply to the program to determine if they are still eligible to return to the program. At readmission, a program may ask students to complete any new program requirements since

original application. During the leave period, the progression clock remains active. That is, students will need to complete a master's degree within six years or a doctoral degree within seven years from the original admission into the program. The student and program may still request an extension within the limits of the graduate school and program rules. Once a leave of absence has been approved by the program, the program director should notify the graduate school. The graduate school will work with the appropriate campus offices to put a stop on enrollment and financial aid for that student, until the time they decide to come back. To remove the holds, the program will need to inform the graduate school that the student has restarted the program.

Section D: Probation and Dismissal

1. *Student Ethics:* Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the University of Colorado Colorado Springs, which appear in the University of Colorado Colorado Springs Student Academic Ethics Code. Students who do not meet these standards may be dismissed from the Graduate School Dean upon recommendation of the program director and college/school dean of the student's graduate program. A student may appeal such action under the provisions of Article V.
2. *Academic Probation:* A student who has ~~completed~~ attempted 9 or more semester hours at UCCS (to include "I and "IP" grades) in the Graduate School and whose UCCS graduate program grade point average of awarded grades falls below 3.00 will be placed on academic probation until such time as the UCCS graduate program grade point average is raised to 3.00 or higher. Courses taken at other institutions, including other CU campuses will not be included as part of the decision to place on or remove from probation. The student will have a maximum of one calendar year to be removed from probation, or the student may be dismissed from the Graduate School.
3. *Dismissal from the Graduate School:* Any student whose graduate program grade point average is below 3.00 after the one-year probationary period will be subject to automatic dismissal. The Program Director will notify the Graduate School Dean and the student will be dismissed from the Graduate School. Under extenuating circumstances, the program director may petition the Graduate School Dean for an extension of the probationary time period.

Students may be dismissed from the Graduate School if they do not satisfactorily complete program requirements (e.g., pass coursework, pass examinations, make progress on thesis/dissertation projects, adhere to professional standards) as determined by the program.

A dismissed student is eligible to reapply for admission after one year. Approval or rejection of this application rests with the student's program/department. Validation of previous coursework may be required for students to complete matriculation in the degree.

Section E: Thesis and Dissertation Committees

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 college/school dean and forwarded to the Graduate School.

Dissertation 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 must be from an outside department and that outside member may be from another institution, provided the faculty member has been granted Special 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 college/school dean and forwarded to the Graduate School.

Section F: Capstone/Project Committees

Clinical Doctorate Advisory Committee: This committee shall consist of a capstone chair and at least two other committee members of the graduate faculty. One member of the committee may be from another institution, provided the committee member has been granted Special membership on the graduate faculty. Upon the recommendation of the advisory committee chair, the committee is appointed by the program director with the approval of the college/school dean and forwarded to the Graduate School.

Master's Capstone Committee: Programs may use capstone committees in different ways for requirements within a master's program; however, all members of a capstone committee who make decisions about students' grades or judgments about successfully fulfilling program requirements must be appointed as graduate faculty prior to serving on the committee.

Section G: Examinations

1. Master's Degree Examinations

Most master's degree programs require a comprehensive examination or a thesis defense 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.

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.

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 have only one additional defense.

2. 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.

a. Doctorate of Philosophy Degree

1. *Preliminary Examination.* An examination to ensure that a student is qualified for doctoral study.
2. *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.
3. *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.
4. *Dissertation Proposal.* An examination to determine the student's preparedness and appropriateness of the topic, prior to commencing work on the dissertation.
5. *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 1 dissertation credit or candidate for degree status during the semester (or summer session) 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.

b. Clinical Doctorate Degree

1. *Capstone/Project Proposal.* An examination to determine the preparedness of the student and the appropriateness of the topic, prior to commencing work on the capstone project.
2. *Capstone/Project Defense.* After the capstone/project is completed, a final examination will be conducted by the 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 capstone committee. In case of failure, the examination may be attempted one time after additional requirements determined by the committee are completed. A student must be registered for at least 1 credit hour or as candidate for degree during the semester in which the capstone defense is held. The Graduate School must be notified of the capstone 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.

Section H: Foreign Language Requirement

The decision on foreign language requirements for doctoral degrees is the responsibility of the graduate faculty of each graduate program.

Section I: Application for Admission to Candidacy

Master's Degree

For each student pursuing a master's degree, an Application for Admission to Candidacy should be completed 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.

Doctoral Degree

A doctoral student who wishes to become a candidate for a degree must file an Application for Admission to Candidacy online. 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).

Section J: Thesis/Dissertation Requirements

All theses and dissertations must adhere to campus standards for quality and formatting.

Master's Thesis

Every candidate pursuing a master's degree under Plan I (thesis option) is required to write a thesis, which may be 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 University of Colorado Colorado Springs Thesis and Dissertation Manual (found on the Graduate School website), and shall represent 3-6 semester credit hours of work. Each program will have specification on the credit total a thesis in that discipline will require with delineation of why different credits are available within the same program if applicable.

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/scholarship within their field. The subject must be approved by the student's dissertation advisory committee. Each dissertation presented in partial fulfillment of the requirements for a doctoral degree must satisfy the specifications of the University of Colorado Colorado Springs Thesis and Dissertation Manual. The dissertation shall represent a minimum of 30 semester credit hours of work for Ph.D. candidates, but may be less in other doctoral programs.

Ph.D. Doctoral Dissertation Credit Hour Requirements

1. Dissertation credits are expected to be taken when a student is working on the dissertation project.
2. A doctoral student may take no more than 24 dissertation credits prior to the semester in which the comprehensive examination is passed. The student must take at least 15 dissertation credits after the comprehensive examination is passed.
3. Following successful completion of the doctoral comprehensive examination, a student may register for 1 to 10 units of dissertation credit in a semester (no more than 7 credits hours in summer) until the requirements for the degree are completed.
4. A student must be registered for at least 1 dissertation credit or *candidate for degree* status during the semester (or summer session) in which the dissertation defense is held.
5. Students must follow departmental policies and procedures for maintaining satisfactory progress through the program. Departments should communicate these procedures and standards to students.
6. A doctoral student is typically expected to be enrolled continuously; however, students are considered inactive after 12 months of no enrollment has occurred. If a student is classified as inactive, they will need to reapply to the program using the online application (other materials not required) and receive the department's approval for continuing in the program to be reclassified as active.

Doctoral Capstone/Project

Students pursuing clinical doctoral degrees are required to complete a capstone or culminating project in partial fulfillment of the requirements for a clinical doctorate at the University of Colorado Colorado Springs. The capstone/project courses shall represent 10 semester credit hours of work. Style requirements and format for the capstone/project are determined by the department.

Section K: Time Limits for Completion of Degrees

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 if Plan I is followed). A student who fails to complete the degree in the six-year period must file a petition for extension with the program director and have it approved by the Graduate School 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

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 the seven years must file a petition for extension with the program director and have it approved by the Graduate School 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 the student's dissertation advisory committee. If the Graduate School Dean approves, the student may continue studies for an additional year. If the Graduate School Dean does not approve the request, the college/school dean, with the concurrence of the program director, may dismiss the student from the program. If the Graduate School Dean and the program director do not agree on whether a student should be continued in the program, the Graduate Executive Committee shall make the final decision.

[Leave of Absence: Please refer to Article IV Section C for information about taking a Leave of Absence.](#)

ARTICLE V: GRADUATE STUDENT APPEALS

Section A: Final Responsibility

1. All appeals regarding course grades shall follow the procedures established by the school/college in which the course was taken.
2. Final authority on appeals submitted by graduate students concerning actions (other than grading) taken by faculty members, program directors, the Graduate School Dean, or other administrative officials, rests with the Graduate Executive Committee. If such appeal involves a matter affecting two or more University of Colorado campuses, the final action rests with the Provost and Executive Vice Chancellor of Academic Affairs.

Section B: Student Appeal Procedures

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

1. 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 program, department, school, and college.

2. 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 Graduate School Dean. The written appeal must describe in detail the basis in fact for the opinion that the student has been treated unfairly academically and must describe actions taken to resolve the problem at the departmental level.
3. Upon receipt of a written appeal from a student, the Graduate School Dean will contact the appropriate departmental officer to get a response to the questions or objections raised by the student. In some cases, a written response from the department may be requested. The response and appeal is then sent to the Student Affairs Committee of the Graduate Executive Committee. This committee acts in an advisory capacity to the Graduate School Dean and will forward their findings and recommendations to the Graduate School Dean.

The Graduate School Dean will make a decision in the case. This decision may be appealed by either party to the full Graduate Executive Committee, but only if the decision of the Graduate School Dean is in disagreement with the recommendation of the Student Affairs Committee. In this case, the decision of the Graduate Executive Committee is final.

ARTICLE VI: IMPLEMENTATION AND AMENDMENTS

Section A: Implementation

These Policies and Procedures of the Graduate School shall take effect immediately upon approval by the Provost and Executive Vice Chancellor for Academic Affairs. Any program not in compliance with these policies and procedures at that time shall have two years to demonstrate full compliance. A program must submit a remediation plan if compliance issue is identified. This will be submitted to the Dean of the Graduate School. A program whose requirements change from these policies and procedures shall submit in writing all such differences to the Graduate Executive Committee.

Section B: Amendments

1. Amendments or changes to the Graduate School Policies and Procedures for the purposes of correction, clarification, or compliance may be made by the Graduate School Dean with the support of the Graduate Executive Committee.
 - a. For approval an amendment or change must be favored by a two-thirds majority of the voting members of the Graduate Executive Committee.
 - b. Graduate Executive Committee retains the right to obtain feedback and/or full faculty vote on changes to these policies.
2. Changes in these Graduate School Policies and Procedures will not become effective until they have been reviewed by the Graduate School Dean, the Deans' Council, and approved by the Provost and Executive Vice Chancellor for Academic Affairs.
3. Graduate School Policies and Procedures should be reviewed every five years by the Graduate Executive Committee.

Approved by the Graduate Executive Committee: November 11, 2011

Approved by the Provost and Executive Vice Chancellor for Academic Affairs January 11, 2012

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UCCS Graduate School
Policy for
Accelerated Master's Degrees

The accelerated master's degree program allows high achieving students to pursue existing Bachelor's and Master's degrees concurrently. 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), 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.

Total Number of 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.

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 3.20;
- Completion of at least 15 credits hours in the major;
- Student is a declared major in the corresponding bachelor'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).

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 (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.

University of Colorado Colorado Springs

Intent of admission form for Accelerated Master's program

Student Instructions: Please complete the top portion of this form and return to your department along with any required department information for evaluation of admissions qualifications.

Full Legal Name: _____
Last First Middle Student ID Number

E-mail address _____

Mailing Address:

No. and Street or PO Box City State Zip code

Telephone: _____ Birth Date: _____
Month/Date/Year

Expected term which you will complete all undergraduate degree:

Spring _____ Summer _____ Fall _____ Year: _____

Intended accelerated master's program: _____

School/College Program

I understand that:

- There is a designated number of credits I am be allowed to take to dually count towards both my bachelor's and master's degree (no more than 30% of total master's degree credits) and that if I take more than that prior to earning my bachelor's degree I will not be allowed to use those additional credits towards my master's degree.
- If I decide not to pursue the accelerated master's program I will no longer be eligible to dual count credits towards a bachelor's and master's degree although credits can be used towards my bachelor's degree. I must inform the program and undergraduate advising that I am withdrawing. If I wish to pursue a Master's degree or a Doctoral degree after withdrawing from or before completing the program, I must apply and be admitted to the Graduate School. All Graduate School minimum standards apply to eligibility for admission to the Graduate School; department-specific requirements may be waived by the department.
- I will have undergraduate status until the Bachelor's degree requirements have been met and the bachelor's degree is awarded. Prior to completion of bachelor's degree I will be required to fill out the online graduate application and pay the \$60.00 application fee by my programs application deadline. If I meet the eligibility requirements, I will be admitted to the accelerated master's program.
 - **I understand that graduate students are assessed graduate tuition rates and are no longer eligible for COF; graduate students receiving financial aid are considered "independent" and are no longer eligible for aid requiring undergraduate status; and any undergraduate scholarships are no longer applied.**

Student Signature: _____ Date: _____

Departmental Instructions: Please review this application for intent to admit to the accelerated masters and sign this form if student is currently eligible. Upon acknowledgement of intent of the student to enter

the accelerated master's program you must submit a copy of this form to the Undergraduate Advising office:

(Note: admission to Master's program is dependent on the student being eligible at the time of application in to the Master's program)

Student is currently meeting college requirements for eligibility: Yes No

Signature of Departmental Officer: _____ Date: _____

Accelerated Master's internal Processing

Stage 1: UG Sophomore, Junior, or Senior interested in Accelerated Master's

- The student will talk with Advising and or/department and get information about Accelerated Master's and if it is a good option for them
- Student will go to program and fill out an interest application, signed by student and program. This will be submitted to UG advising.
 - UG advising will place a Accelerated Master's subplan to the undergraduate program plan
 - Student's continuation to graduate program matriculation is dependent on a student continuing to be eligible, meeting all GPA and course grade requirements, and submitting a graduate application.

Stage 2:

- Graduate School and/or programs will pull lists of students with Accelerated master's subplan each term for the graduate school to send out communications to programs and students.
- Prior to graduation from the undergraduate program: The master's Program will confirm eligibility and direct student to fill out full online graduate application. Student will pay application fee. Once application is submitted programs can waive application materials not needed for an Accelerated Master's student.
- Program will submit decision sheet to Graduate School for signature.
- Graduate School will submit decision sheet to A/R.
- Student will be admitted to Graduate program with subplan of accelerated master's in the appropriate discipline.



Graduate School

UNIVERSITY OF COLORADO COLORADO SPRINGS

Thesis and Dissertation Manual

Revised April 2016

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I. GENERAL INFORMATION FOR FILING OF THESES AND DISSERTATIONS

INTRODUCTION

The requirements described in this Thesis and Dissertation Manual have been established so that paper and electronic theses are presented in a form suitable for the University of Colorado Colorado Springs. The thesis is a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to a published work. These requirements apply to all theses and dissertations submitted for graduate degrees at the University of Colorado Colorado Springs.

It is your responsibility to read and follow the requirements presented here and to submit documents of highest quality. Whether submitted by paper or electronically, final copies will not be accepted with handmade corrections, insufficient margins, inconsistent formatting, or if they are of such poor print quality that reproduced copies cannot be made.

"THESIS" OR "DISSERTATION"

The word "thesis" refers to the research paper required for the master's degree; "dissertation" refers exclusively to the doctoral degree research paper. For convenience, in this document, the word thesis will be used to represent both. All requirements that apply to the master's thesis pertain to the doctoral dissertation. There are, however, additional requirements that apply only to the dissertation. In the case of these requirements, dissertation will be specified.

THESIS COMMITTEE MEMBERSHIP

A thesis advisory committee must be established. 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. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment prior to any convening of the committee.

DISSERTATION COMMITTEE MEMBERSHIP

A dissertation advisory committee shall consist of five members of the graduate faculty, including one member who is either from an allied department or from another institution, provided the faculty member has been granted "Special" membership on the Graduate Faculty. All committee members must have an active Graduate Faculty appointment during the time they serve on the committee. Please confirm with your department that all committee members have an active appointment.

DEADLINES

Application for Admission to Candidacy

An Application for Admission to Candidacy must be submitted to the Graduate School office by the published deadline to apply for graduation. *Applications* submitted after these dates will be processed for the next graduation period. Consult the website for information and deadlines on the [Current Student- Steps to Graduation](#) page.

Scheduling of final examination/thesis defense

You must defend your thesis at least 30 days prior to the actual graduation date. This deadline is usually on a Friday. Check the deadline dates [online](#).

Submission of thesis

You must submit your thesis to the library by the specified deadline of the term you are graduating. Check the deadline dates [online](#). Your thesis will be submitted electronically (through Proquest) and in hard copy. Submission information can be found online at the [Current Students webpage](#).

REGISTRATION

You must be registered for the term in which you defend your thesis. Doctoral students must register for a minimum of 1 dissertation hour. Master students need to register for a minimum of 1 thesis hour. If a student has reached their maximum number of thesis or dissertation credits and have completed all other requirements for their degree, they can register as Candidate for Degree for zero credits. Students defending on a date that falls during a period between terms must be registered during the previous semester. The student does not need to register for the following semester if they defend prior to the start of the upcoming semester. You do not have to be registered to submit the final copy of the thesis to the Library.

SUBMISSION

The Graduate School accepts theses electronically, uploaded as a PDF document through the ProQuest website. The Graduate School also requires submission of one hard copy for the university archives. The library will bind additional personal copies (no more than 10) of the thesis or dissertation at the current rate of \$15.00 per copy). Information is available online on the [Current Students website](#). This site contains information regarding fees and links to the information about the submission process.

Although the Graduate School requires electronic submission of your thesis, your program/department may still request/require a paper copy(ies) of your thesis. Please check with your program/department for any additional requirements.

FEES

Upon submitting the thesis, you will be required to select "Traditional" or "Open Access" publishing. "Traditional" publishing is free, "Open Access" publishing will result in higher publishing fees. Please consult the [ProQuest website](#) for more information on these options. Fees are subject to change at any time. The bound hard copies can be paid for by check made out to "UCCS".

Traditional publishing	free
Fees for binding Archive copy	\$ 15.00
Open Access publishing (optional in place of traditional)	\$95.00
copyright registration (optional)	\$55.00

SIGNATURE AND AGREEMENT OF THE THESIS/DISSERTATION

The [Electronic Thesis/Dissertation Signature and Agreement form](#) is submitted to the library with the final copy of the thesis. It is not a physical page of the thesis itself. The signed form signifies that the committee has approved the content and format of the thesis for submission. The second page of the form is filled out by the student to release the document to the UCCS Digital Collections. The form becomes a University document so care should be taken to keep the form unblemished prior to submission to the library (no staples, folding, white-out...). The statement may or may not be produced on thesis-quality paper. A copy of the signature and agreement form is provided in the sample pages later in this manual. The statement is in addition to the Committee page (the second page of the thesis). **Please note that the statement requires original signatures of all members of the committee, not copies.**

APPROVAL OF FORMAT

The Approval of Format form is signed by the committee chair acknowledging the correct format and style are used in the thesis. It also confirms that, if institutional committee approval was required, the documents are included in the thesis (e.g., IRB approval protocol). This document will be turned in with the hard copy thesis submitted to the library.

FINAL APPROVAL BY THE LIBRARY

The Library will accept the submitted thesis if it meets the minimal requirements. The responsibility for producing a document that reflects one's professional accomplishment rests with the student, the advisor, and the degree-granting program. Once the thesis is approved by the Defense Committee, the Statement of Approval of the Thesis form is signed, and the thesis meets the minimal standards of the Graduate School, the thesis must be uploaded to Proquest for final review and acceptance by the Library. Instructions and guidelines for submission are available online on the [Current Students Webpage](#).

COPYRIGHTING

Doctoral and master's students may apply to have the copyright on their thesis registered. ProQuest can handle the registration. Additional information regarding copyrighting is provided on the [ProQuest](#) site. If you have already published the materials in the thesis, then it probably already has the copyright registered.

Inclusion of Previous Publications and Copyrighted Materials

The inclusion of previously published work is permissible within the following guidelines:

1. The work must represent research conducted while enrolled in the Master's or Ph.D. program and must not have been previously used to fulfill the requirements of another degree.
2. The student must be the sole or primary author of the published work; when multi-authored articles are included, the student's contribution and how it relates to the thesis must be clearly explained in the introduction or body of the text.
3. Simply binding reprints or collections of publications together does not constitute a thesis in concept or format. Previously published work must be logically connected and integrated into the thesis in a rational and coherent manner, as well as reformatted to fit the thesis specifications.

If other copyrighted materials are included in a thesis, they may not be used without the permission of the publishers or copyright owners.

Copyright Guidelines - Facts in Brief

The student automatically retains the copyright to his/her own work unless it has been signed over to someone else. The student has the option to register the copyright through Proquest. If you have questions please consult the copyright information on the Proquest site or contact the UCCS library.

II. THESIS AND DISSERTATION FORMAT

This section provides the Graduate School's formatting specifications for theses and dissertations presented for graduate degrees at the University of Colorado Colorado Springs. We recommend that you consult a style guide or standard handbook for more detailed specifications of content style for your field. Your program should be able to provide information on any requirements specific to your field of study.

STYLE

You should consult with your thesis advisor or thesis committee chair about an appropriate style guide that describes formatting details not included here. The thesis must be organized in chapters regardless of what format your thesis advisor, committee chair, program advisor, or any style manual may recommend. You should also follow proper outlining guidelines regarding headings (i.e., no single subheadings at any level).

TYPE

The thesis must be typed. The font size should be between 10 and 12 point. The font style and point size you choose will be used for everything throughout the thesis (all text, page numbers, footnotes, figure captions, table titles (you may use a smaller point within the table)). Throughout the thesis, mixing and matching of font style or size is not permitted. Script type may not be used. Equations, formulas and words within figures must also be typed. Handwriting is not acceptable within the thesis text but may be used in a figure if it is a necessary part of the figure. Full justification is permitted in the thesis, but if utilized must be applied throughout the thesis to all text.

In submitting a thesis electronically, students should consider that ProQuest recommends that you embed your fonts in the document. Additionally, they suggest that you create the document with TrueType fonts such as Times-Roman or Helvetica. These fonts will assist with the conversion process to a PDF and the subsequent upload to the ProQuest site.

THESIS ORGANIZATION

The final copy of the thesis submitted to the Library must be organized in the following order. The starred items (*) are required in every thesis; the other items are optional. Examples of formatting for these items are provided in the sample pages. Each division listed (1-14) and each chapter begins on a new page.

- *1. Title Page
- 2. Copyright Page (not counted as a page for pagination purposes)
- *3. Committee Page
- *4. Abstract
- 5. Dedication
- 6. Acknowledgements
- *7. Table of Contents
- 8. List of Tables
- 9. List of Figures
- 10. List of Abbreviations ↑ lower case Roman Numerals (e.g., i, ii, iii)

-
- *11. Text – Organized in chapters ↓ Arabic Numbers (e.g., 1, 2, 3)
 - *12. Bibliography, Selected Bibliography, or References
 - 13. Appendices
 - 14. Non-standard Materials

PAGINATION

Preliminary pages (items 1-10 in the list in the previous section) are numbered with lower case Roman numerals (i, ii, iii, ...). The Title Page (#1 in the above list), although counted as page i, does not have a page number printed, regardless of the page numbering style chosen below. Note as well that the copyright page is not given a page number nor counted in the sequence of page numbers, although it is its own page. Arabic numbers, beginning with number 1, are used for items 11-14 from the list above. Every page, except the optional copyright page, is assigned a number. The optional copyright page is considered an inserted page. It does not affect the page numbering and is not included as a page when numbering. Two page numbering styles are permitted.

Style 1: Page number may be omitted on the first page of a major division (#3-7 and 11 in the above list). All other listings and subsequent pages of any division should have page numbers. There is no page number on the Title Page or Copyright page.

Style 2: Page numbers are printed on all pages of the thesis except the title page and copyright page.

Pages are numbered in the upper right-hand corner, the lower right-hand corner, or the bottom center of the page. **Page numbers should be between 1/2" and 1" from the top or bottom of the page. Regardless of page numbering style or location choice, all page numbers throughout the thesis must be in the same font style and size as the thesis text and in the same physical location throughout the thesis.**

MARGINS

Minimum thesis margins are 1.5" from the left edge and 1" from the other three edges. The left edge margin must be 1.5" to accommodate for binding.

The page number should be no less than 1/2" and no more than 1" from the top or bottom of the page.

The left edge should be aligned. The right edge of the text may be either justified (all lines the same length) or ragged (lines varying in length). If you elect to justify the right edge, keep in mind that printers will put spaces between words or letters to fill out the length, sometimes resulting in one long word being spaced out to take up the entire line. Excessive white space in a line of text is unacceptable. If full justification is used, it must be applied throughout the thesis to all text.

SPACING AND INDENTS

The entire thesis is double-spaced except the areas/items listed below which are single-spaced.

- Multiple line headings in the Table of Contents, List of Tables, or List of Figures pages (single-space within, double-space between)
- List of Abbreviations listings (double-spaced if a short list, < ½ page)
- Footnotes
- Long, indented quotations (longer than 3 lines)
- Figure legends
- Text inside a table and the footnote under that table
- References (single-space within, double-space between)
- Text in the Appendix pages – although the heading must be double spaced

Do not put extra blank lines or space between paragraphs. If you need to differentiate a paragraph from its surroundings use headings. If you find a slight additional spacing after paragraphs (slightly more than a double-space), make sure to set your paragraph spacing to zero in Word.

The first line of each paragraph or footnote is indented (has a tab) uniformly in the thesis. The number of spaces for this indent depends on the style. A standard indent is eight spaces (2 inch); a five-space indent is also frequently used. Single-spaced quotations are indented in their entirety eight spaces (2 inch) or five spaces, depending on the style you are using.

HEADINGS

You should choose a standard format for headings and subheadings for your thesis and use it consistently throughout. The spacing above and below headings should also be uniform. Examples of headings are provided on sample pages. You may choose another appropriate style, but BE CONSISTENT and choose a logical style that will not confuse readers. You must also follow proper outlining protocol; there must be two or more subheadings used below any heading. Single subheadings are not permitted. This applies to any level of heading.

For students whose program/department does not dictate a specific style of heading, the following style is suggested. Note: the chapter name is mandatory no matter what heading style is selected. Others heading levels are optional and may be removed if you wish. Utilize them in the ascending order presented. For instance, there are five levels listed. If you only need three heading levels in your thesis, you could choose to delete level 3 and 5 and just use the remaining levels in the order presented. Here are the levels:

Chapter Name (mandatory): centered, all caps, two lines, bold, double-space before and after text
Level 1: centered, upper and lower case letters, bold, double-space before and after

- Level 2: at the left margin, upper and lower case letters, bold, double-space before and after
- Level 3: at the left margin, upper and lower case letters, underline, double-space before and after text
- Level 4: tab, first letter cap only, bold, period, double-space and then paragraph text
- Level 5: tab, first letter cap only, underline, period, double-space and then paragraph text

Additionally, any heading or combination of headings must have two lines of text after the heading in order to remain on a page. If the heading only has one line, or it sits alone at the bottom of a page, you must move the solitary heading(s) and the line of text to the subsequent page.

TITLE PAGE

Your title page must conform to the example template provided in these specifications. The title and your name must be written in all capital letters. The year listed reflects the year you will be awarded the degree, not necessarily the year you defend your thesis. Your name should be presented in an identical manner on the title page, approval page, abstract, and within the Proquest site. See the example guide and example page at the back of these specifications for further guidance on the Title Page.

COMMITTEE PAGE

Your committee page must conform to the example provided in these specifications. The committee page varies based on whether you are a Master's or Doctoral student. See the example guide and example page at the end of this section for further guidance on the Committee page. Note: your committee does not sign this page. The typed names of all committee members will be on this page.

ABSTRACT PAGE

The abstract beginning your thesis should provide a succinct, descriptive account of the work in 350 words or less. The abstract title should include all pertinent places, names, and proper nouns for use in indexing the thesis. Make sure your thesis advisor's name and academic title are correct. Do not add their degree after their name. Your name and degree will be listed. The types of degrees granted at the University of Colorado Colorado Springs include the following:

Ph.D., D.N.P., M.S., M.A., M.Sc., M.S.N., M.B.A., M.S.A., M.S.E.E.,
M.E., M.C.J., M.P.A.

Check with your program regarding the exact name of your degree. Many programs/departments have names that are different from the degree awarded to their students.

DEDICATION AND ACKNOWLEDGEMENTS

Many people choose to include a Dedication page (optional). Dedications are considered a very personal recognition (in other words, you don't usually dedicate your thesis to a scholarship fund). See the example pages for a sample of this page. If your dedication is very short (< one sentence) then you would not follow the example listed, but would remove the word Dedication from the top of the page and just list the text of your dedication in the center of the page (centered vertically and horizontally on the page).

The Acknowledgement page (optional) contains text recognizing the people who contributed to the research and preparation of the thesis or provided funding. Some people like to also

acknowledge those people who helped them through their careers in other ways (e.g., friends, spouses, children, parents, study participants, etc.). See the example guide and example page at the back of these specifications for further guidance on the Dedication and Acknowledgement pages.

TABLE OF CONTENTS

This is a required section of the thesis. This page should be numbered in lower case Roman numerals. As a minimal standard, you must include the chapter names in the table of contents. It is standard practice to also list level 1 and level 2 headings. If you choose to list any specific level of heading, you must list all headings at that level and higher. For instance, if you choose to list one level 2 heading, you must list all level 1 and 2 headings in all chapters. See the example guide and example page at the back of these specifications for further guidance on the Table of Contents page.

LIST OF TABLES, FIGURES, AND ABBREVIATIONS

Any or all of these optional pages may be included in the thesis. Page numbers should be in lower case Roman numerals. See the example page section for formatting style. Tables and figures may be numbered sequentially through the thesis or by chapter (e.g., 1, 2, 3... or 1.1, 2.1, 2.2, 2.3, 3.1...). For additional information on tables, figures, and abbreviations see Tables, Figures, and Abbreviations descriptions below. See the example guide and example page at the back of these specifications for further guidance on each of these pages.

CHAPTERS

Chapters are titled using capital Roman numbers (e.g., Chapter I Introduction, Chapter II Methods). Chapter I of a thesis is usually the introduction and begins the portion of the thesis where pages are numbered in Arabic numerals (e.g., 1, 2, 3) rather than in the Roman numerals used for preliminary pages. Content of each chapter will be dependent on your program. Each chapter must begin on a new page. See the example guide and example page at the end of these specifications for further guidance on the Chapter format requirements.

TABLES

The word "table" designates columns of information composed of words or numbers or both. Tables are located as soon as possible (not necessarily immediately) after their first mention in the text. Tables less than 7 inches must be included within the text; larger tables may be on a separate page (refer to page 6 and regulations concerning spacing and page length). Tables may not be split across pages unless they are too large to fit on one page (see large table on the next page). Tables should be numbered consecutively within each chapter or throughout the thesis.

You may place lines around or through your table to delineate information, but make sure that the lines still conform to the established thesis margins. Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.

Table Titles

Titles should begin with the word "Table." The title is typically typed above the table, but may, if your style guide requires it, be placed below. Titles must be consistent in style throughout the thesis (i.e., **Table 3.2: Infant Weights of ...**). This is an example of the

second table in Chapter III. Using this example as a guide, all of your table titles would be numbered based on the chapter number and sequentially throughout the chapter. They also would have a colon, be bold, and have upper and lower case letters.

Table Footnotes

Footnotes to tables are typed single-spaced immediately beneath the table and have no relation to text footnotes. If you are adapting a table from another source (or using it in its entirety) you must acknowledge the source immediately beneath the table. Thesis authors also are required to obtain written permission for use from the copyright owner. Table footnotes are a smaller font size, if the text in the table was reduced to a smaller font size. Otherwise, the footnote text is the same font size as the thesis text.

Large Tables

- Long Tables: Tables that are longer than 7 inches and require more than one page are considered long tables. Subsequent pages of a long table should be designated in one of the following ways 1) Table # cont.; 2) repeat the table header title; or 3) both - on all subsequent pages.
- Wide Tables: Tables that will not fit within the required margins may be typed in a smaller font size (same font style). The text of the table title is not reduced.
- Landscape Tables: Tables typed in a landscape orientation should have the top of the table on the left (toward the binding margin). Page numbers of landscape oriented pages must be in the same location as all other pages in the thesis, namely portrait orientation. In order to achieve this, the student should insert the table as a picture, then just flip the picture, not the entire page. For landscape tables that continue for multiple pages, refer to the long table instructions above regarding title listings on subsequent pages.

FIGURES

Figures are visual presentations of ideas or concepts or pictorial evidence of your analysis of information. Figures should be incorporated into the text, where possible, rather than on a stand-alone page. Figures should not be placed in the middle of a paragraph of text on a page (breaking up the flow of the paragraph). They should be placed as soon as possible after they are referenced in the text (at the bottom of the page on which they were referenced or on the subsequent page) without breaking the flow of the paragraph of the current page. Figures may or may not take up a full page, including their legend. The legend and figure must remain together on the page, unless the figure or legend is so large that they will not both fit together on the page (see large figure on the next page). Figures must fit within the established thesis margins.

Figure Legend

Figure legends appear below figures and are typed single-spaced in the same font style and size as the text. Figure titles at the beginning of the legend must be consistent in style throughout the thesis (e.g., **Figure 15.** Graph of Infant Weights...). This is an example of the 15th figure in this thesis. Using this example as a guide, all of your figures' titles would be numbered throughout the thesis from the beginning to the end. They would also have a period, just have the figure number bold, and have upper and lower case letters.

Legends are typed to fit within the standard margins; if necessary, they may appear on the page after the figure (see notation on large figures below). Figures also may be printed with a landscape orientation, with the top toward the left margin. The legend appears beneath the figure and is typed from the bottom to the top of the page within the standard margins. Page numbers of landscape-oriented pages must be in the same location as all other pages in the thesis (i.e., portrait). In order to achieve this, the student should insert the figure as a picture, then just flip the picture, not the entire page.

Figure Footnotes

Footnotes to a figure are typed single-spaced immediately below the figure and above the caption.

Large Figures

You may reduce figures to fit within the page margins or, if possible, continue the figure to another page (this usually works only if you actually have several small figures together). Legends for large figures should be on the page after the large figure. The figure itself still needs to have some sort of notation of the figure number on the page with the figure, but the legend is placed on the subsequent page (with no additional text). Multiple-page figures would have the legend on the page after the last page of figures. Each of the figure pages would list the figure number. For instance, Figure 2.1 panels A and B would be on page 26, and then panels C and D would be on page 27, and then the legend on page 28. Your text would continue on page 29. Pages 26 and 27 would still have a notation at the top or bottom of the page with the figure stating that this is Figure 2.1. It may or may not have the figure name. The full legend with figure number, name, and the rest of the legend would all appear on page 28.

FOOTNOTES

Footnotes are indicated by superscript numbers in the text and referenced at the bottom of the appropriate page. Footnotes are numbered consecutively throughout the thesis. When footnotes are used, the bibliography includes all references cited in the notes (and additional sources). Footnotes are typed in the same font size as the thesis text and are single-spaced with a double-space between notes. Make sure to follow proper footnote style etiquette and maintain the established thesis margins.

BIBLIOGRAPHY/REFERENCES

A bibliography is a list of books, journals, and other sources of information used or consulted in preparing the thesis. References are a list of books, journals, and other sources of information that are specifically cited in the thesis (a subset of the bibliography). A bibliography or reference section must be included, even if footnotes are used. The arrangement of bibliography/references and the information in each entry are determined by the chosen style guide. Generally students have References in their thesis rather than a Bibliography. Use whichever term is appropriate to your situation. Bibliography/References in theses may be cited in author-year citations or numbered references according to your chosen style. Regardless of which you choose, you must list a full citation of the reference (et al. in the author listing is permissible). The Bibliography/Reference section has three general rules in addition to your chosen style guide: 1) double-space between each entry and single-space within the entries; 2) keep each reference

together (don't split a reference across pages, push it to the next page); and 3) make sure to start the top of each page with text, not a blank line. See the example guide and example page for further guidance on the Reference pages

APPENDIX

Appendix materials are typically optional, however, if Institutional Review Board (IRB) approval was required for the thesis, approval documents must be included in the appendices. Appendix pages appear after the Bibliography or Reference section. Appendix sections are numbered using alpha characters (i.e., A, B, C...). Although the content of the appendix may be of a different font than the thesis, the title of the appendix and page number must still meet font style and size specifications as established in the thesis. Appendix pages must also conform to the pre-established margins of the thesis. This may require modification of the size of the original documents to be included in the appendix. Page numbering will continue on in the same placement, style and location as the rest of the thesis.

III. STEP-BY-STEP GUIDE FOR PAGE LAYOUTS

Below are step-by-step directions to guide you through each example page. The boxes on the top of each of the example pages are for identification and instructions only - DO NOT put these boxes in your thesis.

TITLE PAGE - INSTRUCTIONS

1. Center all material between the margins (both vertically and horizontally).
2. Write your name in all capital letters.
3. The listing of your name should be identical on the Approval of Format Form, Signature and Approval Form, Title Page, Committee Page, Abstract, and Proquest submission.
4. List prior degrees as shown (use only academic degrees). List the degree (list only bachelor degrees and higher), the university name, and year the degree was awarded. You also need to list a city for your university if it has multiple campuses.
5. At the bottom of the page, use the appropriate degree (e.g., Master of Arts, Master of Science, Master of Sciences ... or Doctor of Philosophy).
6. List the appropriate Program (List your program's full name, not the school or college in which it is housed). List the same program on the Approval Page.
7. The year listed is the year the degree is awarded (not necessarily the year you defend or submit your thesis).

COPYRIGHT PAGE - INSTRUCTIONS (optional for those copyrighting their thesis)

1. Center all material between the margins.
2. Place text as far to the bottom of the page as it can be placed without going to the next page.
3. Your name should be listed in the same manner as on the Title Page.
4. Change the year to the year you will graduate, not necessarily the year you defend.

COMMITTEE PAGE - INSTRUCTIONS

1. There are multiple versions of this page, depending on whether you are master's or

- doctoral student. Review the different versions to select the one appropriate for you.
2. Center all material vertically and horizontally (except date, as shown) between margins.
 3. Your name should be on its own line and should be listed in the same manner as on the Title Page and the Abstract.
 4. List your program's full name, not the school or college in which it is housed. E.g., if you are a Nursing candidate, use "College of Nursing."
 5. First faculty name listed will be your thesis committee chair; second name will be another member of your committee, and so on. List all members of your committee in the same order as on your Signature and Approval Form.
 6. Use committee members' names only - no titles or degrees. You may use middle initials or even middle names - use official names only, no nicknames or shortened names. You will put the title "Chair" after the chairperson's name. The committee members will be listed after your chair in the same order that they were presented on the Signature and Approval Form.
 7. Provide the date you submit the final thesis electronically to the Library. You may have to modify this date if there are requested changes.

ABSTRACT - INSTRUCTIONS

1. The abstract should be double-spaced.
2. List your last name first followed by a comma, then your first name, and include your middle name or initial (whichever is appropriate based on how you listed your name on the Title Page).
3. Within the parentheses, list the appropriate degree (Ph.D., M.S., M.A. M.Sc. ...) and exact title of the degree being granted.
4. For the third line, check with your advisor regarding his/her appropriate title (Assistant Professor, Associate Professor, Professor). No degrees are listed for the advisor.
5. Put the word "ABSTRACT" centered and just before you begin your abstract text. It can be bolded if you wish.
6. Do not use footnotes or sublevel headings in the abstract.
7. Keep the abstract text to less than 350 words.

DEDICATION OR ACKNOWLEDGEMENTS - INSTRUCTIONS

1. These are two separate pages. Both are optional. The Dedication page comes before the Acknowledgement page in sequence.
2. The format for the Dedication and Acknowledgement pages is to have the title centered, all caps, bold, at the top of the page. Then double-space down to the text and in a double-space, paragraph style, you would add the narrative that you want to place in this/these sections. It can be as long as you want/need it to be.

TABLE OF CONTENTS - INSTRUCTIONS

1. Use title heading of "CONTENTS" **OR** "TABLE OF CONTENTS." The heading should be a single line at the top of the page, all caps, and bold. You will double-space after the heading and place the word "CHAPTER" on the left-hand margin and then double-space again before you begin your chapter listings. You only list the word chapter once at the top.
2. Headings are double-spaced between each entry; single-spaced within each entry. As you

single-space within headings, the subsequent lines of the heading should align with the heading on the left-hand side.

3. Chapters are numbered with upper case Roman numerals (e.g., I, II, III, IV). Chapter names are all caps.
4. Headings should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Use indents to indicate the appropriate level of heading. Outlining rules concerning subheadings apply here (i.e., no single subheadings at any level). Be consistent in the presentation of your headings in the Table of Contents (i.e., upper and lower case or first letter cap only at various levels of heading).
6. You must include the chapter names as a minimum; however, it is appropriate to also include the other level headings. If you include any level of heading, you must include all headings of that same level. For instance, if in Chapter III you want to include a level 3 heading, you would need to include all level 1, 2, and 3 headings in the Table of Contents for all chapters. If you have four levels of heading in your thesis, but only want to list level 1 and 2 in your Table of Contents, that is permitted.
7. You can use dot leaders from the heading name to the page number or omit the dots, as long as you are consistent.

LISTS OF TABLES, FIGURES, AND ABBREVIATIONS - INSTRUCTIONS

1. These are optional pages. They are also three separate pages, although presented together in this example. They have the same format.
2. Use title headings of "TABLES," "FIGURES," "ABBREVIATIONS" **OR** "LIST OF TABLES," "LIST OF FIGURES" "LIST OF ABBREVIATIONS". The headings should all be at the top of the page, all caps, and bold. You will double-space after the heading and place the word "TABLE" or "FIGURE" on the left-hand margin and then double-space again before you begin your table or figure listings. You only list the word "TABLE" or "FIGURE" once at the top.
3. The table/figure listings are single-spaced within and double-spaced between. You only list the table/figure name (not the legend). The dot leader is optional, but if used for the Table of Contents pages, must be used here.
4. Table/figure names should exactly match the text as it appears in the thesis. Page numbers must be accurate and right justified.
5. Tables/figures can be numbered sequentially throughout the thesis or with each chapter. Whichever method is chosen, the appropriate numbers should be listed in the listing here. The numbering method does not have to match between the tables and figures, although it is best if it does.

CHAPTERS

1. Use the title heading "CHAPTER" and then the appropriate number and then double-space down to the chapter name which will also be in all caps and double-spaced. Bold the chapter number and name. Double-space after the name and then begin your text.
2. Chapter numbers are in upper case Roman numerals (e.g., I, II, III, IV). Page number should be between 1/2 and 1 inch from the margin.
3. Text is paragraph style, double-spaced, with a tab (indent) on the first line. No extra spaces

- between paragraphs (unless accompanied by headings).
4. Long quotes (40 words or more) should be single-spaced, indented long quotes.
 5. Whatever heading format style is chosen, be consistent across all chapters. You cannot skip or add a level of heading from one chapter to another. See pages 6-7 for a suggested heading format style. Regardless of the style you choose, reserve stronger style attributes (bolding and capitalization) for higher-level headings.

BIBLIOGRAPHY/REFERENCES

1. Use the title heading of “REFERENCES” **OR** “BIBLIOGRAPHY,” whichever is appropriate. The title should be centered, all caps, bold and then double-space before the text.
2. You can select any referencing style you would like, as long as you present full references.
3. References are double-spaced between each entry and single-spaced within the entries.
4. Keep each reference listing together (don’t split a reference across pages; push it to the next page).
5. Make sure to start the top of the each page with text, not a blank line.

APPENDIX

1. This section is not included in the example pages, but the format of the headings follows the example of the chapter heading above.
2. The text of the appendix can be any font style or size, but cannot violate the margins.
3. The page numbers continue on in this section in the same location and font style and size as the rest of the thesis.
4. The appendices are numbered in alpha numerals.

IV. EXAMPLE PAGES AND FORMS



University of Colorado
Colorado Springs






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Electronic Thesis/Dissertation Signature and Agreement Form

Last Name		First Name		Middle Name		Suffix	
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Non-UCCS Email Address			Daytime Phone #		Home	Office	Mobile
Permanent Mailing Address							
Date of Defense		Degree		Date Degree will be Conferred			

Thesis/Dissertation Title:

Review and Acceptance: The final copy of the above-mentioned thesis/dissertation has been reviewed and accepted by the student's thesis/dissertation committee. We, the undersigned, have determined that its style and format are in compliance with the UCCS Thesis/Dissertation Manual and the college/department approved style manual.

Signatures	Printed Name	Date Signed
		
(Committee Chair)		
		
(Committee Member or Co-Chair)		
		
(Committee Member)		
		
(Committee Member)		
		
(Committee Member)		

Student Agreement

I hereby certify that I have obtained and attached hereto written permission statements from the owner(s) of each third party copyrighted matter included in my thesis/dissertation allowing distribution as specified below.

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(Please Print Legibly)

Candidate: Click here to enter text.

Degree: Click here to enter text.

Discipline: Click here to enter text.

Thesis/Dissertation Title (please print): Click here to enter text.

I have examined the final copy of this thesis/dissertation. I have determined that its style and format are in compliance with the *UCCS Thesis/Dissertation Manual* and the college/department approved style manual. This thesis/dissertation meets acceptable presentation standards of scholarly work in this discipline. The signature on this form indicates that all changes (if necessary) recommended at the time of the thesis/dissertation defense have been incorporated into the final manuscript. **If applicable, documentation of approvals from the appropriate institutional committee approving the use of human subjects, animals, and/or biohazards is included in the thesis or dissertation.**

Chair of Thesis/Dissertation Committee (Print Name)

Chair of Thesis/Dissertation Committee (Signature)

Date

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Date

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Comments: Click here to enter text.

Forwarded to the Graduate School on

Date

Revised: 2015

TITLE PAGE

AUTOGRAPHED LETTERS OF MARCUS WHITMAN
FROM THE OREGON COUNTRY IN 1846

by

JANE SARAH DOE

B.S., University of Illinois, 2001

M.S., University of California, Berkeley, 2007

A thesis submitted to the
Faculty of the Graduate School of the
University of Colorado in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
Psychology Program

2013

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<p>COMMITTEE PAGE FOR MASTER'S STUDENTS</p>
--

This thesis for the Master of Science degree by

Jane Sarah Doe

has been approved for the

College of Engineering

by

Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

Date _____

COMMITTEE PAGE FOR PhD STUDENTS
--

This thesis for the Doctor of Philosophy degree by

Jane Sarah Doe

has been approved for the

College of Letters, Arts, and Sciences

by

Thomas B. Jones, Chair

Evelyn C. Smith

Richard Johnson

Anna Harrison

Sandra Morris

Date _____

ABSTRACT PAGE

Doe, Sarah Jane (Ph.D., Psychology)

The Study of Stress Level and Psychological Symptoms in Graduate Students

Thesis directed by Associate Professor Thomas B. Jones.

ABSTRACT

Place the word “abstract” centered just above the beginning of the abstract text which will be presented in a paragraph style and double spaced. The page number notation begins at the top of the signature page if placed on all pages or on the second page of the abstract if placed only on "minor" pages. The body should not exceed **350 words**. The following approval must be typed at the end of the abstract exactly as it appears below. Signatures have been removed from the thesis, so just type the advisor’s name for the approval. Omit any degree listing after their name.

<p>DEDICATION OR ACKNOWLEDGEMENT PAGE</p>
--

ACKNOWLEDGEMENTS

This is the page where you would take the space to acknowledge people that have had an impact on your education or the development of this thesis. You might recognize your committee, family, friends, or a funding source. The narrative is typed in paragraph style and double-spaced. It can be as long as you want/need it to be.

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LIST OF TABLES

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TEXT PAGES - INSTRUCTIONS AND EXAMPLES

CHAPTER I

INTRODUCTION

The next two pages provide an example of thesis text. Only chapters begin on a new page within the text. The word CHAPTER and its Roman numeral are centered. If you choose, you can drop the chapter name down from the top edge of the page. You do not have to have CHAPTER I one inch from the top margin. Sometimes it is helpful for readers to distinguish the beginning of each chapter if it is dropped down further than the one-inch margin. If you choose to have a larger top margin, you should be consistent with a larger top margin at the top of the first page of each of the following divisions:

Dedication, Acknowledgements, Table of Contents, and each chapter.

These pages provide examples of paragraph indents, headings, footnote format and placement, and single-spaced block quotations. You do not have to follow the style shown here as long as the style used is consistent and appropriate. However, you must divide your thesis into chapters.

Quotations of 40 words or more are indented from the left margin and single-spaced. The first line of each paragraph is also indented uniformly throughout the thesis (5 to 8 spaces). The following passage is an example of one style for a single-spaced long quotation:

The public seems periodically to express a desire for some new film genre. Whether this behavior can be explained is probably a moot point. What this does mean is that some groups of people are dissatisfied with the films available at their local theaters. (Moore, 1981)

The text continues after the block quotation, with a double-space between the quotation and the continuing text.

Centered Headings¹

The text on this page provides an example of three levels of headings. Additionally, this heading provides an example of a footnote (see above and below). A line separates the footnote from the text at the bottom of the page. The footnote must match the font style and size of the text, as well as conform to the established margins.

Some theses require only one heading level; others may use up to four or more. You may choose any style (boldface, caps, underlined, numbered) as long as you apply the style consistently throughout the thesis. Heading styles are discussed on page 10 and 11 of this Manual. Unless your program has a specific style that they recommend, we have recommended a style for you to utilize in your thesis. It is outlined on page 11. The headings represented in this example chapter show that I chose to use the recommended style, but deleted level 3 and 4 and only utilized the formats for levels 1, 2, and 5 from the recommendation. The centered heading above would be an example of a level 1 heading.

Side Headings

This side heading would be an example of a level 2 heading. If used with centered headings, side headings follow a similar style. Consistency in the spacing above and below headings must also be consistent at a particular level and across chapters.

Paragraph headings. This is representative of a level 3 paragraph heading. The

¹This is a sample format for a footnote. Footnotes must also conform to established margins, font style and size. If you have previously published an entire chapter of your thesis, it is a good idea to footnote the chapter name and then list the citation information in the footnote.

heading is placed at the beginning of a paragraph, underlined, and ends with a period.

Paragraph headings are usually reserved for lower-level headings; either level 3 or level 4 headings.

Table 1: Thesis Submission Deadlines and Timetable

When to do	What to do
At the end of the semester before you plan to graduate	Check the Graduate School website regarding thesis defense deadlines, paperwork, thesis submission requirements
At least a month before thesis defense	Schedule thesis defense
By published deadline for that graduation cycle (generally last day of the graduation term)	Submit final thesis to the Library for final approval Also, see information on the Graduate School website

Tables may be margin to margin, have lines or no lines, be short or extend over many pages. The table number and name appear above the table. Long table names may be single-spaced or double-spaced as long as consistency is maintained. Tables must be incorporated within the text. Do not break the table across pages unless necessary. If the table doesn't fit on a page, place it at the top of the next page.

Figures can be alone on a page regardless of their size. Figure captions are usually at the bottom of the figure and are single-spaced. Additional information regarding figures can be found on pages 8 through 10. See the example below.

Figure 1: Life after graduate school.



REFERENCES

REFERENCES

Josephine Moore, "American Films in the 1980s and Beyond," *Journal of the Association of American Filmgoers*, 14(1981), 42.

Above is an example of a reference. References are double-spaced between, single-spaced within. See page 16, 21 and 22 for additional information.

THESIS/DISSERTATION CHECKLIST FOR SUBMISSION TO THE GRADUATE SCHOOL

Make sure that you have completed the below requirements prior to submission to the library

- _____ Signed Signature and Agreement Form
- _____ Approval of Format Form
- _____ Title page (see example)
- _____ Committee page (see example)
- _____ Abstract (350 words maximum) (see example)
- _____ Specified order and arrangement of sections
- _____ Required type size and style (10 to 12 point)
- _____ Required margins (left - 1.5", all others 1.0")
- _____ Correct page numbering placement, font size and style
- _____ Correct spacing of text, references, quotes
- _____ Consistent heading/subheading style
- _____ Consistent reference or bibliography style
- _____ Spelling, grammar, etc., followed

ELECTRONIC SUBMISSION

PLUS:

- _____ Follow department/college processes for approval
- _____ Signed [Approval of Format form](#)
- _____ signed [Signature and Agreement form](#), with original signatures of all committee members
- _____ Submit thesis to the Library – instructions on [Thesis Submission](#).