



University of Colorado
Colorado Springs

**Graduate Executive Committee
March 10, 2023
Minutes**

Voting Members in Attendance: Amanda Elder, Andrea Bingham, Brandon Vogt, David Moon, Diane Stutey, James Pearson, Janel Owens, Jeffery Ferguson, Jeffrey Montez de Oca, Jeremy Bono, Jessica Kirby, Katie Sullivan, Leilani Feliciano, Magan Calhoun, Malukah Marrus, Michael Corl, Patrick McGuire, Steven Tragesser, Tom Christensen

Nonvoting Guests in Attendance: Alisha Meyer, Andrea Williams, Bee Bish, David DuBois, Deanna Johnson, Elizabeth Daniels, James Van Scotter, Jennifer Newcomb, Jenny Russell, Jill Bradley-Geist, Jose Mora, Katie Anderson-Pence Pence, Kelli Klebe, Kim Paine, Martin Key, Mary Rupp, Morgan Easter, Rashell McCann, Rosey Reidl Smith, Sam Adams, Sarah Long, Stephani Hosain, Wendi Clouse

Agenda Items:

- College of Business Space Cyber Enterprise Management graduate certificate and MBA emphasis area (James Van Scotter, Martin Key, Jill Bradley-Geist)—see attachments
 - GEC voted to table the discussion (13 in favor of tabling, 3 against tabling, 3 abstaining) until the deans and provost can determine if there is overlap in program between Business and Engineering degrees
- Grades for Transfer Credits (see information below)
 - Addition requested to put a link to validation time period in graduate school rules
 - GEC voted to approve changes as submitted below with addition of link (16 recommend approval, 0 against, 0 abstain)
- Dean's Report
 - Application Fee Waivers—See information about fee waivers below. We are working on clarification about process for departmental waivers as well as when and how funding is transferred to units.
 - Streamlined Application Requirements—See below for programs participating in the streamlined application. This is information we have about programs participating and their requirements. **If you are participating, please make sure information is correct and let us know of changes or if you no longer wish to participate. If you are not participating and wish to participate, send the graduate the request to participate and the requirements you want for eligibility as well as which application documents are not needed.** We will put this on website and get information to admissions people. Website can be found here:
 - Accelerated Master's program: Below is a list of programs participating in the Accelerated Master's program. **Please check that your information is correct.** If you have corrections, please send them to us. If you no longer wish to participate, let us know. **If you'd like to participate, then please submit a proposal to the Graduate School for consideration by GEC.**

The proposal information can be found here:

https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/UCCS%20Accelerated%20Masters%20policy%20and%20processes%2012_10_2020_0.pdf.

The guide for AMP Advising can be found here:

<https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/AMP%20Resource%20Guide.pdf>.

The list of AMP programs can be found here: <https://graduateschool.uccs.edu/graduate-programs/accelerated-and-dual-degrees>

- WRGP membership: Applications for participating in WRGP should be made prior to student applications starting in Fall. Applications must be for a future Fall semester. If you would like to participate in WRGP, you may find a new form to apply here:

https://graduateschool.uccs.edu/sites/g/files/kjihxj1431/files/inline-files/WRGP%20Progam%20Sign%20Up%20Fillable_03_2023_0.pdf

We will soon have a form for withdrawing from the program as well (on our forms page:

<https://graduateschool.uccs.edu/faculty-and-staff/faculty-resources>). Once students are accepted into the WRGP, they must be allowed to finish in WRGP as long as they remain eligible.

Students are not given “resident status” when they are in WRGP. They are allowed to pay the WRGP rate which currently is equal to resident tuition.

Announcements:

- Graduate Dean Search is open: <https://cu.taleo.net/careersection/2/jobdetail.ftl?job=29152&lang=en>.
Deadline for applications April 2.
- Graduate Student Survey: Will be administered this month; please encourage students to take if that feels appropriate. An email was sent to programs providing information.
- No Graduate Research Showcase this year
- Responsible Conduct of Research (RCR) Workshop being planned for August (1/2 day workshop for student researchers)—More information to come
- GEC Meetings for 2022-2023 academic year: all meetings are from 10:00-11:30am
 - April 14, May 5 (One week early due to Commencement)

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 GEC, 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 (3.0 on a 4.0 scale)~~ **meet the minimum grade standards of the graduate program and not be below the Graduate School's minimum grade standards:**
 - C or better (3.0 on a 4.0 scale) for master level courses to be used for master's degree.
 - B or better (3.0 on a 4.0 scale) for undergraduate level courses to be used for master's degree.
 - B- or better (3.0 on a 4.0 scale) for graduate level courses to be used for doctorate degree.
2. Programs may require that credit will not be accepted for transfer until the student has established a satisfactory academic record at this university.
3. **All work accepted for transfer must have been completed within the approved degree time limit or must be validated and approved by program faculty.**
4. Courses applied towards an awarded master's degree or bachelor's degree may not be used towards another master's degree in progress. Courses applied to a master's degree may be used towards the doctorate degree with the approval of the program faculty and graduate school.
5. Courses applied towards a UCCS graduate certificate program may be used towards a master's degree so long as these courses meet transfer credit policy.
6. 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.
- ~~7. Master's degree students must submit transfer requests to the program director by the deadline determined by the program.~~
- ~~8. Doctoral degree students must submit transfer requests to the Graduate School before submitting the application for admission to candidacy.~~
 7. Students must submit transfer requests to the program director by the deadline determined by the program. The program director submits request to the graduate school prior to submitting the application for admission to candidacy.
8. Graduate level credits earned while an undergraduate at another institution may be transferred to the Graduate School upon approval of the program faculty and graduate school as long as the credits did not count towards the undergraduate degree.
- 9.
9. 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

Commented [KK1]: Add link to grad rules about validation time periods

website at <https://transfer.uccs.edu/contact/faq> (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~~ **Aligns with the minimum grade standards of the program and not below the minimal acceptable grades of the graduate school.**
 - b. Falls within the time limit for the completion of the graduate degree
 - c. Does not apply toward course or credit 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 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 course must have a grade of B or better to be transferred in towards the graduate degree. 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.

For reference:

Section B: Grades and Quality of Graduate Work

3. Minimal Acceptable Grades

Any graduate level course applied to a master's degree must have a grade of C (2.0) or better; undergraduate level courses applied to a master's degree must have a grade of B (3.0) or better.

Any course applied to a doctoral degree must have a grade of B minus (2.7) or better.

4. 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.

Types of Application Fee Waivers

1. U.S. Military / Veteran
 - a. When selecting your military affiliation within the application it'll automatically update if you are active duty, national guard, reserve, or a veteran to not require payment.
2. Scholarly Programs
 - a. If you were involved in one or more of the following scholar programs, you may be eligible for an application fee waiver.
 - b. When you apply, you will be asked to upload a letter of verification from the program coordinator.
 - c. The following programs are eligible:
 - i. Gate Millennium Scholars Program
 - ii. GEM:National Consortium for Graduate Degrees for Minorities in Engineering and Science Program
 - iii. Maximizing Access to Reach Careers (MARC) Program
 - iv. PREP: Postbaccalaureate Research Education Program
 - v. Research Initiative for Scientific Enhancement (RISE) Program
 - vi. The McNair Scholars Program
 - vii. Trio Support Student Services (SSS) Program
 - viii. Undergraduate Student Training in Academic Research (U-Star) Program
 - ix. Extended Studies agreement EdAssist
3. Financial Need Based: for applicants who are eligible to complete the FAFSA
 - a. To qualify for a financial need application fee waiver, you must fall in to one of the following categories:
 - i. College seniors:
 1. A dependent, who has Student Aid Report (SAR) that shows a parental contribution of not more than \$2,500 for the senior year (submit a copy of the 1st page of your Student Aid Report) OR
 2. Self-supporting and have a Student Aid Report (SAR) that shows a contribution of not more than \$3,000 for the senior year (submit a copy of the 1st page of your Student Aid Report) OR
 3. If you received a fee reduction voucher from ETS to take the GRE test, you qualify for an application fee waiver. Please send us a copy of the fee reduction voucher you received from ETS for the GRE test.
 - ii. Unenrolled college graduates:
 1. Have applied for financial aid, AND
 2. Have a Student Aid Report (SAR) that indicates self-supporting status and a contribution of not more than \$3,000 (submit a copy of the 1st page of your SAR) OR
 3. If you received a fee reduction voucher from ETS to take the GRE test, you qualify for an application fee waiver. Please send us a copy of the fee reduction voucher you received from ETS for the GRE test.

Instructions for financial need: If you believe you might be eligible for a financial need-based application fee waiver based on the criteria above, please contact the Financial Aid office at finaidse@uccs.edu. If approved for a fee waiver, you will be provided a code to submit your application without payment.

4. Departmental Waivers: Some graduate programs may offer an application fee; however, we cannot guarantee that the program you are interested in is able to provide this type of assistance to its applicants. In an event of a waiver, departments do not get their part of the application fee and cover the part due to graduate admissions from other collected application fees.

The Streamline Application is designed to offer outstanding UCCS students and alumni an expedited application to graduate school in participating programs.

- Current programs that participate in the streamlined application include:
 - Biochemistry, MSc
 - Must have a minimum GPA of 3.2
 - Must be about to graduate or graduated in the last 4 years
 - Application requires 2 recommendations, goal statement
 - Chemistry, MSc
 - Must have a minimum GPA of 3.2
 - Must be about to graduate or graduated in the last 4 years
 - Application requires 2 recommendations, goal statement
 - Computer Science, MS
 - Must have a minimum GPA of 3.0
 - Must be about to graduate or graduated in the last 1 year
 - Application requires 1 recommendation from dept chair
 - Computer Science: Games & Media Integration, MS
 - Must have a minimum GPA of 3.0
 - Must be about to graduate or graduated in the last 1 year
 - Application requires 1 recommendation from dept chair
 - Cybersecurity, ME
 - Must have a minimum GPA of 3.0
 - Must be about to graduate or graduated in the last 1 year
 - Application requires 1 recommendation from dept chair
 - Electrical Engineering, MS
 - Must have a minimum GPA of 3.0
 - Must be about to graduate or graduated in the last 4 years
 - Application requires 1 recommendation, resume, goal statement
 - Geography (Applied), MA
 - Must have a minimum GPA of 3.5
 - Must be about to graduate or graduated in the last 1 year
 - Application requires 1 recommendation, goal statement
 - Health Promotion, MSc
 - Must have a minimum cumulative GPA of 3.25 OR a minimum program specific GPA of 3.25
 - Must be about to graduate or graduated in the last 4 years
 - Application requires goal statement, resume, 2 recommendation letters (one from current faculty member)
 - History, MA
 - Must have a minimum GPA of 3.3
 - Must be about to graduate or graduated in the last 4 years
 - Application requires 1 recommendation from grad dept faculty, a 10 page writing sample
 - Mathematics (Applied), MS
 - Must have a minimum GPA of 3.5
 - Must be about to graduate or graduated in the last 2 years
 - Application requires 2 recommendations
 - Mechanical Engineering, MS

- Must have a minimum GPA of 3.25
- Must be about to graduate or graduated in the last 2 years
- Application requires resume, goal statement
- Nutrition and Dietetics, MSc
 - Must have a minimum cumulative GPA of 3.0 OR a minimum program specific GPA of 3.0
 - Must be about to graduate or graduated in the last 4 years
 - Application requires goal statement, resume, 2 recommendation letters (one from current faculty member)
- Physiology (Applied), MSc
 - Must have a minimum cumulative GPA of 3.25 OR a minimum program specific GPA of 3.25
 - Must be about to graduate or graduated in the last 4 years
 - Application requires goal statement, resume, 2 recommendation letters (one from current faculty member)
- Sociology, MA
 - Must have a minimum cumulative GPA of 3.25 and minimum program specific GPA of 3.33
 - Must be about to graduate or graduated in the last 3 years
 - Application requires a goal statement
- Software Engineering, ME
 - Must have a minimum GPA of 3.0
 - Must be about to graduate or graduated in the last 1 year
 - Application requires 1 recommendation from dept chair

Accelerated Master's Programs (AMP):

- [Chemistry or Biochemistry](#)
 - Graduate Application Requires: Goal Statement, 2 Letters of Recommendation
- [Communication](#)
 - Graduate Application Requires: Statement of Purpose, 1 Letter of Recommendation from a current faculty member or the undergraduate director in the Department of Communication
- [Computer Science](#)
 - Graduate Application Requires: 1 Letter of Recommendation from Department Chair
- [Computer Science - Games and Media Integration](#)
 - Graduate Application Requires: 1 Letter of Recommendation from Department Chair
- [Criminal Justice](#)
 - Graduate Application Requires: Resume, Goal Statement, 2 Letters of Recommendation
- [Cybersecurity](#)
 - Graduate Application Requires: 1 Letter of Recommendation from Department Chair
- [Electrical Engineering](#)
 - Graduate Application Requires: Resume, Goal Statement, 1 Letter of Recommendation
- [Mathematics \(Applied MS\)](#)
 - Graduate Application Requires: 2 Letters of Recommendation
- [Mechanical Engineering](#)
 - Graduate Application Requires: Resume, Goal Statement
- [Political Science to Public Administration](#)
 - Graduate Application Requires: Resume, Goal Statement
- [Sociology](#)
 - Graduate Application Requires: Goal Statement
- [Software Engineering](#)
 - Graduate Application Requires: 1 Letter of Recommendation from Department Chair
- [Technical Communication and Information Design to Business Administration](#)
 - Graduate Application Requires: Goal Statement, Resume, GMAT scores or meets GMAT waiver criteria

Programs Participating in the Western Region Graduate Program (WRGP)

Applied Geography (MA)
Applied Physiology (MSc)
Athletic Training (MSAT)
Biology (MSc)
Communication (MA)
Counseling and Human Services: Clinical Mental Health Counseling (MA)
Counseling and Human Services: School Counseling (MA)
Curriculum & Instruction (MA)
Engineering Management (ME)
Health Promotion (MSc)
Leadership: Educational Leadership, Research & Policy (PhD)
Leadership: Student Affairs in Higher Education [SAHE] (MA)
Nursing (DNP)
Nursing (MSN)
Nursing Graduate Certificates
Psychology: Clinical (MA)
Psychology: Psychological Science (MA)
Public Administration (MPA)
Public Administration Certificates
Social Work (MSW)
Sociology (MA)
Space Operations (ME)
Special Education (MA)
Systems Engineering (ME)
Teaching English to Speakers of Other Languages [TESOL] (MA)

Identifying WRGP applicants on the decision sheet.

UCCS Tuition residency classification for special populations (<https://registrar.uccs.edu/tuition>)

WRG: Through acceptance of the special WRG tuition classification, students acknowledge their intent to maintain their legal domicile in their home state of residence at the time of application. If students desire to change their legal domicile to any other state, including Colorado, they must notify the Tuition Classification Officer in writing and surrender their WRG eligibility for one year prior to petitioning for in-state tuition, and pay the difference in tuition/fees.