

**COLORADO MESA UNIVERSITY**

**GRADUATE POLICIES AND PROCEDURES MANUAL**



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# GRADUATE POLICIES AND PROCEDURES MANUAL

## I. PURPOSE

The purpose of this manual is to provide general policies and procedures for graduate studies at Colorado Mesa University. This manual and the procedures herein are administered through the Director of Graduate Studies. Additional program-specific policies may be found in the Catalog for particular graduate certificates or degrees.

### **Mission Statement for Graduate Education at CMU:**

The mission of CMU graduate education is to instill value, excellence, integrity, collaboration, efficiency, innovation, and inclusiveness in the delivery of its graduate programs. These values are central to the University's role in encouraging a creative environment for scholarship, research, teaching, and learning. It is the goal of graduate education at CMU to produce scholars, researchers, and practitioners educationally empowered as critical thinking citizens and agents of innovation, opportunity, and change.

## II. DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies is responsible for administering graduate policies and procedures pertaining to the development, implementation, and review of graduate programs in conjunction with the Graduate Studies Advisory Committee (GSAC), the Office of Academic Affairs, the Graduate Curriculum Committee (GCC), and the Faculty Senate. An Assistant Vice President of Academic Affairs serves as the Director of Graduate Studies and reports directly to the Vice President of Academic Affairs.

## III. GRADUATE STUDIES ADVISORY COMMITTEE

The Graduate Studies Advisory Committee (GSAC) acts in an advisory role to departments prior to the proposal of new graduate programs to the GCC. In addition, the committee reviews and recommends policies and procedural changes regarding graduate programs and their delivery at Colorado Mesa University. GSAC works with departments to ensure that graduate programs and procedures across campus are compliant with Colorado Mesa University's Graduate Policies and Procedures Manual. The GSAC also acts as an advisory body regarding assessment coordination and evaluation of existing graduate programs.

The GSAC is composed of one faculty member from each graduate certificate- or degree-granting department. GSAC members are appointed by Academic Department Heads. Departments without graduate programs may have faculty representation on the committee as Ex- Officio (non-voting) members. The Director of Graduate Studies serves as Chair of GSAC and is responsible for calling meetings, preparing the agenda, and arranging for the recording of the minutes. Minutes are submitted to and approved by the Director of Graduate Studies. The Chair of the GCC and a graduate student member appointed by the Associated Student Government (ASG) president also serve on this committee. Ex-officio members include the Chair of the GCC, the Director of the Library or designee, the Director of Assessment and Accreditation Support, and the graduate student member. Members, other than ex-officio members, are initially assigned to serve one, two, or three year terms until replaced or renewed to full three-year commitments.

#### **IV. GRADUATE CURRICULUM COMMITTEE (GCC)**

The GCC is a standing committee of the Faculty Senate and, as such, is governed by the Faculty Senate, the Policy and Procedures Manual for Faculty Senate Standing Committees, and the CMU Curriculum Policies and Procedures Manual. The purpose and responsibility of the GCC is to review graduate curricula and curricular policy, comment on graduate program documents, and to make recommendations to the Faculty Senate regarding curricular changes, modifications to graduate programs, and new graduate program proposals. The Faculty Senate recommends approved changes, modifications, or comments to the Vice President of Academic Affairs for implementation consideration, action, or revision. The GCC may also communicate directly, by way of the GCC Chair, with the GSAC regarding questions or issues related to existing or new graduate programs under consideration. The Director of Graduate Studies also serves as an ex-officio member on the GCC.

#### **V. PROGRAM APPROVAL POLICIES AND PROCEDURES**

Prior to proposing a new graduate program, departments consult CMU's Graduate Policies and Procedures Manual and seek counsel from GSAC. New program proposals will be submitted to the GCC for review, with recommendations to the Faculty Senate. The minutes from the GCC will also be forwarded as an information item to the GSAC. Details of the criteria, materials, and timeline required for submission of new graduate program proposals are found in the Faculty Senate's Curriculum Policies and Procedures Manual.

#### **VI. GRADUATE ADMISSIONS**

##### **A. Purpose**

To define the Colorado Mesa University general policies and provide guidelines for graduate admissions.

##### **B. General Admissions**

Admission to CMU graduate programs shall be based on the academic and professional qualifications of individual applicants without discrimination with regard to characteristics of protected status. The graduate selection processes at CMU identify students whose academic ability, past performance, and motivation indicate a high potential for completion of a graduate studies program.

The minimum requirements for admission to CMU graduate programs are as follows:

1. A completed Application for Graduate Studies Form, accompanied by the appropriate application fee, should be sent to the Office of Admissions for processing. Unofficial copies of transcripts can accompany the original application, but official copies will be required before full admission is granted. Electronic copies of the application will be forwarded to the respective department offering the program to which the individual is applying.
2. A bachelor's degree from an accredited college or university should be completed before admission into a graduate program, with the exception of 3+2 programs (or variations thereof). Some programs may require a specific undergraduate foundation. Candidates who are accepted into a specific program but who lack academic preparation may be required to complete additional or leveling

coursework. If academic credit was earned at other institutions, the graduate applicant is responsible for transcripts being sent to the Graduate Program Director/Coordinator of the specific department. (see Section F. Transfer of Graduate Credit from other Institutions).

3. A minimum cumulative grade point average of 3.0 on the most recent 60 college or university semester hours is required. The Department Head or Graduate Program Director/Coordinator, in consultation with faculty in specific programs, can make recommendations for admission of non-degree seeking students who do not meet this criterion or international students who have had professional transcript evaluation/conversion to the Director of Graduate Studies. Individual programs may have more stringent requirements.
4. Individual graduate programs may also have preadmission test requirements (e.g., GMAT, GRE, etc.) that are outlined in specific program admission criteria. Other criteria, such as letters of recommendation and/or statements of purpose, may be required by individual programs as well.
5. Acceptance for admission is determined by the specific program's Graduate Admission Committee, which acts as the selection committee for new or readmitted applicants. Final approval for admission is subject to Department Head approval with notification to the Director of Graduate Studies. The Department Head notifies prospective students regarding program admission decisions. Action by the program's graduate committee and communications with prospective candidates should conform to established dates and deadlines based on the academic calendar for individual graduate programs.
  - a. Students who do not enroll in the semester in which they are admitted and who do not notify the program should reapply for admission and adhere to program admission deadlines.
  - b. Students who wish to defer beginning of the program may request deferred admission for a period of up to one calendar year with permission of the Program Director/Coordinator, Academic Department Head, and Director of Graduate Studies.
6. Individuals seeking to enter CMU as graduate students who have not yet been accepted into a graduate program or do not desire a credential may apply for "Non-Degree Seeking" admission. For these students, the Director of Graduate Studies serves as the Program Director/Coordinator/Department Head for admissions decisions. These students still should apply for graduate admission to CMU, pay associated fees, and meet or exceed the policies set forth in VI.B. 1-3.

### C. International Student Eligibility

Students who are not United States citizens or permanent residents are considered international students and, as such, should be issued certificates of eligibility from the CMU Admissions Office to enroll in graduate studies at CMU. The Director of International Admissions and Programs assists students in maintaining non-immigrant status and provides support for them in acclimating to the campus environment. International applicants should satisfy all requirements for admission that apply to U.S. citizens as set forth above. Additionally, in order to establish eligibility to enroll in graduate studies at CMU, international applicants are required to:

1. Provide a Professional Transcript Evaluation (such as ECE, WES or NACES) of courses taken at a college/university outside the United States on which the application for admission is being based.

2. Furnish evidence of proficiency in English. This is accomplished by taking the Test of English as a Foreign Language (TOEFL) or a comparable test (as determined by the CMU Registrar). The test should have been completed in the past two years and the score with the communication subsection score should be sent directly to the CMU Director of Graduate Studies by the testing service. Some CMU graduate programs may require a minimum score of 550 on the TOEFL (213 on the computer-based tests or 79-80 on the internet-based test).
3. Complete the Certification of Financial Responsibility Form as well as provide evidence of sufficient financial resources and the exact amount expected from each source of income (this is required for applicants who need a Student Visa).
4. Submit an International Student Health Form to the Director of International Admissions and Programs attesting to the good health and current immunizations of the applicant. The submission should also include proof of major medical insurance coverage.

International students on F-1 or J-1 visas are not eligible to enroll as non-degree seeking students. Students on F-1 visas are required to register for a full-time course load of a minimum of 6 credit hours per semester.

#### D. Conditional Admission

Applicants for admission may be accepted into a graduate program with the provision that they complete deficiencies as noted in their acceptance letter by the date specified therein. After this deadline, the program's Graduate Program Director/Coordinator, in consultation with the program's Graduate Admission Committee, and with approval of the Department Head and Director of Graduate Studies, notifies the applicant of the final admission decision. This decision is based on the student's academic performance in completing the noted deficiencies.

#### E. Admission Appeals

An applicant who has been denied admission to a graduate program or who has received Conditional Admission may appeal. (see Section X.G. Appeals)

#### F. Transfer of Graduate Credit

Upon approval, up to 30% of the credit hours required for a graduate degree may be transferred from another accredited institution. Individual programs may have more stringent transfer limits. Please consult the individual program for specific limits.

Requests for credit to be transferred toward a graduate degree are reviewed by the appropriate program Graduate Admission Committee. Recommendations are then reviewed by the Department Head and sent to the Registrar for review and documentation. The desired transferred credit should represent graduate-level work relevant to the degree being sought with course content and level of instruction resulting in student competencies at least equivalent to those of currently enrolled students at CMU as determined by the program's Graduate Admission Committee. Students seeking transfer credit may be asked to provide the following:

1. Published course descriptions and learning outcomes.
2. A syllabus or other course document(s) specifying course requirements, including assignments and grading criteria.
3. Official transcripts sent directly to CMU from the prior institution noting the earned

credit for the courses.

The following guidelines also apply:

1. Transfer work is not applied in the calculation of the graduate GPA.
2. Grades earned on transferred courses should be equivalent to B- or better. Only courses graded by “letter” grades are transferable.
3. Courses graded S/U or P/F are not transferable (this includes thesis, dissertation, practicum, and capstone credits that may be awarded letter grades at other institutions).
4. Transfer courses should be numbered as graduate level (5XX, 6XX, 7XX) according to the institution’s graduate transcript. Transfer courses should be from regionally accredited institutions of higher education that offer equivalent level degrees or graduate level coursework.
5. Graduate internship credit transferred from another institution may be considered for transfer credit. Requirements may vary by academic program.
6. Thesis credit or credit for a master’s project is not eligible for transfer credit unless the thesis or research project is a collaborative or joint effort between CMU and another accredited institution offering graduate programs and degrees.
7. After beginning their graduate program of study at CMU, students wishing to take one or more courses at another institution for graduate credit should first consult their Graduate Program Director/Coordinator. Permission may be granted following the procedure for transferring the credits earned at other institution as described above.
8. Non-credit courses, including lifetime learning seminars and continuing education courses, are not eligible for transfer credit.

## **VII. DEGREE REQUIREMENTS**

### **A. Requirements for Graduate Degrees**

1. Credits in a master’s degree program should be designated minimally at the 500 level. The student’s Graduate Advisor, in consultation with the student’s Graduate Committee or Graduate Program Director/Coordinator, should approve all courses applied to graduation requirements.
2. Up to nine credit hours of course work completed as a non-degree student may be credited subsequently to a degree program with the approval of the Graduate Program Director/Coordinator in consultation with the student’s Graduate Advisor and the program’s Graduate Committee.
3. Students with a cumulative grade point average of less than 3.0 are placed on academic probation. Students have one semester to improve to good standing. Two semesters of probationary status may result in dismissal from the graduate program.
4. Grades below a “B” do not count toward graduate credit and should be retaken for grade improvement. No course can be retaken more than once. (see Section X. Academic Criteria and Procedures).
5. Master’s degree students have six calendar years from the date of first registration in a Colorado Mesa University graduate program to complete the program. At the end of the fifth year or after 10 semesters, the Graduate Program Director/Coordinator should notify students that they have one academic year or two semesters to complete their program requirements.

6. Doctoral students have 10 calendar years from the date of first registration in a Colorado Mesa University graduate program to complete the program. At the end of the eighth year or after 16 semesters, the Graduate Program Director/Coordinator should notify students that they have two academic years or four semesters to complete their program requirements.
  7. Students may submit a written request for a time extension to their advisor and the Graduate Program Director/Coordinator, which should be approved by the Academic Department Head and Director of Graduate Studies. Departments or programs may set shorter time requirements.
  8. CMU's Tomlinson Library serves as the repository for copies of dissertations, theses, and abstracts of culminating projects for public inspection.
  9. Dissertations, theses, culminating research or capstone projects, and abstracts should conform to the Colorado Mesa University Thesis and Dissertation Guidelines and the Colorado Mesa University Capstone Guidelines.
- B. Graduate Certificates
1. Graduate certificates should contain a minimum of 6 credit hours.
  2. Graduate certificate programs may be embedded within graduate degree programs, but such certificates are not automatically awarded upon the completion of a graduate degree. Students should apply to have the certificate awarded.
  3. Graduate certificates are not required to address all graduate-level student learning outcomes, but are required to address some of the institutionally established outcomes.
- C. Master's Degrees
1. A minimum of 30 credit hours is required for master's degrees. Additional graduate hours may be required as specified by individual programs.
  2. In 3+2 (or similar) programs, credit used for the graduate portion of the program, should minimally be at the 500 level.
  3. Master's degrees require a culminating activity(ies) in the form of a thesis, practicum, research project, capstone experience and/or comprehensive exam. In addition, some programs require a qualifying examination for advancement to candidacy approximately midway through the program and may require an oral defense at the termination of the program. Refer to academic departments for specific culminating activity requirements.
- D. Doctoral Degrees
1. A minimum of 60 credit hours is required for doctoral degrees. Additional graduate hours may be required as specified by individual programs.
  2. The doctoral degree requires a culminating activity in the form of a dissertation, practicum, research project, or capstone experience. In addition, some programs require a qualifying examination for advancement to candidacy approximately midway through the program and may require an oral defense at the termination of the program. Refer to academic departments for specific culminating degree requirements or to find out if a qualifying examination is necessary.
  3. Doctoral programs will also require a formal paper and oral presentation in defense of the culminating activity. In the case of programs requiring a qualifying examination, eligibility to take the exam is determined by the Program Director/Coordinator, based on the completion of program specific policies. Examinations are graded as Pass/Fail as determined by members of the student's

Graduate Committee. The result of the exam are forwarded to the Director of Graduate Studies.

4. Other criteria and requirements for doctoral programs may exist. Refer to specific guidelines for each graduate program.

## **VIII. AWARD OF DEGREE**

### **A. Graduation Procedure**

1. Graduate students must apply for graduation no later than March 1 for fall graduates and October 1 for spring graduates.
  - a. Students should consult their Graduate Advisor and have a graduation plan saved to the DegreeWorks Plans tab outlining the final term courses and requirements.
  - b. Students also should submit an Intent to Graduate to the Registrar's Office.
2. Before each term, the Registrar's Office sends a list of students who submitted an Intent to Graduate form to the Academic Department Head for distribution to the Graduate Advisor, Graduate Program Director/Coordinator. Corrections to the potential graduation list are reported to the Registrar's Office via email.
3. Graduation requirements are reflected in DegreeWorks in accordance with the specific degree plan, the CMU Catalog, the Graduate Policy and Procedures Manual, and individual program requirements that are department-specific and specified in the CMU Catalog. In the event that there is a discrepancy, the Graduate Policies and Procedures Manual takes precedence. If the DegreeWorks audit does not correctly reflect all remaining requirements, including individual student adjustments, the Registrar or Registrar's designee should be notified of necessary corrections via email.
4. Graduate departments are responsible for adding completion codes in Banner for non-course requirements such as exams, written research, or oral exams, which will then show as complete in DegreeWorks. When all requirements are complete at the end of the final term, the Registrar's Office processes the degree.
5. The catalog used to meet graduation requirements is normally the one published for the academic term during which the student first enrolled and after which remains continuously enrolled. The student may specify this or a later version of the catalog under which he or she wishes to be evaluated and should then meet the requirements in that catalog. The student may select a subsequent catalog up to and including the current one, provided the student was in attendance at CMU during the selected academic year.
6. CMU reserves the right to modify or change catalog provisions, based on existing mechanisms, in order to fulfill the CMU Role and Mission. Such changes or modifications may be implemented as applicable to all students at the time the changes are made, unless there is written approval stating otherwise from the Office of Graduate Studies and the Vice President of Academic Affairs. CMU reserves the right to terminate or modify program requirements, content, and the sequence of program offerings from time to time for educational or financial reasons that it deems sufficient to warrant such actions.

### **B. Conditions and Timetable for Graduation**

1. Formal coursework for a graduate degree should be completed in a timely manner within the limits set by each degree program. Master's degree students may be

required to form their Graduate Committee as early as the end of the first semester, while doctoral degree seeking students are urged to form their committees by end of the third semester. Refer to specific departmental guidelines for timetables specific to each degree programs.

- a. The composition of a student's Graduate Committee should conform to individual program policies.
  - b. Students select their Graduate Committee members in consultation with and with the approval of their graduate program Academic Advisor as determined by specific program requirements. The Academic Advisor will coordinate the selection process for committee members with department faculty. At least one member of the committee should be from outside the student's academic program.
  - c. Once a Graduate Committee is formed, notice of the composition of the committee is forwarded to the program Department Head, Graduate Program Director/Coordinator, and the Director of Graduate Studies.
2. Colorado Mesa University confers a graduate degree when the following conditions have been met:
- a. Submission of the required application for degree from the Program Director/Coordinator to the Office of the Registrar.
  - b. Affirmative confirmation ballots concerning the student's culminating activity from the student's Program Advisor and majority of the student's Graduate Committee, are forwarded to the the program's Academic Department Head.
  - c. Certification by the Program Director/Coordinator that all requirements of the degree being sought have been completed.
  - d. Written notice of a positive or negative ballot, is forwarded to the Director of Graduate Studies.
  - e. Confirmation that the published graduate degree requirements have been met by the Director of Graduate Studies.
  - f. Achievement of the grade requirements as defined by this document or specific program requirements if grade requirements are higher.
  - g. Satisfactory completion of a project, practicum, or thesis, as required by the individual program and as determined by a ballot of the graduate committee.
  - h. Satisfactory completion of a final oral presentation or defense, as required by the individual program.
3. The Registrar's Office is responsible for notifying the candidate, the student's Graduate Advisor, the Graduate Program Director/Coordinator, and the Director of Graduate Studies if a graduation application cannot be processed.

## **IX. COURSE GUIDELINES**

### **A. Course Numbering**

Graduate courses are numbered 500 and above and are used to satisfy the requirements of graduate programs. The amount of allowed research, thesis, practicum, or capstone credit hours is defined by individual programs.

### **B. Prerequisites**

Generally, minimum prerequisites for applying to a graduate program are a baccalaureate degree in the discipline or 12 undergraduate semester credit hours of upper level (300 – 400 level) coursework in the graduate field of interest, although

programs are permitted to require more semester hours of upper level courses. Students may be admitted with fewer than the number of required courses for a program. In this case, the program may require additional coursework for full admission; these courses will be specified on the admission letter and will be termed “leveling courses.”

Leveling courses or prerequisites cannot be used to meet graduate degree requirements nor are they computed into the *graduate* grade point average. If a grade of “C” or lower is earned in a leveling course, the graduate department may deem that this prerequisite has not been met. Additionally, a cumulative undergraduate GPA of 3.0 in the last 60 credit hours earned is required.

#### C. Graduate Coursework

Graduate students have higher expectations placed upon them than undergraduate students. These expectations are in the areas of scholarship, participation, leadership, and integrity. Graduate coursework is designed to advance students personally and professionally and produce scholars, researchers, and practitioners educationally empowered as critical thinking citizens and agents of innovation, opportunity, and change.

#### D. Master’s Coursework

Coursework progressing toward the master’s degree should illustrate students’ commitment toward mastery of a subject beyond the level expected of an undergraduate student. This mastery should be evidenced in the student’s attendance, participation in discussions, mentoring of others, research quality, and general interactivity within their field of study. Students in a master’s program should be able to assess the quality of research articles in their field, interpret analyses of data, and evaluate the validity of arguments from a variety of sources. In addition, writing at the master’s level should be noticeably advanced compared to that of the undergraduate level. These advances should take the form of engaging the body of literature on a topic, scholarly writing to include literature reviews, appropriate formatting, and extensive analysis of sources of information. As a result of master’s coursework, students should possess the ability to explore, manage and converse regarding information in the field with the integrity necessary for consistency with other professional peers.

#### E. Doctoral Coursework

Doctoral coursework should be a learning experience for both the student and the faculty member. The nature of doctoral coursework is to expand the boundaries of known knowledge and to create and explore new ideas, processes, artistic endeavors, or other scholarly works that engage members of the discipline. In this process of exploration, the doctoral student is expected to engage in a scholarly project in his/her field or conduct research that contributes to existing bodies of knowledge at a professional level. This effort should include taking what the student knows, incorporating new material and ideas, and advancing the field. Students should produce scholarly works acceptable to the professional communities in their fields as a result of doctoral coursework and other requirements.

#### F. Undergraduate Courses for Graduate Credit

Undergraduate courses may not be taken for graduate credit. Within undergraduate

courses that are dual-listed (for example 460/560), the graduate student is expected to perform at a higher level and complete more extensive and challenging academic work than the undergraduates in the same course. Note: At least 70% of a student's graduate degree program should be comprised of courses that are at the 500 level or above and not dual-listed.

#### G. Course Load

Graduate students taking six semester-credit hours per semester are considered full-time. Students taking three semester-credit hours are considered half-time graduate students.

#### H. Testing Out of Coursework

There are no provisions for testing out of coursework leading to either the master's or doctoral degrees.

#### I. Scheduling

Not all graduate courses are offered each semester. Understanding this, students, in consultation with their Graduate Advisor, should chart the course of their graduate studies before they have completed twelve credit hours of coursework at CMU. The respective Degree Plan shall list all courses, including those needed for remediation and/or weaknesses identified by the Graduate Advisor, and all practicum, thesis, and/or research requirements necessary to complete the specific degree. The Degree Plan shall have the signature of the student, the Graduate Advisor, and the Graduate Program Director/Coordinator. Upon completion of the Degree Plan and all requirements, the student shall be awarded the graduate degree.

### **X. ACADEMIC POLICIES AND PROCEDURES**

#### A. Grade System

1. Grades of "A," "B," "C," "D," and "F" are used and computed in the GPA. Other marks used are "I" (incomplete); "W," (withdrawn); "NC," (no credit); and "P," (passing). At the discretion of graduate programs, Pass/Fail (or "P/F") grades may be allowed for research, practicum, and thesis courses. Grades of "I," "W," "NC," and "P" are not counted in determining GPA. Courses for which "C," "D," "F," "I," "W," or "NC" grades are awarded shall not count in graduate degree programs and shall not satisfy program deficiency requirements.
2. Incomplete ("I") grades are temporary grades given to a student only in an emergency case and at the discretion of the instructor.
3. At the end of the semester following the one in which an "I" is given, the "I" becomes the grade that is submitted by the instructor to the Registrar's Office. If the instructor does not submit a grade by the deadline for that semester, the grade becomes an "F." For, example, a grade of "I" given spring semester should be addressed by the end of the following fall term unless a longer term is specified by the instructor.
4. Extension of the time to complete work may be made in exceptional circumstances at the discretion of the instructor. A student with an "I" grade, however, may not change the "I" by enrolling in the same course another semester, except in the case of thesis and dissertation courses, which require continuous enrollment while progressing toward the degree. Grades can be changed, using the Special Grade

Report, within the first two weeks of the semester following the receipt of the original grade by the Registrar's Office.

#### B. GPA Requirements

1. Students must have a GPA at least a 3.0 to graduate.
2. Students may not apply coursework with a grade of "C" toward graduation requirements for a graduate program. Students may have the option to repeat a course for grade improvement to a "B" or better, depending on individual program guidelines.
3. As allowed by specific program requirements, students may repeat a maximum of two different courses at the graduate level for up to 6 credit hours. No course may be repeated more than once, except in the case of thesis and dissertation courses, which require continuous enrollment while progressing toward the degree. When a course is repeated, the highest grade earned is computed into the student's GPA. All attempted courses and grades remain in the academic record but are not computed in the overall average. In these cases, transcripts will contain a statement indicating the grade point average has been re-computed and stating the basis for re-computation.

#### C. Probation

Students who earn a "C" in a course in a graduate program are placed on probation and remain on probation until the grade for that course is replaced by a "B" or better.

Students may be placed on probation at the discretion of the department when there is a concern that they are at risk of being terminated from a program for cause. (see Section X.D.1.).

Students are notified of their probation in a written letter from the Graduate Program Director/Coordinator after the director has consulted with the student's Graduate Committee and the Academic Department Head. The letter will specify the date and reason for probation as well as what steps should be taken to have the probation lifted.

Appeals of probation follow the Appeals Process outlined in this manual. (see Section X.G.).

#### D. Dismissal from Program

Students may be dismissed from a degree program for the following reasons:

1. The student earns a "D" or "F" in a course.
2. The student is placed on probation for a second time.
3. The student fails to maintain a 3.0 cumulative GPA for two semesters.
4. The student fails the written and/or oral comprehensive examination or its approved equivalent as specified by specific program requirements.
5. The student submits an unsatisfactory thesis, practicum paper, or culminating activity.
6. The student exceeds the time allowed for completion of the program prior to completing all degree requirements.
7. The student has not maintained a "B" or better in all credit-bearing courses.
8. The student violates the policies or procedures in this manual or set forth by the department in its graduate handbook.

9. The student fails to behave in a professional manner, this includes instances of academic misconduct.
10. The student fails to make satisfactory progress on the remedial terms specified in a formal letter of probation.
11. The student on probation for earning a “C” earns a “C” in a second course.
12. The student is found to have committed research misconduct by the Office of Sponsored Programs. (see Section Section XII.)

Students are notified of their dismissal in a written letter from the Graduate Program Director/Coordinator after the director has consulted with the student’s Graduate Committee and the Academic Department Head. The letter will specify the date and exact reason for dismissal and copy will be sent to the Director of Graduate Studies and the University Registrar.

Appeals of dismissal follow the Appeals Process outlined in this manual (see Section Section X.G.) .

#### E. Readmission

Students who have been dismissed from a degree program for one of the above reasons may appeal for readmission to the program after a one semester suspension, not including summer term. In this case, a percentage of the credit for coursework (excluding thesis and dissertation credits) previously earned at Colorado Mesa University can be applied to the degree after readmission. Limitations regarding time to complete the degree will be reset as though the student was entering the program for the first time. Appeals and requests for readmission to graduate degree programs should follow the Appeals Process outlined in this manual (see Section Section X.G.)

#### F. Academic Misconduct

Academic misconduct includes, but is not limited to, plagiarism, the appropriating of written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of the same and passing them off as the product of the student’s own mind. Plagiarism includes not only the exact duplication of another’s work but also the lifting of a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are a result of paraphrasing, summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged. As long as students adequately acknowledge their sources and as long as there is no reason to believe that they have attempted to pose as the originator, students shall not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgment and that adequate referencing (or acknowledgement) may be a part of the grading criteria for specific graduate coursework or program requirements. More information on academic misconduct can be found in the Maverick Guide (<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf> )

## G. Appeals

### 1. Process

- a. Student appeals regarding occurrences related to policies or procedures instituted by their program or institutional policies for graduate programs should first be addressed in writing to the Graduate Program Director/Coordinator of the appropriate graduate program. This written appeal should be received by the Graduate Program Director/Coordinator within 10 business days of the occurrence of the event the student intends to appeal. The letter should state the particular complaint and the desired remedy. It should also contain adequate justification for the appeal. The burden of proof regarding evidence in the appeal rests with the student.
- b. The Graduate Program Director/Coordinator should consult with the student's Graduate Committee before replying in writing to the student. The response to the student should be sent within 10 business days after receipt of the student's formal letter of appeal.
- c. If the appeal is not successfully resolved, the student may direct the appeal to the Academic Department Head in which the program is housed. The student should present the appeal letter and the letter from the Graduate Program Director/Coordinator to the Academic Department Head within 10 working days of receipt of the Graduate Program Director/Coordinator's letter.
- d. The Academic Department Head should reply in writing to the student within 10 business days after receipt of the student's formal letter of appeal.
- e. If the appeal is not successfully resolved with the Department Head, the student may direct the appeal to the Director of Graduate Studies. The student should present the appeal letter, the letter from the Graduate Program Director/Coordinator, and the letter from the Department Head within 10 business days of receipt of the Department Head's letter.
- f. The Director of Graduate Studies should reply in writing to the student within 10 business days of receipt of the student's formal letter of appeal.
- g. If the appeal is not successfully resolved with the Director of Graduate Studies, the student may direct the appeal to the Vice President of Academic Affairs. The student should present the appeal letter and all materials/letters from previous appeal levels within 10 working days of receipt of the Director of Graduate Studies' letter.
- h. The Vice President of Academic Affairs should reply in writing to the student within 10 business days of receipt of the student's formal letter of appeal. The decision of the Vice President of Academic Affairs is final and cannot be appealed.

### 2. Grade Appeals

- a. Students wishing to appeal an assigned grade should follow the academic appeals procedure, as outlined in the Maverick Guide (<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>)

## H. Committees

1. Graduate Admissions Committee. Each graduate program should form a Graduate Admission Committee consisting of, minimally, the Graduate Program Director/Coordinator and one other program faculty member to consider students for admission, readmission, deficiency remediation, and transfer credit evaluation.
2. Graduate Committee: There may be a supervisory committee for each student in a graduate program. The Graduate Committee's role is to oversee the students' progress toward completion of the degree, and, where required by a program, administer comprehensive examinations as well as decide whether students are to be admitted to candidacy. Policies for size, membership, and nominating process of the Graduate Committee are decided by each graduate program within the parameters of this manual.
3. Students in graduate programs with master's theses or doctoral dissertations are required to have a Graduate Committee. The thesis or dissertation advisor should be a CMU faculty member, teaching graduate courses, and have specialized competence in the area of study covered by the thesis/dissertation. The committee should contain a second thesis or dissertation reader with competence in the thesis/dissertation area of study covered and also contain a member from outside the graduate program's faculty. Subject to these and other policies in this manual, individual graduate programs may develop policies and procedures for the composition and functions of this committee.

## I. Multiple Graduate Degree Programs

A student at CMU may only enroll in one graduate degree program at one time. Students may not work on two or more graduate degree programs at the same time. A student may concurrently enroll in a graduate certificate program and a degree program of which that graduate certificate is a subset. Exceptions to these policies may be granted upon the agreement of both Program Director/Coordinators and the Director of Graduate Studies.

## XI. FACULTY WORKLOAD

- A. Faculty workload and additional duties are discussed in Sections VIII-3 a and c of the Professional Personnel Employee Handbook.
- B. Faculty teaching graduate level courses may qualify for variations in credit hour reassignment based on the following criteria:
  1. Grant monies have been procured for use within the department.
  2. Reassigned time may be granted, by the Vice President for Academic Affairs, in consultation with the President, for first time graduate course preparation.
  3. There may be load adjustment for oversight of multiple graduate projects, theses, dissertations, and/or research, as determined by the program department head and agreed to by the Director of Graduate Studies and the Vice President of Academic Affairs.
  4. For each three hours of graduate teaching, faculty may earn one credit of reassigned time, as determined by the Vice President of Academic Affairs and the President.
  5. A three-credit-hour graduate course can count for four credits of faculty teaching load, as graduate courses require more work to prepare than do undergraduate courses.

6. Each Academic Department Head may adjust graduate teaching loads according to the needs of the department and seek approval of proposed load adjustments from the Vice President of Academic Affairs and the President.

## **XII. RESEARCH STANDARDS**

Research is an important component of graduate studies. Elements common to all graduate programs are defined below. Specific research requirements and activities are defined by each degree program.

### **A. Human Subjects**

Research involving human subjects may not be conducted until it has been reviewed and approved by the CMU Research Ethics Committee (also known as the Institutional Review Board or IRB). This includes research by any CMU affiliated person who is a faculty or staff member or student, regardless of whether or not the research is part of a course or a certificate or degree program. IRB approval of research involving the use of human subjects is obtained through the Office of Sponsored Programs and Academic Research (OSPAR). The purpose of this board is to protect the rights and welfare of human subjects through a comprehensive review of research protocols following Title 45 CFR (Code of Federal Regulations) Part 46. The IRB is authorized to suspend activity involving the use of human subjects which is not being conducted according to accepted standards, applicable laws, regulations, and/or institutional policies. The IRB consists of representatives of academic programs, administrative staff, and at least one community member. IRB membership and meeting times are available on the OSPAR website. <http://www.coloradomesa.edu/sponsored-programs/index.html>

### **B. Animal Research**

Research conducted by graduate students that involves vertebrate animals should be reviewed by the Institutional Animal Care and Use Committee (IACUC). Students should meet with their advisor if they intend to do research with animals. These requirements apply to graduate students conducting research to fulfill course assignments, program requirements, or culminating projects. CMU adheres to the policies of the U.S. Department of Health and Human Services (HHS) and National Institute of Health (NIH) for the humane care and use of laboratory animals. IACUC is authorized to suspend any activity involving the use of animals which is not being conducted according to accepted standards, applicable laws, regulations, and/or institutional policies.

### **C. Appropriate Research Conduct**

Appropriate research conduct involves developing original work, accurately reporting results, citing the work of others, and adhering to IRB or IACUC approved research policies and protocols. CMU expects that research practices align with those that are commonly accepted in the academic community for proposing, conducting, and reporting research. Specific policies and procedures for research conduct can be obtained from the Office of Sponsored Programs and Academic Research.

### **XIII. REVISIONS TO THE MANUAL**

#### **A. Process**

Modifications to the originally approved document shall follow the process outlined herein. The President of the University, in consultation with the Vice President of Academic Affairs, will consider and offer final approval to revisions of the Graduate Policies and Procedures Manual as necessary.

Potential revisions, from faculty, departments, or other bodies (e.g., Faculty Senate) to this manual will be reviewed by the (GSAC). Additionally, the GSAC may initiate suggestions for revisions as necessary to facilitate the function of CMU Graduate Studies.

#### **B. Revision Petition**

A petition for a document change from entities outside the GSAC should include the following information:

1. Identification of current criteria and procedure (reference specific section and area).
2. Description of requested change.
3. Rationale for requested change.

#### **C. Review Cycle**

The GSAC reviews petitions for revisions according to the following procedure:

1. Submission of petition for document change.
2. Committee review of petitions which may include a meeting between the GSAC committee and petitioners, following the submission of the petition.
3. Campus faculty review and comment period on the proposed revision(s) of 10 working days.
4. Committee review of comments and final review of recommended changes.
5. Submission of recommended changes to VPAA.
6. Submission of recommended changes to the President.
7. The President will make a final ruling on the proposed changes.

### **XIV. GRADUATE PROGRAM ASSESSMENT**

#### **A. Master's Degree Outcomes**

A student graduating with a master's degree from CMU should be able to:

1. Contribute to scholarly advancement in the chosen field by completing projects individually and collaboratively. (Specialized Knowledge/Applied Learning)
2. Employ discipline-specific logical, mathematical, statistical methods, or other analytical processes to address a topic or issue. (Quantitative Fluency)
3. Create oral and written arguments or explanations, well-grounded in discipline-specific theories and methods, for specified audiences. (Communication Fluency)
4. Formulate and evaluate hypotheses as related to research problems, issues, concepts, and various perspectives. (Critical Thinking)
5. Synthesize, evaluate, or refine the information base of various scholarly sources. (Information Literacy)
6. Articulate moral, ethical, legal, or professional challenges within the discipline. (Ethical Reasoning)

## B. Doctoral Degree Outcomes

A student graduating with a doctoral degree from CMU should be able to:

1. Advance science, education, leadership, practice, or policy within a chosen discipline by completing an original research project approved by the student's Graduate Committee. (Specialized Knowledge/Applied Learning)
2. Employ discipline-specific logical, mathematical, or statistical methods, or other analytical processes to address a topic or issue. (Quantitative Fluency)
3. Create oral and written arguments or explanations, well-grounded in discipline-specific theories and methods, for specified audiences. (Communication Fluency)
4. Formulate and evaluate hypotheses as related to research problems, issues, concepts, and various perspectives. (Critical Thinking)
5. Synthesize, evaluate, or refine the information base of various scholarly sources. (Information Literacy)
6. Choose ethical and legal courses of action in research and professional practice. (Ethical Reasoning)