



# Modern Human Anatomy Program

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

## MSMHA Student Handbook

### 2024 - 2025 Academic Year

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# 1. Introduction and General Information

## 1.0 Purpose of the Student Handbook

The purpose of the Master of Science in Modern Human Anatomy (MSMHA) Student Handbook is to acquaint students with the policies and procedures of the University of Colorado Anschutz Medical Campus Graduate School and the School of Medicine, and to provide resources and guidance for students in pursuit of a Master of Science degree in Modern Human Anatomy. Students are encouraged to read the contents of the handbook carefully, and direct questions regarding the handbook's contents to their Faculty Advisor, the Academic Services Program Director, or the MHA Executive Director.

The policies, procedures, and guidelines contained in this handbook are subject to change and may be affected by policy changes within the University of Colorado Anschutz Medical Campus, the Graduate School, and/or the School of Medicine. Policies set by these bodies must be adhered to, as they have precedence over MSMHA policies.

## 1.1 Department of Cell and Developmental Biology

The [Department of Cell and Developmental Biology](#) (CDB) is the home department of the Modern Human Anatomy Program. CDB is governed by the [School of Medicine](#), and the MSMHA degree program is governed by the [University of Colorado Anschutz Medical Campus Graduate School](#). CDB, the School of Medicine, and the Graduate School are located at the University of Colorado Anschutz Medical Campus (CU-AMC).

The mission statement for the Department of Cell and Developmental Biology is as follows:

*The primary missions of the Department are education (medical, dental, and graduate programs); pursuit of scholarly work, both in education and research; and service to the university, the community, and to academia in general.*

## 1.2 The MSMHA Degree and Mission

**Mission:** *The Master of Science in Modern Human Anatomy (MSMHA) Program at the University of Colorado Anschutz Medical Campus is innovative and unique, bridging an established anatomy/developmental biology curriculum with the foundations of digital imaging technologies now in use in medical care, biomedical research, medical illustration, and teaching. This program blends modern and classical approaches to anatomical study, with a goal of producing a new generation of anatomical professionals prepared for diverse careers. The program emphasizes an individualized, flexible approach to professional growth and career development through a student-designed Capstone Project.*

The Master of Science in Modern Human Anatomy provides graduate level training and teaching experience in the physical and virtual anatomical sciences through human cadaver dissection, neuroanatomy, histology, and embryology; all addressed from a modern perspective stressing quantitative imaging, modeling, informatics, and clinical applications. The curriculum is translational in integrating computer and engineering technologies into the domains of anatomy and developmental biology through a project-oriented curriculum.

Through its project emphasis, the Master of Science in Modern Human Anatomy is designed to engage students in the intellectually creative processes necessary to develop applications that link virtual technology to human biological structure. The technical aspect of the curriculum is designed to extend the traditional aspects of the anatomical curriculum. It is structured to develop and refine skills in the following:

- Project design and effective presentation and proposal development
- Advanced image-processing of photographic, radiologic, and microscopic images
- Large scale mosaic imaging
- Segmentation and 3-D surface and solid modeling 3-D animation
- Applied engineering through the construction of simulators or other devices based on modeling, finite element constructs and haptics that provide sensory feedback in virtual space

### 1.3 MSMHA Administration

[Dr. Maureen Stabio](#) serves as the Executive Directors of the M.S. in Modern Human Anatomy Program, along with interim MSMHA Vice Executive Director, [Dr. Thomas Finger](#). [Dr. Wendy Macklin](#) serves as the Chair of the [Department of Cell and Developmental Biology](#), the host department for the degree program. Jennifer Thurston is the Academic Services Program Director and assists students with aspects of the program's administration and student progress, and Ezra Heeschen serves as the Academic Support Senior Professional, assisting with all aspects of the program's operation. MSMHA faculty serve on internal committees such as the Executive Committee, Curriculum Committee, Student Success Committee, Capstone Project Committee, and the Admissions Committee. Please consult the lower portion of the [MSMHA website](#) for updated committee membership information, as faculty service changes.

### 1.4 Student Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their educational records, such as:

- Students have the right to inspect and review their education records maintained by the school,
- Students have the right to request the correction of records, which they believe to be inaccurate or misleading, by meeting with our Registrar.
- Generally, schools must have written permission from the student to release any information from a student's education record. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Students who wish to request the prevention of this disclosure may complete the [Request to Prevent Disclosure of Directory Information](#). Please submit this form to the MSMHA Academic Services Program Director, who will in turn submit it to the Registrar's Office.

The MSMHA program retains files for each matriculated student. MSMHA students have the right to review their respective files upon request. The exception to this is recommendation letters submitted with the application, as a FERPA waiver agreement prevents disclosure.

### 1.5 Equal Opportunity and Non-Discrimination

The Modern Human Anatomy program is committed to equal opportunity, including opportunity for individuals with disabilities. The MSMHA program does not discriminate based on gender, age, sexual orientation, race, religion, gender identity, or country of origin.

## 2. MSMHA Degree Requirements

### 2.0 MSMHA Curriculum and Credit Hour Requirements

The M.S. in Modern Human Anatomy degree requires the successful completion of 43 credits of coursework. Successful completion of a course is defined as a letter grade of 'B-' or better in all coursework, or the award of a “pass” grade. These 43 credit hours are detailed on the Curriculum webpages located here: [MSMHA Curriculum and Degree Requirements](#).

Enrollment for a minimum of five (5) credits in the fall and spring semesters and three (3) credits in the summer semester is required to be eligible for full-time status. To be eligible to receive Federal loans, students must be at least half-time. For CU-AMC, half-time is three (3) credits of enrollment in the fall and spring semesters and two (2) credits in the summer semester. Additionally, enrollment in one (1) credit of ANAT 6950, MSMHA Capstone Project, provides full-time student status in any semester.

### 2.1 Course Loads and Expectations

The first year of the M.S. in Modern Human Anatomy curriculum consists of a rigorous series of core courses that require lab work, project-based work, and commitments outside of the traditional classroom hours. Depending upon the student’s background and facility with anatomical information, significant additional study time should be allotted outside of the classroom hours for each course.

While the 1<sup>st</sup> year MSMHA curriculum was designed for students to complete in a cohort model, the MSMHA faculty encourages students to approach the curriculum with flexibility. Students do not have to complete all 1<sup>st</sup> year courses as presented and may instead plan to complete one or several core courses in the 2<sup>nd</sup> year of the curriculum. Students not following the full cohort model should consult regularly with their Faculty Advisor to create a roadmap for their plan of study to ensure proper course sequencing while adhering to the course offerings schedule.

### 2.2 Course Descriptions

Course descriptions and sample syllabus information for all MSMHA core courses can be located here by clicking on the appropriate course on the [MSMHA Courses](#) website.

### 2.3 MSMHA Core Requirements

Required courses are listed on the MSMHA Curriculum page, which can be accessed here on the [MSMHA Courses website](#). Substitutions may not be made for MSMHA core requirements.

#### 2.3.1 ANAT 6111, Human Gross Anatomy (8 credits)

Co-Course Directors: Dr. Chelsea Lohman and Dr. Caley Orr

Course Description: The Human Gross Anatomy course examines the form and function of the human body at a macroscopic level. Systems-based and regional anatomy lectures are complemented by full-body cadaver dissection. Medical imaging labs provide the opportunity to learn ultrasound skills.

This is a 15-week course offered only in the Spring semester.

### **2.3.2 ANAT 6205, Imaging and Modeling (4 credits)**

Course Director: Dr. Ernesto Salcedo

Course Description: This course covers major medical and scientific imaging modalities with an emphasis on 3D scientific and medical visualization. Students will also receive instruction in advanced digital image processing and 3D modeling using industry-standard software such as MATLAB and Maya.

Imaging and Modeling is offered only in the Fall semester. It is a 15-week course and consists of integrated lectures and laboratories throughout the semester.

### **2.3.3 ANAT 6310, Neuroanatomy (4 credits)**

Course Co-Directors: Dr. Maureen Stabio and Dr. John Caldwell

Course Description: Basic neuroanatomy and neural systems with a workshop focus employing facilitated discussions and problem-oriented cases. Laboratory sessions will employ brain specimens, models, and image sets. Team-based projects are geared to in-depth exploration of selected topics with the development of collaborative presentations.

This course is only held in the Fall semester. This 15-week course integrates didactic material and lab-based experiences.

### **2.3.4 ANAT 6321, Human Histology (4 credits)**

Course Director: Dr. Paul Morse

Course Description: Histology is the study of tissues. By exploring the human structure, function and organization at the histological level, students will gain important pattern recognition skills to integrate microscopic knowledge with macroscopic gross anatomy and other foundational anatomical sciences.

Human Histology is offered only in the Fall semester. It is a 15-week course and consists of integrated lectures and laboratories throughout the semester.

### **2.3.5 ANAT 6330, Human Embryology (3 credits)**

Course Director: Dr. Lisa Lee

Course Description: The graduate level, introductory human embryology course will emphasize developmental aspects of adult anatomy and congenital malformations. Educational value of three- or four-dimensional models and other ancillary learning resources for human embryology will also be explored.

Human Embryology is offered only in the Spring semester. It is a 15-week course and consists of integrated lectures and laboratories throughout the semester.

### **2.3.6 ANAT 6412, Foundations of Teaching (1 credit)**

Course Director: Briauna Blezinski Johnson, M.S.

This course will provide students with training, practice, and constructive feedback in effective teaching skills in order to be successful in the biomedical professions. Topics include learning objectives, the neurobiology of learning, assessments, and effective communication within and outside the classroom.

Foundations of Teaching is offered only in the Fall semester and is a 15-week course.

### **2.3.7 ANAT 6600, Experimental Design and Research Methods (1 credit)**

Course Co-Director: Dr. John Thompson and Dr. John Caldwell

In this course, students will foster and apply strategies that enable critical evaluation of any published research (including basic, clinical, and educational), as well as develop the skills necessary to conduct and appropriately analyze their own research data.

Experimental Design and Research Methods is offered only in the Summer semesters and is an online course.

### **2.3.8 ANAT 6910, Teaching Practicum (1 credit)**

ANAT 6910 Course Description: Hands-on teaching course in which students apply pedagogical theories to practice in a professional program as a teaching assistant, lecturer, or other instructional position. This course is graded on a pass/fail basis.

The MSMHA program will assist students with securing ANAT 6910 practicum experiences. The Teaching Practicum must be completed on the CU Anschutz campus in a graduate or professional-level course. Additionally, the student must have a passing grade in the course or content area in which they plan to complete the Teaching Practicum. The Executive Director and the faculty member directing the Practicum will have final approval of the teaching practicum assignments.

The student's faculty advisor and the faculty sponsor of the practicum will need to sign the [Teaching Practicum Request Form](#) to approve entry into the course. The signed form should be submitted to the Academic Services Program Director for clearance to register for the course. Students receive a tuition refund for the required 1-credit course. Additional credits beyond the required 1-credit do not receive a tuition refund, as those credits are electives. Students may use a maximum of 3 credits of ANAT 6910 toward their degree requirements.

### **2.3.9 MSMHA Capstone Project, ANAT 6950**

All MSMHA students are required to complete the MSMHA Capstone Project to graduate. The Capstone Project, ANAT 6950, is an 8-credit, multi-semester endeavor, designed to highlight knowledge gained in the MSMHA curriculum, as well as independent work guided by a faculty mentor. Please refer to the [MSMHA Capstone Project website](#) for more detailed information on the project and scope.

Students will work with their respective capstone faculty mentor to determine the appropriate number of credit hours of enrollment for each semester of the project. For example, a student may wish to enroll in 2 credits of ANAT 6950 in the summer semester, 3 credits of ANAT 6950 in the Fall, and 3 credits of 6950 in the Spring. Another student may enroll in 4 credits of ANAT 6950 in the Fall and 4 credits in the Spring.

Students are required to attend the **Capstone Workshop**, which includes a total of 7-8 workshop sessions throughout the fall and spring semesters. The goal of the Capstone Workshop is to provide guidance, deadlines, and peer feedback to enhance student progress on their projects. Participation in the Capstone Workshop is worth 5% of each student's final capstone grade.

The minimum requirements for advancing to capstone enrollment include:

- Completing and passing 4 out of the following 6 core courses: ANAT 6111, ANAT 6205, ANAT 6310, ANAT 6321, ANAT 6330, ANAT 6412.



- One or more of the successfully completed core courses should be relevant to the proposed capstone project.
- Demonstrated professionalism by attending seminars regularly and meeting with the MHA faculty advisor at least 3 times.

Permission from the Capstone faculty mentor and the student's committee chair/Faculty Advisor is required to add the course each semester, providing the student with an opportunity to meet with the mentor to determine the appropriate credit and work-load requirements. Students will complete the [Capstone Enrollment "Mega" Form](#), obtain a signature from their capstone project mentor and committee chair/Faculty Advisor, then submit the form to the Academic Services Program Director to be cleared for course enrollment.

All Capstone related forms and resources are located on the [MSMHA Capstone Project website](#).

The MSMHA program hosts a Capstone Poster Session each Spring semester, typically during the 3<sup>rd</sup> week of April, providing students with a public forum in which to present their projects in the form of a poster presentation. Students will be expected to give a public talk if they are unable to participate in the poster session. Exceptions to this rule will be at the discretion of the MSMHA Capstone Committee.

The Capstone Project is graded on a letter-grade basis. While the project is in process, students will receive a grade of "IP" each semester until completion, designating that the course is "In Progress." Upon completion of the Capstone Project, all previously awarded "IP" grades will be retroactively changed to reflect the letter grade awarded for the entire project.

## 2.4 MSMHA Seminar Series

All 1<sup>st</sup> year MSMHA students are required to attend the [MSMHA Seminar Series](#). The seminar series is organized and provided to introduce first-year students to potential Capstone mentors and projects, as well as to expose students to the breadth of opportunities available. Attendance at MSMHA seminars is a prerequisite to the Capstone Project for first-year students. Students should contact the Academic Services Program Director if an absence from a seminar is anticipated.

2<sup>nd</sup> year MSMHA students are strongly encouraged to attend the [MSMHA Seminar Series](#), as it will continue to expose students to dynamic research on campus and advances and innovations in the field.

## 2.5 MSMHA Electives

MSMHA students are required to take 9 credits of elective. Electives which have been pre-approved by the MSMHA Curriculum Committee may be viewed on the [MSMHA Approved Electives listing](#). Students may also present options for elective credits to their Faculty Advisor for vetting and approval by the Curriculum Committee. These additional elective options can be chosen from the Graduate School, from other academic programs at CU-AMC, or from course offerings at the CU-Denver campus, the CU-Colorado Springs campus, or the CU-Boulder campus.

Students may use a maximum of 3 credits of undergraduate (4000-level) coursework to fulfill MSMHA elective requirements. Students wishing to use more than 3 credits of undergraduate coursework must petition the Curriculum Committee for a waiver of the 3-credit limit.

If a course is offered concurrently as both an undergraduate-level class and a graduate-level course, the student is expected to enroll in the graduate-level offering.

Students may use a maximum of 6 credits of Independent Study (ANAT 6840) **AND** “extra” Teaching Practicum (ANAT 6910) **AND** MSMHA Internship (ANAT 6931) to fulfill the 9 credit MSMHA Elective requirement.

### 2.5.1 ANAT 6750, Special Topics, Modern Human Anatomy

Occasionally, MSMHA faculty will offer a Special Topics course. These topics vary and will highlight the expertise and interest area of the respective faculty member. Special topics courses can range from 1-3 credits. ANAT 6750 credits may be used to satisfy the MSMHA Electives requirements.

### 2.5.2 ANAT 6840, Independent Study

ANAT 6840, Independent Study, provides students with opportunities to pursue research and exploration with faculty members within the MSMHA program and faculty not directly associated with the program. The aim is to allow students to collaborate with faculty in ways that are outside of the scope of formal coursework. ANAT 6840 is graded on a letter-grade basis.

### 2.5.3 ANAT 6910, Teaching Practicum

For students seeking additional teaching experience, ANAT 6910, Teaching Practicum, can provide just that opportunity. Students are permitted to take ANAT 6910 for a maximum of 3 credits: 1 credit is a degree requirement, with the tuition cost for that 1 credit refunded by the department, and additional credits (a maximum of 2 additional credits) may be used toward MSMHA electives. Students must have approval from their Faculty Advisor to add this course. ANAT 6910 is graded on a pass/fail basis.

### 2.5.4 ANAT 6931, MSMHA Internship

The internship provides hands-on learning opportunities and practical experience for graduate students in institutions related to anatomical sciences, imaging, technology/biotechnology, innovation, and entrepreneurship. It is expected that the internship will be hosted at a company or organization that is not housed at the University of Colorado. Students must have approval from their Faculty Advisor to add this course. ANAT 6931 is graded on a letter-grade basis.

## 2.6 ANAT 6910, Teaching Practicum, vs ANAT 6911, Advanced Teaching Practicum

The MSMHA curriculum offers two teaching practicum opportunities. Only those students in the Certificate in Anatomical Sciences Education are eligible to take ANAT 6911, Advanced Teaching Practicum. The differences in the teaching practicum options are illustrated in the following table.

	<b>Non-Certificate Seeking Students</b>	<b>Certificate Seeking Students</b>
<b>Required Teaching Practicum Core Course</b>	ANAT 6910 (1 credit)	ANAT 6911 (3 credits)
<b>Optional Elective Course</b>	ANAT 6910 (1-2 credits)	ANAT 6911 (1 credit)
<b>Total Maximum Practicum Credits</b>	3 credits	4 credits
<b>Grading System</b>	Pass/Fail	Letter Grade

### 3. MSMHA Certificates and Subplans

#### 3.0 Certificate in Anatomical Sciences Education (“Teaching Certificate”)

The goal of the [Certificate in Anatomical Sciences Education](#) is to provide graduate students with coursework, mentorship, and practice to become effective teachers in the anatomical sciences. The certificate provides an optional, additional university credential to better prepare graduates for careers as educators and to aid in job placement.

##### 3.0.1 Requirements to Apply to the Certificate in Anatomical Sciences Education

Students must be degree-seeking in the MSMHA program to be eligible to participate in the certificate.

Degree-seeking MSMHA students interested in applying for the Certificate in Anatomical Sciences Education must complete the following requirements:

- Take and pass ANAT 6412 Foundations of Teaching (1) and at least 8 credits out of the following Fall semester courses: ANAT 6205 Imaging and Modeling (4), ANAT 6310 Neuroanatomy (4), ANAT 6321 Human Histology (4)
- Take and pass ANAT 6111 Human Gross Anatomy (8), and ANAT 6330 Human Embryology (3), in the Spring semester. Decisions of admittance to the teaching certificate are usually made before these Spring semester courses have been completed. Matriculation into the Teaching Certificate will be contingent on spring course performance.
- Complete the online application, which will be sent out by the Directors of the Certificate in Anatomical Sciences Education during the Spring semester. Please Note: Multiple factors are considered throughout the application/decision process including the applicant's: career and professional goals, current academic standing (including GPA & academic probation), progress through the 1st year curriculum (including remediations & expected graduation date), and professionalism (i.e., ability to give & receive constructive feedback, work in a team environment, etc.).

Please note: meeting the above requirements does not guarantee admission into the Certificate in Anatomical Sciences

Students not admitted to the Certificate in Anatomical Sciences Education may reapply the following year. To reapply, a student will submit a new application that will be evaluated alongside all applications that academic year.

##### 3.0.2 Certificate in Anatomical Sciences Education Curricular Requirements

In addition to the 1st-year MSMHA core course requirements, students in the Teaching Certificate program will take:

- ANAT 6490 (3 credits) Advanced Teaching in Anatomical Sciences
- ANAT 6911 (3 credits) Advanced Teaching Practicum. This experience will provide intense teaching immersion in a single course, as all 3 credits must be taken in an MSMHA-faculty mentored course.
- ANAT 6950, MSMHA Capstone Project (8 credits) with an educational scholarship project requirement
- 4 credits of electives (approved by the Certificate Director) with any combination of options below:
  - A 3 or 4 credit course from list of approved electives

- 1 additional ANAT 6911 credit in a different course
- 1-4 credits of independent study

A [certificate requirements checklist](#) is located on the MSMHA website. No additional coursework is required to complete the Certificate, as the certificate-specific coursework can be accomplished within the requirements of the MS degree program.

### **3.1 Anatomical Imaging and Modeling (AIM) Subplan (Track)**

The goal of the [Anatomical Imaging and Modeling \(AIM\) Track](#) is to create the next generation of anatomists proficient in advanced, industry-standard 3D graphics software and tools. Students will gain proficiency in industry-standard software, such as Maya and Unreal Engine; tools of the trade, such as 3D printers, surface scanners, and XR headsets; dissemination of 3D assets and interactive pieces. The AIM Track provides specialized training that highlights advanced technological qualifications, to better position students for job placement in careers that combine anatomical sciences and advanced 3D computer graphics.

#### **3.1.1 Application Process for the Anatomical Imaging and Modeling Track**

Students must be degree-seeking in the MSMHA program to be eligible to participate in the AIM Track. Students will be invited to apply to the Anatomical Imaging and Modeling Track in February each year by the Certificate Director. A committee comprised of core MHA faculty will review AIM Track applicants. To join the AIM Track, students must take and pass:

- ANAT 6205, Imaging and Modeling,
- Two of the following four core anatomical sciences courses: ANAT 6111, Human Gross Anatomy (8), ANAT 6310, Neuroanatomy (4), ANAT 6321, Human Histology (4), ANAT 6330, Human Embryology (3)

#### **3.1.2 Anatomical Imaging and Modeling Curricular Requirements**

In addition to the 1st-year MSMHA core course requirements, students in the Anatomical Imaging and Modeling Track will take:

- ANAT 6208 (1 credit), Foundations in 3D Modeling for Anatomical Sciences
- ANAT 6210 (2 credits), Autodesk Maya for Anatomical Sciences
- ANAT 6220 (2 credits), Unreal Engine for Anatomical Sciences
- 4 credits of [AIM electives](#)
- ANAT 6950 (8 credits) MSMHA Capstone Project, must have an imaging and modeling component as approved by the AIM Track Director

No additional coursework is required to complete the AIM Track, as the AIM-specific coursework can be accomplished within the requirements of the MS degree program.

### **3.2 MHA Pathway to Dentistry Program (“Pathway Program”)**

The MHA Pathway to Dentistry Program (“Pathway Program”) provides academic and professional preparation and a pathway to the University of Colorado School of Dental Medicine’s (SDM) Doctor of Dental Surgery (DDS) program through the M.S. in Modern Human Anatomy.

Students admitted to the Pathway Program will complete the first-year curriculum of the Modern Human Anatomy program, begin work on the MHA Capstone Project, then transition into the Doctor of Dental Surgery curriculum in the Fall of their 2nd year. Students admitted to the Pathway Program will receive a reserved seat in the DDS program. While completing the 4-year Doctor in Dental Surgery requirements, the

students will complete the MSMHA Capstone Project and Teaching Practicum to graduate with both the M.S. and the D.D.S. degrees.

Please see Appendix A for a detailed overview of the MHA Pathway to Dentistry Program, including admissions and curricular requirements, as well as eligibility to transition from MHA to DDS.

## 4. MSMHA Academic Policies

### 4.0 Course Enrollment Outcomes

There are five possible outcomes for each ANAT course in which a student enrolls each semester:

- 1) The student will receive a letter grade in the course.
- 2) The student may drop\* the course on or before the add/drop deadline defined on the Graduate School's Academic Calendar.
- 3) The student may withdraw\* from the course before the MHA withdrawal deadline.
- 4) The student may receive a grade of Incomplete\* in the course.
- 5) The student may seek a Medical Leave of Absence\* through the Office of Student Affairs.

\*Please note that a drop, withdrawal, incomplete, or medical leave of absence may impact a student's ability to continue in the MHA Pathway to Dentistry Program, Certificate in Anatomical Education, Anatomical Imaging and Modeling Track, or/and may alter a student's estimate time to graduation. Students are encouraged to meet with their faculty academic advisor before altering their enrollment.

All five course enrollment outcomes are detailed in section 4.0, Course Enrollment Outcomes

#### 4.0.1 Letter Grade Policy

Students enrolled in courses with an ANAT prefix that are letter-grade based will receive a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. A grade of B- or higher is required for successful completion of each course.

Grade quality point awards:

A+ not awarded	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

Grade point averages are calculated with the following formula:

$$\text{Sum of (Course Quality Points X Course Credit Hours)} / \text{Total Credit Hours}$$

To maintain satisfactory academic progress, advance to candidacy and earn a graduate degree, students are required to maintain at least a grade of "B" average, which is a 3.0 GPA, in all work attempted while enrolled in the Graduate School. All grades received will appear on the student's transcript and be included in the GPA calculation. Grades earned as a non-degree student are not included in the cumulative GPA.

ANAT 6910, Teaching Practicum, is graded on a Pass/Fail basis, and students must receive a grade of “pass” to successfully complete the course.

Students enrolled in ANAT 6950, MSMHA Capstone Project, will receive a grade of “IP,” standing for In Progress, until the project and course sequence is completed. At the completion of the capstone project, all IP grades will change to reflect the final letter grade awarded for the project.

#### **4.0.1.1 Remediation**

Remediation is only offered in the following courses, with the remediation policy outlined in the respective course syllabus:

- ANAT 6111, Human Gross Anatomy
- ANAT 6310, Neuroanatomy
- ANAT 6321, Human Histology
- ANAT 6330, Human Embryology

No other ANAT courses offer remediation as an option. If a student passes one of the courses above by remediation, the student will have the lowest priority of ANAT 6910, Teaching Practicum, or ANAT 6911, Advanced Teaching Practicum, placement in that discipline across all programs.

#### **4.0.2 Dropping a Course**

Students may login to UCDAccess and drop a course prior to or on the Add/Drop deadline published on the Graduate School’s Academic Calendar. In general, the Add/Drop deadline in Fall and Spring semester is the 2<sup>nd</sup> Friday of the semester, and the 1<sup>st</sup> Friday of the Summer semester. Students are not charged tuition for a dropped course and the course is not noted on the student’s transcript.

The drop deadline for courses offered outside of the Graduate School are subject to the policies of the course’s home School or College. Please consult the course syllabus and the academic calendar for the respective course.

#### **4.0.3 Course Withdrawal Policy**

After the add/drop date posted for each semester (after the 10th day for Fall & Spring semesters, and after the 5th day of the Summer semester), enrolled students will receive a grade for each course. Discontinuing enrollment in a course after the add/drop date will result in a withdrawal, and a “W” grade will be posted on the student’s transcript for that course. A grade of “W” does not impact a student’s grade point average.

##### **4.0.3.1 Withdrawal from ANAT Courses**

The deadlines for which a student may withdraw from a course are as follows:

- Fall and Spring semesters: 4 weeks prior to the end of the semester
- Summer semesters: 3 weeks prior to the end of the semester

To withdraw from a course, a student must first complete the [Course Withdrawal Form](#). The Course Withdrawal Form must then be signed by the course instructor and the Academic Services Program Director. Please note that students are not eligible for a tuition refund after the add/drop period.

##### **4.0.3.2 Withdrawal from CU-AMC (non-ANAT) Courses**

Students enrolled in a non-ANAT course on the CU-Anschutz Medical Campus must adhere to the withdrawal deadline and policy of the department offering the course, as there is not a campus-wide withdrawal deadline and policy at CU-AMC. If a withdrawal is permitted, the student must first complete the [Course Withdrawal Form](#), which requires signatures of the course instructor and the

Academic Services Program Director. Please note that students are not eligible for a tuition refund after the add/drop period.

#### **4.0.3.3 Withdrawal from CU-Denver, CU-Boulder & CU-Colorado Springs Courses**

Students enrolled in a course offered at the CU-Denver campus, CU-Boulder campus, or CU-Colorado Springs campus will adhere to the posted add/drop and withdrawal dates for that campus. Please consult the campus' academic calendar for the exact dates. A withdrawal from a CU-Denver course must be completed via UCDAccess. Please see the Academic Services Program Director when considering a withdrawal from a CU-Colorado Springs or CU-Boulder campus course offering.

#### **4.0.3.4 International Students**

International students should discuss the possibility of a course withdrawal with an advisor in the Office of [International Student & Scholar Services](#), as withdrawing from a class may impact full-time status and risks violating visa guidelines and requirements.

#### **4.0.4 Incomplete**

An incomplete grade (I) should only be assigned if a) the majority of course work has already been completed and b) the cause for a student's inability to complete the required work is outside the student's control (disease, passing of a family member, etc.). In all other cases, students should be encouraged to withdraw from the course and receive a "W" grade so as not to impact their GPA. Incomplete work must be completed in one academic year. Unless a grade change is made by the course director the Registrar automatically changes an I to a failing letter grade (F) after one (1) year.

Students must be passing the course or in a reasonable position to pass the course for the award of an Incomplete.

In ANAT courses, the [Course Completion Agreement Form for Incomplete Grade](#) must be completed and signed by the student and the Course Director and submitted to the Academic Services Program Director. A student does not re-enroll in a course that was awarded an "I" grade, rather, the student will complete the required coursework and receive a letter grade replacing the original grade of "I" upon completion. Thus, the student pays tuition for enrollment in the course once.

Incompletes in non-ANAT courses are governed by the course's syllabus and the School or College in which the course resides.

Incomplete grades are noted on a student's transcript as "Originally graded as Incomplete," as shown below:

Human Histology	ANAT 6321	4.0	B-
Originally graded as Incomplete			

An Incomplete grade is automatically changed to an F grade after one calendar year unless a grade change is initiated by the course director.

#### **4.0.5 Medical Leave of Absence**

During a student's time in the Modern Human Anatomy Program, they may experience life situations, or medical and/or psychological conditions that significantly interfere with their academic and personal success. In these instances, it may be necessary to take time away from CU Anschutz to focus on the student's health. A Medical Leave of Absence (MLOA) is intended to provide students with the

opportunity to fully attend to their health and wellbeing. CU Anschutz and the Office of Student Affairs has created a process to support students navigating the process of taking a [Medical Leave of Absence](#).

If a Medical Leave of Absence is awarded by the Office of Student Affairs, the student is eligible for a 50% tuition refund for the semester in which the student was enrolled when the MLOA occurred.

#### **4.1 Testing Out of ANAT Courses**

Students entering the Modern Human Anatomy program with significant academic training and content knowledge equivalent to learning objectives in an ANAT course may seek permission from the respective Course Director to test out of the ANAT course. Not all ANAT courses are eligible, and the option of testing out is at the discretion of the Course Director. The Course Director will meet with the student to discuss their background in the subject matter. Should the Course Director determine the student is eligible to test out of the course, an exam equivalent to a cumulative final examination will be given to the student. The student must receive a grade of B- or higher to pass. Students do not register or receive credit for a course in which they have tested out but are exempt from completing the course as a graduation requirement. The MHA program will require the student to enroll in a different course or an elective to meet the 43-credit degree requirement.

Courses without an ANAT prefix are not eligible to be challenged by examination.

#### **4.2 Course Attempts**

A Modern Human Anatomy student who receives an unsatisfactory grade or a withdrawal (W grade) in a course may repeat that course only once. The two grades received will be averaged in calculating the grade point average, and all grades received will appear on the student's transcript. The course may be counted only once toward satisfying the credit hour requirement for the degree.

#### **4.3 Academic Standing**

Students must receive a B- or above in all coursework for the course to be considered a completed degree requirement. Students with a 3.0 or greater cumulative GPA are considered in "Good" academic standing.

When a student's cumulative GPA falls below a 3.00, the Graduate School will notify the student and the MSMHA Academic Services Program Director that the student has been placed on academic probation. The student must obtain a GPA of at least 3.0 or greater during each semester on probation. In addition, the student will have two (2) semesters, if enrolled as a full-time student or four (4) semesters if part time, in which to raise their cumulative GPA to at least a 3.0.

At the completion of each semester, the Graduate School places academic holds on all students on academic probation. To request the removal of the academic hold, MHA students on academic probation must:

- Create a success plan, describing changes in academic success strategies, addressing barriers that inhibited past academic performance, and outlining future course enrollments.
- Meet with their faculty academic advisor to review the success plan.

The student's faculty advisor will submit the success plan to the Student Success Committee (SSC). The SSC will either approve the success plan and request the removal of the hold, or the SSC may meet with the student to further discuss academic strategies and available resources.



If the student on probation does not obtain a GPA of at least a 3.0 during each semester while on probation, they will be subject to dismissal upon recommendation of the Student Success Committee, MHA Executive Director, and the concurrence of the Dean of the Graduate School.

#### **4.4 Personal Leave of Absence**

Please see the Graduate School's guidelines on Personal Leave of Absence in the [Graduate School Policies and Procedures](#).

#### **4.5 MSMHA Policy for Academic Appeals and Grievances**

##### **4.5.1 Resources Prior to Appealing: Ombuds Office**

Students may be anxious about reporting infractions, whether of an academic nature or those relating directly to the Honor Code violations. Engaging in the processes described below may trigger a series of actions that the student may be uncomfortable entering without some additional guidance.

The University provides a confidential, safe, and nonbiased resource through the [Ombuds Office](#), located on the 7th floor of Fitzsimons Building. The Ombudsperson serves as a resource who will listen to the student's concerns, discuss options, and coach the student on actions that can be taken. All information remains confidential and is not shared with anyone. After the discussion, if the student feels the appropriate next step is to engage in a process detailed below, the student can do so with better information and tools in hand.

##### **4.5.2 MSMHA Policy for Academic Appeals**

The MSMHA program is guided by the [Academic Grievance and Appeals Process](#), developed and implemented by the Graduate School. The procedures outlined below pertain to issues such as student appeals arising from grading decisions, denial of progression based on unsatisfactory academic performance, or recommendations for dismissal from the MSMHA program and the Graduate School.

##### **Procedure for Academic Appeal**

- 1) The student should contact the designated Faculty Advisor to discuss the details of the situation. In consultation with the student, the Faculty Advisor will identify a plan of action.
- 2) Should the Faculty Advisor be the course director, the student should make an appointment and meet with the chair of the Student Success Committee.
- 3) The Faculty Advisor will consult with the course director to determine the scope and nature of the student's situation.
- 4) If the Faculty Advisor and student can come to some resolution based on the deliberations with the course director, the issue may be resolved at this point.
- 5) If the Faculty Advisor believes that an impasse with the course director has occurred, the Faculty Advisor will submit the details of the situation to the Student Success Committee.
- 6) The Student Success Committee may choose to invite the Faculty Advisor, student and/or course director to a hearing to achieve some satisfactory resolve.
- 7) If the case is for dismissal, the student should meet with the Assistant Dean of the Graduate School to discuss viable options, such as withdrawing from the MSMHA program and thus the Graduate School.
- 8) If the student wishes to appeal the decision, the Graduate School guidelines for appeal serve as the next step in the process.

#### 4.6 Graduate School Academic Honor Code and MSMHA Honor Statement

Students are expected to adhere to the highest standards of personal integrity and professional ethics and to the [CU-Denver | AMC Graduate School Academic Honor and Conduct Code](#). It is imperative that every MSMHA student carefully review the Graduate School's Student Academic Honor Code, as students are responsible for adhering to these policies. In addition to the guidelines established by the Graduate School, each incoming class of MSMHA students is responsible for establishing and enforcing an Honor Statement appropriate to the class. This MSMHA Honor Statement is defined by the class within the first week of the semester.

#### 4.7 Credit and Payment for Work

Students are free to pursue paid opportunities on the CU-Anschutz Medical Campus and elsewhere that utilize the students' expertise and skill sets. Students are not permitted to receive both academic credit and payment concurrently for the same work.

#### 4.8 MHA Scholars of Anatomical Sciences (SAS) Program

The MHA Scholars of Anatomical Sciences (SAS) program is designed to provide support to four (4) students throughout the first year of the MHA curriculum. The goal of SAS is to promote student success and enrich the diversity of the MHA community as defined by race, gender, age, sexual orientation, gender identity, religion, life experience, cultural background, and previous academic training/experience. Scholars will participate in weekly small group tutoring sessions and receive coaching as they take on graduate studies.

Applicants must:

- Be in the traditional MHA program,
- Be enrolled in at least one core anatomical sciences course each semester (Neuroanatomy/Histology in the fall, Embryology/Gross Anatomy in the spring),
- Demonstrate a need for assistance/support with their course work.

Preference will be given to students who are taking the full first-year course load, but this is not required to apply.

Applications for SAS open on the first day of the Fall Semester each year, and participants will be selected by October 1. Any open spots after October 1 will remain open until all four spots are filled. The applications will be reviewed blindly by the MHA Student Success Committee (SSC) and selections for the program will be made by the SSC.

## 5. Transfer Credits: Policies and Procedures

### 5.0 Definitions and Limits

Transfer credit is defined as any credit earned at another accredited institution either in the United States or abroad outside of the University of Colorado system. Graduate courses taken while the student was enrolled in a graduate program anywhere in the University of Colorado system or an institution with established Memoranda of Understanding with CU-Denver | AMC are considered resident, not transfer, and therefore fall outside the limits of transfer credits.

Coursework that has been applied towards an undergraduate degree or another graduate degree on the same level (e.g., MA to MS) cannot be accepted for transfer credit. Specifically, master's courses applied to one completed master's degree program may not be applied to another master's degree. Also, credits earned in a Graduate Certificate Program, that have not also been applied to a graduate degree program may be applied to a graduate degree program with program consent.

Credit hours earned within the University of Colorado System will not be subject to the policies of transfer credits. They are referred to as “resident credits” similar to the credits that a student might have earned at CU as a non-degree seeking student. Adopted Resident Credits count towards the students Program GPA.

A student may apply a maximum of 16 credits of transfer and resident coursework toward MSMHA degree requirements.

### **5.1 Transfer Course Requirements**

All courses accepted for transfer must:

- be graduate level (5000 or above);
- have a “letter” grade (courses in which the grading is either satisfactory/unsatisfactory or pass/fail are not accepted);
- have a grade of “B minus” to transfer as an MSMHA elective, and have a grade of “B” or higher to transfer and count as a core ANAT requirement;
- be validated by the Curriculum Committee if the credits were not earned within three (3) years of the MSMHA Capstone Project, to ensure that the course content is still considered current; and
- be transferred prior to the semester in which the student presents their MSMHA Capstone Project.

Additionally, once a student has matriculated into the MSMHA program, the student may not complete coursework at a different institution to be transferred and applied toward MSMHA degree requirements.

### **5.2 Process for Transferring Courses**

Credit cannot be transferred until the student has established a satisfactory record of at least one term of enrollment at CU-AMC and earned a minimum 3.00 GPA. Transferred courses do not reduce the residency requirement but may reduce the amount of work required at CU-AMC for the degree.

The process for requesting the transfer of credit to the MSMHA curriculum is as follows:

- The student must download and complete the [Request for Transfer of Credit form](#).
- The student will provide a course syllabus for evaluation by the Curriculum Committee. The Committee will determine how the course may be used to satisfy degree requirements within the MSMHA curriculum,
- Once the Curriculum Committee has approved the transfer of credits, the student must submit the approved Request for Transfer of Credit form to the Graduate School, along with an official transcript from the college/university where the course was completed.

## **6. MSMHA Graduation Procedures**

### **6.0 Time Requirements for the MSMHA Degree**

Master’s students, whether enrolled full time or part time, have five years from matriculation (the start of course work) to complete all degree requirements, including the completion of the Capstone Project. Students who fail to complete the degree in this five-year period are subject to termination from the Graduate School upon the recommendation of the Executive Director and the concurrence of the Dean. For students to continue beyond the time limit, the Executive Director must petition the Dean for an extension and include (1) reasons why the program faculty believes the student should be allowed to continue in the program and (2) an anticipated timeline for completion of the degree.

## 6.1 Course and Grade Requirements for Graduation

For a course to be used to satisfy graduation requirements, a grade of B- or better must be earned for all letter-grade based courses, and a pass grade must be earned for pass/fail courses. A cumulative grade point average of 3.00 or higher is required to graduate.

## 6.2 Graduation Procedures

Students who wish to receive the master's degree must first become candidates. After completing or registering for all program-required coursework, students must file an Application for Graduation through UCDAccess and an [Application for Candidacy](#) for the Graduate School. Deadlines for all graduation requirements are located on the [Graduate School's Deadlines for Students Planning to Graduate website](#). Graduation forms and information are located on the [Graduate School's Resources website](#).

The student's Faculty Advisor and Executive Director must approve the completed [Application for Candidacy](#) before it is submitted to the Graduate School for final approval. An approved form certifies that a student's work is satisfactory and that the program curriculum described in the Application for Graduation meets all the requirements of both the Graduate School as well as the MSMHA program, and that the student is a candidate for the degree. The Academic Services Program Director will assist students with these documents and requirements.

## 6.3 Graduation Dates and Commencement

There are three graduation opportunities each calendar year: upon the completion of the Spring semester, Summer semester, and Fall semester. Please refer to the [Graduate School's Resources website](#) for exact deadlines and graduation application materials. MSMHA graduates participate in the AMC Convocation and Graduate School Commencement, which are held at the completion of each Spring and Fall semester.

# 7. MSMHA Academic and Professional Integrity Policies

The University of Colorado Anschutz Medical Campus is an academic and professional community. As members of this community, and as future leaders in education and health professions, all MSMHA students are expected to take personal responsibility for understanding and observing the following policies.

## 7.0 Cell Phones, Tablets and Computer Usage

Students must have their own cell phone, tablet, or computer for academic purposes and for communication. Students with cell phones should turn them off during class or scheduled laboratory sessions. Use of tablets, computers, and other electronic devices in the classroom, laboratory, and small group settings must be for academic purposes only. Students should not use cell phones for personal text messaging in the classroom or laboratory settings.

## 7.1 Consensual Relationships Policy

- Consensual relationships between students and faculty are not allowed.
- Consensual relationships between students and staff members who are in a position of authority or who have access to student or testing information are not permitted.
- Please review the University of Colorado's Administrative Policy 5015 for details--  
<http://www.cu.edu/ope/aps/5015>

## 7.2 Sexual Harassment

- Sexual harassment at the institution is unacceptable behavior and will not be tolerated. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature toward a student and/or employee, by a person of authority or influence over that student or employee.
- No one will receive unfavorable treatment for presenting a complaint of sexual harassment. All complaints will be considered confidential to the extent possible. Only those individuals determined to be involved in the complaint or its resolution will have information concerning the complaint. All complaints of harassment may be reported to a Faculty Advisor, the Academic Services Program Director, the Vice-Executive Director, and the Executive Director of the Program, or directly to the [Office of Equity](#) (please review [CU Administrative Policy Statement 5014](#) for a detailed statement).
- If the complaint is reported to a staff or faculty member, the program's leadership (Academic Services Program Director, Vice-Executive Director, and Executive Director) will meet to discuss the complaint and plan a course of action, keeping in mind that employees who witness or receive information regarding sexual harassment have a duty to report the incident(s) to the Office of Equity/University Title IX Coordinator.
- Any individual violating the policy against sexual harassment may be subject to disciplinary action. Failure by anyone vested with the responsibility to report allegations of sexual harassment is considered a violation of this policy. It is the intent of this policy to comply with the requirements under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments, as well as other applicable statutory laws and regulations of the State of Colorado.

## 7.3 Diversity

- CU-AMC's Master of Science in Modern Human Anatomy Program recognizes, values, and affirms that diversity contributes richness to the university and enhances the quality of education.
- It is the policy of the MSMHA Program that no student or employee shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program sponsored by the MSMHA Program.
- The MSMHA Program is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity.
- Commitment to the principles of non-discrimination includes the federally protected classes of age, gender, sex, race, color, creed, national origin, religion, ancestry, marital status, ethnicity, disability, sexual orientation, gender identification, or status as a protected veteran.

## 7.4 Dress Code

The MSMHA Program exists in a health professional school, including classrooms, laboratories, and small group settings. Therefore, students are always expected to dress and conduct themselves in a professional manner.

Dress Code in the Classroom and Small Group settings:

Nice, casual attire is preferred. The student in the classroom and in small groups should dress professionally, demonstrating respect for fellow students and faculty.

Dress Code in the Anatomy Laboratory:

Students normally wear old clothes or scrubs and closed-toed shoes in the lab. Closed toed shoes are mandatory in the laboratory environment, per Department of Environmental Health and Safety requirements.

## 7.5 Email

Students must use the email address/system provided by the University of Colorado Anschutz Medical Campus. Email is the main line of communication between campus administrative offices and students. Students must check their email on a regular basis.

## 7.6 Social Media Policy

The [University of Colorado's Guidelines & Best Practices on Social Media Guidelines](#) and [the CU Anschutz Social Media Policy](#) are provided as clarification on how to best enhance and protect personal and professional reputations of MSMHA students when participating in the social media environment.

## 7.7 Course Evaluations

A component of the development of professionalism skills is the assessment of ANAT courses. Students are required to complete course evaluations before they are due and without persistent encouragement by the faculty. Course evaluations not only serve the program and course directors by providing student feedback, but also serve students as a tool to develop professional assessment skills. To be a good citizen of our program, give back to the MSMHA program, and adhere to the Honor Code developed by each class, students are expected to complete all course evaluations in a timely and professional fashion.

## 7.8 Grievances

If a student has a grievance with a faculty member, staff, or fellow student, the student should immediately report the grievance to his or her assigned Faculty Advisor. If the grievance is with the Faculty Advisor, the student should go directly to the chair of the Student Success Committee with a report of the incident. Such grievances may include (but are not limited to): perceived harassment, discrimination, unfair and/or disrespectful treatment, and unprofessional behavior.

### 7.8.1 Procedure for Student Grievance with a Faculty or Staff Member

- 1) The student should document the incident/incidents and provide it to the Faculty Advisor or chair of the Student Success Committee in the initial meeting. Based on the documentation and the Faculty Advisor's discussion with the student, the Faculty Advisor will determine if a meeting with the faculty or staff member should take place before proceeding further.
- 2) If the Faculty Advisor believes the case is significant enough to warrant direct action, the Faculty Advisor should contact the Student Success Committee chair and arrange a conference. Based on the outcome of the discussion, the Faculty Advisor and Student Success Committee chair may request a full hearing by the Committee.
- 3) If a full Committee hearing occurs, the chair may request that the faculty or staff member appear and provide their perspective on the incident. If a negotiated resolution can occur from this meeting, there will be no further action taken. If the Committee feels that the incident was sufficiently egregious, the case will be forwarded to the Executive Director of the MSMHA program.

### 7.8.2 Procedure for Student Grievance with another student/students

If a student has a grievance with a fellow student, the student should immediately report the grievance to his or her assigned Faculty Advisor. Such grievances may include (but are not limited to):

perceived harassment, discrimination, unfair and/or disrespectful treatment, and unprofessional behavior that violates the Honor Code.

- 1) The student should contact the designated Faculty Advisor to discuss the details. If the incident/s involve more than one student or a significant portion of the class, the students may wish to involve the class co-presidents. If the latter is the case, the class co-presidents should meet with the chair of the Student Success Committee to discuss the circumstances surrounding the incident/s.
- 2) Depending on the nature of the case (e.g. cheating violation), if this involves two or more students, the reporters of the incident/s (individual student to Faculty Advisor; or, co-presidents) should carefully document the allegation.
- 3) The chair of the Student Success Committee will convene a meeting of just the members of that committee to determine the next steps. The student/s who are the alleged perpetrators will be sent a statement in writing of the alleged breach of the Honor Code. The students in question will be asked to attend a Student Success Committee meeting to present a response to the allegation. The student may bring the Faculty Advisor to the meeting.
- 4) Depending upon the outcome of the meeting, the Chair of the Student Success Committee will meet with the Dean of the Graduate School to ascertain the next steps with respect to the student/s options, including an appeal process.

### **7.9 Faculty Academic Principles, Professional Rights, and Responsibilities**

Faculty at the Anschutz Medical Campus are guided by the [University of Colorado Faculty Academic Principles, Professional Rights, and Responsibilities](#). If a student has a valid concern about a faculty member's violation of these responsibilities, we encourage the student to report the matter to the MSMHA Executive Director or the Chair of the Department of Cell and Developmental Biology.

## **8. Faculty Academic Advising**

### **8.0 Faculty Advising Philosophy**

The purpose of pairing students with Faculty Advisors is to support the development of students during their time in the MSMHA Program. Through several interactions between the Faculty Advisor and advisee, a relationship will be built with the aim of supporting the advisee to achieve their goals. The advisee is encouraged to be an active participant in their own intellectual development and to utilize the resources offered by their Faculty Advisor and the institution.

### **8.1 Assignment of Faculty Advisors**

The Chair of the Student Success Committee will assign a single Faculty Advisor to each advisee prior to matriculation. The Faculty Advisors will be drawn from members of the MSMHA faculty. Each Faculty Advisor will have a maximum of six advisees during any two-year span.

Advisees will be introduced to their Faculty Advisor during the New Student MSMHA Orientation. A one-on-one meeting time will be scheduled by the student with their Faculty Advisor within the first two (2) weeks of classes.



## 8.2 Faculty Advising Sessions

The Faculty Advisor and advisee are required to meet at a minimum once per semester. However, students may also meet with their Faculty Advisor beyond the required meetings should the need arise. One of the goals for advising sessions is to ensure that the advisee is making good academic progress and to ascertain whether the advisee believes that they are meeting the goals that have been established.

## 8.3 Faculty Advising and the Capstone Project

Each student will complete a capstone project as part of the MSMHA curriculum. Students wishing to graduate at the end of the Spring semester of their second year will identify a capstone mentor by the end of their first year (May). After securing a capstone project and mentor, students must seek a capstone committee chair from core faculty within the MSMHA program. The student's capstone committee chair will also serve as the student's Faculty Advisor for the 2<sup>nd</sup> year of the curriculum. Students must complete the [MHA Academic Advancement form](#) to transition from their assigned 1<sup>st</sup> year faculty advisor to their chosen 2<sup>nd</sup> year advisor/capstone chair. Students should discuss their capstone progress with their Faculty Advisor monthly.

## 8.4 Changing Faculty Advisor

A student may request to change their assigned Faculty Advisor prior to starting the MSMHA Capstone Project. The advisee's request must be made to the Chair of the Student Success Committee, stating their rationale for the change request. The chair of the committee will meet separately with both the advisee and the Faculty Advisor to discuss the request. Should the decision to change Faculty Advisor be made, the student will be assigned to a Faculty Advisor who has availability to take on a new advisee (i.e., the Faculty Advisor currently has fewer than 6 total advisees). The student cannot request a specific replacement Faculty Advisor.

When a student embarks on their Capstone Project, it is the student's responsibility to select a Faculty Advisor who will also serve as the chair of the student's capstone committee. It is recommended that each student select an advisor who is aligned with the student's interest and capstone project research area. If the student selects a new advisor for the capstone project, the student will complete the [MHA Academic Advancement Form](#) with their assigned 1st year advisor and obtain a signature and approval from their new advisor/capstone chair.

It is not permissible for a Faculty Advisor/capstone committee chair to serve as a capstone project mentor for the same student. If a student identifies their assigned 1st year Faculty Advisor as their capstone project mentor, the student must seek a new Faculty Advisor /capstone committee chair from core MSMHA faculty members for the pursuit and completion of the capstone project.

## 8.5 Tracking Advisee Progress

If an exam grade received by a student is less than passing (<80%), the course director will notify the student's Faculty Advisor. The Faculty Advisor will contact the student and encourage them to meet to discuss strategies for improvement.

Students wishing to dispute a grade should refer to the MSMHA Student Handbook (section 3.2) for details on this process. The advisee may invite the Faculty Advisor to attend meetings regarding grade disputes. The Faculty Advisor may advocate for the student, as the Faculty Advisor may be most knowledgeable of circumstances influencing a student's performance.

A comprehensive review of the advisee's academic progress is required to take place in the Fall and Spring semesters of year one. The progress of the advisee will be summarized using the [MSMHA Mandatory Advising](#)



[Form](#), which is to be completed by the advisee prior to the meeting. The Faculty Advisor and advisee will schedule a meeting time that suits their schedules, typically in the middle of each semester. In addition, Faculty Advisors will be notified about any professionalism issues regarding the advisee and will meet with the student to address these matters.

If a student withdraws from or does not pass a core ANAT course, the student is required to meet with their faculty advisor prior to the start of the subsequent semester.

## **9. MSMHA Class Presidents**

### **9.0 Election of Class President**

Each class is responsible for electing a President and Vice President or Co-Presidents, using a voting method determined by the group. Elections should be held in the middle of the Fall semester of the class's first year, on a date agreed upon by the group. At the conclusion of the first year of the program, the class will determine if the elected President and Vice-President or Co-Presidents will continue serving in the second year or if new leadership should be elected.

### **9.1 Duties of Class Presidents**

- Plan, publicize, prepare for, and preside over all class meetings.
- Attend and represent the class in relevant student, faculty, and administrative meetings, and participate in appropriate planning and decision-making procedures pertinent to the MSMHA Program. The Second Year President will be a voting member of the MSMHA Steering Committee.
- Assist with programmatic decision-making and provide student feedback when requested.
- Establish ad hoc committees to achieve the goals of the class.
- Work with student representatives from other programs to organize the annual Donor Memorial Ceremony and publicize the event to fellow MSMHA students.

## **10. Faculty Members Affiliated with the MSMHA Program**

### **10.0 Graduate Faculty Membership**

Members of the faculty of the Modern Human Anatomy program may be viewed on MSMHA's [Our Team webpage](#).

### **10.1 Faculty Committees**

Faculty membership in MSMHA committees may be viewed on MSMHA's [Our Team webpage](#).

## **11. Anschutz Medical Campus & Program Logistics and Requirements**

### **11.0 Modern Human Anatomy Suite**

The MSMHA suite is on the 5th floor of the Fitzsimons Building on the University of Colorado Anschutz Medical Campus. The suite provides: a study room, a technology lab, a 3D printing lab, faculty and staff offices, reception/lounge space, a break room, and lockers by request.

The MSMHA suite is available to students 24 hours a day, 7 days a week. Outside of regular 8:00 AM – 5:00 PM business hours, access to Fitzsimons Building and the MSMHA suite can be obtained with the student's badge.

### 11.0.1 Lockers

Students may request a locker in the MSMHA suite. The MSMHA program requests that students use combination locks provided by the MSMHA program.

### 11.0.2 Copier and Printer

Each MSMHA student will be provided access to the full functionality of the copy/printing machine in the MSMHA suite. While the program does not dictate a printing or copy limit, it is expected that students will use the resource only for academic purposes and only for the student's own copying and printing needs.

## 11.1 MSMHA Laptop Requirement

All MSMHA students are required to have access to a laptop throughout the curriculum. The MSMHA program does not have a preferred manufacturer or operating system. The following guidelines should be used when purchasing a laptop for the program:

Critical:

- 64-bit dual core CPU (Intel Core i5 or equivalent):
- 8 GB RAM minimum (16 GB strongly recommended, especially for Mac computers)

Highly Recommended

- 64-bit quad core CPU (Intel Core i7 or equivalent)
- OpenGL-compatible graphics card (with at least 1 GB RAM)
- 256 GB (or larger) SSD drive (solid state drives are much faster than ordinary drives, but hold less data)

## 11.2 Email Policy

The MSMHA program abides by the [Graduate School's Student Email Policy](#). It is important for students to review the policy and abide by the guidelines.

As the [Graduate School's Student Email Policy](#) states, email is the official means of communication for the Graduate School. This holds true for the MSMHA program, and students are responsible for reviewing emails frequently. The expectations of the MSMHA program are the same as the Graduate School:

*Not reading email does not absolve a student from the responsibilities associated with communication sent to their official email address. Students are expected to check their official email address on a frequent and consistent basis in order to stay current with University communications (at a minimum, once a week). Students have the responsibility to recognize that certain communications may be time critical. "I didn't check my email," error in forwarding email, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing University communication sent via email.*

## 11.3 Parking

Parking passes are required for all locations on the Anschutz Medical Campus.

- 2024-2025 Student Permit Rates are \$42/month for students.
- Permit parking after hours and weekends only: No Charge 6:00pm to 6:00am on Saturday and Sunday – Access in or out of the lot will be denied outside of this time frame. Those still in the lot after 6:00am will be required to pay the hourly parking rate upon exit.
- Rock Lot Parking is \$16/month. The Rock Lot is a low-cost parking option for students on the Anschutz Medical Campus that is near campus.
- Reserved Parking: \$99/month
- Carpool: \$44/month

- Short Term Weekly Parking (1 to 8 weeks): \$16/week
- You can [manage your student parking permit online](#) (Please note: You must have established parking at the Parking Office before you will be able to manage your parking account online.)
- A student “[Frequently Asked Questions](#)” website is available to help.

#### 11.4 RTD (Rapid Transit Denver) Passes

The RTD Eco Pass is available to all active (enrolled) Anschutz Medical Campus degree-seeking students. The pass is supported by a mandatory student use fee of \$48.35 per semester. The AMC RTD Eco Pass includes all regular fixed route service, including bus (local, express, regional), light rail, call-n-Ride, and skyRide service (free to AMC students with RTD College Pass). Services NOT included in the RTD Eco Pass program include: access-a-Ride, BroncosRide, RockiesRide and other special event services.

The fee will be assessed for any term in which the degree-seeking student enrolls for academic credit at the Anschutz Medical Campus. Waivers out of the Eco Pass Program will be allowed only for individual students who meet specific criteria which are outlined in the [Fee Waiver Application form](#), which can be located on the [Office of Student Affairs webpage](#). Waiver criteria include:

- Students whose capstone projects take them to hospitals or locations/ buildings outside of the RTD service area must pay the per-term fee.
- If a degree-seeking student is not enrolled in a particular term, per RTD regulations, the fee and associated transit services cannot be ‘opted into’ for that particular term.
- Non-degree seeking students are not eligible for the RTD College Pass.

#### Degree seeking students new to campus

For degree seeking students new to campus, the RTD Eco Pass will not be available until the student completes orientation and receives their AMC ID Badge. For new students, the RTD Eco Pass will be distributed by the Badging / Security Office during matriculation. Students will be scheduled for Anschutz Campus ID Pictures, and the RTD Eco Pass ID will be prepared and distributed at the same time.

#### Continuing students

For continuing students (those enrolled as degree seeking in an AMC degree program), the Eco Pass will be available before the beginning of the next term. For continuing students, the RTD Eco Pass will be distributed by the Student Assistance Office in 3123 of Ed II North. As always, announcements will be sent via email with instructions on picking up the Eco Pass ID / sticker.

#### 11.5 Badges and Access

Newly matriculating students will receive their CU-AMC ID badges at New Student Orientation. Badges give students access to areas such as the MSMHA suite after hours and on weekends, dissection labs, parking lots (if a parking permit has been issued), academic buildings, and the Strauss Health Sciences Library.

If your badge is lost, stolen, damaged, or is malfunctioning, please contact the Security Badging Office immediately. The Security Badging Office is located on the 1st floor of the Fitzsimons Building. Additional contact and badging information can be found on the [Security Badging website](#).

#### 11.6 Colorado Residency

Colorado residency and access to in-state tuition benefits is determined by the Registrar’s Office at the Anschutz Medical Campus.

An individual must have been domiciled in Colorado for one calendar year before they can petition to receive in-state tuition benefits. For information on how to establish domicile in the state of Colorado, please review the [Residency Information for Current Students](#) website thoroughly.

Once a student has established domicile in the state of Colorado, the student must complete a [Petition for Residency](#) and submit the petition to the Registrar's Office.

### 11.7 Academic Calendars

The MSMHA program adheres to the Graduate School's academic calendar. The academic calendars for all Colleges and Schools at CU-Anschutz are located on the [Registrar's website](#).

### 11.8 Course Registration

All students will use the UCD portal, [UCDAccess](#), to add, drop, and/or withdraw from courses each semester. Only the student may alter his or her own academic schedule and is responsible for all registration functions. The start of registration for each semester, in general, is as follows:

- Fall Semester: First Monday in July
- Spring Semester: Last Monday in October
- Summer Semester: Last Monday in March

The last day that you may add/drop courses from your schedule, in general, is as follows:

- Fall Semester: Friday of the second week of classes
- Spring Semester: Friday of the second week of classes
- Summer Semester: Friday of the first week of classes

To access registration functions, login to the [UCDAccess portal](#).

Please be sure to consult the [Graduate School's Academic Calendar](#) for exact dates each academic year.

If a student needs to add a course after the add/drop deadline has passed, the student must complete the [Course Registration form](#), and obtain a signature of permission from the faculty member teaching the respective course(s) the student wishes to add. The form must then be submitted to the Academic Services Program Director for processing through the Registrar's Office. Please be aware that a late fee will be assessed.

Courses with an ANAT prefix are restricted for only MSMHA degree-seeking students and registration in these classes will not "fill-up" for MSMHA majors. Please keep in mind that elective courses that are not offered with an ANAT prefix may fill, thus students are encouraged to register for those courses as soon as registration opens.

## 12. Admissions

### 12.0 Admissions Requirements

The admission requirements for the Master of Science in Modern Human Anatomy are comparable to those of other basic science programs in the University of Colorado Anschutz Medical Campus Graduate School. The selection of candidates will favor the diversity of talents or backgrounds that are complementary to the intended focus of the program. Consideration will be given to applicant profiles that promise to strengthen team-oriented project development as well as the technical and academic demands of the curriculum. Students applying to the MSMHA program should adhere to the Admissions Criteria listed on the [Admissions](#) webpage. The admissions process is outlined on the [Admissions](#) webpage.

### 12.1 Provisional Admission Status

Applicants with an undergraduate grade point average below a 3.0 (on a 4.0 scale) from their undergraduate degree-granting institution must enter the MSMHA graduate program on Provisional Status, as required by the Graduate School. Provisional students must complete the first semester of study (at least six credit hours) with a cumulative GPA of 3.0 or better to continue in the program. At the end of the specified probationary period, the Graduate School, in conjunction with the Student Success Committee and the Executive Program Director, will review the performance of the provisional student and either recommend (a) regular admission based on conditions being met or (b) dismissal from the graduate program to which they were provisionally admitted. In consultation with the Executive Program Director, the Graduate School will notify the student of the outcome.

## 12.2 Admissions Calendar

Students wishing to apply to the MSMHA program may access the University of Colorado Anschutz Medical Campus online graduate application starting September 1st for matriculation into the program the following August. The deadlines to complete an application to the Modern Human Anatomy program for matriculation in August at the start of the next academic year are:

Early Decision Deadline:	November 1
Regular Deadline:	March 1st
Final Deadline:	May 1st

## 12.3 Readmission of Former Students

Students who have been admitted to the MSMHA program have five calendar years to complete the curriculum requirements. Occasionally, students will experience events that interrupt their course of study for one or more semesters.

If a student leaves the program for more than one calendar year, or three semesters including the summer, the student must contact the MSMHA Academic Services Director to determine their eligibility to continue in the program. If continuation is recommended, the student is required to submit Part I of the University of Colorado Anschutz Medical Campus graduate application for the MSMHA program, as well as the \$50 application fee.

Students who were accepted to the program and wish to defer enrollment must contact the MSMHA Academic Services Program Director. If the accepted student wishes to enroll the following academic year, then completion of Part 1 of the University of Colorado Anschutz Medical Campus graduate application for the MSMHA program is required for the subsequent academic year, as well as the \$50 application fee.

If a student withdraws from the program and CU-Anschutz Medical Campus, the student may be eligible to apply for readmission to the program no sooner than one full calendar year (3 semesters including the summer) following the withdrawal from the MSMHA program. Part 1 of the University of Colorado Anschutz Medical Campus graduate application must be completed, and the \$50 application fee must be paid. A Statement of Purpose must also be submitted with the application. Please consult with the Academic Services Program Director regarding the requirements of this document. Readmission to the program is at the discretion of the admissions committee, in conjunction with the Executive Director.

## 12.4 Western Regional Graduate Program (WRGP)

The MSMHA program is a member of the [Western Regional Graduate Program \(WRGP\)](#), which allows master's students who are residents of the 15 participating states to pay Colorado resident tuition for the duration of their studies in the MSMHA program. The participating states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of the Northern Mariana Islands. Those wishing to apply for WRGP status

must complete the [WRGP Application](#) and submit to the Academic Services Program Director at the same time that the UCDenver application is submitted online.

## Appendix A: MHA Pathway to Dentistry Program

### Guidelines and Policies

Students admitted to the Pathways to Dentistry MHA Program are subject to all rules, guidelines, and policies of the MS-MHA program starting in year 1, and additionally will adhere to the rules, guidelines and policies of the School of Dental Medicine starting in fall of year 2. These policies are too numerous to be outlined in this MOU and can be found in the MS-MHA Student Handbook and the Forms and Policies of the School of Dental Medicine. These policies are subject to change and may be more stringent than other graduate programs and/or the Graduate School Rules, per Graduate School policy.

Admission into the DDS program will remain separate from admission into the MHA program. Therefore, students will apply and retain their reserved seat in the DDS program during their program year. Non-Colorado residents may apply for Colorado residency while enrolled in the MHA program. The student residency status for the DDS program would be evaluated separately from their residency status in the MHA program year.

### Eligibility for the MHA Pathway to Dentistry Program

Potential applicants must check yes to at least one of the following to be eligible for admissions to the MHA Pathway to Dentistry Program:

- I belong to an ethnic group who is currently under-represented in the medical community:
  - Black or African American
  - Hispanic/Latino
  - Native American/Alaska Native
  - Pacific Islander/Native Hawaiian
- I am from an educationally or financially disadvantaged background
- I am from a federally designated rural/frontier community
- The household in which I grew up in was in one of the lowest 10% per capita income counties in the United States.
- The household I grew up in was designated to be below the US Federal poverty guidelines or poverty thresholds according to the US Department of Health and Human Services.
- I was born or raised in a county designated as underserved by health professionals.
- I am a first-generation student – (A) an individual both of whose parents did not complete a baccalaureate degree; or (B) in the case of any individual who regularly resided with and received support from only one parent, an individual who's only such parent did not complete a baccalaureate degree. \*Siblings do not count because they are technically first-generation as well. In addition, students' whose parents have attained a bachelor's or an advanced degree from another Country are not considered first generation.
- I am a non-traditional student applicant: Non-traditional Student- referred to as adult students, students who delay entry into college, students with children, students who are married, students attending part-time, students working fulltime, and financially independent students.
- I wish to serve the underserved: My career goals include practicing dentistry in communities that lack access to dental care and are underserved by dental practitioners.

### Prerequisites for the MHA Pathway to Dentistry Program

All applicants to the Pathways to Dentistry MHA Program must meet the admissions requirements of the Doctor of Dental Surgery (DDS) degree.

The following courses (semester hours or equivalent quarter hours) are required to apply to the School of Dental Medicine. All coursework must be completed with a grade of C or better from an accredited U.S. college

or university at the conclusion of the spring term of the year accepted. No more than 60 semester hours are allowed from a community/junior college. High school advanced placement (AP) courses can be accepted for prerequisite course work and will be evaluated on a case by case basis. Official documentation will be required to include AP scores. International students should contact the admissions office directly.

- General Biology or General Zoology with Lab (8 semester hours)
- General Chemistry with Lab (8 semester hours)
- Organic Chemistry with Lab (8 semester hours)
- General Physics with Lab, Algebra or Calculus based (8 semester hours)
- Microbiology, Lab not required (3 semester hours)
- General Biochemistry, Lab not required (3 semester hours)
- English Composition (3 semester hours)
- 90 semester hours with at least 30 hours of upper division credit
- Suggested Electives: Courses to consider include anatomy, cell biology, histology, immunology, physiology, business management/finance, psychology, and communications. Courses may be in a single area with a general background in many areas or may group together several related areas in the sciences or humanities.

The Pathways to Dentistry MHA Program utilizes a holistic admissions process and recommends an overall cumulative GPA of 2.80 and above and a science GPA of 2.60 and above for a successful application.

#### **Dental Admission Test**

Each applicant must complete the Dental Admission Test (DAT). The computerized test can be taken at any time during the year however, applicants are encouraged to complete the DAT by August 1 prior to applying to the DDS program. ADEA will obtain the applicant's official DAT scores directly from the testing center and will import the scores directly into the application. Successful applicants to the MHA Pathways to Dentistry Program are required to have a DAT score of 18 or higher.

#### **Dental Shadowing Requirements**

A minimum of 25 hours of dental shadowing are required prior to applying to the Pathways to Dentistry MHA Program. Ideally, these hours will include time with a variety of general and specialty dental clinics. Once admitted to the Pathways to Dentistry MHA Program, it is expected that students will complete an additional 25 hours of dental shadowing prior to starting the DDS curriculum in year 2 of the Pathways to Dentistry MHA Program.

#### **MHA Pathway to Dentistry Curriculum Requirements**

MHA Pathway to Dentistry Program students must meet all the requirements of the Doctor of Dental Surgery program to be eligible for the DDS degree and the modified M.S. in Modern Human Anatomy degree. The traditional MS-MHA degree is 43 credit hours of coursework including 8 credit hours of the MS-MHA Capstone Project. The MS portion of the MHA Pathway to Dentistry Program has been modified to 33 credits, as 9 credit hours of electives are satisfied by core coursework with the DDS curriculum. MHA Pathway to Dentistry Program students are required to complete the 24-credit core curriculum of the M.S. in Modern Human Anatomy program, ANAT 6600, Experimental Design & Research Methods (1), ANAT 6910, Teaching Practicum (1), and an 8-credit Capstone Project:

#### **M.S. in Modern Human Anatomy Dual Degree Requirements (34 credits)**

- ANAT 6205 Imaging and Modeling 4 credits MS-MHA Fall
- ANAT 6310 Neuroanatomy 4 credits MS-MHA Fall
- ANAT 6321 Human Histology 4 credits MS-MHA Fall



ANAT 6412 Foundations of Teaching 1 credit MS-MHA Fall  
ANAT 6111 Human Gross Anatomy 8 credits MS-MHA Spring  
ANAT 6330 Human Embryology 3 credits MS-MHA Spring  
ANAT 6910 Teaching Practicum 1 credit DDS/MS-MHA Year 4  
ANAT 6950 MS-MHA Capstone Project 8 credits MS-MHA Summer (3 credits),  
DDS/MS-MHA Year 5 (5 credits)  
ANAT 6600 Experimental Design & Research Methods 1 credit

**Capstone Project:**

Pathways to Dentistry MHA Program students are required to complete an 8-credit, multi-semester capstone project. Students will formulate a project and identify a project mentor and chair during the fall and spring of year 1 and will embark on the project in the summer of year 1. While students may progress on their capstone project at any time in the DDS curriculum, the expected completion of capstone projects will occur throughout the final year of the DDS curriculum (year 5 of the Pathways to Dentistry MHA Program program).

Students are required to submit a final capstone paper and orally defend their project in a public forum.

**Concurrent Enrollment:**

Students in the Pathways to Dentistry MHA Program will enroll as MS-MHA students during their first year, then transition to DDS students in Fall of their second year and maintain concurrent enrollment until graduation from both programs.

**Program Disclosure:**

Once Pathways to Dentistry MHA Program participants have started the program, if they withdraw for any reason, they are required to submit a written notice of withdrawal from the program with accompanying justifications for discontinuing enrollment. Additionally, a withdrawing participant is required to complete an exit interview with the School of Dental Medicine's Office of Diversity and Inclusion. Please note: Successful completion of the 1st year of the MS-MHA program alone does not guarantee admission to either the CU School of Dental Medicine or any other dental school.

**Program Completion:**

Students in the Pathways to Dentistry MHA Program must complete all DDS requirements and 33-credits of the MS-MHA curriculum. Should a student successfully complete the first year of the MS-MHA curriculum then fail to complete the MS-MHA Capstone Project and/or the Teaching Practicum, the student is eligible for a Certificate in Human Anatomy.

Should a student complete the first year of the MS-MHA curriculum then fail to complete all the requirements of the DDS degree or decide not to pursue the DDS degree, the student may continue progress on the Modern Human Anatomy degree and complete the curricular requirements of the 43-credit traditional MS-MHA. The MS-MHA Curriculum Committee will determine whether coursework completed within the School of Dental Medicine may be used as electives in the MS-MHA degree plan.

**Degree Conferral:**

The requirements for the MS-MHA degree and the DDS degree may be met at differing times. If a student does not complete the DDS portion of the program, the student must complete the traditional 2nd year MS-MHA curriculum and all 43-credits of the MS-MHA curriculum to receive the M.S. degree.

### **Eligibility to Transition from MHA to DDS**

Students will have a reserved seat at the University of Colorado School of Dental Medicine for the academic year following their successful completion of the 1st year curriculum of the Modern Human Anatomy Program. All students must meet the following requirements to successfully continue to the Doctor of Dental Surgery program:

- ☑ Complete a minimum of 24 credits of ANAT core coursework with grades no lower than a B-.
- ☑ Earn an overall GPA of 3.00 or higher following the completion of the Fall semester in the MHA program.
- ☑ Successfully complete the Hand Skills Course/Workshop, a free class held on four Saturdays throughout the Fall semester, five Saturdays in the Spring semester, and three evenings in the Summer semester.
- ☑ Complete two mandatory one on one meetings with the School of Dental Medicine's Director of Diversity Programming to check in on progress.
- ☑ Complete any additional dental shadowing requirements to satisfy the minimum 50-hour requirement for CU SDM admissions.
- ☑ Consistently demonstrate academic and non-academic ethics, collegiality, and professionalism.
- ☑ Complete all required supplemental experiential learning opportunities through the CU School of Dental Medicine.

### **Application Process**

Interested students may apply to the MHA Pathway to Dentistry Program in two different ways. Students may apply directly to the Doctor of Dental surgery program or apply directly to the Master of Science in Modern Human Anatomy program.

#### **Apply to CU's Doctor of Dental Surgery Program**

Students applying directly to the Doctor of Dental Surgery program are eligible for the MHA Pathway to Dentistry Program. Applicants must apply through the American Dental Education Association (ADEA) application service. Applications may be filed beginning June 4 of the year preceding admission. The latest filing date is October 15. While a rolling admissions process is utilized, which may extend acceptances through March of the admission cycle year, early application is strongly encouraged as acceptances are offered as early as December 1. Only completed applications are reviewed.

The following must be sent directly to the ADEA:

- Completed AADSAS application - available online at American Dental Education Association (ADEA)
- Official transcripts from all colleges, universities and professional schools attended
- Letters of recommendation: Two letters from science instructors AND one letter from a non-science instructor, dentist you shadowed or employer OR Pre-Dental Committee letter (must include two science instructors)

- An \$90.00 application fee is due with the application. A separate e-mail will be sent out with instructions on how to submit payment. If applicants of the Pathways to Dentistry MHA Program would like to apply for a fee waiver, they can do so by contacting the CUSDM Office of Admissions.

DDS applicants who are selected to be a good fit for the program will be invited to apply to the MHA Pathway to Dentistry Program via email after December 1st of the preceding year of admission.

### **Apply to the Modern Human Anatomy Program**

Students applying directly to the Master of Science in Modern Human Anatomy Program must meet the Doctor of Dental Surgery prerequisite requirements outlined above on this website.

To apply, students must:

- Complete the Modern Human Anatomy application through the Graduate School's Application for Admission,
- Submit official transcripts from all colleges, universities, and professional schools attended,
- Provide three letters of recommendation,
- Provide unofficial DAT scores to [jennifer.thurston@cuanschutz.edu](mailto:jennifer.thurston@cuanschutz.edu),
- Complete all application requirements for review by the Admissions Committee (no need to formally submit the application). Please do not pay the application fee unless admitted to the program.

Students admitted to the MHA Pathway to Dentistry Program through the Graduate School's Application for admission will be required apply to the Doctor of Dental Surgery Program through the American Dental Education Association (ADEA) application service during their first year in the MS-MHA program. Applications may be filed beginning June 4 prior to matriculating to the MS-MHA program.