



MSMHA Student Handbook

2019 - 2020 Academic Year

Table of Contents

1. Introduction and General Information

- 1.0 Purpose of the Student Handbook
- 1.1 Department of Cell and Developmental Biology
- 1.2 The MSMHA Degree and Mission
- 1.3 MSMHA Administration
- 1.4 Student Privacy
- 1.5 Equal Opportunity and Non-Discrimination

2. MSMHA Degree Requirements

- 2.0 MSMHA Curriculum & Credit Hours Requirement
- 2.1 Course Loads and Expectations
- 2.2 Course Descriptions
- 2.3 MSMHA Core Course Requirements
 - 2.3.1 ANAT 6111, Human Gross Anatomy
 - 2.3.2 ANAT 6205, Imaging and Modeling
 - 2.3.3 ANAT 6310, Neuroanatomy
 - 2.3.4 ANAT 6321, Human Histology
 - 2.3.5 ANAT 6330, Human Embryology
 - 2.3.6 ANAT 6412, Foundations of Teaching
 - 2.3.7 ANAT 6600, Experimental Design and Research Methods
 - 2.3.8 ANAT 6910, Teaching Practicum
 - 2.3.9 MSMHA Capstone Project
- 2.4 MSMHA Seminar Series
- 2.5 MSMHA Electives
 - 2.5.1 ANAT 6750, Special Topics, Modern Human Anatomy
 - 2.5.2 ANAT 6840, Independent Study
 - 2.5.3 ANAT 6910, Teaching Practicum
 - 2.5.4 ANAT 6931, MSMHA Internship

2.6 Certificate in Anatomical Sciences Education

2.7 ANAT 6910, Teaching Practicum, vs ANAT 6911, Advanced Teaching Practicum

3. MSMHA Academic Policies

3.0 Grading Policy

3.0.1 General Rules

3.0.2 Incomplete Work

3.0.3. MSMHA Course Withdrawal Policy

3.0.3.1 Withdrawal from ANAT Course

3.0.3.2 Withdrawal from non-ANAT Courses at CU-AMC

3.0.3.3 Withdrawal from CU-Denver Courses

3.0.3.4 Course Withdrawal for International Students

3.1 Course Attempts

3.1 Academic Standing

3.2 MSMHA Policy for Academic Appeals and Grievances

3.3 Graduate School Academic Honor Code and MSMHA Honor Statement

3.4 Credit and Payment for Work

4. Transfer Credits: Policies and Procedures

4.0 Definitions and Limits

4.1 Transfer Course Requirements

4.2 Process for Transferring Courses

5. MSMHA Graduation Procedures

5.0 Time Requirements for the MSMHA Degree

5.1 Course and Grade Requirements for Graduation

5.2 Graduation Procedures

5.3 Graduation Dates and Commencement

6. Academic and Professional Integrity Policies

6.0 Cell Phones, Tablets, and Computer Usage

6.1 Consensual Relationships Policy

6.2 Sexual Harassment

6.3 Diversity

6.4 Dress Code

6.5 Email

6.6 Social Media Policy

- 6.7 Course Evaluations
- 6.8 Grievances
- 6.9 Faculty Academic Principles, Professional Rights, and Responsibilities

7. MSMHA Academic Advising

- 7.0 Advising Philosophy
- 7.1 Assignment of Faculty Advisors
- 7.2 Advising Sessions
- 7.3 Advising and the Capstone Project
- 7.4 Changing Faculty Advisors
- 7.5 Tracking Advisee Progress

8. MSMHA Class Presidents

- 8.0 Election of Class President
- 8.1 Duties of Class Presidents

9. MSMHA Faculty

- 9.0 Graduate Faculty Membership
- 9.1 Faculty Committees

10. Anschutz Medical Campus & Program Logistics and Requirements

- 10.0 Modern Human Anatomy Suite
 - 10.0.1 Lockers
 - 10.0.2 Copier and Printer
- 10.1 MSMHA Laptop Requirement
- 10.2 Email Policy
- 10.3 Parking
- 10.4 RTD Passes
- 10.5 Badges and Access
- 10.6 Colorado Residency
- 10.7 Academic Calendars
- 10.8 Course Registration

11. Admissions

- 11.0 Admissions Requirements
- 11.1 Provisional Admission Status
- 11.2 Admissions Calendar

- 11.3 Readmission of Former Students
- 11.4 Western Regional Graduate Program

1. Introduction and General Information

1.0 Purpose of the Student Handbook

The purpose of the MSMHA Student Handbook is to acquaint students with the policies and procedures of the University of Colorado Denver | 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, Vice Executive Director, or the 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 Denver | 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. Thomas Finger](#) serves as the Executive Director of the MSMHA graduate program, and [Dr. Maureen Stabio](#) serves as the Vice-Executive Director. [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. MSMHA faculty serve on internal committees such as the Steering Committee, Curriculum Committee, Student Success Committee, Capstone Project Committee, and the Admissions Committee. Please consult the [MSMHA Faculty Committees 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 in order 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 MS 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 for Students Matriculating Fall 2019](#)

[MSMHA Curriculum and Degree Requirements for Students Matriculating Fall 2018](#)

[MSMHA Curriculum and Degree Requirements for Students Matriculating Fall 2017](#)

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

2.2 Course Descriptions

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

2.3 MSMHA Core Requirements

Required courses are listed on the MSMHA Curriculum page, which can be accessed here on the [MSMHA Curriculum 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 Bonfiglio 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 Director: Dr. Maureen Stabio

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 development of collaborative presentations.

This course is only held in the Spring semester and is offered as a 15-week class.

2.3.4 ANAT 6321, Human Histology (4 credits)

Course Director: Dr. Lisa Lee

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 Fall semester. It is a 15-week course and consists of integrated lectures and laboratories throughout the semester.

2.3.7 ANAT 6412, Foundations of Teaching (1 credit)

Course Director: Dr. Maureen Stabio

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 semesters, starting in the 9th week of the semester.

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

Course Director: Dr. John Thompson

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 Fall semesters for the first 8 weeks of the term.

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 Vice Executive Director and the faculty member directing the Practicum will have final approval of the teaching practicum. 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 the issuance of a permission number for registration. 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 in order 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 10% of each student's final capstone grade.

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 obtain a permission number for registration.

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

The Capstone Project is graded on a letter-grade basis. While the project is in process, students will receive a grade of "IP," 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 first-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 all MSMHA seminars is a prerequisite to the Capstone Project for first-year students. Students should speak to the Academic Services Program Director if an absence from a seminar is anticipated.

Second-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 electives throughout the two years of the program. Electives which have been pre-approved by the MSMHA Curriculum Committee may be viewed on the [MSMHA Approved Electives webpage](#). Students may also present options for elective credits to his or her Faculty Advisor for vetting and approval by the Curriculum Committee. These additional elective options can be chosen from the Graduate School Coursebook, from other AMC Coursebooks, 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 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 Certificate in Anatomical Sciences Education

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.

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 the 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.

Students must be degree-seeking in the MSMHA program to be eligible to participate in the certificate. Additionally, students must [apply](#) for participation in the certificate, as space is limited.

2.7 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 table below.

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

3. MSMHA Academic Policies

3.0 Grading Policy

3.0.1 General Rules

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:

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

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.

3.0.2 Incomplete Work

With the exception of the MSMHA Capstone Project, course directors will assign either a letter grade, a pass/fail grade, or an Incomplete (I) grade. An Incomplete grade is automatically changed to an F grade after one calendar year unless a grade change is initiated by the course director.

Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. An incomplete is to be used in cases where extenuating circumstances beyond the student's control prevent the student from completing a small portion (generally 25%) of the course in such a way that a final grade cannot yet be assigned.

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.

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

3.0.3 MSMHA 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.

3.0.3.1 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, the Academic Services Program Director, and the Assistant Dean of the Graduate School. Please note that students are not eligible for a tuition refund after the add/drop period.

3.0.3.2 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 policy of the department offering the course, as there is not a campus-wide withdrawal 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, the Academic Services Program Director, and the Assistant Dean of the Graduate School. Please note that students are not eligible for a tuition refund after the add/drop period.

3.0.3.3 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.

3.0.3.4 International Students

International students should discuss the possibility of a course withdrawal with an advisor in the Office of International Affairs, as withdrawing from a class may impact full-time status and risks violating visa guidelines and requirements.

3.1 Course Attempts

In adherence to the Graduate School, a graduate 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.

3.1 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 Academic Services Program Director will then notify the student's Faculty Advisor and the Chair of the Student Success Committee, so the student, Faculty Advisor, and Student Success Committee can work together to develop a strategy for success. 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.

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

3.2 MSMHA Policy for Academic Appeals and Grievances

3.2.1 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 8th floor of Building 500. 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 you feel the appropriate next step is to engage in a process detailed below, you can do so with better information and tools in hand.

3.2.2 MSMHA Policy for Academic Appeals

The MSMHA program is guided by the [Academic Grievance and Appeals Process](#) that has been 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 resolve 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 in order 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.

3.3 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.

3.4 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. Transfer Credits: Policies and Procedures

4.0 Definitions and Limits

Transfer credit is defined as any credit earned at another accredited institution either in the United States or abroad, or credits earned as a non-degree student within 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.

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

4.1 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" or better (individual programs may require a "B" or better for transfer credit and/or may require a B or better in the core classes of the particular discipline);
- be validated by the Program Director if the credits were not earned within seven (7) years of the PhD comprehensive exam or the Master's final exam, if applicable, to ensure that the course content is still considered current; and
- be transferred prior to the semester in which the student presents for the PhD comprehensive or Master's final examination, if applicable, is taken.

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.

4.2 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.

5. MSMHA Graduation Procedures

5.0 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 Assistant Dean. For students to continue beyond the time limit, the Executive Director must petition the Assistant 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.

5.1 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.

5.2 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](#) with the University, and an [Application for Admission to 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 Admission to 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.

5.3 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.

6. 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.

6.0 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.

6.1 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>

6.2 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.

6.3 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.

6.4 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.

6.5 Email

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

6.6 Social Media Policy

The [University of Colorado's Guidelines & Best Practices on Social Media Usage](#) 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.

6.7 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. In order 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.

6.8 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.

6.8.1 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 resolve 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.

6.8.2 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 Assistant Dean of the Graduate School to ascertain the next steps with respect to the student/s options, including an appeal process.

6.9 Faculty Academic Principles, Professional Rights, and Responsibilities

Faculty at the Anschutz Medical Campus are guided 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.

7. Faculty Academic Advising

7.0 Faculty Advising Philosophy

The purpose of pairing students with Faculty Advisors is to support the development of the student 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 his or her 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.

7.1 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.

7.2 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 he/she is meeting the goals that have been established.

7.3 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), submit a preliminary capstone report to their capstone committee by December 1, and submit a final capstone project report to his or her capstone committee in early-April. 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 2nd year of the curriculum. Students should discuss their capstone progress with their Faculty Advisor on a monthly basis.

7.4 Changing Faculty Advisor

A student may request to change their Faculty Advisor in the 1st year of the program. The advisee's request must be made to the Chair of the Student Success Committee in the form of an email, 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.

In the 2nd year of the program, 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 2nd year of the program, the student is responsible for notifying their 1st year Faculty Advisor of the change.

In the 2nd year of the program, 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 2nd year of the program.

7.5 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 that they 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 Program Progress 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 (see MSMHA Student Handbook, Section 3.3) regarding the advisee, and will meet with the student to address these matters.

8. MSMHA Class Presidents

8.0 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' 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.

8.1 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

9. Faculty Members Affiliated with the MSMHA Program

9.0 Graduate Faculty Membership

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

9.1 Faculty Committees

Faculty membership in MSMHA committees may be viewed on the [MSMHA Faculty Committees webpage](#).

10. Anschutz Medical Campus & Program Logistics and Requirements

10.0 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 conference room, faculty offices, a program administrator office, reception/lounge space, a break room, lab space, and lockers for all first-year students in the program.

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 Building 500 and the MSMHA suite can be obtained with the student's badge.

10.0.1 Lockers

First-year students will be assigned a locker in the MSMHA suite, and a lock will be provided for each student. The MSMHA program is not responsible for items contained in the lockers, or

personal items left in and around the suite. Second-year students may secure a locker in one of the Education buildings and must provide their own locks.

10.0.2 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.

10.1 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)

10.2 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 his or her 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.

10.3 Parking

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

- 2018/2019 Student Permit Rates are \$40/month for students.
- Permit parking after hours and weekends only: No Charge. Monday -Friday 6:00pm to 6:00am or all day 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 \$14/month. The Rock Lot is a low-cost parking option for students on the Anschutz Medical Campus that is in close proximity to the campus. It is located on the west side of Victor Street north of the UPI garage.
- Reserved Parking: \$95/month
- Carpool: \$42/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](#)" print out available.

10.4 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 are: 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 [Student Assistance Office 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.
- In the event that 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.

10.5 Badges and Access

The Academic Services Program Director will arrange a date and time in which new students will visit the badging office to receive their AMC ID Badges. The badging appointment typically occurs during 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), and the student lounge in Building 500.

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 Building 500. Additional contact and badging information can be found on the [Security Badging website](#).

10.6 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 he or she is can petition to receive in-state tuition benefits. For information on how to establish domicile in the state of Colorado, please read [How to Establish Colorado Domicile](#) 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.

10.7 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](#).

10.8 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 August
- Spring Semester: First Monday in December
- Summer Semester: Second Monday in May

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 [Student 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 Graduate School. Please be aware that a late fee will be assessed.

Courses with an ANAT prefix are restricted for only MSMHA degree-seeking students, so 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.

11. Admissions

11.0 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 Denver | 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 Criteria](#) webpage. The admissions process is outlined on the [Admissions Process](#) webpage.

11.1 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 in order 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.

11.2 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 form matriculation in August of that year are:

Priority deadline: March 1st

Secondary Deadline: May 1st

11.3 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 his or her 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.

11.4 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. A limited number of WRGP slots are awarded, based on merit, for each incoming class of students. 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.