

University of Colorado

Thesis Track	6
Non-Thesis Track	7
Bachelor's Accelerated Masters Coursework (BAM)	8
MA/MBA Coursework (67 credit hours)	9
Example of Two-Year Sequence of Required Classes	10
Graduate Seminars in Theatre, Dance, and Performance Studies	10
Elective Coursework	11
Graduate Seminar Courses	11
Graduate Independent Studies	11
Production Research and Practicum Courses	12
Guidelines for Flexible Credit Courses (Independent Study & Practicums)	12
Credit Hour Limitations	13
Petitions	13
Petition to Register for More Than 15 Credit Hours	13
Graduate Student Request for Extension of Time Limit	13
Coursework Not Applying to the Degree	14
Grades and Quality of Graduate Work	14
Transfer Credit Rules	15
Types and Amount of Transfer Credit Allowed	15
Transfer Credit Restrictions	16
Thesis Committee	17
Human and/or Animal Research	18
Final Exam/Thesis Defense	18
Thesis Submission	18
Rules Governing the Final Exam	19
Non-Thesis Track Exam	20
Non-thesis track examination committee	21
Non-thesis track written take-home exam	21

Non-thesis track oral exam	21
Thesis Track Exam	22
Deadlines	22
Directing	23
Department Grants	23
ACE Performance Enhancement Fund	24
The Reverend and Mrs. Francis Wolle Fund	24
Full-Time Status and Minimum Residency Requirements	24
Academic Ethics	25
Petitions	25
Sexual Harassment Policy	25
Registration Stops	25
Time Limits for Completion of Degree	26
Taking Time Off	26
Leave of Absence Program	26
Parental Leave	26
Readmission	27
Withdrawal from the University	27
Verification of Enrollment & Degree	27
Types of Assistantships	28
General Qualifications	29
Supervision of TAs and GPTIs	29
Graduate Teacher Program	30
Grants	30
Other Awards	30
Work Study	31
Loans	31
Address Changes	32
Email	32
	3

Welcome to the Theatre & Performance Studies graduate community
at the University of Colorado Boulder!

As an MA student in Theatre & Performance Studies, you are participating in an educational program under the auspices of the Graduate School of the University of Colorado Boulder and the Department of Theatre & Dance in the College of Arts and Sciences. You are officially admitted into the Graduate School, and your dean is the Dean of the Graduate School.

The Graduate School has delineated policies and procedures regarding graduate studies, including certain minimum requirements and qualifications. Those policies and procedures are detailed in the [Graduate School Rules](#), which can be found on the Graduate School website. All graduate students must familiarize themselves with this document.

The Graduate School allows departments to further restrict and add certain requirements. The following document explains significant rules and policies of the department, the Graduate School, and the University, and provides helpful student information.

The summer before matriculation, each MA student is assigned a faculty academic advisor by the Co-Directors of Graduate Studies in Theatre & Performance Studies. The purpose of the academic advisor is to help with coursework selection, degree completion, and to help select an advisor and committee for the thesis or final exam.

The department requires students to meet with their academic advisor every semester. This should be done before registering for the next semester in order to review progress and discuss any changes to their plan of studies. In one of the first meetings, please review and sign the document provided by

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Students who do not plan to pursue a PhD may wish to elect the non-thesis track, which requires written and oral exams covering graduate coursework. Students in this track will complete a final project that will serve as a culminating goal for their MA experience. This project might be a creative project, a research study, a management project, an engaged performance experience, or beyond. To support the completion of this project, non-thesis track students are required to take an independent study with their academic advisor in their final semester. Discussion and reflection on how you worked towards your culminating goal and what you learned will be part of your MA oral exam.

To complete the non-thesis track of the MA program, students must demonstrate proficiency in three areas: academic coursework, articulation of and progress towards their MA culminating goal, and the final exam (written and oral).

THDN 6009	Research & Teaching in Theatre, Dance & Performance Studies
THTR 5010	Introduction to Performance Studies
THTR 6011	Theatre & Performance Studies Histories 1
THTR 6041	Theatre & Performance Studies Histories 2

THTR 6949	Independent Study for 3 credit hours
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THDN 6009 Research and Teaching

Including of the following:
THTR 5010 Introduction to Performance Studies
THTR 6011 Theatre & Performance Histories 1
THTR 6041 Theatre & Performance Histories 2

THTR 6959 Thesis (OR
THTR 6949 Independent Study (_____

Students may take up to and including 12 credit hours while in the undergraduate program which can later be used toward the master's degree. However, only 6 credit hours may be double counted toward both the bachelor's degree and the master's degree. The 12 credit hours may be divided between undergraduate and graduate level courses (6 credit hours at the 3000 or 4000-level and 6 credit hours at the 5000-level and above). The 12 credit hours may also be all graduate level courses (5000-level and above).

It is important that BAM students work with their undergraduate advisor, the ua n undergrhe%, the !

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The MA/MBA in Theatre & Performance Studies is a dual degree program, and its curriculum is best conceived that way.

The MA in Theatre & Performance Studies requires 30 credit hours and is a two-year degree.

The Masters in Business Administration requires 55 credit hours and is a two-year degree.

However, because overlapping coursework is allowed, this dual degree allows students to earn both MA and MBA with a minimum of 67 approved credit hours, in three years.

Dual degree students complete

43 hours of MBA coursework

24 hours of Theatre/Dance coursework (plus 6 hours of electives from the MBA)

THDN 6009 Research and Teaching

Including of the following:

THTR 5010 Introduction to Performance Studies

THTR 6011 Theatre & Performance Histories 1

THTR 6041 Theatre & Performance Histories 2

Including:

- 3 credit hours in management topics

Graduate School will allow 6 hours of B (3.0) or better coursework taken in the College of Business to count toward the 30 credit hours required for the Theatre & Performance Studies MA.

To achieve the 55 credit hours required for the MBA degree, the Graduate School will allow 12 hours of B (3.0) or better coursework taken in the Department of Theatre & Dance to count toward the 18 credit hours of Business School Electives required for the MBA.

Students will work with a graduate advisor in Leeds to plan and complete their MBA requirements.

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Fall 2022

THDN 6009 Research and Teaching
THTR 6011 Theatre & Perform Histories 1

Spring 2023

THTR 6041 Theatre & Perform Histories 2

Fall 2023

THDN 6009 Research and Teaching
THTR 5010 Intro to Performance Studies

Spring 2024

THTR 5143 Shakespeare in Community
THDN 5099 Live Performance: Critical Curation

* Please note that Fall 2023 and Spring 2024 classes ar!1nbmMNv

DANCE STUDIES

DNCE 5047	Hip-Hop Dance History
DNCE 6017	Cultural Collisions and Ethics in Dance and Movement Performance
DNCE 6047	Dance Studies

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Besides the approved graduate seminars, MA students are also encouraged to take other graduate courses offered in the Department of Theatre & Dance. When approved by the student's academic advisor, MA students are encouraged to take courses in other departments. These credits may count toward the required 30 hours of coursework.

The department offers the following courses regularly:

THEATRE PRACTICE

THTR 5033	Advanced Movement for the Stage
THTR 5051	Special Topics in Theatre History
THTR 5071	Advanced Directing
THTR 5213	Improvisation I: Thinking On Your Feet
THTR 5085	Theatre Management
THDN 5173	Creative Climate Communication

THEATRE TECH

THTR 5025	Costume Patterning and Construction
THTR 5045	Costume Craft
THTR 5065	Theatrical Tailoring
THTR 5105	Theatre Make-Up Design
THTR 5125	Watercolor Illustration and Rendering Techniques
THTR 5175	Conceptualization

DANCE PRACTICE

DNCE 5301	Graduate Hip-Hop Technique 1
DNCE 5301	Graduate Hip-Hop Technique 1
DNCE 5411	Aerial Dance Technique
DNCE 5501	Graduate African Dance

Note: the above four courses are each 2 credit hours

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coursework cannot exceed 25% (7 credits) of the coursework required and may not be used as an avenue for taking undergraduate courses in the major department. The

student must follow the administrative process described on the Course Enrollment page of the Theatre & Dance website.

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In keeping with the program's practice as research philosophy, it is important that graduate students have ongoing experiences in the area of theatre production and practice. Production Research and Practicum Courses allow students to receive coursework credit for work on productions both in the department and outside.

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At least 24 hours must be completed at the 5000 level or above. If doing the thesis, this may include a minimum of 4, but not more than 6, thesis hours.

A maximum of 6 credit hours may be completed at the 3000 or 4000 level at the discretion of the student's academic advisor. These classes must be taught by Professors, Instructors or Lecturers. They may not be taught by other graduate students. They may also be taken outside the department.

THTR courses below the 5000 level require advisor approval to count toward the degree.

All coursework applying towards the degree must be taught by members of the Graduate Faculty holding current Graduate Faculty appointments.

5000-level and above courses are automatically taught by members of the Graduate Faculty.

Some 3000 and 4000-level courses may be taught by a graduate student and these courses may not count toward the degree.

Graduate students may not register for more than 15 credit hours during any one semester (fall or spring) without petitioning the Dean of the Graduate School.

A student may not receive graduate credit toward a degree for more than six hours in

Undergraduate courses taken to make up deficiencies may not be counted in the minimum number required for the degree; however, grades for any such courses taken will be included in the GPA.

Students taking graduate or undergraduate coursework not applying toward their degree may do so for a letter grade, no credit (audit), or pass/fail. If taken for a letter grade, the course will be calculated in the student's graduate GPA. If taken pass/fail, only a failing grade will be calculated into the GPA. Note: courses taken for no credit are not covered by tuition remission.

A student is required to maintain at least a B (3.0) average in all work attempted while enrolled in the Graduate School.

Grades below B- are not accepted for the MA degree program.
Grades below B are not accepted for the MA/MBA degree program.

Grades received in foreign language courses are not used in calculating the Graduate School grade point average, but are included in the university's calculation of the student's GPA.

Graduate courses taken pass/fail cannot be applied toward a graduate degree and are not calculated in the grade point average. A failing grade will be calculated in the grade point average. Note: courses taken pass/fail are covered by tuition remission. The pass/fail grading option should only be used when taking a class that is not needed for the 30 credit hours required for the degree.

Graduate courses taken for no credit (NC) cannot be applied toward a graduate degree and are not calculated in the grade point average. Note: courses taken for no credit are not covered by tuition remission.

Students should note that incompletes should be completed before the next semester begins. There are two reasons for this:

1. Unfinished incompletes tend to slow down a student's academic progress.
2. A student may not hold a graduate student assistantship (e.g. TA, GA, RA, GPTI) if they have an unfinished incomplete on their transcript.

A student who thinks they may need to take an incomplete must first read the [Incomplete Agreement](#) and, if eligible, work with their instructor to complete and submit the paperwork to the Main Office.

A grade of incomplete turns to an F if the work is not completed within one year.

A student whose grade point average falls below 3.0 in any one semester is placed on academic probation. A student on academic probation who fails to attain a cumulative grade point average of 3.0 within two semesters of being placed on probation may be suspended by the Dean of the Graduate School, with the endorsement of the major department.

A student who receives a grade of C, D or F in a course may repeat that course once, upon written recommendation by the Department Chair or Co-Directors of Graduate Studies and approval by the Dean of the Graduate School, provided the course has not previously been applied toward a degree. The grade received in a repeated course will substitute for the original grade and will be used by the Graduate School in calculating

student for transfer toward a graduate degree. A maximum of 6 credit hours may be transferred.

through the Continuing Education Access Program at CU-Boulder may be used toward a graduate degree. A maximum of 9 credit hours may be used. The "Request for Transfer of Credit" form is not required in this instance.

Theatre & Performance Studies
and proceed to the PhD may use 14-17 credit hours of their MA
coursework towards their PhD coursework:

THTR 5010, Introduction to Performance Studies (3 credits)

THTR 5011, Theory and Criticism (3 credits)

THDN 6009, Research and Teaching (3 credits)

The Graduate Program Assistant can assist with determination of and request for Graduate

Candidates” on the Graduate School website’s [Graduation Requirements](#) section.

7. Students are responsible for scheduling their examinations (written and oral), reserving a room, and notifying committee members and the Graduate Program Assistant.
8. The examination/defense, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree.
9. The student receives either a passing or failing mark; no course credit or grade is given.
10. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the comprehensive-final examination may not attempt the examination again for at least three months and until any work prescribed by the examining committee has been completed. The student may retake the examination only once.
11. The date on the Master's Examination Report must be the date on which the student satisfactorily completes all requirements or conditions. If the student is required to take a supplemental exam or submit additional information to the committee, the date on the examination report form must be changed to the date on which all supplemental materials are accepted as satisfactory.
12. A Master's Supplemental Examination is simply an extension of the original examination and is given immediately after it. If the student fails the supplemental

permitted to inform the student exactly which subject areas will be tested: questions may address content from any of the courses accepted for the MA degree.

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The examination/defense is given by a committee composed of three members appointed by the department with approval from the Dean of the Graduate School. The committee is formed by the student in collaboration with the academic advisor and must be approved by the Co-Directors of Graduate Studies. It must comprise at least two members of the Theatre & Dance Graduate Faculty, including those who played the most significant role in the student's coursework.

Theatre; Broadway; Shakespeare
The chair of the committee (a.k.a. exam advisor) must have a regular Graduate Faculty appointment.

Other committee members must have either a regular or special Graduate Faculty appointment.

It is the responsibility of the student to determine if the individual faculty members have current Graduate Faculty appointments.

The Graduate Program Assistant can assist with determination of and request for Graduate Faculty appointments so the student should work closely with their Graduate Program Assistant in addition to their advisor as they are forming their committee.

If a member does not have a current Graduate Faculty appointment, the student must are fomnott-M

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Students in the thesis track take

The dates noted on the sheet specify when materials must be submitted to the Graduate School in order to guarantee graduating in the corresponding semester. Late submission means a student will not graduate that semester.

Please keep in mind that the department needs to receive these materials at least several weeks before the dates given to allow for processing time.

We encourage our graduate students to engage in the practice of theatre and performance, broadly construed. The department produces [a robust season of theatrical shows every year](#), and students can apply to serve as directors, assistant directors, designers, choreographers, and dramaturgs for these productions. The Department shares a close relationship with the [Colorado Shakespeare Festival](#), and many of our students have worked with this professional theatre company as actors, interns, dramaturgs, and technical staff. Students working on applied theatre and theatre for social change can participate in [Performers Without Borders](#), a student group dedicated to using performance to illuminate social issues and ignite positive social change. The department also produces [PARtake: The Journal of Performance as Research](#), dedicated to exploring the theory and application of performance in practice.

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Before applying for a departmental directing slot, graduate students are encouraged to become involved with the production season by working with a faculty director as an assistant director, dramaturg, assistant choreographer, assistant stage manager, etc. Another option is to take THTR 5071, Advanced Directing.

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An account provided by the Arts and Culture (ACE) portion of student fees for the purpose of funding guest artists (musicians, composers, fight choreographers, dialect coaches, designers, painters, puppeteers, milliners, etc.) who will work directly with students involved in a THDN production.

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University of Colorado President chose the Theatre & Performance Studies Program as the recipient of the Reverend and Mrs. Francis Wolle Fund. These funds are dedicated to graduate student research and creative work.

awarded on a competitive basis. - grants of up to \$2,000 will be

a panel or round table, may apply | of - students who are presenting a paper, or participating in

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The Graduate School has jurisdiction over all graduate students in all matters involving unethical behavior in any and all courses and any and all work related to graduate study. The maintenance of the highest standard of intellectual honesty is the concern of every student and faculty member in the Graduate School. The faculty is committed to imposing appropriate sanctions for breaches of academic honesty. CheataMMMMMM quoted materials or document ideas from a source, false documentatan), illegitimate possession and disposition of papers and examinatan, alteratan, forgery or falsification of official records and similar acts, or the attempt to engage in such acts are grounds for suspension or expulsion from the university.

[Honor Code | Student Conduct & Conflict Resolution](#)
[Office of Research Integrity \(Compliance\) | Research & Innovation Office](#)

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If a student feels they have an unusual circumstance and an exception to a Graduate School rule, regulatan, or policy may be applicable, a petaian can be submitted to the Assistant Dean of the Graduate School. All petaians must be written and have the departmental advisor's endorsement. After review by the Assistant Dean the student and department will receive a written response.

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It is the policy of the University of Colorado Boulder to maintain the university community as a place of work, study and residence free of sexual harassmt or explooation of students, faculty, staff and administrators. Sexual harassmt is prohibited on campus or in university programs. Campus resources for assistance concerning sexual harassmt issues include the Ombuds Office, the Office of Victim Assistance, Counseling and Career Services, Wardenburg Student Health Center, the Office of Affirmative Action and Services, the Graduate Program Assistant and the department Chair.

[Sexual Misconduct, Intimate Partner Abuse & Stalking | Office of Institutional Equity and Compliance](#)

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Authorized university personnel (usually in the Registrar's, Bursars, Admissions or Graduate School offices) can place a "stop" on a student that prevents them from registraMM school, or obtaining an official transcrat until the student completes a specific task (such as providing official transcrats to Admissions, or updating addresses on the student information

system). A stop can only be removed by the department/person who placed it. Students should get in the habit of checking the portal for stops in the month before they expect to register for the upcoming semester.

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extent possible, and in a manner consistent with the effective and efficient operation of CU-Boulder, graduate students with a need for pregnancy, childbirth, adoption, and parental leave.

Students should review the [University of Colorado Boulder Graduate Student Parental Leave Policy](#). This policy covers graduate students in their status as students, and as university employees.

The Department of Theatre & Dance wishes to support students to the full extent possible. Please note:

Students on GPTI appointments are expected to minimize absence from class. Students who take absences from teaching are expected to arrange for and compensate substitutes.

The department encourages the use of the Leave of Absence program, but cannot promise that funding will be extended.

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Students who do not register during a given fall or spring semester and fail to sign up for the formal Leave of Absence Program, or who take a leave of absence that exceeds the permitted two semesters, must fill out a [Readmission Application](#) from the Graduate School in order to return to the program. Readmission is not automatic.

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Students who want to withdraw from school permanently should do so formally through the Office of the Registrar.

[Withdraw from the Semester | Office of the Registrar](#)

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Students can request _____ through the MyCUInfo portal. The Verification of Enrollment is official and does not require a signature or seal from the university. It contains the dates of the term, student status and anticipated graduation date, and is specific to each student. It may be submitted to loan, insurance or other requesting companies, and to the military as proof of enrollment.

[Verify Your Enrollment or Degree | Office of the Registrar](#)

A _____ is not a diploma; it lists the student's degree on Office of the Registrar letterhead and bears the registrar's seal and signature. Verifications of degree can be ordered by current and former students or third parties by emailing a request to registrar@colorado.edu with the student's name, date of birth and the mailing or email address to which the verification

should be sent. Degree verifications requests are processed in the order in which they are received, and take two to three business days to process.

PLEASE NOTE: Assistantships in the Department of Theatre & Dance are generally reserved for PhD students. In those cases where assistantships are not filled by PhD students, MA students will be considered.

The department has limited funding for teaching assistants (TA), graduate assistants (GA), and research assistants (RA). Assistantships vary from 15-25% (of a 40-hour work week, e.g. 6 and 8 hours, respectively) and can be either one semester or academic year appointments. Compensation for assistantships includes a stipend (salary) and a partial waiver of tuition based on the percentage of the assistantship. Students are paid on a monthly basis, on the last working day of each month. In addition, assistantships of 20% and above receive an insurance stipend that covers approximately 90% of the cost of the university's Gold Comprehensive Insurance Plan and coverage of student fees.

Please visit the following website for [Student Faculty Appointment Information](#). Further information on department funding is on the department website: [Financial Aid and Department Support | Theatre & Dance](#)

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Graduate Assistants (GAs) serve in roles that assist the functioning of the department, in the production season or in academic research. These positions, such as the Assistant to the Production Coordinator and the PARtake Managing Editor, provide professional training while providing an essential service to the department.

Teaching Assistants (TAs) serve as class assistants and are under the guidance of a particular instructor who assists and encourages the TA to develop excellence in teaching. TAs are not placed in overall charge of courses.

Research Assistants (RAs) assist a THDN professor with a research project. Because the College of Arts & Sciences directives require us to prioritize teaching, these appointments are rare.

Graduate Part-Time Instructors (GPTIs) are appointments held by students with at least a master's degree or equivalent and are given full responsibility for an undergraduate class. As the Instructor of Record, responsibilities include preparing a course syllabus, instructing the class, holding office hours, determining grades, etc.

Assistantships for continuing students require completion of a survey sent by the Graduate Program Assistant in the fall semester. The survey is intended to discover the interests of each

student. The department attempts to provide pedagogical variety in order to build students' teaching resumes. Assistantships are based on academic progress, experience and needs of the department. Selection is by the faculty. Continuing students are notified by the end of the spring semester, pending confirmation of departmental budgets.

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Central considerations, in appointments and other forms of financial support, are the

Each semester GPTIs that have a TA assigned to their course(s) are required to complete and sign an agreement that outlines standards for the GPTI and teaching assistant (TA) working relationship as established by the Department of Theatre & Dance. This agreement is filed with the Graduate Program Assistant and is due by the end of the second week of classes each semester.

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A part of the Graduate School, the Graduate Teacher Program (GTP) is designed to help Boulder campus graduate students perform effectively as graduate teaching assistants and graduate part-time instructors. Each year the department has a Lead Graduate Teacher who functions as our liaison with the GTP and plans department-specific workshops. The GTP offers teacher-training activities including workshops (Fall Intensive, Spring Conference, Friday Forums, Summer Series, International Graduate Teacher Services) and individual consultations. It also offers a Certificate in College Teaching whereby students receive certification after completing all the requirements: [Certificates | Graduate Teacher Program](#). The GTP publishes and has available many resource materials. The website address is: <http://www.colorado.edu/gtp>.

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[Graduate School Travel Grant](#) (\$300 for domestic conferences and \$500 for international conferences/one per year)

[Eaton Graduate Student Travel Grant](#) (\$500 competitive)

GPSG Travel Grant (Students are eligible to receive travel aid only once in their tenure as a CU-Boulder graduate student.) [Grants & Awards | Graduate and Professional Student Government](#)

[Beverly Sears Graduate Student Grant](#) (\$1,000-\$5,000 competitive)

Information on these grants and more can be found on the [Graduate School Funding](#) page. Students apply directly for these grants, unless otherwise specified. The Graduate Program Assistant distributes deadlines via the theatre graduate student listserv.

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Graduate School Teaching Excellence*

Graduate Student Research and Creative Work*

Richard K. Knaub Graduate Essay Competition (department/competitive)

*These fellowships are department nominated

that have been awarded to THDN graduate students include:

Udick Education Grant (woman/U.S. citizen/Colorado resident)

Women's Forum of Colorado Foundation Scholarship (woman/U.S. citizen)

Dorothy Martin (outstanding woman graduate student)

Ogilvy Travel Fellowship (British and Irish Studies)

Additional award opportunities become available from time to time. Notices of these awards will be emailed out to the theatre grad listserv. Graduate students should also check out the [Graduate School's web page on funding](#)

Work-study

Work-study is available through the university. Students (after qualifying through Financial Aid) should contact the Student Employment office for university work-study opportunities. Work-study jobs exist both in and outside the department. Please note: in order to qualify, students need to submit a FAFSA (Free Application for Federal Student Aid) to Financial Aid; April 1 is the recommended deadline for timely consideration; submission of that year's tax return is required.

Financial Aid

The Office of Financial Aid provides information and applications for Guaranteed Student Loans.

Financial Aid is located in Regent Administrative Center, Room 175

Phone number: 303-492-5091

Website: [Office of Financial Aid](#).

Students need to apply every year (in the spring) for financial aid for the following academic year. Financial Aid strongly encourages you to submit the FAFSA by April 1.

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Unfortunately there is no one place to change your address for all of the campus offices. Therefore, for address, phone and/or name changes please notify:

The THDN Graduate Program Assistant
Office of the Registrar (you can find directions on the Registrar’s website: [Update Your Contact Information | Office of the Registrar](#)
Payroll Office (via the CU Resources tab in your mycuinfo portal): <http://mycuinfo.colorado.edu/>
Wardenburg Health Center
University Libraries

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Students are expected to open a colorado.edu email account in order to facilitate department communication. The university provides this service at no additional cost to students. This address will be the university and department’s primary means of communication and students should check it daily. It may be forwarded to another email address.

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All students are required to have health insurance during their time at CU-Boulder. Students may elect coverage through an individual health insurance plan, through a family member or employer, or the university’s Student Gold Health Insurance Plan. Students must meet this requirement their first semester at CU-Boulder and every fall semester thereafter.

All students, whether full-time or part-time, are eligible for Wardenburg health insurance and will be billed automatically unless the student signs a waiver form.

[Health insurance requirement | Health and Wellness Services](#)

Students on 20% or greater appointments will have a significant portion of their insurance paid for as part of their compensation package if they choose the Student Gold Health Insurance Plan.

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Out-of-state tuition is very high as state schools go. The saving grace is that as a graduate

professional students at CU. This organization addresses issues that are of concern to graduate students including financial aid, graduate student employment, health care, and childcare. It also organizes social events that provide students the opportunity to diversify their academic experience by meeting with people from disciplines other than their own. Graduate and Professional Student Government (GPSG) provides services to professional and graduate