



# Daniels College of Business

## UNIVERSITY OF DENVER

### 2023-2024 Daniels College of Business Graduate Student Handbook

---

## Contents

DANIELS COLLEGE OF BUSINESS - GRADUATE SCHOOL.....	3
VISION, MISSION & VALUES .....	4
THE DANIELS VISION .....	4
THE DANIELS MISSION.....	4
THE DANIELS VALUES .....	4
THE DANIELS IN FOCUS CORE PRIORITIES.....	4
EQUAL OPPORTUNITY & OFFICE OF TITLE IX .....	5
HONOR CODE STATEMENT FOR THE UNIVERSITY OF DENVER & STUDENT CONDUCT.....	5
GENERAL INFORMATION FOR NEW STUDENTS .....	6
ACADEMIC CALENDAR.....	6
NEW STUDENT ORIENTATION.....	6
INTERNATIONAL STUDENT CHECK-IN (PRIOR TO ORIENTATION) .....	6
PIONEER ID CARD.....	6
E-MAIL POLICY .....	6
TECHNOLOGY.....	7
DANIELS LAPTOP POLICY .....	7
STUDENT SUPPORT SERVICES.....	8
GRADUATE STUDENT EXPERIENCE .....	8
HOUSING.....	8
PARKING, STUDENT HEALTH INSURANCE, STUDENT HEALTH FEE.....	8
GRADUATE BUSINESS STUDENT ORGANIZATIONS .....	8
DANIELS CAREER SERVICES.....	9
REGISTRATION.....	10
CLASS SCHEDULES .....	10
COURSE LOADS .....	10
CONTINUING STUDENT REGISTRATION .....	10
COURSE SCHEDULE CHANGES.....	11
CLOSED CLASSES & WAITLISTS.....	11
CANCELED CLASSES.....	11

WITHDRAWAL/LEAVE OF ABSENCE.....	12
READMISSION.....	12
ACADEMIC INFORMATION .....	13
QUARTER SYSTEM.....	13
GRADING SYSTEM .....	13
CREDIT HOURS .....	14
CLASS ATTENDANCE.....	14
GRADE REPORT .....	15
GRADE CHANGES.....	15
TRANSFER CREDIT .....	15
ADVISING INFORMATION .....	15
ADMISSION TO COURSES .....	16
AUDITING CLASSES .....	16
INTERNSHIPS .....	16
INDEPENDENT STUDIES & DIRECTED STUDIES.....	17
REPETITION OF CLASSES.....	18
GRADUATE COURSE WORK.....	18
COURSE WORK OUTSIDE DANIELS .....	18
UNIVERSITY OF DENVER GRADUATE DUAL DEGREES.....	19
GRADUATE CREDITS EARNED PRIOR TO DEGREE SEEKING STATUS .....	19
CONCENTRATIONS.....	19
PLAIGARISM AND ACADEMIC MISCONDUCT .....	19
SUBSTANDARD ACADEMIC PERFORMANCE .....	19
SCHOLARSHIPS .....	21
SATISFACTORY ACADEMIC PROGRESS POLICY .....	22
GRADUATION INFORMATION .....	24
GRADUATION REQUIREMENTS.....	24
APPLYING FOR GRADUATION.....	24
COMMENCEMENT .....	24
BUILDING POLICIES.....	25
POLICIES FOR DANIELS MEETING ROOMS .....	25

# DANIELS COLLEGE OF BUSINESS - GRADUATE SCHOOL

---

Welcome to the Daniels College of Business! We are pleased that you have enrolled in one of the nation's most highly respected graduate business school programs. During the course of your education, you will need to be familiar with College policies and procedures.

Applicants to the University of Denver, as well as admitted and enrolled students, are held to the standards and procedures set forth in the [University bulletin](#). Students are responsible for staying informed of the University's [policies and procedures](#). The University of Denver reserves the right to make changes in the regulations, rules, fees or other aspects of the University's policies and procedures without advance notice. This handbook provides additional policy and procedure information specifically affecting Daniels College of Business students and may be more stringent than the policies outlined in the [Graduate Bulletin](#).

For general questions related to a specific department, please view the contacts below.

## DANIELS COLLEGE OF BUSINESS DEPARTMENTAL OFFICES AND LOCATIONS:

### ***Administrative Support:***

Academic Advising/Graduate Student Services	Daniels 155	
Graduate Admissions	Daniels 255	303.871.3416
Daniels Career Services	Daniels 155	303.871.4722
Office of the Dean	Daniels 664	303.871.3139

### ***Academic Departments:***

Accountancy	Daniels 355	303.871.2032
Business Ethics and Legal Studies	Daniels 687	303.871.3213
Finance	Daniels 555	303.871.3322
Business Information & Analytics	Daniels 580	303.871.3346
Management	Daniels 462	303.871.3245
Marketing	Daniels 480	303.871.3317
Real Estate and Construction Management	Daniels 380	303.871.3432
MBA	Daniels 335	303.871.3817

# VISION, MISSION & VALUES

---

The Daniels vision, mission and values, along with the Daniels in Focus strategic plan drives our academics, culture and priorities.

## ***The Daniels Vision***

Pioneering Business for the Public Good.

## ***The Daniels Mission***

To benefit the public good by developing business pioneers through impactful scholarship, challenge driven education and lifelong learning.

## ***The Daniels Values***

Culture of innovation and engagement

- Learn through doing
- Interact with integrity
- Diversity and inclusion as a source of strength
- Global action and influence

The vision, mission and values are the foundation that links Daniels, University of Denver (DU) and global communities together as a cohesive unit with a shared past, present and future. They reflect what we fundamentally believe is our core purpose. We will hold ourselves and each other responsible for leading professional lives that uphold these tenants.

## ***The Daniels in Focus Core Priorities***

1. Student Experience
2. Market Connectivity
3. Faculty Research Impact
4. Curricular and Programmatic Innovation

# EQUAL OPPORTUNITY & OFFICE OF TITLE IX

---

The Office of Equal Opportunity and the Office of Title IX, in collaboration with University partners, foster an environment of equal opportunity and equity for students, faculty, and staff in all aspects of educational programming and employment.

The Office of Equal Opportunity is responsible for ensuring compliance with the University's anti-discrimination policies related to race, color, national origin, age, religion, disability, genetic information, or veteran status and promoting full compliance with all applicable federal, state, and local discrimination laws. Equal Opportunity can assist with:

- Consultation concerning issues of possible discrimination, harassment, or retaliation
- Investigation of complaints of discrimination, harassment and/or retaliation
- Consultation regarding reasonable accommodations for participants with disabilities and for religious accommodations
- Consultation regarding disability access problems

The Office of Title IX is responsible for ensuring compliance with the University's anti-discrimination policies related to sex or gender, sexual orientation, gender identity, gender expression, and promoting full compliance with all applicable federal, state, and local discrimination laws. The Office of Title IX can assist with:

- Consultation concerning issues of possible gender-based discrimination, harassment, violence, or retaliation
- Investigation of complaints of gender-based discrimination, harassment, or retaliation
- Investigation of sexual misconduct matters including sexual assault (non-consensual sexual contact)
- Investigation of relationship violence matters including domestic violence and dating violence
- Investigation of stalking

For more information, please visit: [du.edu/equalopportunity/index.html](http://du.edu/equalopportunity/index.html)

## HONOR CODE STATEMENT FOR THE UNIVERSITY OF DENVER & STUDENT CONDUCT

Please visit <http://bulletin.du.edu/graduate/academic-and-student-support-services-policies-and-procedures/student-conduct/honor-code/> for more information.

# GENERAL INFORMATION FOR NEW STUDENTS

---

## ACADEMIC CALENDAR

Please refer to [du.edu/registrar/calendar/](http://du.edu/registrar/calendar/) for official University of Denver dates and deadlines regarding academics, registration & billing.

## NEW STUDENT ORIENTATION

New Student Orientation is held prior to the beginning of fall and spring quarters. The event is highly interactive and engaging; it includes networking opportunities with faculty, staff, alumni and current students, an optional campus tour, and is customizable to your graduate school experience on the final day. Faculty members assume that students have participated in all the scheduled sessions during New Student Orientation and thus have the necessary preparation to begin their graduate studies.

## INTERNATIONAL STUDENT CHECK-IN (PRIOR TO ORIENTATION)

International students are required to attend International Student & Scholar Services (ISSS) orientation. Information on the dates can be found on [ISSS's Check-In page](#).

## PIONEER ID CARD

[Submit your picture for your Pioneer ID Card here](#). You can pick up your cards at the [Pioneer ID Card Office](#).

## E-MAIL POLICY

The University of Denver is pleased to offer a firstname.lastname@du.edu email address for students through Microsoft Office 365. DU provides access to your e-mail through the Web via [Microsoft Office 365](#).

Students can also forward their official du.edu emails to a designated personal off-campus email address. Your du.edu address shall be an official means of communication with all students, faculty and staff. Students are responsible for all information sent to them at this address. It is important to maintain your preferred off-campus address and email account. For more information, please visit the [University of Denver Technology Services website](#).

# TECHNOLOGY

---

DU has numerous technological services available to students. Visit [DU.edu/it/](http://DU.edu/it/) for University technical services.

New students can also access this IT knowledge article and PowerPoint for more information on technology needs: [go.du.edu/techstudent](http://go.du.edu/techstudent)

## **DANIELS LAPTOP POLICY**

To support all of these educational initiatives, laptop computers are required for all graduate business students. Visit our website: [du.edu/it/laptops/](http://du.edu/it/laptops/) for the most current information on:

- Laptop requirements
- Laptop specifications
- Corporate laptop policy
- University technology support
- Purchasing a laptop

This website is continually updated. Please refer to the website often for current information.

# STUDENT SUPPORT SERVICES

---

## HELPFUL WEBSITES AND CAMPUS RESOURCES

Please refer to the [Office of the Registrar](#) for information on:

- Grades, Grading Information, Incomplete Policies
- Unofficial and Official Transcripts
- Classroom Information, Building Abbreviations
- Up-to-Date Course Listings
- Yearly Academic Calendar
- Final Exam Schedules
- Electronic Forms for Address Changes

## GRADUATE STUDENT EXPERIENCE

Please refer to the [Graduate Student Life](#) at University of Denver for information on topics such as:

- Financial Aid, Tuition & Billing
- Life in Denver
- Transportation
- DU graduate student services
- Career and Professional Development

## HOUSING

For housing options for graduate students, please visit the [Housing & Residential Education site](#). For information about parking permits and available lots, please log into your [Parking Services account](#) with your DU ID and passcode (same as the log-in for MyDU).

## PARKING, STUDENT HEALTH INSURANCE, STUDENT HEALTH FEE

For information regarding student health fees and immunization waivers, please visit the [Health & Counseling Center site](#).

## GRADUATE BUSINESS STUDENT ORGANIZATIONS

Students at Daniels don't just absorb business. They engage in it. Across a variety of disciplines and interests, our students have created and currently run a number of student organizations to go beyond their curricular areas of interest. Please visit [daniels.du.edu/student-organizations/](http://daniels.du.edu/student-organizations/) for a list of student organizations.



# DANIELS CAREER SERVICES

---

Daniels Career Services (<https://career.du.edu/channels/daniels-college-of-business/>) is the place to go for all career related activities while you are a student and as an alumnus. Our career services team is set up around graduate coaching and employer relations. Through a variety of programming and one-on-one sessions, you can explore career options, prepare for interviews, advance your professional skills and build successful business networks. Each of our graduate programs is different and career services addresses the needs of each degree.

Our model for graduate coaching is based around functional coaches who have real world experience, and all students have the opportunity to meet with the coach of their choice. Additionally, Daniels Career Services works to connect you with potential employers and networking partners. Numerous on-campus recruiting opportunities and online resources provide the opportunity for you to pursue different career goals.

When we think about our approach to Career Services, it covers three specific areas:

## Preparation and Research

– understanding who you are: your core interests, your skills and weaknesses; and perfecting the basic elements of the job search – your resume, elevator pitch, interviewing and networking skills.

## Professional Presence

– how you present yourself, the way you walk into a room, shake hands, speak up in a meeting, what you wear, your style, social grace and comfort around other people. It's the outward expression of who you are in the world. (©Bates Communications)

## Executive Presence

– the ability to communicate, inspire, guide, influence, and persuade other people. (©Bates Communications)

While you are at Daniels, we will spend time on Preparation and Research as well as Professional Presence. Executive Presence is a set of skills that you will build over the course of a career. You will identify the skills that you need to work on while at Daniels and begin the development process, building them into your career plan that will be a living document that journeys with you after you leave the halls of Daniels.

The Daniels Career Services team looks forward to working with you.

# REGISTRATION

---

## CLASS SCHEDULES

### **Master of Science (MS) Students**

To review class schedules, log onto MyDU at <https://my.du.edu>, and type Course Registration on the search toolbar. In some cases, MS students will be registered for their core courses by their academic advisor.

### **Denver MBA Students**

Denver MBA students will take all of their core business (non-elective/concentration) courses with the MBA cohort group. Registration for these core courses will be handled by the Daniels Graduate Student Services team – MBA students do not need to register on their own for their core classes. However, MBA students will need to register for their elective courses on their own.

## COURSE LOADS

Most full-time graduate students enroll in 12-16 credit hours each quarter; evening students normally take eight credits each quarter. Permission for an overload (more than 18 credit hours in any one quarter) may be obtained if you have a cumulative GPA of 3.5 or higher or under special circumstances. The maximum course load that will be approved is 20 credit hours. For overload approval contact a Graduate Student Advisor.

Students who request to enroll in more than 20 credits in a single term must obtain approval from the Office of Graduate Studies.

## CONTINUING STUDENT REGISTRATION

Registration materials and other pertinent information will be available during Advising Week, generally scheduled during the 7<sup>th</sup> week of each quarter. Students who maintain continuous enrollment will be able to register for the upcoming quarter during Priority Registration which begins the following week. Designated registration times are based on the number of credit hours completed. Please refer to the Academic, Registration, & Billing Calendar published by the Office of the Registrar for upcoming Advising and Registration Week dates [du.edu/registrar/calendar/index.html](https://du.edu/registrar/calendar/index.html)

While it is important to maintain consistent contact with your faculty advisor, graduate students do not need approval signatures for normal registration. However, you must obtain the appropriate forms/permissions/signatures from a Graduate Student Advisor and/or faculty member for the following:

- Late registration – after the first week of class
- Course overloads of 19-20 hours
- Course withdrawals
- Independent Studies or Internships – graduate students may not exceed 10 hours total for independent studies and internships combined (Independent Study/Directed Study/Internship Registration Form)

Your course schedule can be viewed at any time through MyDU at <https://my.du.edu> and by accessing the “Student Resources” tab and choosing “Student” then “Registration” to view your course schedule.

For registration questions or assistance specific to Daniels courses, please email your academic advisor directly or [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu).

**IMPORTANT NOTE:** Denver MBA students should contact an advisor before attempting to add, drop, or withdraw from any courses.

Please refer to the University refund schedule and other deadlines at [du.edu/registrar/calendar/index.html](https://du.edu/registrar/calendar/index.html) for specific information.

## **COURSE SCHEDULE CHANGES**

Web registration is available from your designated registration time through the end of the first week of classes at <https://my.du.edu>. You may register for classes at any time of day. Course schedule modifications via the Web must be made by the end of the first week of the quarter. After the first week of classes, online registration will not be available. Add/Drop slips will be required for all schedule changes beginning on Monday of Week 2. Add/Drop slips can be found in the Office of the Registrar.

**IMPORTANT NOTE: Denver MBA students should contact an advisor before attempting to add, drop, or withdraw from any courses.**

After the first week of classes, a decreasing percentage of tuition will be refunded for dropped courses within the first 12 business days of the quarter. Please refer to the University refund schedule and other deadlines at [du.edu/registrar/calendar/index.html](https://du.edu/registrar/calendar/index.html) for specific information.

You may withdraw from a class during the first six weeks of the quarter. A “W” notation (withdraw passing) is assigned to courses dropped after the first week of class. More information is available at [du.edu/registrar/calendar/index.html](https://du.edu/registrar/calendar/index.html) or by contacting the Office of the Registrar at 303.871.4095.

Between the sixth and eighth week of the quarter, you must document extenuating circumstances to withdraw from a course. An Add/Drop slip must be signed by the instructor and submitted to the Office of the Registrar (University Hall, G33).

Following the eighth week of the quarter (10 class days prior to the beginning of the final exam period) withdrawals will not be allowed.

## **CLOSED CLASSES & WAITLISTS**

If the course you are attempting to register for is closed, the registration system will give you an error message. You should see “Wait Listed” in the Action field. Select that option and “Submit Changes” in order to add your name to the electronic waitlist. If the system does not allow you to complete this process go to Add/Drop Classes and enter the CRN for that course. Again, be sure to “Submit Changes” with each transaction.

It is essential that you add your name to the electronic waitlist as soon as possible. While there are no guarantees of additional space in classes, you will be notified via email if such an opening becomes available. In most cases, students on the waitlist are accommodated.

If an electronic wait list is not available, please work with a Graduate Student Advisor to get registered. Electronic wait lists for all Daniels courses are monitored by Graduate Academic Services. For registration questions or assistance specific to Daniels courses, please email [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu).

## **CANCELED CLASSES**

If a course you have registered for has been canceled, you will be notified via email. You are responsible for verifying that the course has been dropped from your schedule and that you are not being billed for the course.

Your course schedule can be viewed at any time by logging into MyDU at <https://my.du.edu> and accessing the Registration menu in MyWeb.

## **WITHDRAWAL/LEAVE OF ABSENCE**

If you plan to take time off from classes, go into MyDU and submit a Leave of Absence, indicating which quarter you plan to return to classes.

## **READMISSION**

An interruption of your degree program for more than one quarter without seeking an approved Leave of Absence will require an Application for Readmission. Please contact a Graduate Student Advisor to start this process. You should submit this form at least four (4) weeks prior to the beginning of the quarter in which you plan to return. No application fee is required.

All degrees (including dual degrees and combined degrees) must be completed within a maximum period of five years, regardless of stop-outs or course withdrawals. Approved medical leaves and military obligations, however, do not count towards the 5-year time limit.

# ACADEMIC INFORMATION

---

## QUARTER SYSTEM

The University of Denver operates on the quarter system. Each academic quarter is ten weeks in length, with Summer Quarter being nine weeks. Depending upon your field of study, you may complete degree requirements through either the standard three-quarter academic year, or continuous attendance through the summer.

Interterm sessions, held between quarters, include short-term courses and field experiences that can be applied as electives toward various graduate degrees. Please visit [du.edu/specpro](http://du.edu/specpro) for interterm schedule and registration information.

## GRADING SYSTEM

Graduate students are required to achieve a cumulative 3.0 Grade Point Average (GPA) or higher to obtain a degree. A grade lower than "C-" in a course renders the credit unacceptable for meeting degree requirements. In this case, the class must be retaken but the original grade will still be counted in the student's overall GPA (new grades will not replace prior grades). Any student whose overall grade point average falls below a "3.0" will be automatically placed on academic probation. Continued probationary status could result in suspension or dismissal.

A	=	4.0	B-	=	2.7	D+	=	1.3
A-	=	3.7	C+	=	2.3	D	=	1.0
B+	=	3.3	C	=	2.0	D-	=	0.7
B	=	3.0	C-	=	1.7	F	=	0.0

W - Withdrawn without prejudice - hours do not count in grade point average computation. Please refer to [du.edu/registrar/calendar/index.html](http://du.edu/registrar/calendar/index.html) for withdrawal deadlines.

### Incomplete Grades

An Incomplete (I) is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing; and
- Attendance has been satisfactory through at least 60% of the term; and
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date; and
- Required work may reasonably be completed in an agreed-upon time frame; and
- The Incomplete is not given as a substitute for a failing grade; and
- The Incomplete is not based solely on a student's failure to complete work or as a means of raising the student's grade by doing additional work after the grade report time; and
- The student initiates the request for an Incomplete grade before the end of the academic term

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The instructor will post an Incomplete (I) grade along with the rest of their end-of-term grades. It is recommended that the student and instructor lay out the terms of the Incomplete -- what work is to be completed, what the time-frame is, etc. -- in writing, either in an email or in a written document. There is no required documentation that must be submitted to the Registrar's Office.

Once the coursework is completed and graded, the instructor must submit the grade using the University's grade change process. It is in the student's best interest that incomplete grades are made up by the end of the following academic term. Incomplete grades must be made up and final grades submitted within one calendar year. Only under the most extenuating circumstances may an Incomplete be made up more than one calendar year from the date it is recorded and only with approval of the dean of the unit in which the course was taken. The coursework may be completed while the student is not enrolled.

Incomplete grades will expire on the date selected by the professor when the grade of incomplete is entered. This date will be no more than one academic year from the last day of classes of the quarter in which the incomplete was incurred. If no specific date is entered by the instructor, the date will default to the end of the same term of the next academic year (eg: an Incomplete grade assigned in Winter Quarter of 2023 will have an expiry date of the end of Winter Quarter 2024). Incomplete grades that are not updated by the expiration date will automatically turn into an F. Instructors need to follow grade change system to change an expired Incomplete grade, but the change will require the approval of the Dean of the academic unit.

Incomplete grades appear on the transcript for up to one year and they do not affect the grade point average. Students must resolve all Incomplete grades by graduation, either by having the grade changed by the instructor or by requesting that an F be taken for the class. (This policy affects incomplete grades given in fall 1995 and thereafter. Prior to 1995, unchanged incomplete grades remain on the permanent record as part of hours attempted and are calculated as a failing (F) grade in the GPA.) Notation of the original incomplete status of the grade remains on the student's transcript along with the final grade.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

An Incomplete should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. Students who receive an incomplete grade in a course must not re-register for the course in order to remove the (I). An Incomplete should not be assigned where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses.

## **CREDIT HOURS**

The number of quarter hours is listed in the course catalogue and registration portal. Quarter hours of credit do not necessarily reflect actual classroom hours. Courses in the Daniels College of Business are one, two, or four credit hours.

## **CLASS ATTENDANCE**

Students must officially enroll for the courses they attend. A student cannot receive credit or a grade for a course without being enrolled in the course. Students are expected to attend all meetings of a class for which they are registered. Instructors are expected to establish attendance requirements for their classes as outlined in the course syllabus.

The Daniels College of Business is supportive of student efforts to secure internships and full-time employment. However, students are expected to schedule interviews outside of class time and to work with their instructor when conflicts arise.

Participation in official University activities, personal emergencies and major religious observances are considered valid reasons for absence. It is the responsibility of the student to notify the instructor of any expected absence from class and to make arrangements regarding any missed class work. The responsibility for completing all work in the course rests with the student. Some classes include experiential learning components. Participation in these course components is required to fulfill course requirements.

## **GRADE REPORT**

Students may obtain final grades for courses through Canvas and then in the [MyWeb](#) portal. Select “Student” and then “Student Records” and then “Final Grades.” Choose the appropriate quarter and click Submit. A printed copy of this screen will count as an official grade report as it includes the University’s seal. Grades are available on the Web as soon as they are validated in the Office of the Registrar. Privacy regulations do not permit release of grades over the telephone.

## **GRADE CHANGES**

Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. Grades cannot be changed on the basis of a second trial, such as a new examination or additional work undertaken or completed after the grade report has been recorded, or by retaking the course.

In the event of a grade error, the faculty member should change the grade using the University's grade change process. Any correction or appeal of a grade must take place in the term following the one in which the grade was assigned. Instructions for grade appeals can be found in the [academic bulletin](#).

[Grade replacement application](#) - The University of Denver allows degree-seeking undergraduate and graduate students to repeat most courses in order to meet the minimum grade requirement for a required course. When a student repeats a course, grades from all attempts appear on the student transcript, and all grades are used in computing cumulative and major grade point averages, total credits, and academic standing. This policy adds the option of GPA replacement to the option of repeating a course.

## **TRANSFER CREDIT**

It is anticipated that all course work required for a degree program will be taken at the Daniels College of Business. However, it may be possible to transfer credits of 4000-level non-repetitive course work from another regionally accredited graduate program prior to starting a degree program at Daniels. Transfer credit toward a master’s degree is limited to 25% of the minimum number of credits required for the degree. Some programs may have more restrictive limits. Credits must have been earned within the last five years and grades must be a “B” or better. Credit applied to a previously conferred degree cannot be utilized as transfer credit. Exceptions are considered on a case-by-case basis. For additional information, contact your advisor or Graduate Academic Services at [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu).

Review the complete [Transfer Credit Policy](#) for more information. The student must initiate the request for such transfer credit within the **first quarter** of enrollment at Daniels College of Business. Transfer of Credit requests must be submitted with course descriptions and/or course syllabi to a Graduate Student Advisor at [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu).

## **ADVISING INFORMATION**

Advising officially begins a few weeks before each registration period, although advisors are available to plan ahead as needed. It is recommended that students make an appointment with a Graduate Student

Advisor during that time if there are any questions or concerns regarding their course selection for the following quarter.

Sara Bularzik – Denver MBA, MS Business Analytics, MS Applied Quantitative Finance  
Joy Melgarejo – MS Management, MS Marketing, MS Real Estate and Built Environment  
Josh Robinson – Online MBA and PMBA  
Nicole Lovato - EMBA  
Dr. Sharon Lassar – Masters of Accountancy

Faculty advisors will also be available to assist with course selection. Faculty may also provide advice about career options, information about various companies, possible job opportunities, and internships.

## **ADMISSION TO COURSES**

Admission to any course implies the permission of the instructor and the program administrators. All courses are subject to the prerequisite requirements stated in the course description unless the instructor approves appropriate equivalent study. It is the student's responsibility to be aware of and meet all course prerequisites as outlined in the course catalog.

## **AUDITING CLASSES**

Auditing is the practice of a non-registered student sitting in on a course. The auditing individual does not pay, does not receive a grade, and does not receive a transcript or record of attendance (i.e., the University will not verify if someone has audited a class). Further, participants are not eligible for privileges associated with being an enrolled student (e.g., current ID card, library or athletic facilities access). Auditing is offered to alumni of the Daniels College of Business.

Policy:

This policy is specific to the Daniels College of Business and does not supersede any specific University-based policy on auditing. Graduate Student Services [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu) can assist with auditing requests.

1. Auditing is permitted at the Daniels College of Business under very limited conditions, as follows:
2. Current or prospective students cannot audit a course, except in the case of a current student who has successfully completed a course and wants to benefit from significant new content or delivery methods.
3. Alumni/Alumnae are able to audit up to two classes of the program from which they graduated. For example, an MBA alumnus/alumna can audit a core course in an area (e.g., marketing or business analytics) but cannot audit an elective in any area or a core course in a non-MBA program.
4. Visiting scholars are permitted to audit classes.
5. Auditing students are not permitted to participate in group projects, take exams or turn in homework, or participate in class discussion (without consent of the instructor).
6. Auditing is permitted only if there is space available and there is no waiting list.
7. Auditing requires permission of the instructor.

## **INTERNSHIPS**

Internships are strongly encouraged and, in some cases, required for your program of study. Internships can provide students with “real world” experience within a business environment and prepare students for a full-time position when they graduate. Many companies now use internships as their source for



full-time hires, and an internship can allow career switchers to get relevant work experience to add to their resume. For your internship to qualify, it must complement and strengthen your academic experience, provide relevant experiential learning, and help prepare you for a career in a chosen field, or allow you to explore a new industry. You can choose among the organizations that have listed their internship opportunities in Pioneer Careers or arrange for your own internship. Internships can be done for zero credit or up to 4 credits per quarter. Work with your academic and faculty advisor for more information.

1. Complete the [Internship Approval Form in PCO](#)
2. Click on the red “New Experience” button in the upper right to access the form.
3. Complete the form. For Experiential Learning Type, select your program (MBA, Finance, Marketing).
4. Upload your offer letter in the Experiential Learning Registration Documents and Forms section.
5. The Experiential Learning Registration Form will enter the Director’s queue in Pioneer Careers. The Internship Advisor will approve the internship electronically or ask for additional information.
6. Once approved, the form will be sent to the Registrar for course registration. You will receive an email confirmation when the course registration is completed.
7. Be sure to let your manager know that they will receive an evaluation form electronically at the end of your internship. Once they complete the form, it will be uploaded directly to the internship record on PCO (under ‘Documents & Forms’).

## **INDEPENDENT STUDIES & DIRECTED STUDIES**

Per Daniels policy, students are allowed a maximum of 10 credit hours per degree for all of these categories combined. Individual academic departments may have restrictions on the number of independent study/directed study/internship credit hours that can be applied toward degree requirements.

[Independent Study](#) - Independent study provides opportunities for the capable student to do special work under individual supervision in areas not covered by class offerings. Undergraduate students should demonstrate qualities necessary for interested and intensive inquiry. The topic and outline must be agreed upon by the student with the approval of the instructor and department concerned. The following policies apply:

- Independent study projects (4991 master’s) appear on the student’s transcript with the specific topic as the course title.
- Academic grades (A-F) are assigned.
- Projects must be undertaken within the academic term in which they are registered.
- The student must be in academic good standing (e.g., 2.0 GPA for undergraduates, 3.0 GPA for graduate students).
- Independent study may not be taken instead of, or to modify a regular course offered by a department.
- Independent Study forms may be obtained in the Office of the Registrar. Partial applications will not be processed.
- Registration after published registration dates is not permitted.
- Independent studies must be at least one credit hour and generally do not exceed five hours. Undergraduates may apply a maximum of ten quarter hours toward degree requirements (except students in the honors program).
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) approve the course of study; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.

Independent Research - Independent Research opportunities are available to students for dissertation and thesis research or other independent research. The following policies apply:

- Independent research projects (course numbers generally ending in 995) appear on the student's transcript with the specific topic as the course title.
- On successful completion of the project or on its termination by request of the department, the research adviser will record a final grade. The department may use the A-F grading system in evaluating the research or record 'P' (pass) or 'F' (fail).
- Projects must be undertaken within the academic term in which they are registered.
- Students obtain applications from their academic department or the Office of the Registrar. Partial applications will not be processed.
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) approve the course of research; c) approve the credentials of other faculty involved; d) agree to assume responsibility if problems arise.
- Registration after published registration dates is not permitted.

Directed Study - A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that term. Directed studies are approved under extenuating circumstances to provide an opportunity to complete a required course. The following policies apply:

- Directed studies must be approved by the instructor and department concerned.
- Projects must be undertaken within the academic term in which they are registered.
- There can be no change in the basic content of the course. In particular, this means the level, subject code, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
- Directed studies use the same forms and processes as independent studies. Partial applications will not be processed.
- Registration after published registration dates is not permitted.
- The responsibilities of the instructor of record are: a) see that the grades are submitted; b) see that the material is presented in full in a timely manner; c) approve the course of study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise. The faculty member must have taught the permanent course or a related course prior to teaching a directed study

The form to complete Independent study, Independent Research or Directed Study can be found on the [DU Registrar's website](#). Work with your academic advisor to complete the paperwork for this option.

## **REPETITION OF CLASSES**

Courses in which a passing grade was earned may not be repeated. Grades of "C-" or better are considered passing and qualify for graduate credit. A student who receives a non-passing grade in a required course must repeat the course and pay the regular tuition rate. The course will be counted as part of the total course load. Both the non-passing grade and the new grade will be counted in the total GPA.

## **GRADUATE COURSE WORK**

Course work applied toward a graduate degree at Daniels must be designated as graduate-level course work and must be approved as applicable toward the student's specified degree program. Daniels only offers graduate-level course work at the 4000-level. Any 3000-level courses are only offered for undergraduate credit. Daniels 3000-level courses may not be applied toward a Daniels graduate degree program.

## **COURSE WORK OUTSIDE DANIELS**

Daniels students may apply approved graduate level courses offered through other DU graduate units to their Daniels degree. Non-Daniels courses are typically only counted towards a student's elective credits. Individual academic departments may have restrictions on the use of non-Daniels coursework

toward degree requirements. For questions, please contact a Graduate Student Advisor at [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu).

## **UNIVERSITY OF DENVER GRADUATE DUAL DEGREES**

Please refer to the Office of Graduate Studies to view the full policy on formal dual degrees and flexible dual degrees. <http://bulletin.du.edu/graduate/dual-degrees/>

Students interested in a dual degree option should contact an advisor: [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu)

## **GRADUATE CREDITS EARNED PRIOR TO DEGREE SEEKING STATUS**

The Graduate Business Certificate program is open to anyone who has at least earned a bachelor's degree. Students must apply for a certificate and may pursue a certificate stand-alone or as part of a master's degree. Credits earned can be applied toward a one of Daniels' MBA or specialized master's programs where applicable.

You must earn a B or better in all classes in order to transfer your credits to a master's degree program. Credits. For more information, contact Graduate Student Services at [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu) or visit <https://daniels.du.edu/graduate-certificates/>

## **CONCENTRATIONS**

A concentration requires 16 credits of 4000-level electives in a particular subject. Please refer to the approved Denver MBA concentration document for more information. Students may add, delete or modify their area of concentration by contacting a Graduate Student Advisor. Please Note: Students wishing to change their degree must complete a change of degree request form. Please see a Graduate Student Advisor for assistance: [gradbus.advising@du.edu](mailto:gradbus.advising@du.edu)

All graduate students electing to complete a concentration must obtain prior permission from the program director/department chair to substitute any course not already part of the degree/concentration requirements.

## **PLAIGARISM AND ACADEMIC MISCONDUCT**

Please review the [University Honor Code](#) for an outline of the expectations, rights, and responsibilities of every Student at the University. This document provides information to support our students in developing and demonstrating integrity, respect, and individual and community responsibility.

As part of your coursework and co-curricular activities, you may be required to submit any papers you write to a plagiarism software program to verify originality of the work. Additional information will be provided in the course Canvas container.

## **SUBSTANDARD ACADEMIC PERFORMANCE**

All graduate students in the Daniels College of Business must have a minimum 3.0 grade point average in order to graduate. For those not maintaining a 3.0 grade point average, the following policies apply:

1. Probation: Students are placed on academic probation the first quarter in which their GPA drops below a 3.0. If the GPA is below a 3.0 after the end of the probation term, the student's record will be reviewed to determine whether he or she will be placed on an academic improvement plan.

2. Academic Improvement Plan: A graduate student maintaining a deficiency over the course of two quarters may be placed on an academic improvement plan. If the deficiency is not satisfactorily improved per the terms of the academic improvement plan, the student may be terminated from the Daniels College of Business.
3. Termination: After three consecutive quarters of a GPA deficit or, in the opinion of the student's advisor, department chair, and/or dean, the student is incapable of raising his/her GPA to 3.0, or finishing requirements for the degree, the student may be terminated from the Daniels College of Business.

Students cannot take more than eight credit hours beyond the degree requirements to make up a GPA deficiency. These additional credit hours should be relevant to the degree and approved by the student's advisor. Students whose GPA is still deficient after taking the additional credit hours are terminated from the degree program.

Students whose GPA falls below a 3.0 may not be eligible for some types of financial aid and put into the Satisfactory Academic Progress (SAP) process. Please contact the Office of Financial Aid for details.

# SCHOLARSHIPS

---

Merit-based scholarships are offered at the time of acceptance to the Daniels College of Business. These offers are based on academic performance and relevant work experience. There is no separate scholarship application – decisions are based on the graduate school admission application.

The GMAT is preferred for all those wishing to be considered for merit-based scholarships. However, applicants with a competitive GRE score can also be considered for a merit-based award. Test scores are optional, however, and all students are considered for scholarships. In most cases, a minimum of 2 years post-baccalaureate, relevant work experience is also necessary. The undergraduate grade point average (GPA) is also taken into account, as well as the admission essays and letters of recommendation. An admission interview is also required – information about that process is furnished upon receipt of the graduate school application.

Merit-based awards typically range in value from \$5,000 to \$60,000+ for the Denver MBA (full-time) program and from \$5,000 to \$20,000+ for all other programs.

Financial Aid is dependent on a strong academic performance, as well as the level of need as determined by the Free Application for Federal Student Aid (FAFSA). This federal form is available by October 1 each year for the following academic year and can be accessed at <https://studentaid.gov/h/apply-for-aid/fafsa>. To be considered, the student must be a U.S. citizen. Additional information is available at <https://www.du.edu/admission-aid/financial-aid>

Graduate Assistantships provide tuition waivers and monetary stipends, as well as opportunities to engage in research, teaching, or other related activities within the Daniels College of Business. The selection process for these positions is highly competitive. Graduate Assistantships are awarded at the time of admission.

Incoming graduate students may be considered for a limited number of positions; however, the Daniels Admissions Committee initiates this offer based on extraordinary academic performance and related work experience. Only full-time day students, including U.S. and international students, may be considered for these positions. A Graduate Assistantship requires a work commitment of 10 hours each week.

# SATISFACTORY ACADEMIC PROGRESS POLICY

---

To continue receiving financial aid, you must maintain satisfactory academic progress (SAP), which entails a series of requirements centered on your grade point average, course completion rate and the time frame in which you're completing your degree. **(Please note: this policy pertains only to financial aid and is separate from other academic policies published by the institution.)**

Federal regulations require us to monitor the academic progress of all graduate students receiving financial aid. SAP is monitored on a yearly basis – usually in mid-to-late summer – and is effective the following fall term. Certificate program students are an exception; their SAP is monitored at the end of every term.

## What Aspects of SAP Are Monitored?

SAP status may be triggered by one or more of the following requirements:

- 1. Cumulative Grade Point Average (CGPA)** – Minimum GPA will vary by level and program
  - Graduate Students (including UCOL)
    - 3.00 for all other programs
  
- 2. Cumulative Completion Rate (CCR)**
  - Compares total hours a student has completed to the total hours a student has attempted within their current program of study
  - All DU Programs will require a minimum CCR of 66.60%
  
- 3. Maximum Time Frame (MTF)**
  - Maximum amount of time in which a student should complete their program of study
  - Defined as a percentage of program length (ie. 150% of program)
  - All DU Programs will require all degree requirements be completed within a 150% MTF limit

## What Happens to a Student Who Fails SAP?

Any student who fails SAP becomes ineligible to receive any financial aid until they once again meet SAP requirements. There are two exceptions that allow students to continue receiving aid even after having failed SAP requirements.

### 1. Qualifying for a Financial Aid Warning period

- Students in Certificate Programs who fail any of the SAP standards during a term immediately following a term in which they were successfully maintaining SAP can be placed in Financial Aid Warning Status
- These students will need to work with the Office of Financial Aid to sign a SAP Warning Contract, which will allow them to continue to receive financial aid for a single term
- If the student does not meet SAP at the end of the warning period, they lose aid eligibility, which can then only be regained by either re-establishing SAP eligibility or by having a SAP appeal approved by the Office of Financial Aid

### 2. Having an SAP Appeal approved by the Office of Financial Aid

- Students who lose their aid eligibility due to SAP can submit a formal appeal to receive financial aid
- Two Items are required for an SAP Appeal
  - Financial Aid Appeal Form
    - Signed appeal form document
    - Letter of Explanation detailing the reason the student is not meeting SAP, how that reason has been resolved, and what has changed that will enable the student to regain and meet SAP in the future
    - If appropriate, supporting 3<sup>rd</sup> party documentation
  - An Academic Plan approved by an academic advisor or their designated program representative, charting a course towards regaining SAP
- If approved, the student will be put on Probationary status, allowing them to receive aid as long as they comply with the terms of their academic plan
- Students on Probation will be monitored **each term** to ensure that they are meeting the conditions of their plan
  - The student will immediately lose eligibility for any further aid if they fail to meet those conditions
  - The Probation Period (and therefore academic plan monitoring) will cease at the point in which the student successfully re-establishing SAP eligibility
- Decisions regarding an appeal made by the Office of Financial Aid are final
- Students are allowed to file an appeal each time they fail to meet SAP, or any time that they lose eligibility due to academic plan monitoring
  - However, students will not have their appeals approved more than once for the same reason

# GRADUATION INFORMATION

---

## GRADUATION REQUIREMENTS

The maximum time allowed to complete any master's degree is five calendar years from the date of initial enrollment unless special permission is obtained from the Associate Provost for Graduate Studies. To graduate, an overall GPA of 3.0 is required. Students must also have a 3.0 GPA in their area of concentration. Grades lower than "C-" renders the credit unacceptable for meeting degree requirements. Students must not take more than eight hours beyond the degree requirements to make up grade deficiencies.

## APPLYING FOR GRADUATION

Students submit an Application for Graduation, available on [MyDU](#). For step-by-step instructions on submitting the application for graduation online, please visit [du.edu/registrar/graduation/graduationapp.html](http://du.edu/registrar/graduation/graduationapp.html). This must be done two quarters (six months) prior to the intended quarter of graduation. If you need to submit an application to graduate and you're outside the two-quarter window, email your academic advisor.

International Students: Please be sure to consult an advisor at the International Student and Scholar Services office (International House, 2200 S. Josephine) at least four (4) months in advance of your expected completion date for information on your immigration options after completion of study.

## COMMENCEMENT

Four commencement ceremonies are held at DU each year:

1. At the end of the spring semester, a Commencement ceremony is held for the Sturm College of Law.
2. At the end of the spring quarter, separate ceremonies are held for undergraduate and graduate students.
3. At the end of the summer quarter and summer semester, a Commencement ceremony is held for all summer graduates.

Students who have completed all graduation requirements during fall or winter or will complete all graduation requirements during spring quarter of the current academic year, are invited to participate in the spring ceremony.

Students who will complete all graduation requirements during the summer quarter are invited to participate in the summer ceremony. See the Commencement website for information about the upcoming ceremony.

### Walking in the ceremony

Under some circumstances, students who have not met graduation requirements are allowed, by petition, to participate (walk) in Commencement exercises. Students may request to walk in the commencement ceremony. For additional information about eligibility to walk in the commencement ceremony, please see the Graduate Request to Participate in Ceremony document found [here](#).

Diplomas: will be released after the graduation date once verification of graduation requirements is finalized and all holds are cleared. Typically, the diploma and an unofficial transcript will be mailed 8 to 10 weeks after the quarter ends.

Please refer to the Registrar's site for more information:

[du.edu/registrar/graduation/commencement.html](http://du.edu/registrar/graduation/commencement.html).



## **BUILDING POLICIES**

---

The Daniels College of Business facility incorporates the latest technology and materials to facilitate your business education. To preserve the usefulness and beauty of this building, the following policies need to be observed:

- Smoking is not permitted in the building. In addition, the University of Denver is committed to the health of our community and is a smoke free campus, meaning the use of smoke-producing products is not permitted indoors or outdoors on campus property.
- Appropriate dress is always expected in the building.
- Food and beverages are allowed in the classrooms; however, you are expected to dispose of any waste before you leave. There are only 10 minutes between class sessions, so please be considerate of other members of the Daniels community.
- In-line skates, skateboards, bikes, or motorized vehicles (except those assisting physically challenged individuals) are not to be used in the building. Bikes may be locked at various locations around the campus.
- Animals are not allowed in the building unless serving individuals or remaining in individual offices.

### **POLICIES FOR DANIELS MEETING ROOMS**

Please follow this link to make room reservations and read through policies and procedures for booking rooms on campus. Also note, the system does not allow for same day reservations, so please plan accordingly.

[25live.collegenet.com/du/#home\\_my25live\[0\]](https://25live.collegenet.com/du/#home_my25live[0])