



Morgridge College of Education

UNIVERSITY OF DENVER

Morgridge College of Education

Student Handbook

2026-2027

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Section I: Welcome & General Information

About This Handbook

This 2026-2027 MCE Handbook governs the degree requirements and processes for MCE students beginning their degree program in Fall Quarter 2026. Students who matriculated earlier than Fall 2026 are governed by the Handbook issued for that academic year unless they petition to change to the guidelines and policies contained in the current Handbook for that year. Prior handbooks can be found [within the archives](#).

The Student Handbook guides admitted students through the requirements of MCE degrees and certificates. It serves as a central resource to support your progress throughout your program. In addition to this handbook, the College expects students to familiarize themselves with the [University Graduate Policies and Procedures](#) and [supplemental program handbooks](#). Together, these documents provide a fuller framework for degree completion. Students are responsible for reviewing all relevant policies, understanding their degree requirements, and completing program milestones in a timely manner as defined by their program. While the College has made every effort to ensure consistency across documents, students should consult all sources to remain fully informed.

All college and program policies, which are considered the minimum requirements for all members of the University community, are administered under the Graduate Bulletin. The University of Denver reserves the right to change regulations, rules, fees, or other aspects of the policy manual without advance notice. The MCE website and the content of this handbook provide additional policy and procedure information specifically affecting Morgridge College of Education students and may be more stringent than the policies outlined in the Graduate Bulletin.

Equal Opportunity

The University of Denver is an Equal Opportunity Institution. It is the policy of the University not to discriminate in the admission of students, provision of services, or practice of hiring on the basis of race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, or disability. The University prohibits all discrimination, harassment, and retaliation, and complies with all applicable federal, state, and local laws, regulations, and Executive Orders. Please refer inquiries concerning allegations of discrimination based on any of the above factors to:

University of Denver Office of Civil Rights and Equal Opportunity (CREO)

Mary Reed Building, Room 422
2199 S. University Blvd., Denver, CO 80208
Phone: 303-871-7481
Fax: 303-871-3656

For more information, please call the above number or visit the [CREO website](#). You may also contact CREO with concerns regarding religious accommodations. For disability accommodations and/or access issues, contact [Student Disability Services \(SDS\)](#).

Land Acknowledgement

We would like to recognize that the University of Denver and the greater city of Denver reside within the traditional territories of Hinonoeino (Arapaho), Tsitsista (Cheyenne), and Nunt'zi (Ute). We recognize the descendant communities of the Northern Cheyenne Tribe of Montana, the Northern Arapaho Tribe of Wyoming, the Southern Cheyenne and Arapaho Tribes of Oklahoma, the Southern Ute Indian Tribe, and the Ute Mountain Ute Tribe. We also acknowledge that over 40 different Indigenous nations continue to be in relation with the lands currently called Colorado.

Denver is home to many different citizens of Indigenous nations, and we recognize their enduring presence on this land by paying respects to their elders, both past and present. Please take a moment to consider the legacies of violence, displacement, migration, and resettlement that bring us together today and please join us in uncovering such truths at all public events. Now is the time to reflect upon and personally reconcile how the genocidal acts against Indigenous communities intersect with our learning, collaboration, and sharing of knowledge.

To learn more about the genocidal acts of John Evans, [click here](#).

Morgridge College of Education (MCE) & University Information

MCE Identity, Vision, Mission and Values

Identity Statement

The Morgridge College of Education is a community of educators, psychologists, library information scientists, research methodologists, counselors, and scholars committed to advancing equity, promoting well-being, and generating knowledge that serves the public

good. Through engaged learning, interdisciplinary collaboration, and impactful research, we prepare ethical and inclusive leaders who strengthen communities and transform lives.

Vision Statement

The Morgridge College of Education envisions a world where learning and well-being advance justice, opportunity, and human flourishing across the lifespan. We champion innovative, humane, and interdisciplinary approaches to education and counseling that honor the complexity of human development and the diverse contexts in which people live and learn. Through collaborative scholarship and community-engaged practice, we strive to transform systems, elevate human potential, and create inclusive environments where all individuals and communities can thrive.

Mission Statement

The Morgridge College of Education advances learning, well-being, and social justice by preparing reflective, skilled, and compassionate educators, counselors, and leaders who transform lives and strengthen communities. At Morgridge, we believe that education and human development are powerful forces for creating a more just and humane world. Through engaged teaching, rigorous and innovative scholarship, and active partnerships with local and global communities, we cultivate critical and creative thought, advance knowledge, and contribute to the public good. Our work centers equity, combats discrimination, and embraces the multiplicity of human experiences so that our graduates can lead meaningful change across educational, mental health, and community systems.

Values

- **Social Justice:** We challenge inequity and expand opportunities across systems.
- **Whole-Person Development:** We honor the complexity of human development and prepare practitioners who nurture intellectual, emotional, and interpersonal growth. Division I: Counseling and Psychology
- **Research that informs practice:** We generate and apply rigorous scholarship that deepens understanding, shapes policy, and drives meaningful change.
- **Ethical and Compassionate Leadership:** We cultivate leaders who act with integrity, cultural humility, and a commitment to social justice and human dignity.
- **Lifelong Learning:** We embrace learning as a continuous, whole-person journey that fuels curiosity, adaptability, and reflective practice.

Accreditation

The University of Denver and its programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) as well as other specialized accrediting agencies for specific degree programs.

The Morgridge College of Education maintains the highest standards of academic quality and professional preparation. Many of our programs hold specialized accreditation from national accrediting bodies, reflecting our commitment to excellence and alignment with professional standards. We encourage students to review current accreditation information, including program-specific accreditations and accrediting agencies, on the Morgridge College of Education [Accreditation](#) webpage.

MCE Leadership

Acting Dean of the Morgridge College of Education

Dr. Henrika McCoy

henrika.mccoy@du.edu

Associate Dean for Research

Dr. Jesse Owen

jesse.owen@du.edu

Interim Associate Dean for Community Support and Engagement

Dr. Sarah Hurtado

sarah.hurtado@du.edu

Interim Associate Dean for Faculty Affairs

Dr. Laura Sponsler

laura.sponsler@du.edu

Interim Associate Dean for Academic and Student Affairs

Dr. Michele Tyson

michele.tyson@du.edu

Contact Information

DU Mailing Address

Recipient's name

Department

University of Denver
2199 S. University Blvd.
Denver, CO 80208

MCE Building Address

Katherine A. Ruffatto Hall
1999 E. Evans Ave.
Denver, CO. 80208

Telephone Numbers

University of Denver

- 303-871-2000
- 8am to 5pm Mountain Time
- Monday-Friday (except holidays)

Morgridge College of Education

- 303-871-2509
- 1-800-835-1607 (toll free)
- 9am to 4pm Mountain Time
- Monday-Friday (except holidays)

Campus Safety

- Emergency: 303-871-3000
- Non-emergency: 303-871-2334
- 24 hours/day

Academic Calendar

To access the academic calendar, go to [University of Denver Calendars](#)

MCE Field Placement

Worker's Compensation

The University of Denver does not cover students for injuries sustained while working in field placement positions. Field placement agencies should consult the Division of Workers' Compensation (303-575-8700) or their professional accountant for advice on workers' compensation coverage as it relates to students in salaried positions. The

University of Denver's Risk Management Director may offer further clarification of policies related to workers' compensation coverage at 303-871-2327. Please refer to your program's supplemental handbook for more information.

Notice of Potential Risk

Please be advised that clinical or research activities performed in field placement settings may carry with them certain attendant risks. Each student must assess whether their level of training and amount of agency-provided supervision is suitable to the routine and/or unique requirements and demands of the field placement environment in which they work. If a student has a concern about the risk level of the practicum or internship site, they need to speak to their Practicum/Internship Instructor and Program Director, and potentially the Division lead who will help assess this risk and address the problem if needed.

MCE Strike Policy

The program maintains neutrality during labor negotiations and contract disputes. Students must notify their placement supervisors immediately upon learning of a potential strike or work stoppage. Due to supervision and liability risks, the program strongly discourages attending field or service placements during a labor strike. Students should consult their supervisors, exercise their own professional judgment, and rest assured that their decisions regarding attendance during a dispute will have no adverse academic consequences or impact on their program standing.

Field placement agencies should consult the [Division of Workers' Compensation](#) or a professional accountant for advice on coverage. The DU Risk Management Director may provide further clarification.

Liability Insurance Coverage

All students in the Counseling Psychology program are required to obtain their own malpractice insurance and maintain it throughout their practicum, internships, and clinic experiences. Most students obtain this insurance from either the American Psychological Association or the American Counseling Association. Student policies are available for reduced rates.

Morgridge Offices & Resources

Faculty and staff directory with contact information: <https://morgridge.du.edu/directory>

Faculty

Appointed Faculty

Appointed faculty hold continuing appointments and are expected to engage in research or other scholarly endeavors, DU and MCE service, and/or community service in addition to teaching and curriculum leadership. Appointed faculty include tenure/tenure-track faculty, clinical faculty, faculty of the practice, and research faculty.

Adjunct Faculty

Adjunct faculty are instructors who are actively engaged in practice in addition to their teaching. They are engaged by MCE to teach specific courses based on their education, experience, and expertise.

Staff

MCE Financial Aid

Please email mce.finaid@du.edu with any questions about tuition, billing, and/or MCE scholarships.

MCE Admissions

Please email mce.admissions@du.edu with questions related to your admission and/or application for another program or degree.

Morgridge Academic and Student Affairs (MASA)

Please email mce.students@du.edu with any questions related to registration and graduation.

Computer Lab and Technology Resources

Ruffatto Hall 210. Throughout Ruffatto Hall, there are large monitors in classrooms and common areas for student use, but students will need to provide their own VGA cables.

Computer lab hours vary but normally range from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:30 p.m. on Fridays. Weekend hours may be available; please check the posted schedule on the door to the lab. The lab is closed on holidays.

Please visit the <https://www.du.edu/it/student-resources> for support related to Microsoft Suite, Canvas, or other software or technology.

Section II: DU Student Resources

Communication

Email Expectations

In alignment with university policy ([Email as Official University Communication Policy](#)), email is the primary, official form of communication between the College and its students. As such, the University expects students to regularly monitor their DU e-mail account, including their “Junk” folder, and provide a timely response when appropriate. DU faculty and staff operate under the same expectations. To effectively and professionally communicate with DU faculty and staff, and in preparation for professional communications beyond your time in the program, we expect students to adhere to the following guidelines.

- Emails must have a clear subject including the related course title, if relevant.
- Address the email recipient by their formal title (e.g., “Dear Dr. Vasquez,”; “Good morning, Professor Anderson”).
- Begin your email with a greeting (e.g., “Hope you’re having a good week!”) and some context before asking a question.
- End your email with your name.
- Proofread your email for errors such as those related to auto-correct and wrong words with correct spelling (e.g., “principle” when you mean “principal”).

Course Communications

All general communications related to individual courses will go through Canvas, the Learning Management System. Faculty will post announcements and other communications to the course shell by tagging @Class, initiating notifications for all enrolled students. Students are responsible for monitoring their course shell and updating their settings to allow for course notifications as appropriate.

Please contact [IT Services](#) if you have issues accessing your account.

Student Wellness

Department faculty and staff support students' personal wellness. Ethical responsibilities related to helping professions require attention to this domain, including the ability to and

expectation for students to identify signs of impairment from their own physical, mental, or emotional challenges that may interfere with their ability to engage with their academic and/or professional responsibilities, as they relate to the program.

If any student reports or indicates current or recent self-harm, substance abuse, or suicidal ideation, faculty or staff will submit a [Student Outreach and Support](#) referral and take additional departmental or emergency action as appropriate. These actions are not intended to be punitive but to offer support.

Inclusive Learning Environment

The MCE community works together to develop an inclusive, respectful learning environment. Our diversity may reflect differences in race, culture, age, religion, sexual orientation, socioeconomic background, and myriad other social identities and life experiences. The goals of inclusiveness, in a diverse community, encourages and appreciates expressions of different ideas, opinions, and beliefs, so that conversations and interactions that could potentially be divisive turn instead into opportunities for intellectual and personal enrichment. A dedication to inclusiveness requires respecting what others say, their right to say it, and the thoughtful considerations of others' communication styles. Both speaking and listening are valuable tools for furthering thoughtful, enlightening dialogue. Respect for other's differences transforms a college of individual students into an inclusive, collaborative and excellent learning community. This commitment to inclusion shapes our core expectation for behavior within and outside the classroom. ☐

DU Student Resources

Writing Center

The [University Writing Center](#) works with all University of Denver students, staff, and faculty as part of the Writing Program's mission to create and sustain a robust culture of writing on the DU Campus.

In their free 45-minute consultations, Writing Center staff work with writers individually and in groups to discuss their work and to help them hone their skills and practices, with an eye both on the texts at hand and on the writers' goals and needs.

The Writing Center is accessible to both online and on-campus students.

Contact Information

- **Address:** Anderson Academic Commons, room 282
- **Phone:** 303-871-7448
- **Email:** writing@du.edu

Research Center

[Research Services](#) should be a student's first point of contact for questions about locating books, finding articles on a specific topic, or using electronic resources.

The reference librarians at University Libraries also offer many instructional opportunities to help the DU community learn about library research. [Library instruction sessions](#) are one of the best ways to develop valuable research skills. Students who have the skills to find, evaluate, and use information are more successful in their classes and will be more successful at life-long learning after graduation. Additionally, [one-on-one research consultations](#) are available to current DU students, faculty, and staff at any stage of the research process.

Contact Information

- **Address:** Anderson Academic Commons, room 240
- **Phone:** 303-871-2905
- **Email:** research@du.libanswers.com

DU Libraries

The University of Denver Libraries provide outstanding collections and services to the University community. The Anderson Academic Commons brings together the University of Denver's main library and popular [Academic Support Services](#) in one convenient location.

Online students have full access to all library databases and resources.

Contact Information

- **Location:** Anderson Academic Commons
- **Phone and Email:** [By Department](#)

Career & Professional Development

The [University of Denver Offices of Career & Professional Development](#) (CPD) enhance the career success of students and alumni by providing career education through coaching, programming and resources, facilitating connections between students, alumni, parents/families and employers, and offering experiential learning and/or professional development opportunities relevant to students and alumni at all stages of their careers. Some featured services:

- **[Advice & Resources](#)**: Tips and tricks to support your career trajectory
- **[Big Interview](#)**: Platform to learn and practice interview skills for jobs, internships, or further graduate school
- **[Events & Programs](#)**: Virtual workshops, fairs, and other events to build your career readiness
- **[Resumes & Cover Letters](#)**: Support with resume writing and cover letters as you prepare to apply for field placement, jobs, or additional graduate studies

Contact Information

- **Location**: Burwell Center for Career Achievement
- **Phone**: 303-871-2150
- **Email**: <https://career.du.edu/contact/>

Student Outreach & Support (SOS)

[Student Outreach & Support \(SOS\)](#) helps students succeed by connecting them with on- and off-campus resources. They develop action plans to support students in navigating challenging situations and meeting their goals.

If you or someone you know is feeling overwhelmed, you can submit an [SOS referral](#). SOS staff review referrals daily, Monday through Friday, and reach out to students within 24-48 business hours to learn how they may be able to support them.

Health & Counseling Center (HCC)

The [Health & Counseling Center \(HCC\)](#) is students' on-campus resource for quality medical and mental healthcare services, health education, and support through life transitions and challenges. They also work with campus and community partners to support your wider well-being and success in studies and life.

The HCC offers full primary care and gynecology services to all eligible DU students, including graduate students. With a staff of licensed physicians, specialists, nurses, physician assistants, and other medical professionals, the HCC strives to equitably and accessibly meet your basic health needs.

The HCC also offers counseling services—individual, couples, and group therapy—to all on-campus students. Providers include licensed psychologists, clinical social workers, and professional counselors as well as supervised graduate students. All services are confidential. They will not release information to anyone without your written consent (except in the case of a life-threatening emergency or when it is otherwise required by law).

Contact Information

- **Location:** Ritchie Center, 3rd floor
- **Phone:** 303-871-2205
- **Email:** hccinfo@du.edu

Center for Advocacy, Prevention, and Empowerment (CAPE)

The [Center for Advocacy, Prevention, and Empowerment \(CAPE\)](#) provides advocacy and support services to all student, staff, and faculty survivors of sexual assault, relationship violence, stalking, and sexual harassment. They also offer consultations and resources for people who support survivors. All services are confidential and free of charge.

Contact Information

- **Address:** Ritchie Center, 3rd floor
- **Phone:** 303-871-3853 (business hours); 303-871-2205 (after hours on-call crisis counselor)
- **Email:** cape@du.edu

Student Disability Services (SDS)

[Student Disability Services \(SDS\)](#) provides equitable opportunities to all students in full compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, the Rehabilitation Act of 1973, and other applicable laws. SDS helps to facilitate student participation by approving and providing accommodations at no extra cost for any student who has a documented disability. SDS supports a range of potentially helpful accommodations. If you believe you would benefit from accommodations, please contact the SDS office to learn more and begin the process when you are ready.

Contact Information

- **Phone:** 303-871-3241
- **Email:** sds@du.edu

Learning Effectiveness Program (LEP)

The [Learning Effectiveness Program \(LEP\)](#) is an academic resource for DU students who have a diagnosed learning difference. LEP offers support resources including an assigned Academic Counselor, tutoring support, executive functioning specialists, and peer mentoring. Students can enroll in LEP via an online application with documentation that supports your learning difference. LEP offers resources on a fee-for-service model; limited full and partial scholarships are available.

Contact Information

- **Address:** Katherine Ruffatto Hall, 4th Floor
- **Phone:** 303 871-2372
- **Email:** lep@du.edu

Veteran Student Services

The [Veteran Student Services](#) staff is your primary point of contact for any military- or veteran-related topics or questions, including but not limited to GI Bill funding, mentorship, and the Veteran Student Association.

Contact Information

- **Location:** DU Community Commons
- **Phone:** 303-871-5350
- **Email:** veterans@du.edu

International Student & Scholar Services (ISSS)

[International Student and Scholar Services \(ISSS\)](#) supports internationalization at the University of Denver by serving as a resource to students, faculty, and staff in meeting the needs of the international community on campus. Moving to a new country while completing your education can be overwhelming, but ISSS will support you every step of the way.

Contact Information

- **Address:** International House
- **Phone:** 303-871-4912
- **Email:** isss@du.edu

Office of Civil Rights and Equal Opportunity (CREO)

The [Office of Civil Rights and Equal Opportunity \(CREO\)](#) serves the University of Denver community by fostering an environment of equal opportunity, equity and anti-discrimination. They facilitate compliance with Title VI, Title VII, Title IX, Equal Pay, Age Discrimination in Employment, ADA and Section 504, VEVRAA, USERRA, GINA, as well as other applicable federal, state, and local anti-discrimination laws.

CREO also investigates claims of discrimination on the basis of an individual's actual or perceived race, color, national origin (including shared ancestry or ethnic characteristics), ancestry, age, religion, creed, disability, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth and related medical conditions (in employment), genetic information (in employment), citizenship or immigration status (in employment), military enlistment, or veteran status.

CREO provides reporting options, training opportunities, resources, events, and updates on these issues.

Contact Information

- **Address:** Driscoll Center South, Suite 30
- **Phone:** 303-871-7016
- **Email:** titleIX@du.edu

Student Organizations and Professional Affiliations

Students are encouraged to engage with the scholarly and professional communities associated with their field of study. Each program is supported by student organizations within the Morgridge College of Education (MCE), as well as professional organizations, accrediting bodies, and disciplinary associations that help inform program curricula, professional standards, and expectations for student learning and development.

Participation in these organizations provides valuable opportunities for networking, leadership development, professional engagement, scholarly collaboration, and service to the profession. Students are encouraged to become familiar with the organizations and affiliations most relevant to their academic and career goals.

Specific information regarding student organizations, professional associations, accreditation standards, and program-specific expectations can be found in the supplemental program sections of this handbook. Students should consult the section corresponding to their degree program for additional details and opportunities for involvement.

Section III: DU Academic Policies

Coursework Policies

Coursework plans, course substitutions, course waivers, independent study, internships, and research registration policies may differ by individual program. Please see supplemental program handbooks for more detail.

Transfer Credits

According to the Graduate Bulletin [Transfer of Credit](#) policy, transfer of credit for master's programs is limited to 25% of the minimum number of credits required for the degree. For the MA, that means up to 12 credits may be eligible for transfer into the MA degree if they have not been counted toward a previous degree. For doctoral students (whether EdD or PhD), up to 15 transfer credits may be approved if they have not been counted toward a previous degree.

Transferred credits count toward meeting the minimum number of credits for the degree but are not automatically approved to substitute for required coursework (see Course Substitutions following). Requests must be submitted to the advisor and then forwarded for department approval before being sent to the Office of Graduate Education for consideration. Before submitting a request to your advisor, please review the [Transfer of Credit Policy](#) in the [Graduate Bulletin](#). The [Transfer of Credit Form](#) must be filed during the first quarter of study at DU.

Course Substitutions and Waivers

Course substitutions differ from transferring credits into the degree program in that the student is requesting that a different course be used to fulfill a required course in the degree program. The substituted course cannot have been counted toward another degree. Courses approved to transfer into the degree program may also be used in a substitution request. A request to waive a course requirement, if approved, exempts the student from taking a required course in the degree program but does not reduce the minimum number of credits required for the degree. The [Graduate Course Substitution or Waiver Approval Form](#) must be completed by the student, reviewed by the advisor, and then forwarded for departmental approval.

Enrollment Policies

Personal Leave of Absence

A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. For medical circumstances, see [medical leave of absence](#). Students who wish to withdraw permanently from their programs should notify their departments as well as the Office of the Registrar in writing. A graduate student who wants to take time off from the University must fill out the withdrawal form in [MyDU](#) by the Registrar's published deadline to drop classes. Students may indicate their intent to return by applying for a personal leave of absence during the withdrawal process. Students who fail to withdraw will be liable for full tuition and fee charges, and a failing grade may be recorded for every course for which the student is registered.

In general, leaves of absence are for students who want to take a period of time away from the University (excluding summer) with the intent to return. The maximum period of time for a single leave of absence is three consecutive quarters, excluding summers. Students who need an additional leave of absence should complete a new withdrawal form in [MyDU](#). While on an approved leave of absence, students are guaranteed a place in their current program when they return to the University, provided all deadlines and rules are observed. Some units may have more restrictive guidelines for a leave of absence. Students should consult with their unit and program for more information before making a decision about whether to take a leave. Returning students have the same registration priority as continuing students. It is important to note that students are still held to the original timeline for completion of the degree.

Medical Leave of Absence

A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University. The [Medical Leave of Absence and Medical Re-Entry Policies](#) describe the circumstances under which a student may request a Medical Leave of Absence, and the procedures the student must follow.

The student initiates the process for a Medical Leave of Absence by completing the Withdrawal Form, which is available on [My4D](#), citing health/medical as the reason for withdrawal.

You can learn more about the Medical Leave of Absence by contacting Student Outreach & Support at sos@du.edu.

Upon returning to the program, please follow these steps:

1. Connect with mce.students@du.edu or your faculty advisor to review your course plan and choose courses for the upcoming quarter
2. Ensure you remove all registration holds, then email the Registrar's Office to request a time ticket to register for classes.

University Continuous Enrollment (CE) Policy

All graduate degree-seeking students (including master's students) must be in active status and continuously enrolled in consecutive quarters, except for the summer term. Students who are planning to miss more than one quarter of enrollment are required to submit a leave of absence request to avoid being required to apply for readmission to their degree program. The one (1) credit of required minimum enrollment may consist of registration for courses, thesis or dissertation credits, or CE credits.

The CE option is ideal for students who seek to remain at full-time status without being registered in at least four (4) credits, which might be necessary for some financial aid awards. This can be especially useful for doctoral students when completing the dissertation in practice or dissertation is the only remaining degree requirement. Please refer to the [Continuous Enrollment](#) page of the *Graduate Bulletin* for complete information regarding all enrollment requirements, as well as the full explanation of CE. Students are advised to consult with the Office of Graduate Education (gradinfo@du.edu) to clarify any financial aid requirements that may be related to CE.

Request **Continuous Enrollment** approval at [Office of Graduate Education website](#) *This approval must be granted at the beginning of every fall quarter once you have completed all coursework requirements and are working on academic work/research necessary to complete the degree. Students are not required to register for Continuous Enrollment but if you do, remember that it does not replace registration for your research credit--you must enroll in both.* The approval will remain in effect for fall, winter, and spring quarters of that year. The student will receive notification from the Office of Graduate Education that will include the appropriate registration CRN code. It is the student's responsibility to register for CE each quarter.

Time Limit for Completion of Degree

As stated in the Graduate Bulletin regarding the [Time Limit for Completion of the Degree](#):

The candidate for the doctorate (EdD or PhD) is expected to complete all requirements for the degree no later than seven (7) years after beginning the program, as measured by the date of matriculation into the degree. Failure to complete the degree within the established time limits will result in termination unless the student successfully petitions for an extension to the Associate Provost for the Office of Graduate Education. The college, school, or division lead and advisor must recommend this extension in writing. If it is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter up to a maximum of one year per request.

Grading Policies

Grades are based on competence. MCE faculty use letter grades for all classes other than field instruction:

- A – Excellent work (91-100)
- B – Good work – meets course expectations (81-90) 0.0
- C – Poor work – minimally meets course expectations (71-80)
- F – Failing work (70 and below)

Each course syllabus will outline expectations concerning learning objectives, attendance, examinations, and evaluation of student performance, and faculty will also discuss these expectations during the first session of each course. MCE does not administer “D” grades as final grades. Grades of “Pass” or “No Pass” are only given for field internship credits and are not included in GPA calculations. Students may view their grades online via My4D approximately 10 days after the close of each quarter.

GPA Replacement

The University of Denver allows degree-seeking undergraduate and graduate students to repeat most courses to meet the minimum grade requirement for a required course, subject to limits imposed by individual schools and colleges.

Graduate students may repeat/replace courses in which they earned grades of **B-, C+, C, C-, D+, D, D- or F**. You may request GPA replacements for up to 2 classes. See the [Graduate Bulletin](#) for the University’s detailed GPA replacement policy.

Incomplete Grades

An Incomplete (I) is a temporary grade which the instructor may give at their discretion when a student's illness, necessary absence, or other extenuating circumstance prevents completion of course requirements by the end of the academic term.

Faculty may give Incomplete grades only in the following circumstances:

- The student's grade 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 a mutually 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

See the [Graduate Bulletin](#) for the University's detailed incomplete grading policy.

Change of Grade

Grades that instructors turn in at the end of the quarter are final and are not subject to change due to revision of the instructor's judgment. Only the course instructor can change a student's grade in that course, and only if errors in computation warrant such a change. Faculty cannot change grades based on a second trial, such as a new examination or additional work completed after they have submitted the grade report. In the event of grade error, the faculty member must initiate a Correction of Error in Grading through the Faculty tab in My4D.

Grade Appeal Process

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The instructor made the grading decision on some basis other than academic performance or penalty for academic misconduct.
- The instructor based the grading decision on standards unreasonably different from those applied to other students in the same course and section.
- The instructor based the grading decision on an unreasonable departure from previously articulated standards.
- The chairperson, grade appeal committee, or Dean may recommend grade changes but shall have the power to alter grades only in cases of clearly established procedural error or substantial capriciousness or arbitrariness in the instructor's evaluation.

Visit the Office of the Registrar website for more information about the [grade appeal process](#).

Academic Standards

Students are responsible for understanding and complying with the University of Denver's graduate academic standards, including policies related to grade point average requirements, academic standing, probation, suspension, dismissal, grade replacement, repeating courses, and other academic performance expectations. The current Academic Standards policy is available in the [Graduate Academic Standards](#) in the University of Denver Bulletin.

Probation and Dismissal

Any student whose overall grade point average falls below 3.0 will be placed on probation. In each quarter of probation, the student and their advisor must develop a plan to remedy the academic deficit.

After grades post at the end of each quarter, the Office of Graduate Education (OGE) notifies students and departments if a student's GPA has fallen below 3.0. OGE intends the notification to be a proactive step in helping students remedy their situation.

Students who do not adhere to University/MCE/department policies may be placed on probation and subsequently recommended for dismissal from the program. While such instances are rare, should they occur, the faculty advisor will inform the student specifically and in writing of issues and concerns regarding academic progress or attendance, interpersonal or practice effectiveness, professionalism, safety concerns,

disruption of student learning, and/or ethical violations. Students must respond to these concerns personally and in writing. The division lead and appropriate faculty—in consultation with the MCE Associate Dean for Academic and Student Affairs—will make the final decision about dismissal. They will disclose all pertinent information regarding such decisions in a timely manner.

See the full [probation policy](#) in the Graduate Bulletin.

Student Right to Appeal

Students have the right to appeal and file grievances objecting to grading, probation, suspension, and dismissal decisions. The Office of Graduate Education has outlined the process for filing appeals and grievances in the Graduate Bulletin under policies for [Academic Exceptions, Complaints, Grievances and Appeals](#). MCE encourages students to first seek resolution directly with the advisor or instructor, then the division lead, and then the Associate Dean for Academic and Student Affairs as appropriate.

Academic Honesty

Work subjected to the standards of academic honesty includes, but is not limited to, course papers, comprehensive exams, annotated bibliographies, dissertations, dissertations in practice, and other research projects.

Artificial Intelligence (AI)

The academic honesty policy applies to the use of AI applications to generate text, images, videos, audio, software code, or other forms of content. Students may use ChatGPT, Claude, Gemini, Copilot, and similar generative AI models only under their instructor or advisor's guidance and permission. Not all faculty have the same beliefs or expectations for AI use.

Academic Integrity Violations

Including but not limited to:

- **Plagiarism:** Any representation of another's work or ideas as one's own in academic and educational submissions, such as failure to include appropriate citation(s). This includes failure to cite one's own previously submitted work (even unpublished) and failure to cite generative AI models.
- **Unauthorized Use:** Any actual or attempted use or possession of resources prohibited by the instructor(s) or those that a reasonable person would consider inappropriate under the circumstances for academic submissions, including prohibited or inappropriate use of the internet.

- **Cheating:** Any actual or attempted effort to engage in falsification of academic materials, claiming credit for another's work contrary to instructor/department instructions, such as copying answers on a test, and/or assisting another student in engaging in any action that may violate one or more aspects of the Academic Integrity Policy.
- **Repeated Submission:** Any submission of academic work for more than one course without the instructor's written permission.
- **Fabrication:** Any falsification or creation of unsubstantiated data, research or resources to support academic submissions.
- **Impediment:** Intentionally damaging, misrepresenting, or inhibiting the academic work of another student.
- **Syllabus Violation:** Failure to meet expectations set forth in a course syllabus.
- **Violation of Professional Standards:** Failure to comply with the standards applicable to a field of study, profession and/or academic department.

The College will address alleged violations of Academic Integrity through the [Academic Integrity Misconduct Process](#). For instances of suspected academic dishonesty, students can expect faculty to adhere to the following procedure:

1. Collecting supporting materials (e.g., Turnitin reports, website links, student materials, etc.)
2. Discussing the incident and reporting process with Student Rights & Responsibilities (SRR)
3. Reviewing the incident with other faculty, the division lead, and/or Associate Dean for Academic and Student Affairs.
4. Meeting with the student to discuss the incident, allowing the student an opportunity to share their perspective. Additional faculty and/or SRR staff may also join this meeting. The student may bring a support person if they choose.
5. Working with the student towards a collective determination on their responsibility for the incident. If the student does not accept responsibility, faculty may consult SRR.
6. Reporting to SRR the final determination regarding responsibility and any academic actions to be taken.
7. SRR and/or the academic unit can assign a status or educational outcome.

The University also recognizes its obligation to students who have reportedly violated University Policies but have not completed the SRR process. Therefore, interim measures should not unduly interfere with a Respondent's academic progress except as deemed

necessary to protect the University, any member of the University Community, or the University's mission. Throughout the SRR process, students have the right to:

- Fair treatment
- Privacy
- Presence of a support person
- Written notice
- Opportunity to respond to allegations and provide a statement
- Written decision and appeal

Religious Accommodations

University policy for [Religious Accommodations for DU Students, Faculty, and Staff](#) grants students excused absences from class or other organized activities for observance of religious holy days unless the University determines that such an accommodation would fundamentally alter the curriculum or academic program. The University asks faculty to accommodate requests when students contact them in advance about such excused absences. Students are responsible for completing assignments given in their absence, but faculty should give them opportunities to make up work missed due to religious observance.

Exceptions to Academic Policy/Extension of Program

Refer to the [Graduate Bulletin](#) for descriptions of academic exceptions.

Grievance policy

If a student has a grievance with another student, faculty member, or staff member, they must follow these steps toward restoration and resolution:

1. Meet directly with the involved individual(s) to express your view and work toward a restorative solution.
 - a. Note: You may bring your advisor or a trusted faculty member for support to balance power dynamics.
2. If the issue remains unresolved, meet with your faculty advisor. If your grievance is with your advisor, skip to Step 4.
3. If still unresolved, escalate the concern to the Division Lead.

4. If necessary, schedule a final meeting with the MCE Associate Dean of Student Affairs.

If a grievance involves unlawful discrimination (based on race, ethnicity, gender, sexual orientation, disability, religion, etc.) or a hostile learning environment, attempt the resolution steps above first. If the issue remains unresolved, contact the DU Office of [Civil Rights and Equal Opportunity](#).

Student Bereavement Policy

The Office of Student Outreach & Support (SOS) is the designated office to help support students in the event of a death in the student's immediate family or household. The Student Bereavement Policy allows students to have a certain number of excused absences in the event of a family or household loss.

A student's absence from class will be excused in the event of a death in the student's immediate family or household for up to three consecutive business days for in-state memorial services and five consecutive business days for out-of-state memorial services. The student is responsible for fulfilling the course requirements and for working with course instructors on an appropriate timeline to submit any missed assignments/requirements. The Office of [Student Outreach & Support \(SOS\)](#) is the designated office to help support the student and review all available options if the death has an impact on the student's academic progress for the term. Faculty requesting confirmation of the bereavement leave should consult with the SOS staff.

How to Request a Bereavement Notification

If you've experienced a close familial loss, please don't hesitate to contact Student Outreach & Support. If you'd like to request time away from your coursework, you can do so by filling out the notification request form. Once SOS reviews your request, they will notify your professors, and the professors can offer relevant support for your coursework.

Basic Needs Security

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Office of Student Outreach and Support (SOS) for resources and support at 303.871.2400 or at <https://studentaffairs.du.edu/student-outreach-support>. [DU Help](#) also has a listing of extensive resources covering varying situations and challenges.

FERPA

The University of Denver is committed to the safeguarding and accurate maintenance of student records. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides students with rights regarding their educational records. Direct general questions, concerns, or informal complaints to the [Office of the Registrar](#).

Occasionally, students will need to release some or all of their student records to third parties such as parents, attorneys, or employers. The University of Denver will not release student records without the student's written consent.

Section IV: Advising at Morgridge College of Education

Academic Advising

Academic advising is a collaborative process that supports students in achieving their academic, professional, and personal goals. Advising provides students with information regarding degree requirements, course sequencing, university policies, academic resources, and progress toward degree completion.

Prior to the start of the first quarter, program faculty assign students to an academic advisor. Academic advisors and their students meet at least once per quarter to review progress in the program and build or modify degree plans. A review of program progress can include constructive critical feedback, evaluation of strengths, and detailed plans for meeting program requirements. Faculty advisors offer guidance and support; however, students are ultimately responsible for understanding and fulfilling all degree requirements, monitoring their academic progress, and enrolling in appropriate courses to ensure timely completion of their program.

The academic advisor is also available to provide support and perspective on any challenges that might arise during the program, although students are certainly welcome to seek consultation from any faculty member. It is expected that these assignments will remain in place throughout the student's time in the program. Conflicts between advisors and advisees should first be addressed between the two parties, potentially with the support of the division lead or program director. Should the student feel uncomfortable addressing their concerns with their advisor, they may consult with the Program Director or Division lead for appropriate next steps.

In the event a faculty member is unavailable due to sabbatical, leave, or departure, program faculty will appoint a temporary or new advisor in consultation with the student.

Change of Advisor

If a student wishes to change advisors, they must follow the procedure outlined below. EdD and PhD students may only request a change after completing the comprehensive exam and prior to the fifth week of the quarter following the exam; faculty will only consider exceptions on a case-by-case basis in extenuating circumstances.

Before requesting an advisor change, students should take the following steps to address issues with their advisor:

1. Set up a meeting with your advisor to address concerns and develop a plan to meet your professional and academic needs.

2. If issues continue, initiate a meeting with the program director or division lead and your current advisor.
3. If concerns remain unresolved, email a formal request to the program director or division lead notifying them of your intent to request a change of advisor.

To request a change of advisor:

1. Schedule a meeting with your current advisor to notify them of your plans to submit a request. Work with them to identify any steps that may be necessary to complete before transitioning to another advisor.
2. Meet with your division lead to identify available faculty members. Faculty may have limitations on the number of advisees they are available to support depending on several factors (e.g., sabbaticals, number of current advisees, etc.)
3. Contact the identified available faculty member to request a transfer. Faculty members may accept or decline these advising requests at their own discretion.
4. Once all parties have agreed to the transition, complete the Change of Advisor Request Form. Send the completed forms to MASA as soon as possible - no later than the start of the following academic quarter (including summer term).
5. Meet with your new advisor to review your progress, current standing, degree plan, and immediate goals. To facilitate this process, please provide your new advisor with your degree plan, annual review letters, and your unofficial transcript.

Advising Sessions

To support student success and facilitate registration planning, the Morgridge Academic and Student Affairs (MASA) team conducts quarterly advising sessions during the week prior to registration for the upcoming term. Advising sessions may be offered online or in person and will include time with program faculty. These sessions provide an overview of key registration information, curriculum updates, program requirements, important deadlines, and other academic matters.

MASA organizes advising sessions by degree program (i.e., MA, EdD, PhD, and other degree offerings) to ensure students receive specific information relevant to their program of study. Students must attend one advising session each quarter to receive clearance for registration in the subsequent term.

Registration Policies

Time-ticket process

Students will register for classes via My4D during University registration periods. The Office of the Registrar assigns registration times by credit hours, so students who are closest to completing degree requirements are allowed to register first. Registration times consider credit hours earned (completed courses for which the student has received a passing grade), credit hours in progress (courses for which students are currently registered), and credit received as transfer credit from other institutions. However, due to the format of our curriculum, many students have the same number of hours earned and hours registered in any given quarter. Once times are assigned by credit hours, registration groups will further be divided alphabetically according to the first letter of the student's last name. Each quarter, the Office of the Registrar will randomly assign the earliest time to a new letter to ensure fairness across the registration process.

Students who have a documented disability and accommodation through Student Disability Services (SDS) may receive an early registration time. For the best course selection, the University recommends that students register at their assigned time whenever possible.

Registration Holds

Students should check for holds prior to their assigned registration time. The following holds may apply:

Immunizations

Colorado State Law and University of Denver policy requires all students to receive two (2) doses of vaccine against measles, mumps, and rubella (MMR) and a review of information regarding Meningococcal disease (meningitis) prior to registration.

Additionally, all first-year undergraduates and students living in DU Housing must show proof of Meningococcal ACWY vaccination within the past five (5) years. If proof of immunity and acknowledgement of meningitis information (or proof of vaccination for incoming class) is not submitted to the University of Denver Health & Counseling Center, you will not be able to register for classes. Immunization record information must be submitted to the DU Health and Counseling Center by your program's registration date. (Colorado Revised Statutes §25-4-901 to 909) Students will NOT be able to register for Fall Term classes without providing this information. In the event of an MMR or meningitis outbreak on campus, those students for whom an exemption has been submitted will be withdrawn from classes by the CDPHE (Colorado Department of Public Health and Environment) until the outbreak is contained (approximately six to eight weeks). Those students exempt from requirements will not be entitled to a tuition refund or credit for any missed time.

Add/Drop Process and Deadlines

Students may drop 10-week courses themselves via My4D from the time they register through the first week (seven days) of the quarter. Courses dropped within this window are deleted from the student's record and tuition is refunded 100%, if applicable.

Students may drop 10-week courses through week six of the quarter. Courses dropped within this window are noted as a "W" on the student's transcript. A grade of "W" is not calculated in the student's GPA and is not punitive in any way. Add/drop deadlines and tuition refund information is available online at www.du.edu/registrar. Beginning week 9 of the term students are not permitted to drop courses and will receive the grade earned.

Note: Students should review specific add/drop policies for summer courses online at www.du.edu/registrar. Summer intensive courses may not be dropped once the course has begun. When dropping a required course, students are also encouraged to review published class schedules and/or consult with an advisor prior to dropping the course to ensure that they are able to meet all requirements for graduation.

Waitlists

The Registrar creates and maintains waitlists at their discretion. If course has a waitlist, students can add themselves via My4D. Students for whom a course is required get priority on the waitlist regardless of their initial position. Students will be notified of an open seat for a waitlisted class via an automated e-mail and must register within 24 hours. After the 24-hour window, if the notified student has not registered for the available seat, the next student on the waitlist will receive an offer. The University encourages students to be considerate of their colleagues and drop waitlisted courses if no longer needed or wanted.

Auditing courses

Auditing DU students who are registered for eight credit hours in a quarter may, with instructor approval, audit a course. They will not pay tuition, and they will have no formal record of the course. Faculty grant approval for auditing privileges only after the formal registration period, where space is available, when no students remain on the course waitlist, and at the discretion of the instructor.

Waiver Process for Required Research Courses

If you have taken a similar course at the graduate level, or if you can demonstrate content knowledge through coursework, you may be eligible to waive a course. The chart below explains the waiver process for required research courses.

You **may** be able to waive a course **IF** you have taken a similar course at graduate level within 5 years with a grade of B or better.



Take the syllabus from the comparable course, your transcript showing your grades, and any other relevant material to the **instructor of the course you want to waive** for that faculty member to review (cc your advisor).



If approved, complete a waiver form with signatures of the **instructor of the course you want to waive** and your advisor.



Student files waiver with the office listed on the form.



If **not** approved, you may elect to attempt to test out of the course by taking a written test on the course content. If you score above 80%, you will not be required to take the course. You may **retake** the test **once**.



If you do not pass the test on the first or second attempt, you must register for and take the course.



If you pass the test, complete the *Graduate Course Substitution or Waiver Approval Form* and file it with the office listed on the form.

Doctoral Dissertation

The dissertation represents the culminating research experience for **Doctor of Philosophy (PhD)** Students through which degree candidates are expected to complete quality original scholarship that contributes to the theoretical/research knowledge base of the candidate's field of study. Students should consult the [Office of Graduate Education website](#) for instructions regarding how to prepare and format the dissertation.

The Morgridge College of Education requires their **Doctor of Education (EdD)** candidates to complete a dissertation in practice (DIP) instead of a dissertation. EdD students should consult with their program regarding DIP requirements.

Students are responsible for adhering to all University policies and procedures governing dissertation committee composition, proposal approval, enrollment requirements, oral defense procedures, manuscript preparation, submission deadlines, and degree conferral.

Because the University often revises policies, students should consult the current Graduate Bulletin for the most up-to-date dissertation requirements: [Doctoral Dissertation Requirements](#)

While committee composition is at the discretion of the student and their advisor, following the university guidelines above, at least one member of the doctoral dissertation committee must be an active faculty member in the Morgridge College of Education.

The Office of Graduate Education [dissertation and thesis information webpage](#) now includes separate pages for [deadlines and forms](#), [formatting requirements](#), and [submission information](#).

Graduation and Commencement

Degree Audit

The student is responsible for meeting all degree requirements. The University encourages students to track their progress regularly using the Degree Audit in My4D. See the Office of the Registrar for more detailed information about [degree audits](#).

Application for Graduation

Candidates for graduation must apply for graduation no later than the seventh calendar day of the quarter before that of the anticipated graduation date (e.g., students planning to graduate at the end of Spring quarter must apply by the end of the first week of Winter Quarter). Students can apply for graduation under "Student Records" in My4D.

Once a student submits their application, the University initiates a graduation check. Any changes to the student's schedule or transcript following the graduation check may affect the students' eligibility for graduation. Graduation may be after the Fall, Winter, Spring, or Summer Quarter dependent upon when the student meets the following degree requirements:

- **Residency:** Be enrolled in a Morgridge program for at least three quarters and earn a minimum of 45 credit hours at DU.
- **Grades:** Maintain a grade point average of 3.0 or higher
- **Credit hours:** Complete required courses, meet the minimum credit requirement for the degree program, and be in good academic standing

Commencement participation policies

The University of Denver holds commencement ceremonies in June each year. Candidates for graduation must complete all degree requirements before participating in a commencement ceremony. Students must submit a request for an exception to the Office of Graduate Education (OGE). Students should note that participation in commencement ceremonies does not, in and of itself, indicate completion of degree requirements. The University will confer the diploma only after the Registrar certifies that the student has completed all requirements for the degree.