

Colorado State University



2018-2019 Graduate Student Handbook

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IMPORTANT CONTACT INFORMATION

Director, Faculty Advisor

Dr. Michelle Stanley

(970) 491-2509

stanleym@colostate.edu

LEAP Coordinator/Program Advisor

Janice McFadden

(970) 491-3746

Janice.McFadden@colostate.edu

Office of Admissions

(970) 491-6909

www.admissions.colostate.edu

Graduate School

(970) 491-6817

www.graduateschool.colostate.edu

CSU Online (Distance Education)

(970) 491-5288

<http://www.online.colostate.edu/>

Joy Nyenhuis/Online Student Success Coach

(970) 491-2665

Joy.nyenhuis@colostate.edu

Registrar's Office

970-491-4860

<http://registrar.colostate.edu>

MASTERS OF ARTS LEADERSHIP AND CULTURAL MANAGEMENT

PROGRAM DESCRIPTION

The Master of Arts Leadership and Cultural Management prepares individuals to take on leadership and management roles in arts, culture, and creative sectors. They become proficient in the skills associated with advocacy and community engagement using entrepreneurial acumen. Coursework integrates opportunities for acquisition and practice of applied skills with management, development, entrepreneurship, leadership, theoretical reflection, critical inquiry, and higher order decision-making abilities. As the demand for individuals to take on leadership roles in the creative sector grows, graduates of this program will be able to meet the challenge in for profit, non-profit, and governmental arenas.

The Master of Arts Leadership and Cultural Management is a 32 credit hour program of study that includes a core curriculum of the fundamentals of arts leadership and management. Students also take a minimum of 9 credits of approved electives that will customize their academic track to focus on their desired field of study or career interests: entrepreneurship, management, communications, or other areas. In addition, students are required to have two separate semester-long internships each accompanied by a semester-long seminar.

GRADUATE SCHOOL PLAN C MASTER'S DEGREES

The Master of Arts Leadership and Cultural Management is a Plan C Master's Degree.

A Plan C master's degree requires only coursework. No thesis, project, or final examination is required. This plan is designed for professional degrees.

Coursework Only/ No Thesis

- At least 24 credits must be earned at CSU. Includes courses completed both prior and after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be earned after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be in 500 or higher-level courses. Of this number, at least 12 credits must be in 500 or higher-level *regular* courses.
 - Course numbers with the last two digits between 82-99 (i.e. LEAP 687, LEAP 692) are considered *non-regular* courses.
 - Includes courses completed both prior and after admission to the Graduate School.
- In general, Plan C Master's Degrees has an additional requirement: no independent study, research, internship, supervised college teaching, or practicum credits may be credited toward the degree unless one or more of these are required by the program, as approved by the University Curriculum Committee. Workshop, seminar and group study and a limited number of study abroad courses may be credited towards the degree. The LEAP program requires 6 credit hours of Internship and 2 credit hours of Internship Seminar which are approved for the course of study.

ADVISING

The Program Advisor, Janice McFadden, is the first point-of-contact for all your advising needs. You should contact her directly for general advising, elective approvals, GS6 approvals, Graduate School processes and graduation paperwork. Dr. Michelle Stanley is the official LEAP faculty advisor. She is responsible for determining policy exceptions, rendering final decisions and providing departmental approvals.

LEAP PROGRAM OF STUDY

Credit Requirements for the LEAP Masters program:

- At least 24 credits out of the required 32 credits must be earned at CSU. This includes courses completed both prior and after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be earned after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be in 500 or higher level. Of this number, at least 12 credits must be in 500 or higher-level *regular* courses.
 - Course numbers with the last two digits between 82-99 (i.e. LEAP 687, LEAP 692) are considered non-regular courses. The grades you earn for these courses do not count toward your regular GPA which is used by the Graduate School and LEAP to track your academic progress.
- Course work outside LEAP curriculum (electives) must be 300-level or above.
- If a course was previously used to earn a degree, it will not be accepted as transfer credit by Colorado State University.
- A limited number of transfer credits from other Universities (not part of a previous degree) may be accepted with the approval of your advisor and committee. Note that ONLY 500 level (and above) classes at other accredited universities will be accepted for transfer by the Graduate School and only with a grade of B or better.
- Graduate School policies will be followed when examining transfer credits. Transfer credits may only be considered once the student is admitted and enrolled.

COURSEWORK

Course		Title	Credit Hrs	
1 ST YEAR				
LEAP	500	Leadership in the Arts	3	
LEAP	600	Arts Policy and Advocacy	3	
LEAP	650	Arts Event Management	3	
LEAP	687 ^P	Internship	3	
LEAP	692 ^P	Internship Seminar	1	
		Selected Elective ¹	3	
2 nd YEAR				
LEAP	660	Arts Collaboration and the Community	3	
LEAP	670	Law and the Arts	3	
LEAP	687 ^P	Internship	3	
LEAP	692 ^P	Internship Seminar	1	
		Selected Electives ¹	6	

PROGRAM TOTAL = 32 credits

^P This course has at least one prerequisite. Check the Courses of Instruction section of the catalog or <http://catalog.colostate.edu/front/courses-of-instruction.aspx> to see the course prerequisites.

¹Select course(s) from program list of approved courses in consultation with advisor and committee. Additional coursework may be required because of prerequisites.

Course Elective Selection List

Course	Title	Cr	Course	Title	Cr
ACT 600	Accounting for Managers	3	LEAP 310	Creating and Managing a Career in the Arts	3
BUS 690H	Contemporary Issues in Business	1-6	MGT 340	Fundamentals of Entrepreneurship	3
CIS 600	Information Technology and Project Management	3	MGT 420	New Venture Creation	3
EDOD 506	Human Resource Development.	3	MGT 440	New Venture Management	3
EDOD 673	Organizational Intervention Strategies.	3	MGT 620	Management	3
EDOD 675	Design, Develop, Implement Workshop Learning	3	MGT 679	Principles of Strategic Management	3
EDOD 678	Asses Change Interventions	3	SPCM 532	Theories of Interpersonal Communication	3

EDUC	651	Multicultural and Special Populations	3	SPCM	533	Discourse, Work, and Organization	3
FIN	600	Financial Management-Theory and Case Studies	3	SPCM	539	Communication Theory	3

COURSE DESCRIPTIONS

LEAP REQUIRED CORE COURSES: 23 CREDITS

F=Fall, S=Spring, SS=Summer

LEAP 500 03(3-0-0). Leadership in the Arts. F. Prerequisite: Admission to the Master of Arts Leadership and Administration program.

Theoretical and applied knowledge about concepts of leadership, leadership styles as applied to arts related organizations.

LEAP 600 03(0-0-3). Arts Policy and Advocacy. F. Prerequisite: Admission to the Master in Arts Leadership and Administration program.

Discussion of the role of artist as citizen and how we affect public policy.

LEAP 650 03(3-0-0). Arts Events Management. S. Prerequisite: LEAP 500 or LEAP 600.

Technical aspects of events, season and festival management for arts related organizations.

LEAP 660 03(1-4-1). Arts Collaboration and the Community. F. Prerequisite: LEAP 600.

Research, development and production of outreach projects; team projects for community engagement.

LEAP 670 03(3-0-0). Law and the Arts. S. Prerequisite: LEAP 600.

Examines the legal foundations of artistic creation including copyright, freedom of expression, public domain laws, and contract negotiation.

LEAP 687 Var [3-12]. Internship. F, S, SS. Prerequisite: LEAP 600; LEAP 692 or concurrent registration.

Field internship at local, regional or national arts organization (45 hours per credit).

LEAP 692 01(0-0-1). Internship Seminar. F, S, SS. Prerequisite: LEAP 600. Must be enrolled concurrently with LEAP 687.

APPROVED ELECTIVES: 9 CREDITS MINIMUM

Both residential and online students have a list of pre-approved courses that can be found in the curriculum section of this handbook. You **are not** limited to these choices. They are offered as suggestions to you. Selecting one of these requires no other action than enrolling in the course.

ACT 600 03(3-0-0). Accounting for Managers. F. Prerequisite: Admission to a master's program in business.

Cost management, budgeting, profitability analysis, and decision making.

BUS 690H Var[1-6]. Entrepreneurship & New Venture Creation. F, S, SS. Prerequisite: Admission to a College of Business graduate program.

Current issues in Entrepreneurship & New Venture Creation, featuring business and community leaders.

CIS 600 03(3-0-0). Information Technology and Project Management. F, SS. Prerequisite: Admission to one of the following programs: M.S. in Business, M.B.A., or systems engineering specialization in Master of Engineering.

Strategic role and management of information technology and software development projects.

EDOD 506 03(3-0-0). Human Resource Development. S. Prerequisite: Admission to the Organizational Performance and Change specialization.

Human resource development foundational theory, research, and techniques for workplace and organizational learning and performance. (NT-O)

EDOD 673 03(3-0-0). Organizational Intervention Strategies. S. Prerequisite: Admission to the Organizational Performance and Change specialization.

Identify, analyze, evaluate, and select performance improvement interventions/change initiatives for organizational performance problem or breakdown.

EDOD 675 03(3-0-0). Design, Develop, Implement Workplace Learning. S, SS. Prerequisite: EDOD 674.

Design, develop, and implement workplace learning and performance interventions drawing on foundational principles.

EDOD 678 03(3-0-0). Assess Change Interventions. S, SS. Prerequisite: EDOD 673.

Assess and institutionalize change interventions to improve organizational learning and performance.

EDUC 651 03(2-0-1). Multicultural and Special Populations. F, S, SS. Prerequisite: Bachelor's degree.

Special concerns for working with people of various cultural, ethnic, exceptional, and special interest groups. (NT-O)

FIN 600 03(3-0-0). Financial Management-Theory and Case Studies. F. Prerequisite: FIN 300 or FIN 305.

Financial problems for various types of business organizations. (NT-V)

LEAP 310 03(3-0-0). Creating and Managing a Career in the Arts. S. Prerequisite: LEAP 300.

Training artists to create careers as entrepreneurs through self-promotion, career development, media, networking, and fiscal awareness/understanding.

MGT 340 03(3-0-0). Fundamentals of Entrepreneurship. F, S, SS.

Concepts of entrepreneurship and role of entrepreneurs in the economy.

MGT 420 03(3-0-0). New Venture Creation. F. Prerequisite: MGT 340.

Entrepreneurs and the entrepreneurial process. Growth of an independent business.

MGT 440 03(3-0-0). New Venture Management. S. Prerequisite: MGT 420.

Theories and skills necessary for managing startup and existing small firms.

MGT 620 03(3-0-0). Management. F, S.

Practices, policies, philosophies, and behavior.

MGT 679 03(3-0-0). Principles of Strategic Management. S. Prerequisite: Admission to a master's program in business.

Processes through which firms choose and implement strategies. Formulation and implementation of strategic management process in variety of industries.

SPCM 532 03(3-0-0). Theories of Interpersonal Communication. S. Prerequisite: Graduate standing or SPCM 332 and 12 additional 300-400 level credits in communication studies.

Theories of communication in development, maintenance, and deterioration of friendship, couple, family, group, and business relationships.

SPCM 533 03(3-0-0). Discourse, Work, and Organization. F. Prerequisite: Graduate standing or SPCM 433 and 12 additional 300- and 400-level credits in communication studies.

How organizing processes and discursive practices create, maintain, and destroy diverse forms of work in society.

SPCM 539 03(3-0-0). Communication Theory. F. Prerequisite: Graduate standing or fifteen 300- and 400-level credits in communication studies and/or English.

Examination of communication philosophies and perspectives; analysis of modern theories of face-to-face communication.

PLEASE NOTE: Courses are offered at department discretion. Please contact the department offering the courses that you wish to take regarding terms offered. Students enrolled in the MLCM will be able to enroll for most courses listed without meeting the specified pre-requisite requirements.

Graduate students may only take up to (6) 300-400 level credits as electives toward their graduate degree.

OTHER ELECTIVES

Do you need an elective for your MALCM degree? Read this information to help you select and to facilitate the process.

To fulfill your degree requirements, you must take 9 credits of electives. Typically, that translates into 3 courses of 3 credits each. Although you can take more courses for fewer credits each (1 credit or 2 credit courses) keep in mind that you must take 32 credits of coursework to graduate.

Both residential and online students have a list of pre-approved courses that can be found in the curriculum section of this handbook. You *are not* limited to these choices. They are offered as suggestions to you. Selecting one of these requires no other action than enrolling in the course.

Courses are numbered to indicate the level of the course. 300 and 400 level courses are undergraduate courses (sophomore and junior/senior level respectively). You may take only a limited number of undergraduate courses to count toward your degree.

It is much preferred that you take only graduate level courses as electives (500 and 600 level courses). Only take an undergraduate course if there is no comparable graduate course that you can take.

LEAP courses provide you with skills in the areas of arts management, arts leadership, arts entrepreneurship, arts policy/advocacy, and arts-based public engagement. You may elect to take additional courses in these areas, but it is useful to find out what you will cover in your LEAP courses. Since you pay tuition for each credit you earn, use your available credits wisely to select coursework in topic areas not covered in LEAP courses.

Suggestions for courses that are outside of LEAP coursework include:

- Communications
- Organizational Behavior
- Research Methods
- Human Resources
- Working with Multicultural Populations
- Tourism

Other topic areas may also be useful. Given that you are earning a degree that will prepare you for leadership positions, think creatively about what you may need.

If none of the pre-approved courses is of interest, you can choose from any course at CSU that adheres to the following criteria:

1. Is 500 level or above (except in limited circumstances)
2. Provides learning in one or more of the of the following:
 - Leadership
 - Management
 - Entrepreneurship
 - Arts Policy or Advocacy
 - Public Engagement
3. Does not require a pre-requisite from the department offering it.
4. Permits students outside of the major to enroll in the course.
5. If you select a course that is not pre-approved, you must get approval to take the course from the LEAP Program Advisor.
6. Once you receive approval, you can register for the elective course.

Please note that elective courses offered in other departments are under the jurisdiction of those departments. Contact the relevant department for Information on the course, when it is offered, wait lists, and other information.

INTERNSHIPS

All graduate students must complete two (2) semester-long internships that coincide with the academic semester (available Fall, Spring and Summer). Courses LEAP 687 (3 credit hours) and LEAP 692 (1 credit hours) must be taken concurrently and are only offered online in order for students to execute their internship anywhere in the world.

All graduate students must receive approval from the LEAP Program Advisor prior to registering for courses and committing to internship position. This is to verify compatibility of proposed internship to LEAP requirements.

For more details about internship requirements visit the [Internships page](#).

The LEAP Institute for the Arts offers college credit for semester-long internships hosted by local, regional, and national arts organizations. Our students have interned at Gretel Graphic Design (New York, NY), the Atlanta Ballet, Opera Fort Collins, OpenStage Theatre, KRFC, among others. Download the Internship Resource Package to view some of the available internships throughout the United States and Abroad. Follow us on Facebook to stay up to date on new internship opportunities!

Potential hosts should carefully consider their obligation to the student to provide a valuable in-field learning experience. The United States Department of Labor outlines the following six criteria as a test for unpaid internships:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Both interns and hosts are required to complete the LEAP Internship Agreement Form. The completed form should be returned to the LEAP internship supervisor for approval *prior* to beginning the internship work. This agreement form will act as a syllabus; each internship, student, and host is different, resulting in unique learning objectives. Completed internship agreements should be returned to the LEAP Program Advisor for approval. Approval of the internship agreement will allow the student to register for the appropriate course. Visit our Internship FAQ's page for answers to frequently asked questions.

Learning Objectives for Internships

Clear learning objectives are brief descriptions of specific tasks and skills that an intern will learn are the foundation of successful internships. They should be succinctly expressed using clear action verbs. A narrative statement of the scope of the internship or the principal themes is not a substitute for a clear list of learning objectives.

Think about what a successful intern should be able to do:

- What concepts should they be using?
- What kinds of analysis should they be able to perform?
- What kind of writing should they be able to do?
- What types of problems should they be solving?

Examples of clear learning objectives:

By the conclusion of this internship, the student should be able to...

- Compose clear and professional press releases.
- Carry out effective project plans.
- Determine if working for a non-profit organization is an appropriate career goal for me.
- Analyze political theories used in campaign planning.

Internship Host Obligations

- Provide the LEAP Institute for the Arts with a written job description and conditions of the internship (included in the internship agreement).

- Sign a contract indicating willingness to supervise and evaluate the intern (included in the internship agreement).
- Provide supervision, feedback and a written evaluation (to be emailed by CSU internship coordinator to internship host no later than the conclusion of internship hours). An online [evaluation form](#) is available and is automatically emailed upon completion.

Student Obligations

Conduct

Colorado State University expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, local laws and University regulations; and to respect the rights, privileges, and property of other people. By signing the internship agreement, the student is agreeing to: Uphold standards reasonably imposed by Colorado State University including, but not limited to academic integrity, personal honesty, tolerance, respect for diversity, civility, freedom from violence, and lifestyles free of alcohol and drug abuse as specified in the [CSU Student Conduct Code](#).

STEPS LEADING TO GRADUATION

Procedures and deadlines related to graduation are detailed in the [Graduate & Professional Bulletin](#) and on the [Graduate School website](#). Please carefully read the bulletin, as it contains vital information related to program completion. Incomplete paperwork and/or missed deadlines may result in delayed graduation and the necessity of Continuous Registration. Information regarding the GS6 Program of Study form and the GS25 Application for Graduation are provided here for your reference, as all students will need to be familiar with the procedures.

GS6 FORM

Information regarding the GS6 (seen below) can be found on the [Graduate School website](#).

1. Each graduate student must prepare a GS6 Program of Study, a document which lists all courses taken in pursuit of the degree as well as the graduate faculty advisor, Michelle Stanley (LaQuatra). The Program Advisor, Janice McFadden can assist in the development of the GS6 form. The GS6 form must be filed with the Graduate School before the time of the *fourth regular semester registration*. Students who fail to meet this requirement may be denied subsequent registration.
2. Prior to filling out the electronic GS6 Program of Study form, it is highly recommended that the student access the [GS6 Program of Study Worksheet](#) and meet with the Program Advisor to form a draft of what courses will be listed on the student's GS6 form.
3. The federal government has student financial aid requirements that may affect current and future financial aid eligibility. Students with financial aid are encouraged to review the [satisfactory academic progress requirements](#) **prior** to completing their GS6 Program of Study.
4. The student will access the eGS6 form via his/her [RAMweb](#) account under the "Complete My GS6 Program of Study" link and will fill out the following steps:
 - Add required courses that the student has completed at CSU prior to admission to Graduate School, if applicable.
 - Add required courses that the student has completed at CSU after admission to Graduate School.
 - Add required courses that the student will complete at CSU.

- Add transfer credits from other institutions, if applicable.
 - Search for and select those persons who will serve on the student's graduate committee (Michelle LaQuatra (Stanley). Students in the MALCM program will list Dr. LaQuatra (Stanley) as their sole committee member.
5. Once the student enters the above information, the student will be able to review his/her course and committee information and submit the form electronically.
 6. The student's GS6 form will then be available to print and a copy will be sent to the student via the e-mail address that is listed for the student in his/her RAMweb account.
 7. The student will need to sign his/her GS6 form (electronic signatures are not accepted) and scan it to the Program Advisor, Janice McFadden. The Program Advisor will obtain the necessary signatures and will then submit the GS6 form to the Graduate School for final processing. The Graduate School will notify the student, the advisor, and the department via e-mail once the GS6 form has been approved.

GS25 FORM

A student must apply for graduation by the [published deadline](#) of the student's graduating term by completing form GS25.

Students who applied to graduate in a previous term and would like to update their graduation term must reapply for graduation by the published deadline. A student applying or reapplying to graduate will start the process by clicking on the "Apply or Reapply to Graduate" link in [RAMWeb](#).

Section one is completed through RAMweb. Sections two through four are completed by the student and the department.

Part One - RAMweb

Section 1 - Diploma Name, Term, Program Information

The information in this section is used for the commencement program and the processing of your diploma. You will enter the term you are graduating and your name exactly as you wish it to appear on your diploma.

1. Log into [RAMWeb](#) and click on the "Apply or Reapply to Graduate" link under the "Graduate Students" section.
2. Your program should be listed, continue by clicking on the "Apply to Graduate" button.
3. Review and modify the information as needed. Finish this section by clicking the print button. You will need to complete the additional sections on the form on your computer before printing the form and obtaining signatures from your department. Instructions are included with the form.

Part Two - Completing the Form

Section 2 - Changes to your GS6 Program of Study

- To complete this section, you will need a copy of your transcript and GS6 Program of Study. You can access your GS6 Program of Study and transcript from RAMweb.
- Section 2a - Courses or credits added to the GS6 - List required courses that have been added to your program since your GS6 Form was submitted.

- Section 2b - Courses or credits dropped to the GS6 - List required courses that have been dropped from your approved Program of Study. Courses which have been taken and for which a grade has been received (A through F, I, S or U) may not be removed from the Program of Study.

Section 4 - Signatures

- Student, advisor, and Director signatures are required. Signatures on the GS25 form indicate approval of changes and verification that all requirements will be fulfilled. You must submit a signed copy (electronic signatures are not accepted) of the GS25 to the Program Advisor, Janice McFadden. She will obtain the necessary signatures and forward the form to the Graduate School for final processing.

Completed and signed forms must be submitted to the [Graduate School](#) prior to the deadline date posted for the student's graduating term. **Your application status will be updated by the published deadline date.** Please contact the [Graduate School](#) if you have questions.

ENROLLMENT POLICIES

Graduate Enrollment Requirement/Continuous Registration

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, students may opt for a Continuous Registration (CR) status. Registration for CR status is accomplished in the same way as registration for courses. Section ID numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for at least one credit or CR. If students opt to register for CR, the fee is \$150.

Graduating degree candidates must be either enrolled for at least one credit or must register for Continuous Registration (CR) during the term (fall, spring, or summer) that they will complete their degree requirements.

Graduation Clearance

A graduation clearance will be performed by the Graduate School and you will be notified via e-mail to access your graduation status from RAMweb. If there are discrepancies, you will need to submit the [GS52 Graduation Clearance Response Form](#), an e-mail, or memo to certify appropriate changes.

Reapplication for Graduation

If you applied to graduate in a previous term and did not complete all of your degree requirements or would like to change your graduation term with the Graduate School, please log into [RAMWeb](#) to start the reapplication process and follow the instructions below.

1. Log into [RAMWeb](#) and click the "Apply or Reapply to Graduate" link under the "Graduate Students" section.
2. Your program should be listed, continue by clicking on the "Reapply to Graduate" button.
3. Review and modify the information as needed. Finish this section by clicking the print button. A confirmation email will be sent to your email on record.

The online graduation reapplication process must be completed prior to the deadline date posted for the student's graduating term. **Your application status will be updated by the published deadline date.** Please contact the [Graduate School](#) if you have questions.

EXPECTATION OF STUDENTS

STUDENT RESPONSIBILITY

Graduate students pursuing the MALCM degree are responsible for being aware of advising and registration periods, deadlines to add or drop courses, form submission deadlines, and other university deadlines. Failure to do so may result in financial loss and/or lack of academic progress.

It is your responsibility to keep track and take care of these requirements. If you have questions, please contact the Program Advisor.

ACADEMIC PERFORMANCE

Graduate Students are required to maintain a 3.0 GPA in order to maintain good status and graduate from Colorado State University at the graduate level (as per section [SCHOLASTIC STANDARDS of the Graduate Bulletin](#)). Failure to maintain good academic standing due to a cumulative grade point average less than 3.000 results in being placed on academic probation. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first. However, students who were provisionally admitted after waiver of the minimum GPA requirement for admission are placed on probation their first semester, regardless of the number of credits taken their first semester.

Scholastic Standards

To meet the requirements for graduation and to remain in good academic standing, a student must demonstrate acceptable performance in course work after being admitted to a graduate program. This requires a cumulative 3.000 grade point average (GPA) in each of the following GPA categories:

1. Overall course GPA, defined as the GPA calculated from all regular and non-regular courses graded traditionally (A through F).
 - o Regular courses with course numbers less than X82
 - o Non-regular courses with numbers X82 to X99
2. Regular course GPA, defined as the GPA calculated from all regular courses graded traditionally.
3. Program of Study overall GPA, defined as the GPA calculated from all traditionally graded regular and non-regular courses listed on the approved program of study.
4. Program of Study regular GPA, defined as the GPA calculated from all traditionally graded regular courses listed on the approved program of study.

A minimum GPA of 3.000 in categories 1 and 2 are required to remain in good academic standing. For graduation, a minimum GPA of 3.000 is required in all four categories.

Students who fail to achieve a 3.0 during a semester of study will be placed on academic probation and assigned to a required mentoring program. Students on probation who fail to raise their GPA to 3.0 in the course of a semester will be dismissed from the program.

INCOMPLETES

At the discretion of the instructor, a temporary grade of Incomplete - 'I' may be given to a student who demonstrates that he/she could not complete the requirements of the course due to circumstances beyond the student's control and not reasonably foreseeable.

A student must be passing the course at the time that an incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an incomplete to a student who is not passing the course.

When an instructor assigns an “I”, he/she shall specify in writing the requirements the student shall fulfill to complete the course as well as the reasons for granting an “I” when the student is not passing the course. The instructor shall retain a copy of this statement in his/her grade records and provide copies to the student and the LEAP department.

NOTE: The student should not register for the course a second time (to complete the coursework).

After successful completion of the makeup requirements, incomplete grades will be changed by the instructor of record or the LEAP Director, in the absence of the instructor of record.

Students are discouraged from taking incompletes. After one year an incomplete will be automatically changed to an “F” (failure) unless the course has been previously completed and a grade change submitted by the instructor or the Director. The temporary grade of “I” must be changed to a grade (e.g., A, B, C, D, F) prior to the student being awarded his/her diploma from Colorado State University.

ACADEMIC HONESTY AND INTEGRITY

The foundation of a university is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one’s own work. All within the University are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty undermines the educational experience at Colorado State University, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors. Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or University disciplinary action. Students are encouraged to share responsibility for the academic integrity of the University by reporting incidents of academic dishonesty.

STANDARDS OF PROFESSIONAL CONDUCT

LEAP graduate students are expected to behave in accordance with the [Colorado State University Student Conduct Code](#). Colorado State University expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, local laws and University regulations; and to respect the rights, privileges, and property of other people.

In addition to codes of conduct to which all students at Colorado State University must adhere, the following are expected of all LEAP Graduate Students:

- Understand that the syllabi given for each class is your contract for that class. You are responsible for reading and comprehending all the information included.
- Attend all class sessions and required activities.
- Actively participate in class discussions and activities in order to further your learning and the learning of others.
- Be prepared for class meetings and activities.
- Engage in appropriate interactions in class with fellow students and instructors.
- Engage in critical inquiry that positively contributes to course discussion and reflection.
- Provide suitable commentary regarding course material that moves course learning forward in a positive way.
- Be respectful and tolerant of their class members and instructors.
- Behave in a professional manner in all aspects of classes and related activities.

STATEMENT REGARDING TEACHING AND LEARNING

The LEAP Institute for the Arts believes that all students can learn within an environment of reciprocal respect, professionalism, intellectual engagement, and educational commitment. These principles apply to everyone involved in teaching and learning in the LEAP Institute for the Arts: students, teachers, and administrators.

Reciprocal respect means that we treat all members of the Institute, as well as all those with whom we come into contact outside of the Institute, in the course of our education, with appropriate tolerance, cultural sensitivity, collegiality, civility, and kindness as we engage with each other in learning and related activities. Behavior that does not meet these standards is not acceptable for members of the LEAP community.

Professionalism includes the principles of reciprocal respect, but also includes an approach to learning that puts the student/learner at the center of the educational unit. Students are the individuals most responsible for their own learning and for the grades they earn. Instructors bring their experience, knowledge, and skills to the educational setting as a means for stimulating, encouraging, and facilitating student learning. That means that learning takes place best when students are active participants in their own learning rather than passive receivers of delivered material.

Students are expected to bring intellectual curiosity, enthusiasm, commitment, and professionalism to their learning and to give priority to the cultivation of their own skills and knowledge.

DEADLINE DATES 2018-2019

Please take note of the LEAP deadline dates listed below. It is the student's responsibility to meet deadlines. While we endeavor to keep you informed, it remains your responsibility.

	<u>Fall 2018</u>	<u>Spring 2019</u>	<u>Summer 2019</u>
Apply for Graduation/GS25	September 14th, 2018	February 12 th , 2019	May 28 th , 2019 th
GS25 B Submitted	December 11 th , 2018	May 14 th , 2019	August 6 th , 2019