

# Department of Mathematics

## Colorado State University

### Graduate Program Handbook



Louis R. Weber Building  
841 Oval Drive  
Fort Collins, CO 80523-1874

Welcome to the Mathematics Graduate Program at Colorado State University!

The Department of Mathematics is part of the College of Natural Sciences along with seven other departments, including Biochemistry and Molecular Biology, Biology, Chemistry, Computer Science, Psychology, Physics and Statistics.

The Mathematics Graduate Program has approximately 70 graduate students, many of whom are supported by graduate teaching assistantships. Greater detail regarding the department, our programs and the research interests of our faculty can be found on our [website](#).

Every effort is made for this document to be clear and concise, and as policies and procedures change, this document will be updated in a timely manner. However, please keep in mind that updates cannot be made immediately. Please inform us if you should discover that something is not clear or has been omitted.

Updated: March 2026

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## Part I. General Information

### 1. The Mathematics Graduate Committee

**Mathematics Graduate Committee:** The Mathematics Graduate Committee is responsible for the administration of the graduate programs offered by the Department. Its responsibilities include making recommendations of admission or denial of admission to the Graduate School for each applicant to the mathematics graduate program, making decisions on GTA offers and making proposals for faculty review and action regarding graduate course offerings and other aspects of the graduate programs.

The Graduate Committee consists of the following members:

- Hortensia Soto (Graduate Director and Committee Chair)
- Renzo Cavalieri
- James Liu
- Amit Patel
- [Current Graduate Student Representative](#)
- Hayden Hassebrock (Graduate Coordinator)

**The Graduate Coordinator,** [Hayden Hassebrock](#) is the initial point of contact for the graduate program, and is responsible for the processing of graduate applications, forms, and contracts, as well as providing information on graduate program requirements.

**The Graduate Director,** Professor [Hortensia Soto](#) is Chair of the Graduate Committee and provides information on academic aspects of the program, including course offerings and information on research areas of faculty. The Graduate Director also serves as temporary academic advisor for incoming students.

**The Graduate Student Representative (GSR)-** is another point of contact for students in the program and serves as a liaison between the graduate students and the Graduate Committee. Students serve one-year terms and will be listed on the [committee page](#).

### 2. Application Information

We are happy to learn of your interest in our graduate program. We encourage applications from mathematically talented students from all fields in the mathematical sciences who seek to prepare themselves for diverse careers that require strong analytical thinking skills.

We consider the following in our application review process:

1. Academic and scholarly achievement
2. Academic and scholarly alignment with our program

If you have a GPA average, over all your post high-school studies, of 3.0 (A = 4.0) or higher, then you are eligible to apply. While a bachelor's degree in mathematics is not required, a significant background in mathematics is expected.

To start a new application, you will need to [create an account](#). The following information is required:

- Valid email address
- First and last name
- Birthdate

The account creation process confirms the email address and will send you a temporary PIN. Once an account record has been created and confirmed an application can be initiated. After submitting your online application, begin submitting the required supporting materials to complete your application.

**Important Message:** You may be able to apply for free – learn how [here](#).

You may check the [status of your application](#) at any time to ensure your application checklist is complete or check on updates.

### Application Deadline:

We admit graduate students for fall semester only. The deadline to complete and submit your application to be considered for admission and financial support is:

### February 1

A complete application includes all supporting documents described below. All components of the application are considered by the Graduate Committee in order to competitively award Graduate Teaching Assistantships. If any supporting document arrives late, this may reduce an applicant's chances of receiving such an award.

### Application Requirements

#### Requirements for U.S. Citizen or Permanent Resident Applicants

**Application Fee:** There is a \$60 non-refundable application fee.

**Resume or CV:** All applicants must submit a resume or CV.

**GRE test scores:** GRE test scores are no longer required as part of a complete application for the M.S. or Ph.D. programs in mathematics. You may still submit GRE general or GRE math subject test scores if you choose. To submit GRE scores, contact [ETS](#) and request that your scores be sent to Colorado State University using the institution code of 4075. GRE scores can take up to 3 weeks to be uploaded to your application; therefore, please order your scores as early as possible.

**Letters of Recommendation:** The mathematics department requires **two** letters of recommendation. However, the graduate school requires that you provide the contact information for a minimum of three (3) recommenders. The first two submitted will meet the mathematics department requirement. Mathematics does not require a specific format for letters of recommendation. Your recommenders will be notified and prompted to supply a

recommendation letter through the system. Academic references should be prepared to discuss your academic knowledge and skills, aptitude for graduate study, ability for independent research, and classroom performance related to characteristics such as integrity, leadership, problem solving, and teamwork. Choosing an individual as a reference who has an impressive title but cannot discuss the aforementioned qualities will not result in an informative letter of recommendation that supports your admission.

**Transcripts:** Official transcripts are not required for the review of your application. You may be admitted and registered in your first semester of courses with an unofficial transcript. You will need unofficial transcripts of all collegiate work completed post-high school. Separate transcripts are required for studying abroad if the courses, grades, and credits are not recorded on the transcript of the university that sponsored the study abroad. Training course transcripts from branches of the U.S. Military that show credit received with neither grades nor degrees awarded are exempt from the transcript requirements. You must upload the front and back of transcripts and include any grading scale provided. Follow instructions and requirements in the [Guide to Submitting Your Transcripts](#) section published on this webpage.

**If admitted, official transcripts must be sent directly to CSU from the institution(s) you attended prior to or during your first semester.** You will not be able to register for your second semester of graduate work until your official transcripts are submitted and failing to submit official transcripts may result in your dismissal from Graduate School.

Colorado State University – Office of Admissions  
1062 Campus Delivery  
Fort Collins, CO 80523-1062

[Additional requirements for International Applicants:](#)

**Application Fee:** There is a \$70 non-refundable application fee

**Official English Proficiency scores:** International students must meet official English proficiency requirements. Additional information about what is required can be found [here](#). Scores should be sent directly to Colorado State University using the institution code of **4075**. Photocopies will not be accepted.

Applicants are exempted from the English proficiency requirement if the official language of their country is English, or they have recently earned a degree at an American University. The Mathematics Department does not award conditional admissions for a low English proficiency score. Minimum scores are as follows:

- TOEFL - Computer Based – 213, Paper Based – 550, Internet Based – 80
- IELTS - 6.5
- PTE – 58
- Duolingo - 120

CSU Graduate Admissions does NOT accept these specific test scores:

- General IELTS

- IELTS indicator
- iTEP
- TOEFL Essentials
- TOEFL ITP
- TOEFL My Best Score

#### After Applying:

Your application will be reviewed by the Graduate Committee once all the required documents are received. You will receive notification from the graduate school office if required documents have not arrived as well as when your application file is complete.

The Graduate Committee will recommend admission or denial of admission to the Graduate School. The Graduate School will notify you of the final admission decision.

**Please note:** Meeting the minimum CSU or department standards does not entitle an applicant to admission. Meeting such standards only ensures consideration of the application. Since CSU cannot accommodate all who meet the minimum standards, it reserves the right to select individuals for admission on the basis of merit in such a way as to promote the best interests of CSU. CSU reserves the right to withhold enrollment based on institutional needs.

If you have any questions about your application status, please send an email to the [Graduate Coordinator](#).

#### Steps Once Admitted:

Follow Guidance on [Graduate School Webpage](#).

Utilize [Graduate School Handbook](#) for guidance.

### 3. Registration Requirements

All students admitted to a graduate program at CSU 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) relating to the program of study.

In order to register for classes, you will need to obtain a NetID (electronic identity). If you are new to the university, we recommend that you do this before arriving on campus. This can be accomplished by visiting the NetID [website](#). After obtaining your NetID, you will register for classes on [RAMweb](#). You will be provided with a temporary advisor, and you will be required to meet with this advisor to discuss your first semester registration requirements.

### 4. Miscellaneous

**Copies:** There is a copier in the main office in Weber 102 to use for university-related business (i.e. teaching or research).

Copyright laws prevent copying more than 10% of a book.

**Office Supplies:** If you are doing work related to your appointment as a GTA or GRA, we will give you the supplies you need to do this work.

**Parking:** You will need to purchase a parking permit if you wish to park your car in the university parking lots on campus. Permits can be purchased at Parking Services, 1508 Center Avenue. Permits for a one-year period will allow you to park in any lot designated as a A or Z-lot. This permit will allow you to park in limited faculty/staff lots on campus.

Visit [Parking Services](#) to purchase a permit.

**Bicycling** provides a cheap, convenient way to get to campus. Numerous bike racks are located around campus and the Weber building. All bikes must be registered with the [University Police Department](#). Be sure to familiarize yourself with the regulations for bicycling on campus (e.g., you must have lights on your bike for night or evening biking).

**Public Transportation:** *Transfort* and MAX are the bus systems in Fort Collins. Bus passes are free to all full-time students. The service has stops near several student living areas and drops students off in the center of campus at the new bus stop located at the student center. Visit the [Transfort](#) website for information about routes.

#### **Computers:**

Among the first things you should do as a student at CSU is sign up for an electronic identity (NetID). It is expected that all GAs check their CSU email regularly. The NetID is required for many services on campus, including:

- Free CSU Computer Account
- E-mail
- Canvas

**Mailbox:** All graduate students will be issued a mailbox. They are located in Weber 102 in the main office suite.

**Keys:** All graduate students will be issued keys to the main entrance of the Weber building, the mailroom and library. Those students assigned a desk will have keys to their office as well. Please see the [Graduate Coordinator](#) for your keys.

Records are maintained in the department's main office of all keys issued throughout the department. Lost keys must be reported immediately to the [Key Manager](#). The [Key Manager](#) will notify the Facilities Key Desk and prepare the required paperwork for the lost keys and replacing the lost keys. Upon leaving the university, key holders must return all keys issued in their name to the department [Key Manager](#). Grades and/or paychecks can be withheld until clearance for all keys is received.

**Graduate Student Offices - Rules of Common Courtesy:** Please recognize that these are shared offices and the rules of common courtesy should apply. Following the rules below, and being courteous and considerate in general, will ensure that everyone has a pleasant experience in the Math Department.

1. Offices are work and study places and a work/study environment has priority over social or recreational activities. Weber 117 would be an appropriate place to carry on lengthy conversations, or to socialize – not shared offices!
2. Office hours should not be held at your desk. Office hours for most courses will be held in the Calculus Center (second floor of TILT) or in a separately scheduled room. If a quick meeting must take place with a student, please do so outside of the graduate student offices.
3. Not everyone considers music appropriate for a work environment. If you would like to listen to music, headphones are highly recommended.
4. Please clean up after yourself. It is expected that everyone maintains good personal hygiene.
5. Please keep all cell phones on a silent or quiet tone. While not in the office, please take your phone with you or turn it off. If you need to make/answer a call, please move outside of the office or ask your office mates if it will disturb them to make a quick phone call.
6. University policy is “no pets are allowed in buildings,” and since the office areas are shared space, rules of courtesy reinforce this policy.
7. Please remember to turn off the lights and lock the door when leaving the office if you are the last one present in the office. We do not want personal items, i.e., laptops, books, etc. to be stolen. Also, if a fan is turned on in the office, please remember to turn it off if you are the last person to leave the office.
8. Graduate student guest(s) must be accompanied by graduate student while they are in any of the student offices.
9. All rules should be discussed with each office at the beginning of every school year to determine what is acceptable for that office.

### **CSU Policy: Acceptable Use for Computing and Networking Resources**

**Purpose of this policy:** Computing and data systems, equipment and services at Colorado State University are valuable and limited resources that serve a large number and variety of users. Misuse of these resources can result in loss of integrity, functionality, speed, bandwidth and reliability of the University’s information systems, as well as violations of other laws and policies (such as those concerning conflicts of interest, privacy, etc.). The purpose of this policy is to establish what constitutes acceptable use of these resources in order to assure that they are available to everyone as needed for the University’s business needs.

**Application of this policy:** This policy applies to all students, faculty and staff, affiliates, and all other persons and organizational units having access to the University’s technology and information systems (“Users”).

**Policy Statement:** All Users have the responsibility to make use of the Resources in an efficient, ethical, and legal manner. The resources are to be used in a manner consistent with the instructional, research, and administrative objectives of the University community in general, and for the purposes such resources were provided. Access to the resources is a privilege and imposes upon user(s) certain responsibilities and obligations, as further described in this policy.

**Policy Provisions:** Access to the Resources is granted subject to CSU System and university policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, integrity, and shows restraint in the consumption of shared Resources. It demonstrates respect for intellectual property, protection of sensitive information, ownership of data/information, copyright laws, system security mechanisms, and an individual's rights to privacy and to freedom from intimidation and harassment. Activities inconsistent with these objectives are inappropriate and may jeopardize continued use of the Resources. The University may take any action it deems necessary to protect the Resources from systems and events that threaten or degrade operations, or that otherwise violate this policy.

### Mathematics Department Staff

- **Assistant to the Chair** - [Karena Alons](#)
- **Front Desk** – [Sheriffa France](#)
- **Undergraduate & Academic Success Coordinator** – [Paige Kanatous](#)
- **Graduate Coordinator & Building Proctor** – [Hayden Hassebrock](#)

*After hours or in case of an emergency, call Facilities Services dispatch at 491-0077.*

- **Accounting Office** – [Krysta Loeser](#), [Caitlyn Winham](#)
- **Systems Administrator** – [John Dzuber](#) (Zube)
- **Course Scheduling, Communications & Webmaster** – [Bekah Lamb](#)

It is important that you become familiar with this entire policy, especially the sections on “Policy Provisions” and “Examples of Inappropriate Conduct Using University Resources”. The full policy can be found [here](#).

## Part II. Program Description

### 1. Academic Program Requirements

#### Selecting an advisor and committee

Pursuing an M.S. or Ph.D. degree requires considerable advice from a variety of sources. Initially this advice will come from the Graduate Director who serves as temporary advisor for incoming students. One of the main responsibilities of the temporary advisor is to assist in the initial planning of the degree program.

Entering students will undergo an initial temporary advisor interview to plan an appropriate program of study. If the student's diagnostic interview identifies a deficiency, the program may be required to include courses to correct this. However, mathematics courses at the 300 level or below will not be counted toward the total credit hour requirement toward any graduate degree in mathematics.

Students must select a permanent advisor, including their committee, by the end of the third semester of residency; in other words, a student in the M.S. program must choose an M.S. committee by the end of the third semester in the M.S. program, and a Ph.D. student should make the selections for the Ph.D. committee by the end of the third semester in the Ph.D. program. [The M.S. with Outside Specialization program](#), however, has an earlier deadline. If a student receives an M.S. degree from CSU's program and continues to pursue a Ph.D. in mathematics at CSU, the Ph.D. permanent advisor and committee need not be the same as the M.S. permanent advisor and committee.

The choice of committee is formally made by completing a [GS6 form](#) and must be approved by the Department Chair.

The advisor is the chief source of advice in the planning process and works closely with the student throughout their graduate career on all matters related to the degree program. A close, cordial, and professional relationship is therefore of the utmost importance. Members of the committee should be chosen on the basis of the student's interests, the student's experience with faculty members, and the advisor's knowledge and expertise. As noted above, the makeup of a graduate committee must be approved by the department head and, of course, agreed to by the potential members themselves. It is the responsibility of the student to secure these approvals and agreements. The purpose of the committee is to make available to the student a broad range of knowledge and expertise. Committee members may aid in general advising of the student and may assist in planning the major elements of the program. The committee administers the final examination for an M.S. student, as well as the preliminary and final examinations for a Ph.D. student.

The committee must consist of at least three faculty members for a master's degree program and at least four for a doctoral degree program. The members are as follows: The major, or permanent, advisor, who serves as chairperson of the committee, must hold academic faculty rank as a professor, associate professor, or assistant professor in the Department of Mathematics. There is no exception to the rule that every graduate student in our department must have a principal advisor **who is in our department**.

For the M.S. degree programs, the committee must include one or more additional members from the Department of Mathematics.

For the Ph.D. degree program, the committee must include two or more additional members from the Department of Mathematics.

The Ph.D. committee must also include one member from an outside department who, appointed by the Dean of the Graduate School and who represents the Graduate School. The outside committee member appointed by the Dean of the Graduate School must hold a tenured, tenure-track, contract, continuing, transitional, joint, or emeritus/emerita faculty appointment at CSU. The outside member should serve as an impartial external evaluator on the committee, ensuring quality of scholarship and fairness in process.

Non-CSU employees may obtain faculty affiliate appointments in an academic department in order to be eligible to serve on graduate committees. They may also be appointed to such committees through a nomination process that is reviewed and approved by CoSRGE (Faculty Council Committee on Scholarship, Research, and Graduate Education).

Please contact the Human Resource staff member of the appropriate department to determine the appointment designation of a potential committee member.

Co-advisors may be chosen from outside the Department of Mathematics.

## 2. M.S. Degrees:

Three different Master's Degrees are currently available:

[M.S. in Mathematics](#)

[M.S. in Mathematics with Outside Specialization](#)

[M.S. in Applied and Computational Mathematics](#)

All M.S. degrees require at least 35 credit hours of coursework. Under the direction of the advisor, the committee will plan and supervise the course of study and the writing of the thesis (Plan A) or master's paper (Plan B.) See individual program descriptions in the Graduate Student Handbook or the Mathematics Graduate Program website for more details.

The official Program Code for all three M.S. degrees is: **MATH-MS**

**Scholastic Standard for all M.S. degrees:** In addition to the GPA requirements outlined in section 3.1 above, a 3.0 average in all math courses at the 400 level and above must be maintained.

### **M.S. in Mathematics:**

This program is designed for the student who wants to obtain a general education in mathematics at the Master's level. This program is also an appropriate preparation for our

Ph.D. program in mathematics. The recommended mathematical preparatory coursework for this program includes junior/senior level coursework in advanced calculus, abstract algebra and linear algebra.

### General Requirements

- A minimum of 35 credit hours of coursework
- Math courses at the 300 level and below will not be counted towards the 35-hour requirement.
- A minimum of 24 credit hours taken on campus
- At most 6 of the 35 credit hours may be taken outside mathematics.
- Coursework outside the department must be at the 300 level or above. Outside courses must be approved in advance by the graduate student's advisor and have some relevance to the student's mathematical program.
- A minimum of 18 credit hours of coursework in mathematics of 3+ credits each, at the 500+ level (excluding MATH 530, 695, 699, 798, 799 **and** MATH 592.001 Seminar in Mathematics: Applications of Math, 592.002 Seminar in Mathematics: Math and Mathematicians in the 20th Century, 592.003 Seminar in Mathematics: M.S. Students **and** MATH 584).
- The Mathematics Seminar Requirement (MATH 592) must be satisfied – a maximum of 2 credits may be counted toward the 35-credit hour degree requirement.
- At most 1 hour of MATH 584 (Supervised College Teaching) may be counted towards the 35-credit hour requirement.

#### a. Course Requirements

The program must include three out of the six courses:

MATH 501  
MATH 517  
MATH 545  
MATH 550  
MATH 560  
MATH 566  
MATH 574

The program requires two sequences. The first sequence must be selected from the following options. The second sequence may be selected from the following options or may consist of two mathematics courses (**not independent studies**) approved by the student's advisor.

MATH 501-502  
MATH 510-520  
MATH 517-617  
MATH 517-519  
MATH 545-546

MATH 550-652  
MATH 540-640  
MATH 560-561  
MATH 566-567  
MATH 570-571  
MATH 574-674

(Note: if a sequence is not offered due to enrollment restrictions, then students must select amongst the available sequences in any given year.)

The program must include at least one additional course selected from an area of mathematics, as approved by the student's advisor, not represented in the student's choices used to fulfill the requirements above.

#### b. M.S. Final Project and Examination

A final oral examination is required for all M.S. degrees. The Examination is conducted by the Advisory Committee and is open to faculty and graduate students in the Department as well as other interested parties. The student must complete one of the following options for the M.S.

- Thesis (plan A): The student completes a thesis that is not purely expository but reflects an element of originality on the part of the student. The student's program of study must contain at least 6 but not more than 9 credits hours of thesis research (MATH 699). The GS30 Thesis/Dissertation Submission form is required.
- The thesis will be submitted electronically through ProQuest. Instruction for submitting a thesis is detailed on the Graduate School's website.
- The format of the thesis must strictly adhere to the requirements of the Graduate School. A *format requirements checklist*, the instructions, and submitting through ProQuest your dissertation are outlined on the [Thesis Dissertation page](#) on the graduate school website.
- The thesis must be submitted to the Graduate School by the deadline published on the [graduate school webpage](#). CSU Thesis/Dissertation LaTeX template (link in the previous page as well): <https://github.com/idfah/csuthesis>.
- Expository Paper (plan B): The student writes an expository paper under the direction of the advisor. This paper must be approved by the advisor and the committee.

The student's program of study must contain 3 credits hours of thesis research (MATH 699) The GS40 Non-Thesis Plan (B) Master's Requirement form is required.

The Expository Paper will not be submitted to the graduate school.

The Graduate Coordinator will assist with room scheduling once the date and time for the defense have been established with your committee.

The student's committee must have adequate time to review the thesis or paper before the final examination. Therefore, the committee must have the thesis or paper at least two weeks (including two weekends) before the final examination which meets the following standards:

- The Paper or Thesis must be in final form
- The Print is letter quality, and a uniform style has been used throughout.
- Figures, printouts, etc. are clear and easy to read.
- Text is double-spaced and printed on only one side of the paper.

Results of the final oral examination will be reported on the GS24. Voting is limited to the members of the student's committee, and a majority vote is necessary to pass the examination. A tie vote is interpreted as failure to pass the examination. All committee members must vote to either Pass or Fail the student; there is no option to withhold a signature. Committee members who are not academic faculty do not have a vote on the final examination.

If significant revisions to the thesis or expository paper are required by the committee after the final oral examination is complete, a reasonable amount of time must be given for committee members to re-review the thesis once the revisions have been made.

A candidate who fails the final examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School.

### **M.S. in Mathematics with Outside Specialization:**

This program is designed for the student who wants to combine a solid background in mathematics with an area of specialization outside the Mathematics Department (e.g. atmospheric sciences, biology, computer science, engineering, physics, statistics, or education) The recommended mathematical preparatory coursework for this program includes junior/senior level coursework in advanced calculus and linear algebra.

Acceptance into the Master's program with outside specialization is subject to having obtained a permanent advisor from among the mathematics faculty. Incoming students or students who do not yet have a permanent advisor remain in the "general" Mathematics master's program.

The outside area of specialization and the student's M.S. committee should be chosen as early as possible, preferably by the end of the first year of study. Areas of outside specialization must be approved in advance by the student's committee. The committee must include at least one member from the area of specialization plus at least two members from the Mathematics Department. Under the direction of the advisor, the committee will plan and supervise the course of study and the writing of the thesis or master's paper.

### **General Course Requirements**

- A minimum of 35 credit hours of coursework
- Advisor must approve of topic
- Math courses at the 300 level and below will not be counted towards the 35-hour requirement.
- A minimum of 24 credit hours taken on campus
- A minimum of 9 of the 35 hours taken in an outside area
- 6 hours of coursework taken outside the department must be at the 600 level or above.
- A minimum of 18 credit hours of coursework in mathematics of 3+ credits each, at the 500+ level (excluding MATH 530, 695, 699, 798, 799 **and** MATH 592.001 Seminar in Mathematics: Applications of Math, 592.002 Seminar in Mathematics: Math and Mathematicians in the 20th Century, 592.003 Seminar in Mathematics: M.S. Students **and** MATH 584).
- The Mathematics Seminar Requirement (MATH 592) must be satisfied – a maximum of 2 credits may be counted toward the 35-credit hour degree requirement.
- At most 1 hour of MATH 584 (Supervised College Teaching) may be counted towards the 35-credit hour requirement.

### *Other Course Requirements*

The program must include three out of the six courses:

MATH 501  
 MATH 517  
 MATH 545  
 MATH 550  
 MATH 560  
 MATH 566

The program must include at least one additional course selected from an area of mathematics, as approved by the student's advisor, not represented in the student's choices used to fulfill the requirements above.

**M.S. Final Project and Examination:** Same requirements as for the M.S. in Mathematics. [See section above.](#)

### *M.S. in Applied and Computational Mathematics:*

The MS in applied and computational mathematics is a Master's program aimed at providing the graduate with the skills needed to deal with problems which typically arise in science, business, and industrial situations.

#### **General Course Requirements**

- A minimum of 35 credit hours of coursework

- Advisor must approve topic
- Math and outside courses at the 300 level and below will not be counted towards the 35-hour requirement. MATH 530 does not count toward the 35-credit hour requirement.
- A minimum of 24 credit hours taken on campus
- A minimum of 9 of the 35 hours taken in an area of application outside mathematics (such as physics, biology, engineering, etc.) including at least 3 credit hours of statistics. The area and courses must be approved by the graduate student's advisor.
- 6 hours of coursework taken outside the department must be at the 500 level or above.
- A minimum of 18 credit hours of coursework in mathematics of 3+ credits each, at the 500+ level (excluding MATH 530, 695, 699, 798, 799 **and** MATH 592.001 Seminar in Mathematics: Applications of Math, 592.002 Seminar in Mathematics: Math and Mathematicians in the 20th Century, 592.003 Seminar in Mathematics: M.S. Students **and** MATH 584).
- The Mathematics Seminar Requirement (MATH 592) must be satisfied, a maximum of 2 credits may be counted toward the 35-credit hour degree requirement.

### *Other Course Requirements*

**Numerical Analysis:** Students must take two courses from the following list:

MATH 550  
MATH 561  
MATH 651  
MATH 652

**Sequence Requirement:** Students must take at least one sequence from the following list: Mathematical modeling is the term used to refer to the process of formulating in mathematical context a problem arising in some area of applications. Each student is required to complete at least two one-semester courses in modeling. Mathematics courses which may be used to satisfy this condition include the following:

MATH 510 - 520  
MATH 517 - 617 or 519  
MATH 540 - 640  
MATH 535 - 540  
MATH 545 - 546  
MATH 560 - 532 or 561

**Modeling and Methods:** Students must take at least two courses from the following list:

MATH 532  
MATH 540  
MATH 535  
MATH 545  
MATH 633

**M.S. Final Project and Examination:** Same requirements as for the General M.S. in mathematics. [See section above.](#)

### 3. Ph.D. Degree

The Ph.D. in Mathematics is a comprehensive program requiring considerable coursework and an original dissertation in Mathematics consisting of publishable research. Each student's course of Ph.D. study is planned individually by the student, the student's adviser, and the student's graduate committee. This planning allows the student and adviser to develop specific programs of a large number of areas of mathematics.

The Ph.D. degree requires at least 72 semester credits beyond the bachelor's degree. Additional requirements for the doctorate consist of a series of milestone examinations including a two-part Qualifying Examination, a preliminary Examination and a Final Dissertation Defense. The Ph.D. preliminary examination, administered by the student's Ph.D. committee, is a written and oral examination taken near the end of the coursework and at the beginning of the work on the dissertation. All dissertations must be successfully defended in an open final oral examination.

#### **Ph.D. Students Mathematics Seminar Requirements:**

**Breadth seminar requirement:** every graduate student must pass the following two seminars within their first two years at CSU.

##### **Seminar on applications of Math.**

1-credit. (Fall) MATH 592.001

##### **Seminar in Mathematics: Math and Mathematicians in the 20th century.**

1-credit. (Spring) MATH 592.002

#### **Scholastic Standards**

To remain in good academic standing a student must demonstrate acceptable performance in coursework after being admitted to the graduate program. This requires a cumulative 3.00 grade point average in all regular and non-regular coursework. For Mathematics, non-regular coursework consists of:

- Independent Study - MATH 695
- Research - MATH 798
- Seminar - MATH 592
- Thesis – MATH 699
- Dissertation - MATH 799

## Supervised College Teaching - MATH 584

Overall, a 3.00 grade point average must be maintained in regular and non-regular courses graded traditionally (A through F).

In addition, good academic standing requires satisfactory progress toward degree milestones. A student's advisor and committee, as well as the Mathematics Graduate Committee, may render judgments as to whether satisfactory progress is being made toward the degree.

The official Program Code for the Ph.D. degree is: **MATH-PhD**

Entering students will have a graduate committee advisor assigned.

### **General Requirements:**

- A minimum of 72 credit hours beyond the bachelor's degree – all at the 300 level or above.
- Coursework in mathematics must be at the 400 level or above in order to be used towards the 72 credit-hour requirement.
- 3.0 GPA must be maintained in all coursework.
- 3.0 GPA must be maintained in all mathematics courses at the 400 level or above, excluding work in seminars and doctoral research.
- No more than 24 credit hours of research/dissertation may be counted towards the 72 credit-hour requirement.
- The Mathematics Seminar Requirement (MATH 592.001 and MATH 592.002) must be satisfied – at most two additional credits beyond the two allowed for the MS may be counted towards the 72-hour requirement.
- At most 1 hour of MATH 584 (Supervised College Teaching) may be counted towards the 72 credit-hour requirement.
- MATH 530 may not be counted toward the 72-hour requirement.
- Every graduate student must pass, with a grade of B- or higher, at least 10 courses in the math department of 3+ credits each, at the 500+ level. Students entering with a master's degree in mathematics from another institution may use courses approved to count towards the 72-credit hour requirement to also count towards this requirement. Details about how to do this can be found here <https://graduateschool.colostate.edu/forms/g3/>.

Students entering with a master's degree in mathematics may receive up to 30 credit hours towards the 72 credit hour requirements (See [GS3](#) form). For these students, a minimum of 42 credits must be earned at CSU after admission to a doctoral program, and at least 21 credits beyond the master's degree must be earned in courses numbered 500 or above. For students enrolled in a continuous master's/Ph.D. program at Colorado State University, all courses taken during the master's program may be applied to the doctoral degree, even if the total master's degree credits exceed 30.

It must be stated on the Ph.D. program of study that all credits earned on the M.S. will be counted toward the Ph.D.; furthermore, this must be approved by the student's advisory committee, the Department of Mathematics, and the Graduate School. For more detailed information on university-wide Ph.D. requirements, please consult the [Graduate School](#)

[website.](#)

The faculty passed a new breadth requirement for the Ph.D. that is effective for incoming students Fall 2021. Students who entered the program before Fall 2021 can also opt into

this breadth requirement. The policy is that students opting into this requirement must fulfill the whole requirement. **There will be no hybrid options.**

**Breadth seminar requirement:** every graduate student must pass the following two seminars within their first two years at CSU.

- **Seminar on applications of Math.**  
1-credit. (Fall) MATH 592.001
- **Seminar in Mathematics: Math and Mathematicians in the 20th century.**  
1-credit. (Fall) MATH 592.002

### **Evaluation of Progress in Ph.D. program**

**Evaluation of Progress towards completion of Part (A) and Part (B) of the Qualifying System:** The Graduate Director will inform each student, in writing, of progress towards the completion of Part (A) and Part (B) at the end of each semester in which such progress has been expected or made. A copy of this letter will be placed in the student's file.

To finish the program within five years, it is important that each student complete Part (A) by the end of academic year 2 and Part (B) by the end of academic year 2.5 after admittance to the Ph.D. program.

#### Qualifying System for Ph.D. students:

The qualifying exam consists of Parts (A) and (B), described below and the Departmental Preliminary Exam and the Ph.D. Dissertation and Final Examination are as described above.

Policies for Part (A) and (B) are listed in detail following this brief summary.

Timeline: **recommended timeline; required timeline.**

QS Part (A):	Recommended year 1; required by end of academic year 2.
QS Part (B):	Recommended year 2; required by end of academic year 2.5.
Preliminary Exam:	Recommended year 3-4.5; required by end of academic year 4.5
Defense:	Recommended year 5-6; financial support is not guaranteed after year 5

#### **Part (A):**

Each student must pass the final exam in 3 of the qualifying system (QS) courses, AND at least one of those 3 courses must be MATH 517 or MATH 566. Faculty approved QS course syllabi can be found here.

The QS courses are:

MATH501

**MATH517**  
MATH519  
MATH545  
MATH560  
**MATH566**  
MATH570  
MATH574

**Exceptions:** Part (A): if a graduate student has already succeeded in a course that can be considered equivalent to one of these 8 courses at another institution, they can request to use the final exam from that course to fulfill a portion of the part (A) requirement. This request can be made for up to 3 courses and may include either or both 517 and 566. The graduate committee will evaluate whether or not to approve each such request, on a course-by-course basis.

**Policies for Part (A):** For each of the QS courses there will be a syllabus of recommended topics and a list of recommended textbooks, which will be considered current if it was approved by the math faculty in the last 10 years. If the syllabus is current, the faculty member is required to cover the recommended topics for at least 10 weeks of the course.

The faculty member will choose another faculty member as a course consultant, preferably someone who previously taught the course. The course consultant will be responsible for approving: the material developed by the faculty member, the syllabus, the choice of textbook, and the structure, sources, and content for the final exam.

Students will be assessed on the material from the syllabus of recommended topics at the end of the course. For each QS course except MATH 574, the qualifying exam will be an in-class 2-hour exam at the time scheduled for the course final by the university and the final exam will only cover topics from the syllabus of recommended topics. Students may be expected to complete problems about material discussed in class, material from homework, or new material, as long as it is closely related to the material on the syllabus of recommended topics. The faculty member will assign one of the following grades to each final assessment: **strong pass, pass, weak pass, or fail**. The course consultant will be responsible for approving the cut-off between a passing and failing grade on the qualifying exam.

To determine grades for the course, the faculty member may choose to evaluate students' understanding of material not on the list of recommended topics and outside of the course final exam. The faculty member has complete decision-making authority for the content and method of this evaluation, as long as it is clearly communicated in the syllabus.

The department will encourage faculty to invest in these courses and will enable students to meet potential Ph.D. advisors by rotating a broad range of faculty through the QS courses.

**Part (B):**

Every student must demonstrate conceptual understanding and technical mastery of a topic which builds on but is not covered in their courses. To do this, a student must provide written

and verbal explanation of material contained within 1-2 chapters of a graduate level textbook or 1-2 research papers, or an alternative source.

A graduate student will qualify for the doctoral program by completing parts (A) and (B). The qualifying exam committee will meet every semester to determine which graduate students have completed parts (A) and (B) successfully. **Part (B) paperwork can only be submitted once Part (A) is complete.**

**Exceptions:** Part (B): no exceptions

**Policies for Part (B):**

A student will ask 2 faculty members from the math department to be on their part (B) evaluation committee. The two faculty members are responsible for evaluating the student's part (B) written work and presentation but are not committed to being the student's future advisor.

- Students will write their Part B paper and give it to their 2-person committee at least two weeks before their presentation.
- Students who complete their Master's at CSU and complete either the paper or thesis option and then decide to pursue a Ph.D. are still required to complete Part B (according to the Graduate Handbook) within one year after completing the M.S. degree.
- Members of a Part B committee must be eligible to serve on Ph.D. committees for students in the Department of Mathematics and at least one member must be eligible to advise Ph.D. students in mathematics.

The student and faculty members will fill out the part (B) agreement form. In particular, they will decide on the content, references, and timeline for the part (B) evaluation. The expectation is that the material in the part (B) project should be approximately equivalent to five weeks of a graduate course.

[Part \(B\) Agreement form](#)  
[Part \(B\) Evaluation form](#)

The student and faculty members will decide on the length, content, and format of the written assessment. For the alternative sources, valuable ways to provide written explanation might include an analysis of technical reports and real data, instructional materials for new techniques, a survey about a series of interviews with an expert, or documentation for new code.

They will decide on the audience, length, content, and focus of the verbal assessment. The part (B) presentations will **not** be announced by the department. The student and faculty members may choose to invite several people, or to have a private meeting.

The faculty members will evaluate the student's part (B) written and verbal material and decide whether the student passed or failed. In either case, the faculty will provide the student with written feedback, for example, by filling out the questions on the part (B) evaluation form. A student who attempts but does not pass part (B) may try again, with

either the same or with different faculty members, but must pass part (B) by the second attempt.

#### Preliminary Examination (required for all Ph.D. students)

At some time after a Ph.D.. advisor and committee have been assigned, the student will be required to pass an oral preliminary examination prepared and administered by the student's committee.

As stated above, this examination must be passed at least one academic year (two semesters; the summer session may be included) before defense of the dissertation. The purpose of this oral examination is to evaluate the student's proposed research project.

Two weeks prior to the examination, the student must provide to the Ph.D.. committee a written copy of the dissertation proposal, including a survey of the relevant literature, a description of the problem to be investigated, and an outline of methodology to be considered. The student either passes, passes provisionally (certain additional conditions must be met), or fails. In case the student fails the examination, it may be repeated once subject to Graduate School regulations. After this examination has been passed, the student becomes a Ph.D.. candidate.

Doctoral students in the mathematics department at CSU are considered to achieve "candidacy" for the degree upon passage of preliminary examinations.

A written report of the examination will become part of the student's file.

In order to schedule this public event, reach out to the [Graduate Coordinator](#).

#### Ph.D. Dissertation and Final Examination (required for all Ph.D. students)

Each Ph.D. candidate must prepare a dissertation containing original mathematical research that is acceptable to the student's committee. The student must successfully defend this dissertation in an open oral examination before the committee as well as other interested parties. This examination can be given no sooner than two semesters (including summer) after the student becomes a Ph.D. candidate. Below are Dissertation requirements.

- All dissertations will be submitted electronically through ProQuest.
- The format of the dissertation must strictly adhere to the requirements of the Graduate School. A format requirements checklist and instructions and submitting through ProQuest your dissertation is outlined on the [Dissertation page](#) on the graduate school website. CSU Thesis/Dissertation LaTeX template (link in the previous page as well): <https://github.com/idfah/csuthesis>. Make sure to check the [Formatting](#) required is followed.
- The dissertation must be submitted to the Graduate School by deadline published on the [graduate school webpage](#). Ph.D. students must also submit the [Survey of Earned Doctorates](#) confirmation certificate with the Thesis/Dissertation Submission form.

The Graduate Coordinator will assist with room scheduling once the date and time for the defense have been established with your committee.

The student's committee must have adequate time to review the thesis before the final examination. Therefore, the committee must have the thesis at least two weeks (including two weekends) before the final examination which meets the following standards:

- The Dissertation must be in final form
- The Print is letter quality, and a uniform style has been used throughout.
- Figures, printouts, etc. are clear and easy to read.
- Text is double-spaced and printed on only one side of the paper.

Results of the final oral examination will be reported on the GS24.

Voting is limited to the members of the student's committee, and a majority vote is necessary to pass the examination. A tie vote is interpreted as failure to pass the examination. All committee members must vote to either Pass or Fail the student; there is no option to withhold a signature. Committee members who are not academic faculty do not have a vote on the final examination.

If significant revisions to the thesis are required by the committee after the final oral examination is complete, a reasonable amount of time must be given for committee members to re-review the thesis once the revisions have been made.

A candidate who fails the final examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period.

Failure to pass the second exam results in dismissal from the Graduate School.

### Changing Degree Programs - Ph.D. to M.S. or M.S. to Ph.D.

Students may opt to change degree programs with or without completing the degree in which they are currently enrolled. Students may change degree programs because they are no longer interested in finishing the degree in which they are currently enrolled, or they were originally admitted to a Ph.D. program, but want to first graduate with a master's degree. This change in degree will be accomplished by submitting a GS7 to the math department and graduate school.

### Submission of a GS7

As with most aspects of your graduate career, planning ahead is very important. The deadline for changing to a new degree program in the current semester is by the census date for that semester. A GS7 will not be processed for the current semester if it is submitted past the census date. Changing to a new degree program for the next semester can be completed any time during the current semester.

You will access the GS7 form on RAMweb. Your GS7 will be processed through the Dynamic Forms system which allows the graduate coordinator, your current advisor and department chair to review and sign your form electronically. The first section of the form, Current Program Details will be pre-populated for you including your current program code.

The two program codes available in math are:

**MATH-PhD**

## **MATH-MS**

Once you complete all sections of the Request to Change Programs – New Program Details, you will need to scroll down and sign the form. Don't forget to scroll to the bottom of the form and click submit.

### **Steps to take after your degree has been changed**

Once the GS7 has been processed by the graduate school a GS6 (program of study) will need to be submitted for the new degree. This is the case whether going from a Ph.D. to M.S. or M.S. to Ph.D. If you had submitted a GS6 and then moved to a different program, that GS6 will be deleted so that a GS6 for the new program can be submitted. The graduate school will not allow a GS6 to remain for a degree in which you are no longer enrolled.

Continuation to the Ph.D. program after completing an M.S. is not automatic. Students wishing to continue must have passed the Ph.D. qualifiers Part (I) if admitted before FA22, or Parts (A) and (B) if admitted FA22 or after, and received approval from the Graduate Director and Department Chair.

A letter detailing the steps required to move to the Ph.D. will be sent to all students graduating with an M.S. The effective term selected on the GS7 form should be the term directly after the graduation term for the MS (summer not included) so that there are no breaks in your registration.

## Part III. Policy and Forms

### 1. Policy Regarding Length of GTA Support

When a GTA is awarded, it is implicit that the assistantship will continue to be available, given satisfactory academic progress towards the degree as well as satisfactory performance of assistantship duties. Signs of unsatisfactory academic progress for GTAs might include failure to maintain a 3.0 GPA, dropping below the 9-credit hour minimum or lack of progress towards examination milestones. Signs of unsatisfactory performance of duties include, for example, not showing up for teaching your class, being chronically late, or inappropriate behavior.

Student performance is reviewed at the end of each semester. We would like to emphasize that only rarely has it been necessary to discontinue a GTA prematurely.

For students entering the M.S. program, the normal period of GTA or GRA support is two years measured from the date the program is begun. Support will not be continued beyond two years for an M.S. student except in special circumstances. These cases must involve some exceptional situation.

GTA/GRA support for students in the Ph.D. program will continue, up to a maximum five years, provided the student makes satisfactory progress towards successful completion of the Ph.D. degree milestones: The Ph.D. qualifying examinations, Parts I and II or Parts (A) and (B), the preliminary examination and the Final Dissertation Defense.

A sixth year of support is possible and must be approved by the Graduate Committee. The [Request for Sixth Year of GTA Support](#) form must be submitted to the Graduate Committee by February 1st before fall semester of the sixth year begins. Late requests cannot be considered due to the timeline for the admission decisions for the fall incoming class, which is in February.

Note, however, that termination of GTA support does not necessarily constitute dismissal from the program. Students who are in good standing with the Graduate School of the University (which implies certain rules) are entitled to continue in the graduate program of the Department of Mathematics at their own expense.

The above rules outline the general intentions of the Department of Mathematics. However, in exceptional circumstances the Department may deviate from this policy.

### 2. Graduate School Forms

**(GS3) Transfer Credit Evaluation:** With a GS3 form, you may opt to request an evaluation of previously earned graduate-level course credits to find out if they can transfer and count toward your degree program. You can do this when you're admitted or anytime while attending CSU. If you're considering a transfer credit evaluation, we strongly recommend doing so when submitting your GS6 Program of Study, as approved transfer credits may change what coursework is required for you to complete your degree.

**(GS6) Program of Study:** The advisor and committee are appointed through filing a [Program of Study \(GS6\)](#) with the Graduate School, which lists the advisor, committee members, and all courses which will be taken in pursuit of the degree. This is the formal statement of what will be done to fulfill degree requirements. The Program of Study 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.

**Prior** to filling out the GS6, carefully review the mathematics department degree requirements for the degree you will be completing.

You will access your program of study on [RAMweb](#). Your GS6 will be processed through the graduate school's Dynamic Forms system which allows the graduate program coordinator, your advisor, Co-advisor (if applicable) and Department Chair to review and sign your form electronically.

While it is important for a student to plan the Program of Study, together with the advisor and committee, early in the graduate career, it is understood that plans may develop and change. Reconciliation of courses planned on the Program of Study and those actually completed will be made when applying to graduate using the GS25 application for graduation form. 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.

Note that when a student who has received an M.S. degree in mathematics from our program decides to continue in the Ph.D. program, the student must complete a second GS6 form for the Ph.D. program of study, after completing the GS7 form (see section 4.3 below).

**(GS7) Change of Degree Program:** Students may opt to change degree programs with or without completing the degree in which they are currently enrolled. Students may change degree programs because they are no longer interested in finishing the degree in which they are currently enrolled, or they were originally admitted to a Ph.D. program, but want to first graduate with a master's degree. Any permanent changes to the degree program are recorded through the filing of a GS7.

You will access the GS7 form on RAMweb. Your GS7 will be processed through the graduate school's Dynamic Forms system which allows the graduate coordinator, your current advisor and Department Chair to review and sign your form electronically. Continuation to the Ph.D. program after completing the M.S. is not automatic. Students wishing to continue must have passed the Ph.D. qualifiers part (I) and received approval from the Graduate Director and Department Chair. This will be accomplished by filing the GS7 with the department.

**(GS9A) Change of Committee Member:** You will access the GS9A form on RAMweb. A member of the committee, including the advisor, may resign from the committee, or be replaced by the student. Any permanent changes in committee membership are recorded through the filing of a GS9A.

**(GS16) Report of Preliminary Examination:** You will access the GS16 on RAMweb. Complete the GS16 on RAMweb and submit the form. Your GS16 will be processed through the graduate school's Dynamic Forms system which allows your advisor, Co-advisor (if applicable), committee members and Department Chair to sign your form

electronically after your preliminary exam. The Graduate Coordinator will release the GS16 to your committee members the day of your preliminary exam, so there is no confusion about when they should sign the dynamic form.

**(GS24) Report of Final Examination:** You will access the GS24 form on RAMweb. Complete the GS24 on RAMweb and submit the form. Your GS24 will be processed through the graduate school's Dynamic Forms system which allows your advisor, Co-advisor (if applicable) and committee members to sign your form electronically after your defense. The Graduate Coordinator will release the GS24 to your committee members the day of your defense, so there is no confusion about when they should sign the dynamic form.

**(GS25) Application for Graduation:** Students must apply for graduation by submitting form GS25. You will access the GS25 on RAMweb. Complete the GS25 on RAMweb and submit the form. Your GS25 will be processed through the graduate school's Dynamic Forms system which allows your advisor, Co-advisor (if applicable) and Department Chair to sign your form electronically. You will be asked to verify your committee and submit a GS9A if necessary.

Deadlines are available on the [Graduate School's website](#). Reconciliation of courses planned on the Program of Study and those actually taken will be made on this form. Students must be registered for a minimum of 1 credit or CR (see Part I - 2.2 above) during the semester they plan to graduate.

**(GS25B) Departmental Requirement Clearance form:** The Graduate Coordinator will complete this form and forward to the Graduate School once all departmental requirements have been met. It is not necessary for the student to complete this form.

**(GS30) Thesis/Dissertation Submission:** You will access the GS30 on RAMweb. All Master's Plan A students and Ph.D. students submit this form after your final thesis or dissertation has been reviewed and approved by your committee.

The completed and signed form must be submitted to the Graduate School Office by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.

### 3. Graduate Student Travel Policy:

Graduate students traveling to a conference or workshop may request departmental travel support to supplement other funds. Students are encouraged to seek funding from the conference or organization if available, and plan ahead for application dates. All travel must be pre-approved by your advisor. Complete the Graduate Student Travel Approval form and obtain your advisor's approval. This form must be attached to your online Pre-Travel form. Both forms can be found here: [Link](#)

Additional funds for travel may be available through student advisors. The advisor's contribution will be determined on the required Graduate Student Travel Approval form.

## Pre-Travel procedure:

A Pre-Travel form is required even if the travel is not being paid for through CSU (except in-state travel). Complete the online Pre-Travel which can be found [here](#).

This must be done before you book your flight, but you can register for the conference before completing this form. When traveling as a CSU grad student/employee the Pre- Travel form acts as your insurance in case of incident while traveling.

### *Essential information required on the Pre-Travel form:*

- The reason for travel is vital! Please provide a description of your travel and be sure to explain how your travel is a benefit to the University or research.
- Explain fully what GTA responsibilities (teaching, grading, office hours, proctoring exams) will be missed and who will cover for you. Travel without this information will not be approved.
- Account/Funds paying for expenses section of the form must be completed. If you don't know the account number, at least give a description for us to use, e.g.; grad account. We have around 200 accounts so we will not guess, you must let us know.
- International travel requires a minimum of a two-week advance notice before travel (this includes domestic travel). The section on International Travel must be fully completed and must include all requested information.
- Airfare must be booked through one of the CSU approved travel agents that can be found [here](#). Please note you may not be able to book a flight on your own.
- When making your reservation let the agent know that CSU Mathematics will be paying for your flight. They will then contact the finance office for approval.
- The finance office must have your completed pre travel form before they approve the airfare.

Rental Cars can only be reserved through one of the approved vendors. Please see [Travel Services](#) webpage for all information related to this.

### Travel procedure – After you return

- A Post-Travel form is required along with itemized receipts showing proof of payment when reimbursement is requested.
- If you are not requesting a reimbursement, you can [email](#) the finance office and let them know to close out the travel.
- Travel reimbursement requests must be submitted in a timely manner. Any travel not processed, and through all the approvals 60 days after your travel end date will be taxed.

#### 4. All University Employee Training

**Sexual Harassment Training Policy:** Colorado State University is committed to providing a safe environment for all members of our community, including faculty, staff, students, volunteers and visitors. This is not only the responsibility of our leadership through example, development of policy, and administrative actions, it is a responsibility that we all share, must be willing to understand and to which we must all contribute. Sexual harassment is an issue to which we must pay special attention, due to its particularly corrosive effects on our community, the legal ramifications of particular cases, policy implementation and the perception of our campus.

All university employees are required to take the Workplace Answers Sexual Harassment Awareness online module.

Shortly after their official start date, every new employee will receive an email from Workplace Answers with a unique link, associated only with them, allowing the employee to access the training module.

Additional information can be found [here](#).

**Ethics training requirement:** Students expecting to receive GRA funding from any source will need to complete ethics training. The standard method of fulfilling this requirement is to take the one-credit course GRAD 544, however an alternative is typically available for a one- day training course taught during the summer. Information can be found at [Link](#).

#### 5. Continuous Registration (CR) Status

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 who register for CR on or after the first day of the term will be charged a Late Registration Fee. Students must be either enrolled for at least one credit or must register for CR during the term (fall, spring, summer) they complete their degree requirements.

Students enrolled in CR have access to library services and campus computing services; they pay a mandatory University Technology Fee. CR students may also choose to purchase CSU student health insurance and/or access the CSU Health Network for a fee.

The maximum number of CR semesters a student may enroll in during their degree program is ten (10). When a student is in their first (1st), fourth (4th) and eighth (8th) semesters of CR, the student's advisory committee is required to review the student's progress and intentions related to degree completion, with input from the student. Upon completion of the review, a report that provides a student plan which includes academic expectations and an accompanying timeline for satisfactory progress for the degree will be forwarded to the department head/chair and student. A registration hold will be placed on a student with more than 10 semesters of CR unless the student's department head has submitted the student's progression plan and a petition to extend the number of CR semesters to a specific number beyond 10.

Students may register for CR for the following reasons:

1. They do not require the use of university resources (other than those listed above) but are actively working on their degree requirements. Students who are utilizing CSU facilities to conduct their research must not enroll in CR; instead, they must enroll in the appropriate number of research, thesis or dissertation credits. See [Curricular Policies and Procedures Handbook](#), Appendix D, for information regarding faculty contact time needed to generate credit hours.

2. They will not be working on their degree requirements but will be leaving the University for professional or personal reasons (e.g., mission service, medical or parental leave, work) or an official assignment for CSU.

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional graduate courses. Such students are ensured a place in their graduate programs as long as they remain in good academic standing. However, students who do not register will need to apply for readmission for their next semester of enrollment. The availability of the CR option shall not supersede any other registration requirements to which students may be subject at the University, Department, or Program level. For example, the credit bearing registration requirement for graduate assistantships applies to all students appointed to these positions. Similarly, some departments may adopt more stringent CR policies than those expressed here. Students on CR will not be guaranteed a work desk for the semester(s) student is registered for CR.

## 6. Graduate Teaching & Graduate Research Assistantships

Graduate Teaching Assistants are a very important and integral part of the mathematics department teaching mission. The majority of our graduate students are supported either as a teaching assistant or research assistant. Students work directly with faculty, developing solutions that span the boundaries between mathematics and other fields of scientific endeavor. They also gain invaluable experience teaching and learning through teaching assistantships. GTAs are typically assigned to the Calculus Center, Precalculus Center or to teach a section of one of our beginning calculus courses.

## 7. GTA & GRA Pay

**GTA & GRA Pay:** We offer two stipend levels based on progress in the degree program:

\$21,852.00 - All entering students

\$23,058.00 - Passed Part B of [QS](#)

Additional Funds provided for Assistant Director (AD) Calculus/Precalculus Assignment:

\$664 (per semester)

**PayDay:** GTA & GRA contracts are for 9 months (4.5 months for fall and spring semesters). The 9-month contract begins Mid-August and ends Mid-May. You will receive a half-month of pay for August and May, so it is important to plan ahead. Payday for all monthly employees, which graduate assistants are, is the last working day of each month. Returning GTAs and GRAs will be entered into the payroll system by the accounting office. **If you are a**

**new GTA beginning fall semester, you must complete payroll paperwork and be entered into the payroll system by August 10th to receive your first paycheck the last working day in August.** If your paperwork is completed after this date your first paycheck will be delayed. You must be entered into the payroll system no later than August 16<sup>th</sup> or your start date will be delayed, which will result in your pay for August being reduced!

**GTA / GRA Contracts:** A GTA/GRA contract will be created once you are entered into the payroll system each semester. The contract will stipulate your base salary rate, FTE (Full Time Equivalency - which for GTAs and GRAs is 50%) and the dates of the assignment. FTE is considered 40 hours of work a week; GA appointments are 20 hours/week. You are required to sign a contract each semester for your work assignment or rate of pay is changed in some manner. International students must obtain a social security number. Check with the office of [International Programs](#) regarding this process.

**Tuition:** As a GTA, or GRA you will receive a full tuition waiver. Although your full tuition bill will appear on your student account each fall and spring semester, you should not pay this bill. Your full tuition will be paid by the graduate school after the census each semester.

## 8. GTA Teaching Assignments Assistantship Requirements

**Minimum Course Load for GTAs:** Unless otherwise approved, all GTAs must be enrolled in a minimum of 9 credit hours per semester in years 1 & 2. Subsequently, students will generally take 9 credits until they have fulfilled the credit requirements. This requirement is part of the GTA contract and students that do not abide by its risk losing their assistantships. If you plan to take fewer than 9 credit hours for any reason, please seek formal approval in writing from either your academic advisor or the Graduate Director. Exceptions to the 9-credit hour requirement may be made for students who have completed their regular course credit requirements for the degree program in which they are enrolled. Students who believe they have completed their credit requirements for their degree should have this confirmed with their advisor and the Graduate Coordinator, before seeking formal approval from the Graduate Director for a reduction in the 9-credit hour requirement.

**Physical Presence:** GTA contracts are from **Mid-August – Mid-May** and physical presence outside of University Holidays may be required. Must be available starting one week before classes begin. Attendance at pre-semester meetings is required of all GTAs. Please check with your course coordinator (once assigned) to determine the time of your meeting. In addition, certain departmental meetings as well as graduate student workshops are mandatory. Inform your course coordinator of any anticipated absences well in advance.

**Establishing Residency:** If you are a GTA and a US citizen, you will need to establish Colorado residency as part of the GTA contract. The department of mathematics covers your full non-resident tuition your first year and resident tuition in the out-years. It takes one full year to establish residency, so you must begin the process immediately upon arriving in Fort Collins! For detailed information about the process for establishing Colorado residency see the Office of Financial Aid's webpage on Residency Classification in Colorado:

<https://financialaid.colostate.edu/residency/>

For additional information about meeting the residency requirements for in-state tuition go to: <https://financialaid.colostate.edu/in-state-tuition-requirements/>

### 8a. GTA Training & Mentorship

All incoming GTAs will complete GTA training and will be assigned a GTA mentor. The two half-day training sessions will cover topics including:

- Policies of the department
- The teaching environment
- Preparing for teaching
- Each new GTA will be assigned a GTA mentor

GTAs are typically assigned to the Calculus Center or to teach a section of one of our beginning calculus courses. Calculus Center duties include holding office hours, running help and review sessions, facilitating groups working in large sections, grading and proctoring, staffing the help desk, and some professional development activities. GTAs who teach a section of calculus will be giving 50-minute lectures to a class of about 36 students four days per week, holding office hours, grading, and proctoring evening exams. New GTAs are typically assigned to either calculus for the life sciences, or calculus I or II for mathematics majors, physical science majors and engineers. More senior GTAs can be assigned to more advanced classes. GTA teaching assignments are made by the department in the weeks preceding the beginning of each semester. All graduate students are required to complete the Graduate Course and Work Preferences form each semester by the deadline posted so that we can take into account your class schedule and teaching/work preferences.

**Course Coordinator Meetings:** Most of the courses to which GTAs are typically assigned have course coordinators. The course coordinator maintains consistency across sections and will provide a class syllabus as well as examinations. Your coordinator will meet with you in the week before classes as well as one hour per week during the semester. Your attendance at these meetings is mandatory.

**Duties:** GTA duties may take up to 20 hours per week, although ideally, we would like to see students not average more than 18 hours per week. If you feel your workload is excessive, please discuss the situation with the course coordinator. If this does not resolve the situation, please see any of the following: Undergraduate Director, Graduate Director, Graduate Coordinator, or Department Head. You are responsible for your class. In the event of illness or other emergency, the front office staff can arrange for a sub (Phone: 491-3453). DO NOT recruit subs without getting front office approval. Missed classes must be made up - No exceptions.

## 8b. Policy on GTA standards for teaching and the Calculus Center (CC)

GTA's are expected to maintain a high quality of teaching as well as meet certain basic expectations. These include, but are not limited to:

- Being on time to class and the CC and holding class/CC hours the entire time allotted, all of the time
- Holding regularly scheduled office hours and being there the full time
- Returning homework, quizzes, and exams to students in a timely manner
- Being well-prepared for lecture and help/CC sessions
- Adhering to the general guidelines provided by your course coordinator/CC

### **Director Expectations for coordinated courses:**

- Following syllabus and course outline provided by the course coordinator
- Teaching the class using methods and material as outlined by the course coordinator
- Attending instructor meetings, and proctoring and grading exams as scheduled by the department or the course coordinator

### **Expectations for the Calculus Center:**

- Help facilitate learning and support a faculty instructor for 2-3 days per week in their Calculus section
- Attend the coordinator meeting 1 hour per week
- Participate in content workshops and activities for students in Calculus courses
- Additional duties assigned to you by your mentor teacher/course coordinator
- Participate in exam grading and proctoring
- Tutor 6 hours per week in the Calculus Center

### **Other expectations:**

- Instructors should dress in a professional manner, particularly avoiding dress that may be offensive, discriminatory, vulgar, or otherwise inappropriate. Student complaints will be handled by the graduate committee and undergraduate co-directors
- No eating is allowed while holding office hours or working in the Calculus Center
- Office hours must be held **on campus** between the hours of 7:00 a.m. and 8:00 p.m.
- Airing of personal and political views of current events, or issues is not appropriate for a math course and must not be included in course materials in any form

When a serious teaching concern arises, reported by either the course coordinator or another faculty member, the matter will go to the Graduate Committee where a course of action will be proposed, possibly including additional classroom observations. The case and proposed action will go in the GTA's file, and the matter will be revisited by the Graduate Committee after a period of time determined in the course of action. In the case of a second

report of a serious teaching concern, the matter will again go to the Graduate Committee, where a course of action will be proposed with the possibility that the GTA may be placed on GTA Probation. GTA Probation requires that the matter be resolved, and failure to do so in a satisfactory manner may result in a termination of GTA support.

## 9. Dismissal Policy and Information:

### 9a. Academic Probation

Failure to maintain a 3.00 grade point average will result in being placed on academic probation by the Graduate School as well as the loss of the Graduate Teaching Assistantship. The probationary period lasts for one semester allowing the student time to raise their GPA. Students on academic probation who do not regain good academic standing will be dismissed by the Graduate School. However, new regularly admitted students will not be placed on academic probation or lose their Graduate Teaching Assistantship until they have completed 12 credits, or two semesters of graduate work, whichever comes first. A student whose progress toward degree milestones is determined to be unsatisfactory may be placed on academic probation. The deficiency will be clearly documented in writing, stating the timeline for adequate improvement. Failure to meet this improvement plan will result in dismissal from the program. For more information on the department's dismissal policy, see section 8 below.

### 9b. Appeals Procedure:

Graduate students may appeal decisions concerning unsatisfactory performance. Informal resolution of appeals concerning unsatisfactory performance is encouraged whenever possible before initiating a formal appeal. The student should discuss the problem with the person or persons whose actions are challenged within 10 days following the adverse recommendation or decision. Typically, this is the student's advisor or the Graduate Director. If the matter is not resolved to the student's satisfaction within 20 days following the informal discussion, the student may initiate a formal appeal by submitting the matter in writing to the Vice Provost for Graduate Studies. Please see section 8 below, and the Graduate School Appeals Procedure contained in the Graduate Bulletin for more information.

### 9c. Dismissal policy for Graduate Students

**Procedures regarding dismissal:** The following is a list of reasons for dismissal, with procedure:

**Cumulative GPA falls below 3.00:** Graduate students may be dismissed by the Graduate School if cumulative GPA falls below 3.00. The rules, procedures and appeals process for such dismissals are specified in the Graduate and Professional Bulletin, and the Department of Mathematics will use these rules, procedures and appeals process if a graduate student's cumulative GPA falls below 3.00.

**An unsatisfactory progress determination is made:** If a student's graduate advisory committee or the department graduate committee finds that a student is not making satisfactory progress toward the degree due to factors other than grade point average, and that satisfactory progress cannot be anticipated, a plan should be created, and the following steps should be taken.

1. Schedule a meeting with the student, advisor, and the director of the graduate program that provides reasonable notice of the issues to be covered. If the student is a graduate assistant (GA), the supervisor is to be included in the meeting as well. The student has the right to include an advocate or mentor in the meeting.
2. During the meeting, inform the student of the concerns, create a progress plan with the student, and develop a timeline and inform the student of the potential consequences (e.g., recommendation for dismissal) if progress is not satisfactory. If the student has a disability, inform the student of their right to request reasonable accommodation(s) from the Student Disability Center or OEO (if the student is a GA).
3. A written summary of the meeting will be shared with all parties and copied to the Dean of the Graduate School so that the Dean is informed. A copy of the summary shall be maintained in a departmental file.
4. The committee should keep in contact with the student to provide support and give feedback during the progress plan timeline and document such contacts and their outcomes.
5. At the end of the timeline, if progress is not adequate, the committee may recommend dismissal from the program and/or termination of an assistantship if applicable (See [Separation from Employment](#)). The recommendation must include documentation of the steps taken with justification for the action. The recommendation is forwarded to the Department Head for approval and the Dean of the Graduate School for final action.

Appeals may be made through the existing Graduate School appeals procedure contained in the Graduate and Professional Bulletin. The appeals procedure can be found [here](#).

## Part IV. Benefits

### 1. Housing

**On-Campus Housing:** The University has on-campus options for both single and family housing. There are two sets of apartments for single graduate students: Lory Apartments and International House. Both offer one-bedroom, and two-bedroom (shared with a roommate) apartments. There is no choice of roommate in the shared apartments, but odds are you will get to live with someone from another country, as these apartments are well liked by international students. Two- and three-bedroom family housing is available at Aggie Village North and South, and University Village East and West. Information regarding both types of housing is available on the [Housing and Dining Services](#) website. Graduate students are not guaranteed an apartment, so you should file your application well in advance. These apartments are only rented to graduate students or non-traditional students, so the apartments are extremely quiet.

**Off-Campus Housing:** Finding a place to live in Fort Collins at the beginning of the semester can be difficult. Fort Collins has a fair amount of off-campus housing available; however, each fall brings a crowd of students, so try to make rental arrangements as early as possible. The influx usually begins at about mid-July and crescendos until classes begin. As with most college towns, you pay for the convenience of being close to the campus. But remember that the popular advertisement "close to campus" is less meaningful to math graduate students since the majority of apartments are west of the university, and the Weber Building is on the east side of campus.

[Off-Campus Student Services](#), located in the Lory Student Center is an excellent resource to assist you in your search for off-campus housing.

Here are just a few free services that they offer:

- Assistance in finding a place to live off campus
- Help in finding potential roommates
- Assistance in learning the stages of renting, pre to post-tenancy
- Aid in understanding your rights and responsibilities as a tenant in Fort Collins
- Information on selecting and developing healthy roommate relationships
- Tips on being a good neighbor and building community
- Help with Budgeting
- Transportation information
- Ways to get involved on campus

The classified ads in either the [Collegian](#) (the CSU paper) or the [Coloradoan](#) (the local Fort Collins paper) are also a great resource for off-campus housing.

### 2. Accessing Healthcare at CSU:

[CSU Health Network](#) is every student's home for health and well-being at Colorado State University. All CSU students have full access to a wide range of medical, counseling and health education and prevention services, regardless of their insurance.

CSU Health Network is a fee-funded service on campus. The CSU health network fee and the counseling fee are both portions of the general fees that all students pay. The fees allow access to all services and provide reduced rates in comparison to community providers.

**CSU Health Resources:**

CSU Health Network Services

Eligibility, Fees and Service Charges [here](#).

For information about Using Health Insurance at the CSU Health Network click [here](#).

For any additional questions or to make an appointment call (970) 491-7121

## 2a. Health Insurance

Good health care is essential to your academic success! The [Student Health Insurance Plan \(SHIP\)](#) is designed specifically for CSU students. It is a comprehensive PPO plan designed to comply with state and federal laws, save students time and money, and provide convenient access to quality medical care on and off campus. The system is designed to work in conjunction with the Student Fee funded services provided at the [CSU Health Network](#) to ensure students have access to comprehensive high quality care. This program provides benefits both within the CSU Health Network and when services are provided outside of the CSU Health network. Colorado State University requires all domestic students taking six (6) or more resident instruction credits to carry health insurance as a way of protecting your education investment. You must meet the health insurance requirement your first semester at CSU and every fall semester thereafter.

All enrolled students have **full access** to the services at CSU Health Network, **regardless of their insurance plan.**

## 2b. How to Fulfill the Health Insurance Requirement: For Domestic Students:

**All domestic graduate students enrolled in six (6) or more resident instruction credits must take action in the CSU Student Health Insurance Waiver/Enrollment Portal by the deadline:**

If you are considering an individual/family/employer/government plan to meet the health insurance requirement, we encourage you do to the following:

- Ensure your plan meets CSU, state, and federal guidelines for health insurance coverage. More information [here](#).
- Contact your insurance carrier in advance to see how your plan will cover visits to CSU Health Network. Use the following information:
- CSU Health Network Tax ID#: 846000545
- CSU Health Network NPI#: 1528156437

Go to the [CSU Student Health Insurance Waiver/Election Portal](#) to access the secure online health insurance waiver/election portal.

Login with your CSU student ID number, last name and date of birth.

Choose one of the following two options to meet the requirement:

**WAIVE** the CSU Student Health Insurance Plan (SHIP) by providing proof of a comparable health insurance plan. Enter the requested information from your health insurance card (you will also need the plan subscriber's date of birth) in the [secure online form](#). This process should take less than 5 minutes to complete. Your waiver application will be audited with your insurance carrier to ensure the coverage is active and meets CSU, state, and federal requirements. Your waiver application is not complete until you receive an approval notification via email

**OR**

**ENROLL** in the [CSU Student Health Insurance Plan \(SHIP\)](#) by indicating your interest in the [secure online form](#). **Do not wait.** To ensure you have access to your insurance benefits when plan coverage begins, you **MUST** enroll at least three weeks prior to the start of classes. [Click here to learn more about SHIP.](#)

**IMPORTANT:** If you do not take action to WAIVE or ENROLL by the deadline, your student account will be charged for the cost of enrollment in the CSU Student Health Insurance Plan (SHIP). There will be no refunds or reversals after the deadline (see "Deadline" section above).

Students must meet the health insurance requirement their first semester on campus and every fall semester thereafter.

**For Domestic Students Enrolled in LESS than 6 resident instruction credits:**

Domestic graduate students enrolled in less than six resident instruction credits (including CR) may voluntarily enroll in the CSU-sponsored [Student Health Insurance Plan \(SHIP\)](#) by completing an [online enrollment form](#) or a paper enrollment form at the CSU Student Insurance Office by the University Add/Drop date (approximately two weeks after classes begin). Students taking less than 6 credits are not charged the University General Fees, therefore, the health access and counseling fees are added to the student's account approximately 4-6 weeks after the beginning of the semester.

**2c. For International Students:**

Colorado State University requires all international students enrolled at any level to carry health insurance as a way of protecting your educational investment.

International students are automatically enrolled in the [CSU Student Health Insurance Plan \(SHIP\)](#). If you have other health insurance coverage, including an US-based employer plan or individual health insurance plan, visit the [International/INTO Student Waiver](#) page for more information on how to submit a waiver request.

**Coverage to spouses, domestic partners and dependents of graduate students:** CSU does not provide insurance coverage to spouses, domestic partners and dependents of graduate students. This policy does not impact the current policy of the University that requires all international students, regardless of enrollment status, to demonstrate

comprehensive health insurance coverage through either the University health insurance plan or a comparable plan.

If you have questions about the CSU health insurance or insurance options for dependents, please visit the [CSU Health Network](#) website or call the CSU Health Network at 970-491-7121.

## 2d. Health Insurance Contribution

A health insurance contribution is available to those graduate assistants (GTA, GRA, GSA) who meet **ALL** of the eligibility criteria described below. Each semester, a health insurance contribution will automatically be applied to the student account and taxed through payroll around mid-September and mid-February for the fall and spring semesters respectively.

Therefore, students who are expecting the health insurance contribution may leave the balance due for the insurance unpaid on their student account since the full cost of the insurance will be covered by the contribution. The health insurance contribution will appear on the student's CSU account as a credit, approximately one week after the end of the regular add/drop date. The student does not need to apply for the health insurance contribution, they will automatically be identified. Depending on the number of semesters appointed, the health insurance contribution varies. See below for details.

### **Important Tax Information about the health insurance contribution:**

The contribution is considered "supplemental wages" and supplemental wages are taxed at a higher tax rate than regular/stipend earnings. Therefore, it is very important that GTAs and GRAs plan ahead! **ALL** the taxes for the entire contribution will be withheld from your September paycheck for fall semester and February paycheck for spring semester. These taxes can be significant, and you should plan for around \$300 each September and February to be withheld from your check. Graduate Assistants are not offered a pre-tax option on the CSU health insurance contribution because Graduate Assistants are classified as students – not as employees. Graduate Assistants are students first and foremost and are categorized as such. There are many differentiating factors between Graduate Assistants and employees: the type of work they engage in, how they are paid (stipend), the policies that pertain to them, the benefits they receive and how those benefits are paid out. In order to be eligible for a pre-tax option, there must be an employer/employee common law relationship that exists – per federal guidelines. Because students do not have such a relationship with CSU, they are not eligible for a pre-tax option. The graduate health insurance contribution is directly applied to the student's financial account; it is not paid to an insurance provider for insurance coverage. From a compliance perspective, this is the process that must be utilized.

### **Health Insurance Contribution Criteria**

- Appointed to a 25% (10 hours per week) or more assistantship (GTA, GRA, GSA) by the end of the regular add/drop period.

**AND**

- Enrolled in CSU's Student Health Insurance Plan (SHIP)

**AND**

- Enrolled in 5 or more resident-instruction credits (Audits, Continuous Registration, and CSU Online Credits\* do not meet the Resident Instruction enrollment criteria for this policy).

While eligible GAs do not need to apply for the health contribution from the Graduate School, GAs ***MUST Opt Into*** the Student Health Insurance Plan (SHIP) to receive the contribution. Follow the CSU Health Network Website policies and instructions on the [CSU Health Network Website](#) to enroll in SHIP.

**2e. Benefit variation depending on the number of semesters employed**

- If the student meets the Graduate Assistantship eligibility requirements in both the fall and spring semesters, the CSU health insurance contribution will cover 100% of the fall, spring and summer health insurance premiums.
- If the student meets the Graduate Assistantship eligibility requirements for only one semester, the CSU health insurance contribution will cover only the insurance premium for that semester.

*The summer premium will NEVER be covered when a student serves as a (GTA, GRA, GSA) for only one semester. However, because the spring/summer tuition is combined for insurance purposes, the cost of the summer premium is subtracted from the CSU health care contribution for those students appointed as a Graduate Assistant in the spring semester*

**3. Taxes and deductions that will be withheld from your paycheck**

**Payroll taxes:** Your GTA/GRA stipend is considered taxable income. Taxes will be withheld based on the information you provided on your W4.

**Student Health Insurance Plan (SHIP) contribution taxes** ([see above](#))

**Student Employee Retirement Plan (SERP):** Graduate students paid as a GTA/GRA who are enrolled in less than 5 credits each semester for the academic year and 3 credits for summer will automatically be enrolled in SERP and will have a total of 8.95 % (7.5 % SERP and 1.45 % Medicare) withheld from gross earnings for each pay period worked. A retirement savings account will be established in the student's name at Fidelity.

Students must be registered by the census date each fall and spring term in order to be exempt. Adding credits after census date will not exempt an employee from the mandatory SERP assessment.

GTA's who teach for us over the summer will have their normal taxes + SERP deducted from their summer stipend each month since the required 3 credits for exemption will not be met.

#### 4. CSU Policy: Graduate Student Parental Leave

**Purpose of this policy:** CSU is committed to promoting its Graduate Assistants' ability to maintain a positive work-life balance by providing Parental Leave when enrolled in a Master's or Ph.D. program.

**Application of this policy:** This policy applies to all Eligible Graduate Assistants (defined below). It does not apply to any other employment classification at CSU.

**Policy Statement:** Providing Parental Leave to an Eligible Graduate Assistant promotes enhanced work-life integration while pursuing a graduate degree at Colorado State University. It is the policy of the university to provide Parental Leave to new parents to support academic success and caring and bonding with a new child. New Parents have the option of requesting leave from their academic requirements and their assistantship responsibilities for Parental Leave purposes.

##### *Policy Provisions:*

#### **Use of Parental Leave**

Parental Leave is available for use by an Eligible Graduate Assistant who is the new Parent of a child by birth or adoption, including the child's mother or father, or the spouse, domestic partner or civil union partner of either, at the time that the leave period commences (and for as long as the Parental Leave is to continue).

An Eligible Graduate Assistant becomes a Parent of a child for purposes of this policy at the time of the child's birth or adoption. Foster care placement is not included within this policy. Parental Leave is not available during the period preceding the birth or adoption, even if the absence is due to expected arrival. An Eligible Graduate Assistant may use only one Parental Leave period per birth or adoption. The number of children born or adopted does not increase the amount of Parental Leave. During Parental Leave, the Eligible Graduate Assistant must be enrolled in the minimum number of credits required to hold a graduate assistantship. The Eligible Graduate Assistant is not considered to be on a leave of absence while continuously enrolled as a student paying tuition. The timing of the leave with continued stipend and tuition support is required to coincide with the Eligible Graduate Assistant's funding contract with the appropriate academic department or unit. The Primary Caregiver in either birth or adoption will be granted paid Parental Leave for up to six weeks immediately following the birth of a child or the adoption of a child for whom that Parent has Primary Caregiving responsibilities. For more information on Parental Leave please visit the Human Resource page [here](#).

#### **Advance Notice, Work Plan and Approval**

Eligible Graduate Assistants must submit notice of Parental Leave within 30 days of the birth or adoption event to your HR representative. Parental Leave Application Form to Human Resources after the appropriate signatures have been gathered. Second, a Health Care Provider Certification Form with the estimated date of delivery, or a letter from the adoption agency with an estimated adoption date, must be submitted directly to Human Resources. Eligible Graduate Assistants on Parental Leave will be released from their academic requirements and assistantship duties during the leave time. As such, one work plan will be developed to address the issues within each of the two respective areas. The department and unit, as appropriate, shall maintain the work plans in the student's file. First, the Graduate Assistant and the Graduate Assistant's instructors will develop an Academic Work Plan that covers the academic requirements and coursework expectations related to the credit(s) the Graduate Assistant is enrolled in. This work plan will include modified due dates for assignments as appropriate. The Academic Work Plan must be signed by the Graduate Assistant and the instructors and approved by the academic department head and kept as part of the student record in the department. Second, Assistantship Supervisors and the Graduate Assistant will develop an Assistantship Duties Work Plan to prearrange necessary adjustments in assistantship activities and responsibilities that will support the transition of assistantship duties to others. The Assistantship Duties Work Plan must be signed by the Graduate Assistant and the assistantship supervisor and approved by the unit head in which the Graduate Assistant holds the assistantship appointment and kept as part of the student record in the unit. Work plans should be developed as far in advance as possible, but no less than ten weeks prior to the leave. Exceptions may be made in extenuating circumstances. Eligible Graduate Assistants are also required to submit requests for any desired additional unpaid leave beyond that provided in this policy. Such extension requests are outside of this Parental Leave Policy and must be approved by the academic department head; and, if the student's assistantship appointment is in a unit other than his or her academic department, then the unit head must also approve. This request is not routed to Human Resources.

#### 4a. Return to Work Expectations

After the end of the Parental Leave period, it is expected that the Graduate Assistant will return to normal assistantship duties and graduate studies to complete her/his degree program. CSU encourages faculty to be flexible in their expectations of new parents, so that the demands of graduate study may become balanced with new parental responsibilities. Good communication between the Graduate Assistants and their major advisors and assistantship supervisors will be required in order to assist the Graduate Assistants to ease back into their university activities.

#### 4b. International Students

Eligible Graduate Assistants who are studying at CSU on a visa should consult with the [Office of International Student & Scholar Services](#) to talk about their plans for Parental Leave and to determine if these plans are permissible under their visas.

### 5. CSU Policy: Family Educational Rights and Privacy Act (FERPA)

**Purpose of this policy:** Colorado State University respects the rights of its students and is committed to protecting the privacy of their Education Records. The University complies

with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and regulations (34 C.F.R. Part 99). This policy describes the student's rights and responsibilities with respect to the privacy of Education Records and the methods by which FERPA privacy requirements are to be observed.

**Application of this policy:** This policy applies to the Education Records of Colorado State University students who are enrolled, or who were formerly enrolled, regardless of their age or parental dependency, including records related to the student's application for admission. At CSU, a student is considered to be enrolled and covered under FERPA on the first day of classes of the student's first term of enrollment. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the institution.

**Policy Statement:** It is CSU's policy that a student's Personal Identifiable Information (PII) will be disclosed only when (i) required by law; (ii) properly authorized by the student; or (iii) authorized by law and the University determines that the information should be disclosed. Nothing in this policy supersedes the requirements of FERPA.

**Policy Provisions:** Provides extensive information about student rights and responsibilities regarding their education records.

It is important that you become familiar with this entire policy, especially the sections on "Policy Provisions" and "Responsibilities of CSU Faculty and Staff". The full policy can be found [here](#).