



School of Public Affairs

UNIVERSITY OF COLORADO **DENVER**

# **SPA Programs Handbook for Undergraduate Students 2026-2027**

Last revised July 2026

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## School of Public Affairs

UNIVERSITY OF COLORADO **DENVER**

Welcome to the School of Public Affairs. This handbook will acquaint you with the policies and procedures of the School of Public Affairs (SPA) and facilitate your progress toward completing your credential. Read this handbook carefully and consult your advisor whenever you have questions.

The Bachelor of Arts in Public Administration prepares students to become leaders in public service. The Bachelor of Arts in Criminal Justice prepares students to become leaders in criminal justice areas, working in law enforcement, corrections, and courts. All SPA programs work with government and nonprofit agencies to promote the common good. As a SPA student, you will learn about management and policy from leading scholars and practitioners in the field. You will learn how to apply both theories and skills to solve the pressing problems of our day, and you will have opportunities to work with agencies and organizations to contribute what you have learned to real-world issues.

Sincerely,

Chris Weible, PhD  
Interim Dean

Jason Machado, PhD  
BAPA Program Director

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# I. INTRODUCTION

## **Purpose of this Handbook**

This handbook will acquaint you with the policies and procedures of the School of Public Affairs (SPA) and facilitate your progress toward completing your credential. Read this handbook carefully and consult your advisor whenever you have questions.

## **The School of Public Affairs**

Established in 1973, the School of Public Affairs (SPA) is located on the University of Colorado's Auraria Campus. The School offers the following six-degree programs: Master of Public Administration (MPA), Master of Public Policy (MPP), Master of Criminal Justice (MCJ), Bachelor of Arts in Criminal Justice (BACJ), Bachelor of Arts in Public Administration (BAPA), and Doctor of Philosophy in Public Affairs (PhD).

## **Mission**

Our motto is Lead. Solve. Change. These ideals reflect our pride in training future leaders.

# II. SPA STUDENT SERVICES

## **Advising**

Advising at SPA is the responsibility of Academic Advisors. Upon admission to any SPA program, students should set up a meeting with their Advisor. The Academic Advisors will assist with registration, understanding program requirements, and preliminary degree planning.

## **Academic Support**

SPA students who believe they need academic support should first contact their instructors and/or academic advisor. Some classes have teaching assistants who are available to tutor students. Visit the SPA Student Resources Canvas course site for additional information on accessing these resources.

## **Career Resources**

SPA is committed to helping students find meaningful work upon graduation. All career opportunities through the School are posted on Handshake, and bi-weekly newsletters to SPA students provide helpful information and highlight available positions. SPA offers many events each year designed to provide networking opportunities with professionals in various fields, and students are encouraged to take advantage of these opportunities.

Students are encouraged to visit the University of Denver [Career Services](#) or email [spa.jobs@ucdenver.edu](mailto:spa.jobs@ucdenver.edu) for more information.

## III. CAMPUS RESOURCES

### **Auraria Higher Education Campus**

The University of Colorado Denver is located on the Auraria Higher Education Campus (AHEC). AHEC is shared with Metropolitan State University of Denver and the Community College of Denver. AHEC provides resources for students of all three institutions.

#### **Auraria Library**

The [Auraria Library](#) is your go-to location for books, journals, newspapers, and a plethora of other resources. Much of their catalog is available online, to include access to previous editions of [journals](#) you may be interested in. It is highly suggested that you make the trek to the Library at least once a semester to see what other services may be of interest to you.

#### **Identification Card**

A CU Denver ID card is required for access to the Lawrence Street Center (1380 Lawrence Street, Denver, CO 80204). ID Cards can be obtained at the Auraria Higher Education Center ID Station in the Tivoli Student Union. For more information visit [ID Station | AHEC](#).

#### **Medical Services**

The [Health Center at Auraria](#) is AHEC's medical center. This is a full service health center offering in-person and telehealth services.

#### **Safety Resources**

AHEC's [campus safety department](#) handles all emergency management related concerns: [public safety](#), weather conditions, sexual assault hotline, as well as crisis services/suicide prevention.

#### **Transportation & Parking**

There are several parking lots on the Auraria Campus for both long-term and daily use. Permits are required for the long-term parking lots. Pay-by-license plate machines are used for the daily lots. Parking fee information and lot locations can be found on the [AHEC Parking & Transportation Services](#) website.

### **University of Colorado Denver Resources**

#### **Lynx Central**

The first place to start with any CU Denver related question is [Lynx Central](#). This portal provides access to most of the information you will need as a student. You can also visit their office on the first floor of the Student Commons.

### **Bursar's Office**

Pay your bill in-person at the [Bursar's office](#) or online via [CUAccess](#). You can learn about setting up payment plans and see the breakdown of your tuition and fees on this site.

### **Campus Assessment, Response, and Evaluation (CARE) Team**

[The CARE Team](#) was created to address the health and safety needs of students and the campus community. They assess whether individuals pose a risk to themselves or others and intervene when necessary. More generally, they identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior.

### **Career Services**

If/When you need help finding a job, the counselors at the [Career Center](#) are available to help. They can assist with resume, cover letter, and interview preparation, learning how to navigate networking sites (e.g., LinkedIn) and events, and navigating the job search itself. Students who prefer self-service can register with [Handshake](#) (student login required) to view available positions based upon their major, desired location, and experience level.

### **Disability Resources and Services (DRS)**

The work of the [DRS office](#) is centered around accessibility, inclusion, innovation, transformation, and excellence. They envision a campus that represents, includes, and supports individuals with disabilities beyond accommodations and reasonable modifications, and a campus culture that facilitates meaningful and equitable access, opportunities, and benefits. The DRS office at the University of Colorado Denver emphasizes proactive campus and community collaboration to remove barriers and provide full inclusion. The DRS office is committed to providing a similar, if not identical, experience to disabled individuals as their non-disabled counterparts. The purpose and goals of the DRS office correlate with the University's mission.

### **Duo**

Duo is a multi-factor authentication (MFA) tool required when connecting to campus resources. Using Duo means that an identity thief cannot use a stolen password to access our systems or your personal information without a second proof of your identity. Registration and installation of Duo needs to be completed prior to accessing the university network, Microsoft apps, and the employee and student portals. [Instructions for installing and registering Duo on your smartphone](#) are provided.



## **Financial Aid**

The [University's Office of Financial Aid](#) website provides advising, links, and forms for many different types of financial resources. The University uses [Scholarship Universe](#) (student login required) to assist students in identifying and applying for scholarships.

## **Internships**

The [Experiential Learning Center \(ELC\)](#) is designed to help students develop knowledge, skills, and career readiness competencies from direct experiences outside of the classroom. We are here to help students pursue their educational goals by providing internships and professional development opportunities. The ELC is eager to assist students, academic departments, and employers in reaching their experiential learning goals.

## **Lola & Rob Salazar Student Wellness Center**

[The Wellness Center](#) is more than just a gym. It offers classes in financial wellness as well as group fitness. Students can rent outdoor adventure equipment and receive basic needs at the Lynx Food Pantry. There is a pool, climbing wall, intramural and club sports, and bike repair shop.

## **Registrar's Office**

As stewards of university records and enrollment data, the [Registrar](#) provides judicious management of policies and practices regarding registration, academic progress, degrees, and courses with accuracy, integrity, and a commitment to quality service. Their team brings expertise in areas related to course and room scheduling, registration, academic calendars, catalogs, degree audit, grade collection, diplomas, transcripts, enrollment certification, veteran education benefits, and much more.

## **Student and Community Counseling Center (SCCC)**

[The SCCC](#) provides mental health services to CU students enrolled in classes on the Denver campus. Students automatically receive 10 free counseling sessions annually. They offer culturally responsive strengths-based therapy focused on achieving personal growth and building supportive relationships. Their counselors will help you reach your academic and personal goals using [Solution-Focused Brief Therapy](#).

## **Veteran and Military Student Services (VMSS)**

The mission of [VMSS](#) is “to strengthen the lives of all military-connected students, by delivering top-notch programming, support, and services that foster a community of past, present, and future students, raises awareness of challenges faced by this population, and helps our students in achieving academic, personal, and professional goals as they transition to, through and beyond the university.” Students using the Post-9/11 GI Bill (or any other Department of Veterans Affairs benefit) will need to certify their enrollment with VMSS each semester.

### **Writing Center**

[The Writing Center's](#) mission is to support student writing and teach students to be more confident, capable writers. Students come to the Writing Center to feel less isolated/for connection, to ask questions about effective communication, for honest feedback and validation. They come to get started, when they're stuck, and when they feel basically finished.

### **CUAccess**

The University uses a one-stop portal for all administrative matters. [CUAccess](#) (student login required) provides students, faculty, and staff with access to course registration, bill payment, student schedules, and student resources (e.g., LinkedIn Learning, Skillsoft, and Handshake). If you are a Research Assistant (RA) or Graduate Assistant (GA), you can input your hours and check your paychecks on here as well.

## **IV. SPA ACADEMIC POLICIES**

### **Transfer Credits**

To learn more about our transfer credit process, please see the links available on this Registrar website: [Transfer Credit](#)

### **Grading Policies**

Grades offered in SPA courses (except internship and thesis) are based on an "A" to "F" scale, with each letter grade representing the following standard narrative description:

| <b>Grade</b> | <b>Credit Points</b>              |
|--------------|-----------------------------------|
| A            | 4.0 credit points per credit hour |
| A-           | 3.7 credit points per credit hour |
| B+           | 3.3 credit points per credit hour |
| B            | 3.0 credit points per credit hour |
| B-           | 2.7 credit points per credit hour |

|    |                                                                |
|----|----------------------------------------------------------------|
| C+ | 2.3 credit points per credit hour                              |
| C  | 2.0 credit points per credit hour                              |
| C- | 1.7 credit points per credit hour                              |
| D+ | 1.3 credit point per credit hour                               |
| D  | 1.0 credit point per credit hour                               |
| D- | 0.7 credit point per credit hour                               |
| F  | No credit points per credit hour                               |
| I  | Regarded as an F if not completed within a maximum of one year |

### **Pass+/Pass/Fail Credit**

Students who wish to request a course be graded on a pass/fail basis (or to revert from pass/fail to graded status) may do so up until the tenth week of the term for 16-week fall or spring session, or until the withdraw deadline of the eight-week or five-week fall or spring session, or summer session.

Up to 16 semester hours of course work may be taken on a pass/fail basis and credited toward the bachelor's degree. Only six hours of course work may be taken pass/fail in any given semester. (**Note:** Individual schools and colleges may have additional restrictions as to pass/fail credits. See the specific school/college specific policy section below.)

Instructors will not be informed of pass/fail registration. All students who register for a pass/fail appear on the regular class roster, and a normal letter grade is assigned by the professor. When grades are received in the Registrar's Office, those registrations with a pass/fail designation are automatically converted by the grade application system. Courses taken pass/fail will be included in hours toward graduation. Grades of C- and above convert to P+. Grades of D+, D, and D- convert to grades of P. Pass grades (P+ and P)

are not included in a student's GPA. An F grade in a course taken pass/fail will be included in the GPA.

Pass/fail registration records are maintained by the Registrar's Office.

Exceptions to the pass/fail regulations are permitted for specified courses offered by the School of Education & Human Development, the extended studies programs and study abroad programs.

Graduate degree students can exercise the pass/fail option for undergraduate courses only. A grade of P+ or P will not be acceptable for graduate credit to satisfy any degree requirement.

Students who register for a course on a pass/fail basis may not later (after the stated deadline) decide to receive a letter grade.

To request the P+/P/F grading scale, students must complete and submit the pass/fail form.

## **Academic Standing**

Undergraduate students at CU Denver are expected to maintain progress toward their degree program, as defined by being on "Good Academic Standing." Good Academic Standing requires minimally a cumulative grade point average (GPA) of 2.000 on University of Colorado course work.

While it is normal for some students to experience academic difficulty and drop below the good academic standing threshold for a period of time, it is important to return to good academic standing as soon as possible. Maintaining Good Academic Standing status is important because eligibility for enrollment, financial aid, and other aspects of university life can be affected if a student's cumulative GPA falls below 2.000. Students cannot graduate with an undergraduate degree from CU Denver with a cumulative GPA below 2.000.

## **Incomplete Courses**

SPA faculty may grant an Incomplete when the student has successfully completed 75 percent or more of the course and is prevented from completing the class by circumstances beyond their control. The course instructor has discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will grant Incompletes. In addition, students in online courses should be aware that they will not have access to the course Canvas site after the ending date of the course, and so Incompletes are not available for work that must be completed using that site.

If the instructor agrees to grant an Incomplete, the student must make arrangements to complete the remaining coursework with the original instructor within one year by completing an "Incomplete Contract." The student may not "sit in" on the class in subsequent semesters.

Once the student completes the coursework, the instructor will change the grade to a letter grade. The Incomplete notation will appear along with the final grade on the student's transcript. If the student does not complete the coursework within a year, the Incomplete will automatically change to an F unless the student and the instructor have agreed in writing to an extension.

## **Drops & Withdrawals**

The Office of the Registrar sets deadlines for dropping a course and posts these deadlines on the Academic Calendar each semester. Students are responsible for knowing these deadlines. Students can drop a course during the first week of the semester without being assessed full tuition and without having the course appear on their transcript. Students who drop a course after the first week but before census date may drop the course in the CUAccess portal, but a drop charge will apply. Students in intensive format classes must drop prior to the third class meeting to be eligible for a tuition adjustment. After census date (typically two weeks after the start of classes), the student may withdraw from the course through their CUAccess Student portal.

If the student makes a request to withdraw after the university's withdraw deadline, the student must file a late drop petition, in addition to a completed Schedule Adjustment Form. Students should contact their academic advisor for petition information.,

No tuition reimbursements are available for withdrawals made after census date, and students may be required to repay financial aid received. Students who believe their circumstances justify an exception to financial obligations may appeal to the university's tuition appeals committee.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of "F" for the course.

## **Retroactive Grade Changes**

Students may not request grade changes for courses in which they have received a final letter grade (other than an incomplete) except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

## **SPA Procedures for Resolving Academic Grievances**

This section describes the procedures by which a student may seek to resolve a dispute about an academic issue, such as a grade in a SPA course or a decision about academic standing in a SPA program.

Please note that faculty members have wide discretion in assigning grades, and this discretion will not be disturbed absent evidence that the faculty member has made a clear mistake, has failed to adhere to stated standards, or has otherwise engaged in arbitrary behavior. It is the student's responsibility to provide evidence that the faculty member acted outside of their traditional discretion.

Disputes about grades in non-SPA courses or relating to non-SPA programs should be handled according to the grievance resolution process of the unit involved.

### *Informal Resolution of Academic Grievances*

Absent unusual circumstances, students must first discuss the situation with the faculty member involved to see whether an informal resolution is possible.

### *Filing a Grievance*

If the student and the faculty member are unable to reach resolution, the student may file a grievance with the Associate Dean for Student Affairs. All grievances should be filed as quickly as possible, preferably within the same or following semester but in no case to exceed six months after the decision that is the subject of the grievance.

The grievance may be filed via email or in paper format, and should contain all of the following information:

- The student's name, degree program, and student ID number;
- The name of the faculty member involved, if any;
- The course name and semester, if the dispute involves a course;
- A brief statement of the nature of the grievance (not to exceed two pages);
- Any evidence that the student wishes to be considered in support of the grievance, such as a course syllabus, assignments, and communications with the faculty member; and
- The remedy requested by the student.

### *The Grievance Investigation*

The Associate Dean will acknowledge receipt of the grievance, forward a copy to the faculty member involved and to the faculty program director. The faculty program director may decide to seek informal resolution by mediating between the student and the faculty member. If the faculty program director does not seek or obtain informal resolution, the Associate Dean will begin investigating the grievance. Investigation of the grievance will include speaking to the student and to the faculty member involved, and the Associate Dean may request additional information from the student or the faculty member. The Associate Dean of Student Affairs may also seek input or support on the investigation from the Associate Dean of Faculty affairs as needed.

In the event that the Associate Dean for Student Affairs is involved in the circumstances leading to the grievance, the grievance will be investigated by the Associate Dean for Faculty Affairs. The Associate Dean will conclude the investigation and prepare a written report. The Associate Dean will strive to complete this report within 30 days of the filing of the grievance; however, please note that additional time may be required due to breaks between semesters or over the summer or efforts by the faculty program director to resolve the dispute informally.

#### *Decision by the Dean*

The Associate Dean's report shall be submitted to the Dean and shall include a recommendation about the disposition of the grievance. Within ten business days, the Dean will decide whether to follow the recommendation and will forward a copy of the report together with the Dean's decision on the disposition of the grievance to the student, the faculty member, and the faculty program director.

#### *Appealing the Dean's Decision*

If the student is not satisfied with the Dean's decision, he or she may make a written request to the Dean that a faculty panel be appointed to review the grievance and consider the appeal. This request should be submitted within ten business days after receipt of the Dean's decision and may be submitted via email. The Dean shall appoint a panel consisting of three faculty members who were not involved in the original circumstances of the grievance. The faculty panel will consider the evidence and will make a written report with recommendations to the Dean within 30 days, unless additional time is required due to breaks between semesters or over the summer. The Dean will decide whether to uphold or deny the appeal and will notify the student and faculty member of that decision in writing within ten business days.

#### *Resolution of Other Types of Disputes*

This policy only relates to academic grievances at SPA. Other types of disputes are handled in different offices and/or with different procedures, as follows:

- Disputes relating to academic integrity are handled according to SPA's Academic Integrity Policy. Contact your advisor or the Associate Dean for Student Affairs for more information.
- Disputes related to protected category discrimination (such as race, sex, or disability discrimination) are handled by the Office of Equity.
- Disputes related to the conduct of other students are handled by the Office of Student Conduct.
- The Ombuds' Office is available to discuss or mediate other types of interpersonal disputes if needed.

## **Student Conduct Standards**

As members of the university community, students at the School of Public Affairs are expected to maintain the highest standards of conduct with respect to intellectual honesty and ethical behavior. In addition, as students attending a school committed to public service values, our students are expected to treat others with respect, adhere to all applicable laws and policies, and conduct themselves with professionalism and in accordance with the ethical codes applicable to the professions in which they hope to serve.

This policy sets forth conduct expectations for students at the School of Public Affairs and procedures for alleged violations of this policy. Each student is expected to know and take full responsibility for complying with this policy.

### **I. ACADEMIC CONDUCT STANDARDS**

This section sets forth the definitions and procedures to be used in the School of Public Affairs for identifying and responding to instances of alleged academic misconduct by students. This section should be read in connection with [Campus Administrative Policy 7050, Academic Integrity](#), the Student Code of Conduct, and in compliance with all University, Campus, Administrative, and School or College policies.

A. **Definition of academic misconduct.** According to Campus Administrative Policy 7050, academic misconduct is defined as (1) a student's use of unauthorized assistance in an attempt to deceive an instructor or other person who is assigned to evaluate the student's work in meeting course and degree requirements, or (2) actions that interfere with the ability of the instructor to fairly judge the work of the student or other students. Academic misconduct includes any of the following behaviors:

1. **Plagiarism.** Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification, regardless of the means of appropriation. Plagiarism includes but is not limited to the following, when the source is not disclosed:
  - a) Word-for-word copying of another person's ideas or words;
  - b) The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work);
  - c) The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory);
  - d) Fabrication of references (inventing or counterfeiting sources);



- e) Submission of another's work as one's own, including **assignments generated in whole or in part through generative artificial intelligence without the express permission of the instructor**; or
  - f) Neglecting quotation marks on material that is otherwise acknowledged.
- 2. Cheating. Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in an academic exercise, or communication with another person during such exercise for the purpose of obtaining or providing unauthorized information or materials. "Authorization" is legitimate only if given by the faculty member responsible for the evaluation of the student's work. Examples of cheating include but are not limited to:
  - a) Copying from another's work or receiving unauthorized assistance from another person during an academic exercise or in the submission of academic assignments;
  - b) Using an electronic device when not permitted;
  - c) Collaborating with another student during an academic exercise without the prior consent of the instructor;
  - d) Using generative artificial intelligence tools in the completion of class assignments unless as specifically authorized by the instructor. Each instructor shall notify students in writing when the student is authorized to utilize generative AI or artificial intelligence programs.
- 3. Fabrication or falsification:
  - a) Fabrication: inventing or counterfeiting information, such as creating results not obtained in a study or laboratory experiment.
  - b) Falsification: deliberately altering or changing results to suit one's needs in an experiment, creative work, or other academic or creative exercise.
- 4. Multiple submissions: The submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
- 5. Misuse of academic materials: The misuse of academic material includes, but is not limited to, the following:
  - a) Stealing or destroying library or reference materials or computer programs;
  - b) Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission;
  - c) Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized by the instructor;
  - d) Possessing or using prior examinations or answer keys, unless authorized by the instructor;
  - e) Altering, forging, copying and pasting, or falsifying academic materials;

- f) Selling or purchasing prior examinations, digital media, quantitative formulae, papers, or assignments.
  - 6. Complicity in academic misconduct: Complicity involves knowingly allowing, or contributing to, another's academic misconduct.
- B. **Applicability.** Expectations that students will refrain from academic misconduct are applicable to all courses taught by SPA instructors and all other activities necessary for meeting degree requirements, including internships, capstones and theses, and dissertations. In addition, students are expected to behave ethically and comply with academic integrity standards while representing SPA in professional activities related to their academic studies, including but not limited to, presenting at conferences, job application materials, and submitting articles for publication. This conduct resolution process only applies to the expectations listed in Article A.
- C. **Procedures**
1. Table A: Resolving SPA Academic Misconduct or Integrity Policy Violation. Table A, included below, details the process for investigating and resolving policy violations. When a faculty member suspects that a student may have engaged in academic misconduct in his or her course, the faculty member <sup>1</sup> shall notify the student in writing and give the student an opportunity to respond. In cases where the academic misconduct allegation is not observed in a course<sup>2</sup>, the program director will resolve student misconduct. If the faculty member or program director<sup>3</sup> is satisfied that no academic misconduct has occurred, whether intentional or unintentional, the matter is ended.
  2. Reporting alleged misconduct to the university. If the faculty member concludes that academic misconduct occurred, whether intentional or unintentional, the faculty member shall submit the allegation via an [online form](#) to the university Office of Student Conduct and Community Standards and notify the Associate Dean for Student Success via email. When submitting the online form, the faculty member should request that the Office of Student Conduct email a copy of the report to the faculty member and forward that copy to the Associate Dean.

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<sup>1</sup> If a faculty member believes they need support in order to fairly investigate potential academic misconduct, the faculty member may request that the program director or alternate faculty member be designated to assist or assume the duties outlined here.

<sup>2</sup> For example, the alleged misconduct occurs at a conference, at a university sanctioned or supported presentation or event, across multiple courses, or in the context of a dissertation, thesis, or other comprehensive exam.

<sup>3</sup> In the following sections of procedures, the faculty member involved may refer to the program director.

3. Determination of responsibility and assignment of sanctions. The faculty member and the student may meet informally to discuss the misconduct and an appropriate sanction prior to the submission of the allegations to the Office of Student Conduct. If that meeting results in an agreement as to the sanction, the faculty member's report shall include the date of the informal meeting and a description of the sanctions. If the faculty member and the student have not met prior to the submission of allegations, the Office of Student Conduct will assist in setting up a meeting, and the faculty member will determine responsibility and appropriate sanctions after that meeting, and will notify the student in writing (and copy the Associate Dean for Student Success). Students who are also employees of the University may have sanctions related to employment status; while an alleged misconduct review occurs, the Director of Human Resources in SPA will determine the employment implications. Student Employees are employees at-will.
4. Appropriate sanctions. The faculty member is entitled to determine and impose appropriate academic sanctions for misconduct occurring in his or her course. In the case of theses/dissertations or misconduct occurring across a program or in professional settings, the program director is entitled to determine and impose sanctions. For misconduct that appears to have been unintentional or careless, faculty are encouraged to provide an opportunity to help the student learn and grow so as not to repeat the misconduct in the future. This educational sanction may be in addition to or as a substitute for academic sanctions such as a lowered or failing grade. Faculty members may consider whether a student has previously been found to have engaged in academic misconduct in imposing sanctions. Faculty members who would like support in determining appropriate sanctions are encouraged to contact the SPA Associate Dean for Student Success.
5. Opportunity for appeal. The student should be notified in writing of the sanction and his or her right to appeal the faculty member's determination to the campus Academic Integrity Committee, pursuant to Campus Administrative Policy 7050.
6. Program or school level sanctions. In cases of particularly egregious misconduct, or repeated misconduct, the faculty member, the Associate Dean for Student Success, and/or the Academic Integrity Committee may recommend to the Dean that the student be suspended or expelled from the program or the School of Public Affairs.

### **Table A: Resolving SPA Academic Integrity or Misconduct Violation**

| STEP 1: DISCOVER ALLEGED MISCONDUCT |                                                                                                                                                            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Faculty Responsibility              | <ul style="list-style-type: none"> <li>A faculty member discovers a student misconduct concern has occurred, the take the steps outlined below.</li> </ul> |

|                               |                                                                                                                                                                                                                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>First, immediately notify the student by email of the concern, describing the incident, the date of the incident, and the next steps the student should take.</li> </ul>                                                                       |
| <b>Student Responsibility</b> | <ul style="list-style-type: none"> <li>The student will respond to the faculty member's email within 3 business days.</li> <li>The student meets with the faculty member to discuss the incident and follow the process outlined by the faculty member for the next steps.</li> </ul> |

## STEP 2: RESOLVE ALLEGED MISCONDUCT:

*The faculty member and student attempt to resolve the concern.*

The faculty member investigates and determines if academic misconduct has occurred, whether intentional or unintentional.

| No academic misconduct has occurred.                                                                                                                                                                                                                              | Yes, academic misconduct has occurred.                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The faculty</b> notifies the student that no academic misconduct has occurred and/or provides feedback to the student regarding the concerns.</p> <p><b>The student</b> continues engaging in course materials appropriately and completes assignments.</p> | <p><b>The faculty</b> sends the student an email summarizing the steps to resolve the concern. If the student remedies the misconduct by following the faculty member's outline, faculty member submits incident to <a href="#">Academic Integrity Committee</a>.</p> <p><b>The student</b> actively and immediately works to resolve the concern and meets course deadlines on all other assignments.</p> |

## If the student is found to have committed academic misconduct.

*If a student is found to have committed academic misconduct or resolutions that include a sanction, notice may require notification to the campus-wide Academic Integrity Committee. Sanctions, among many other options, may include student removal from the academic program, grade changes, or other course-related disciplinary actions.*

*Examples of sanctions for academic misconduct may include, but are not limited to, a 0 on an assignment, asking the student to complete an additional, alternative assignment or exam, failing a course, program suspension, or program expulsion. The School of Public Affairs may not expel a student from the University as the scope of the SPA determination is within undergraduate and graduate programs.*

*The student will be notified in writing of the sanction and his or her right to appeal the SPA's determination to the campus Academic Integrity Committee, pursuant to Campus Administrative Policy 7050.*

## STEP 3: STUDENT DISAGREES WITH FINDINGS OR A NEW INCIDENT OCCURS

*The faculty and student cannot resolve the concern 1:1 or the conduct issue occurs again.*

**The faculty** member emails the student to say that the misconduct was not resolved or that the misconduct has reoccurred and cc's the SPA Associate Dean of Student Success to advance the investigation or process.

- If the incident is a reoccurrence, the faculty member will submit this misconduct as a new incident with CU Denver Academic Integrity Committee.

**The student** provides documentation and emails related to the alleged misconduct. The student continues to actively and immediately work to resolve the concern and meets course deadlines on all other assignments. The student may seek advice and support by sending an email and scheduling time to talk to the [SPA Student Success and Retention Advocate](#) during this process.

**The Associate Dean of Student Success** will conduct an investigation and review documents, emails, or course communications. They may additionally ask to discuss the situation with the involved parties. Upon completion of the investigation, the Associate Dean will make a determination. The Associate Dean will notify the faculty member, student, and the CU Denver Academic Integrity Committee within 14 business days of the findings.

#### SPA Appeal Process- Student or Faculty Disagrees Associate Dean Findings

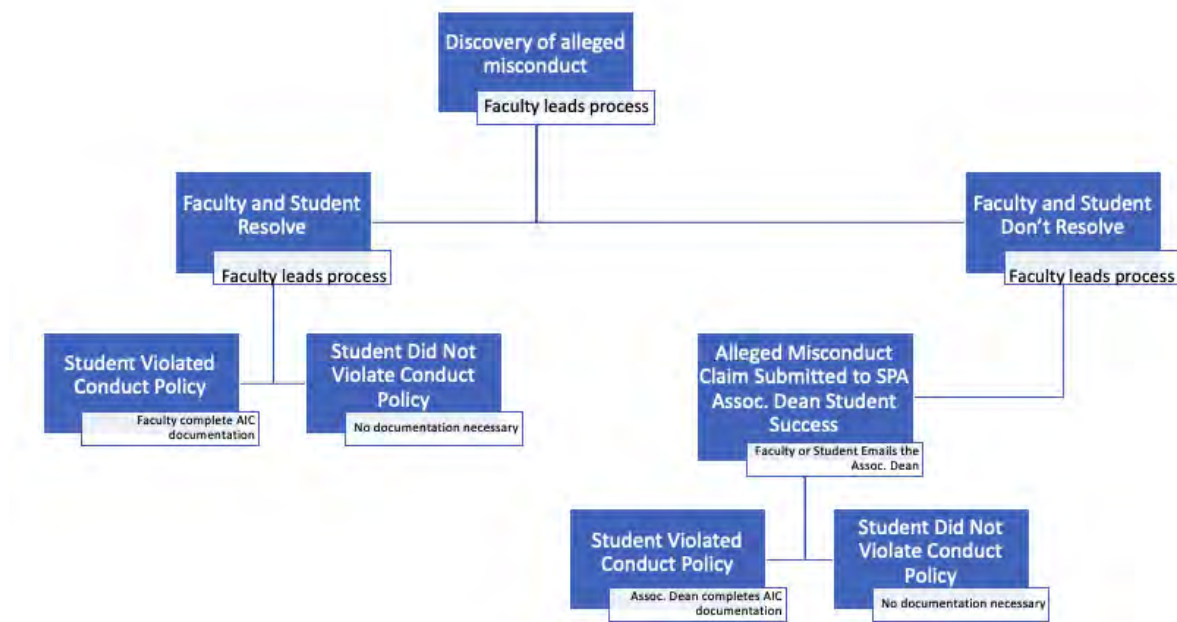
**The student or faculty member** can submit an email appeal request to the SPA Dean describing the conduct, proposed resolution, and rationale for the appeal with supporting and additional evidence to dispute the finding. The student must include the SPA Associate Dean of Student Success and the faculty member on this email provide notice of seeking an appeal.

**The Dean** will seek additional information and will provide all case materials to the student's program committee for review and a final determination. The student's program committee will determine the final SPA findings on the case.

#### 2<sup>nd</sup> Level Appeal Process- Student or Faculty Disagrees with SPA Dean Findings

**The student or faculty member** submits an email appeal request to the CU Denver Academic Integrity Committee describing the conduct, proposed resolution, and rationale for the appeal. The Student Conduct Office will oversee the process.

### Flowchart of Conduct Proceedings



## II. OTHER CONDUCT STANDARDS

As members of the university community and individuals committed to the values of public service, all students at the School of Public Affairs are expected to uphold standards that assist in promoting a safe, welcoming, and respectful learning environment and to aspire to behavior consistent with the various ethical codes applicable to the professions in which they hope to serve. This section should be read in connection with the University of Colorado Denver's [Student Code of Conduct](#) and Campus Administrative Policy 7004.

- A. **Prohibited conduct.** Students are expected to refrain from behavior prohibited under the university's Student Code of Conduct, which includes but is not limited to:
  1. Engaging in physically or verbally abusive behavior
  2. Engaging in bullying or cyberbullying
  3. Making threats or other coercive statements
  4. Failing to comply with the direction of university or campus employees who are performing their duties
  5. Providing false or misleading information
  6. Disrupting or otherwise substantially interfering with a normal university activity
- B. **Applicability.** This policy is intended to address behavior in SPA classrooms, programs, and sponsored events. Students at the School of Public Affairs should be free to express their views on controversial subjects relevant to their education, and nothing in this policy shall be construed to deny any student the right of free speech

or free expression. However, because a safe and welcoming environment is essential to learning, and because public service professions require the ability to act productively in a diverse democratic society, all students are expected to express themselves in a professional and civil manner and with respect for others.

### **C. Procedures.**

1. Informal resolution. When appropriate, faculty and staff may opt to informally address a student conduct violation through conversations with the student intended to provide education and the opportunity for the student to avoid violations in the future.
2. Reporting alleged misconduct. Any person who believes that a student has engaged in one or more of the types of conduct prohibited under this section may report the conduct to the Associate Dean for Student Success and may also report conduct violating the university's Student Code of Conduct to the Office of Student Conduct. Any violations reported to the university should also be reported to the Associate Dean for Student Success.
3. Determination of responsibility and assignment of sanctions. The Associate Dean will investigate the report and consult with affected parties, including the faculty director of the program in which the student is enrolled if applicable. The Associate Dean will make a report to the Dean determining responsibility and recommending sanctions. The Dean will make the final decision. Students who are also employees of the University may have sanctions related to employment status; while an alleged misconduct review occurs, the Director of Human Resources in SPA will determine the employment implications.
4. Appropriate sanctions. Recommended sanctions will vary depending on the nature of the violation, and may include a requirement that a student fulfill the terms of a behavior contract as a condition of being permitted to participate in a course or other educational activities. Conduct that is deemed particularly egregious may result in suspension or dismissal from the School.
5. Reporting to the Office of Equity. Any prohibited conduct that involves allegations of sexual misconduct, discrimination, and bias (including but not limited to sexual harassment, intimate partner violence, or stalking) must also be reported to the university's Office of Equity as well as any other appropriate office.

## V. STUDENT SUCCESS

### **Checklist**

The *Undergraduate Student Success Checklist* is designed to help students navigate University and SPA requirements before, during, and up to graduation.

#### **Continuous**

- Check your @ucdenver.edu email regularly

#### **Each Academic Year**

- Submit [FAFSA](#) or [CASFA](#)

#### **First Semester**

- Submit Official Transcripts  
Email: [spa.admissions@ucdenver.edu](mailto:spa.admissions@ucdenver.edu)
- Submit Immunization Records  
[Health Center Immunization Requirements](#)
- Obtain ID Badge  
[ID Station Information](#)  
Wear whenever on Auraria campus
- Submit Disability Resources and Services Paperwork (for accommodations, if applicable)  
[Disability Resources and Services Documentation Guidelines](#)

#### **Each Semester**

- Connect with Undergraduate Advisor  
Select courses for next term's registration
  - Nora Scanlon
  - Nayzeth Landa
- Connect with [Financial Aid](#)  
Check eligibility and aid status
- Connect with [Bursar](#)  
For tuition and fee details, payment plans, and agreements on balance payments  
When registering, you agree to pay the balance of accrued CU Denver charges
- Explore Scholarship Opportunities in [Scholarship Universe](#)  
Apply for [SPA Retention Scholarship - Undergraduate](#)
- Identify [Important Dates](#)  
Add, drop, and withdraw deadlines



- Utilize [Lynx Central](#) Resources
- Update Professional Profiles  
Refresh your resume and LinkedIn
- Collaborate with Peers
- Review [Degree Audit](#)
- Check [CUAccess](#)  
Review To-Do Items and Holds as applicable

### **Final Semester**

- Connect with Undergraduate Advisor  
Verify you are on track to graduate
- Apply for [Graduation](#)
- Attend [Commencement](#) (held in December and May)

## **Financial Assistance**

Financial assistance is available to support those students who would not be able to attend SPA without aid. The primary source of information about student financial assistance is the University's Financial Aid Office. Students interested in learning about available scholarships should contact the CU Denver Office of Financial Aid and register with [Scholarship Universe](#) (student login required).

To apply for a scholarship, visit the Financial Aid and Scholarships page of the SPA website. Applications open on October 1 and close March 31. More information on financial assistance, scholarships, and assistantships can be found [online](#).

## **Typical Course Load**

The normal course load for a full-time student is 12-15 credit hours per fall or spring semester. A normal course load for summer semester is 6-9 credit hours. To be considered a full-time student for financial aid purposes, students must be enrolled in at least 12 credit hours each semester, including summer.

Incoming freshmen wishing to complete their degree within 4 years (8 semesters) should successfully complete 15 credit hours per semester or 30 credit hours per year.

The normal course load for a half-time student is 9 credit hours for fall and spring semesters and 3 credit hours for the summer semester.

## VI. UNDERGRADUATE DEGREES

### University Requirements

- A minimum of 120 credit hours is required to graduate from CU Denver with a bachelor's level degree
- A minimum 2.000 cumulative GPA is required for all University of Colorado coursework
- Satisfactory completion of the CU Denver Core Curriculum

### Core Curriculum Requirements

- Intellectual Competencies (9–10 hrs)
- English Composition (6 hrs):
- Mathematics (3–4 hrs, select one):
- Knowledge Areas (19–24 hrs total)
- Natural & Physical Sciences + Lab (choose two courses, one with lab):
- International Perspectives (3 hrs)
- Cultural Diversity (3 hrs)

## **BACHELOR OF ARTS IN PUBLIC ADMINISTRATION**

### **Mission**

The Bachelor of Arts in Public Administration (BAPA) prepares the next generation of civic-minded leaders to take active roles in organizations that promote the common good, such as local, state, and federal government agencies and nonprofit and nongovernmental organizations. We build on this passion, in concert with work and life experiences, to encourage and develop learning opportunities where we examine how systems, institutions, communities, and organizations influence social or policy change.

### **Program Outcomes**

Graduate of the BAPA program will be able to:

1. Differentiate between private, government, and nonprofit organizations, analyzing their interdependent roles in addressing social challenges.
2. Analyze public problems from a multidisciplinary perspective to understand their complexities and dimensions.
3. Articulate the democratic values and ethical principles that guide practices in government and nonprofit organizations.

4. Use and evaluate the tools and methods employed by public service professionals to achieve public objectives.
5. Develop plans, programs, and policies that effectively address public issues.
6. Exhibit advanced communication skills tailored for diverse audiences and contexts within public administration.
7. Demonstrate understanding of diversity, cultural awareness, and sensitivity to differences, while honing skills that promote inclusiveness.
8. Work productively in collaborative environments.
9. Critically analyze and synthesize information to make informed decisions, provide recommendations, or take action within public administration contexts.
10. Apply theories to real-world scenarios in the public and nonprofit sectors.
11. Compare and evaluate professional pathways in public service.
12. Engage with professionals and organizations in the public and/or nonprofit sectors, including building strategic networks.
13. Prepare for and articulate emerging and future challenges in public service, considering evolving societal needs and administrative strategies.

### **Administration**

The BAPA Program Director is the key administrative officer for the program. The Director serves as the central contact for questions regarding policies for the program and chairs the BAPA Committee, which develops and approves overall BAPA policies. University of Colorado Denver Undergraduate Admissions provides information to prospective students regarding the program and related policies and procedures. SPA's Student Services Team serves as advisors for students concerning basic degree planning and provides information about how to apply to the program, registration, financial aid, and a range of related issues.

### **Degree Requirements**

In addition to all University requirements listed above, the BAPA major requires 48 credit hours of coursework, a minimum of which 39 must come from PUAD or CRJU courses offered by SPA. Up to 9 credit hours of electives outside of SPA coursework may be applied to major requirements with advisor approval.

A maximum of 12 transfer credits may be applied to the major.

Students must receive a minimum "C-" (1.7) grade in each undergraduate course applied to satisfy major or minor degree requirements and must maintain a 2.0 GPA overall.

### ***Required Courses***

Course descriptions can be found online in the [course catalog](#).

All BAPA students must complete the following required courses:

|           |                                                               |                 |
|-----------|---------------------------------------------------------------|-----------------|
| PUAD 1001 | Why We Care About Government, Nonprofits, and the Public Good | 3 credit hours  |
| PUAD 2002 | Policy and Advocacy                                           | 3 credit hours  |
| PUAD 3001 | Project Management and Program Evaluation                     | 3 credit hours  |
| PUAD 3002 | Organizational and Strategic Management                       | 3 credit hours  |
| PUAD 3600 | International and Global Organizations                        | 3 credit hours  |
| PUAD 4002 | Leading and Engaging for the Public Good                      | 3 credit hours  |
| PUAD 4003 | Strategic Communications for Public Engagement                | 3 credit hours  |
| PUAD 4011 | Community Resilience, Climate and Emergency Response          | 3 credit hours  |
| PUAD 4220 | Human Resource and Talent Management                          | 3 credit hours  |
| PUAD 4941 | Integrating Professional Public Administration                | 3 credit hours  |
| PUAD 4939 | Internship                                                    | 3 credit hours  |
|           | Electives                                                     | 15 credit hours |
|           | Total                                                         | 48 credit hours |

### *Electives*

In addition to completing the required courses (and the internship, if required), students must complete five elective courses (15 credit hours). Students should select electives with the assistance of their advisor. SPA offers a wide variety of electives; some are offered on a routine basis while others may be a one-time offering. A maximum of three approved courses can be taken outside of SPA courses with previous approval from the academic advisor.

### *Internship Requirement*

Students who have not had the equivalent of at least one year of part-time or six-months of full-time professional work experience in the public administration sector, are required to complete the internship, PUAD 4939 Public Service Internship, unless officially waived. Students whose internship waiver is approved will take a 3 credit hour Public Administration (PUAD) elective in place of the internship. Internships may be paid or unpaid, depending upon the agency.

The objectives of the internship are:

1. to expose students to career opportunities that exist in public administration;
2. to enable public and nonprofit agencies to attract highly-skilled BAPA students to government, thereby improving the overall quality of public administration;

3. to provide pre-service BAPA students with practical work experiences that allow them to link classroom training with praxis in the field; and
4. to enhance BAPA students' experiences in a way that will enable them to make informed career decisions.

Students should contact their advisor to obtain more detailed information on internships, including completing the requirements of the university's [Experiential Learning Center \(ELC\)](#) (which administers all internships).

## **BACHELOR OF ARTS IN CRIMINAL JUSTICE**

### **Program Outcomes**

Graduates of the BACJ program will be able to:

- Practice standards of professional excellence, including reliability, competence, professionalism in communication, and critical thinking
- Apply ethical reasoning to decision-making in justice contexts and demonstrate leadership potential in community or organizational settings
- Communicate clearly to diverse audiences and stakeholders in written, oral, and digital formats, including evidence-informed argumentation
- Explain how social inequality, culture, and systemic bias shape interactions within the criminal justice system and influence justice outcomes
- Identify and describe the functions and interrelationships of criminal justice system components (law enforcement, courts, corrections)
- Apply basic qualitative and quantitative methods to collect, organize, and analyze justice-related information and to explain crime and policy trends
- Apply criminological theories to examine justice-related problems and suggest evidence-informed responses

### **Administration**

The BACJ Program Director is the key administrative officer for the program. The Director serves as the central contact for questions regarding policies for the program and chairs the BACJ Committee, which develops and approves overall BACJ policies. University of Colorado Denver Undergraduate Admissions provides information to prospective students regarding the program and related policies and procedures. SPA's Student Services Team serves as advisors for students concerning basic degree planning and provides information about how to apply to the program, registration, financial aid, and a range of related issues.

### **Degree Requirements**

The Bachelors of Arts in Criminal Justice degree requires 42 credit hours of coursework. Students must complete a minimum of 45 upper-division credit hours, 21 of which must be Criminal Justice credit hours.

A maximum of 15 transfer credits may be applied to the major. Transfer Criminal Justice credits above the 15 credits already applied to the major will count as general electives. CRJU courses taken from the University of Colorado, Colorado Springs are not subject to this transfer credit limit for the major.

Students must receive a minimum C- grade in each undergraduate course applied to satisfy major or minor degree requirements and must maintain a 2.0 GPA overall in major or minor courses.

### *Required Courses*

All BACJ students must complete the following required courses (Course descriptions can be found online in the [course catalog](#)):

|           |                                              |                  |
|-----------|----------------------------------------------|------------------|
| CRJU 1000 | Criminology & Criminal Justice: An Overview  | 3 credit hours   |
| CRJU 2000 | Professional Development in Criminal Justice | 3 credit hours   |
| CRJU 2041 | Criminological Theory                        | 3 credit hours   |
| CRJU 3620 | Applied Research and Data Analysis           | 3 credit hours   |
| CRJU 4042 | Corrections                                  | 3 credit hours   |
| CRJU 4043 | Law Enforcement                              | 3 credit hours   |
| CRJU 4044 | Courts and Judicial Process                  | 3 credit hours   |
| CRJU 4170 | Victimology                                  | 3 credit hours   |
| CRJU 4939 | Internship                                   | 1-9 credit hours |
|           | Electives                                    | 15 credit hours  |
|           | Total                                        | 42 credit hours  |

### *Electives*

In addition to the required courses, students must complete 15 credit hours of CRJU elective courses.

### *Internship Requirement*

Students who have not had the equivalent of at least one year of part-time or six months of full-time professional work experience in the criminal justice field are required to complete CRJU 4939 Criminal Justice Internship, unless they qualify for and receive an approved internship waiver. Students granted an internship waiver will complete a 3-credit hour CRJU elective in place of the internship.

Internship waivers may be approved under the following circumstances:

- Professional Experience Waiver: The student has completed the equivalent of at least one year of part-time or six months of full-time professional work experience in the criminal justice field.
- Post-Graduation Employment Waiver: The student has secured full-time professional employment in the criminal justice field upon graduation. Documentation of employment is required.
- Graduate School Admission Waiver: The student has been admitted to a graduate program in criminal justice or a closely related field. Documentation of admission is required.

Internships may be paid or unpaid, depending on the host agency.

The objectives of the internship are:

1. to expose students to career opportunities that exist in criminal justice;
2. to enable public and nonprofit agencies to attract highly-skilled BACJ students;
3. to provide pre-service BACJ students with practical work experiences that allow them to link classroom training with praxis in the field; and
4. to enhance BACJ students' experiences in a way that will enable them to make informed career decisions.

Students should contact their advisor to obtain more detailed information on internships, including completing the requirements of the university's [Experiential Learning Center \(ELC\)](#) (which administers all internships).

### **Pathways Option**

The Pathways Programs at SPA allow high-performing students to count 12 credit hours towards both the undergraduate and graduate degrees. Eligible students will have completed at least 75 credit hours with a minimum 3.5 GPA in the major and a 3.0 overall GPA, completed the undergraduate Core Curriculum, and met all other requirements listed in the catalog.

|                                                                                             |
|---------------------------------------------------------------------------------------------|
| <a href="#">Bachelor of Arts in Public Administration / Master of Public Administration</a> |
| <a href="#">Bachelor of Arts in Public Administration / Master of Public Policy</a>         |
| <a href="#">Bachelor of Arts in Public Administration / Master of Criminal Justice</a>      |
| <a href="#">Bachelor of Arts in Criminal Justice / Master of Public Administration</a>      |
| <a href="#">Bachelor of Arts in Criminal Justice / Master of Public Policy</a>              |
| <a href="#">Bachelor of Arts in Criminal Justice / Master of Criminal Justice</a>           |

Students are eligible to receive the undergraduate degree once they have successfully completed 120 credit hours and all CU Denver undergraduate degree requirements. The

graduate degree will be conferred once the student has completed all degree requirements.

Contact your advisor to learn more about this program.

## VII. CERTIFICATES

### **General information**

The School of Public Affairs offers a range of undergraduate certificates that allow students to develop specialized knowledge and practical skills in focused areas of criminal justice, public affairs, and nonprofit leadership. Certificates are designed to complement undergraduate degree programs such as the BACJ or BAPA, while also providing valuable credentials for students seeking to enhance their career readiness or explore specific areas of interest.

Undergraduate certificates typically require 12–18 credit hours and can be completed alongside a bachelor's degree or as a standalone credential. Many certificates combine foundational coursework with opportunities to build applied skills through electives, internships, or field-based experiences. Because requirements and course offerings may change, students should consult the official catalog and program websites for the most current information. Students are also encouraged to work with their academic advisor to ensure certificate coursework aligns with their degree requirements and career goals.

| <b>Undergraduate Certificate</b>                              | <b>Credit Hours</b> |
|---------------------------------------------------------------|---------------------|
| <a href="#"><u>Law Enforcement</u></a>                        | 18                  |
| <a href="#"><u>Juvenile Justice</u></a>                       | 18                  |
| <a href="#"><u>Courts, Law, and Society</u></a>               | 18                  |
| <a href="#"><u>Psychological Studies</u></a>                  | 18                  |
| <a href="#"><u>Victims and Victim Services</u></a>            | 18                  |
| <a href="#"><u>Public and Nonprofit Management</u></a>        | 12                  |
| <a href="#"><u>Strategic and Collaborative Management</u></a> | 12                  |
| <a href="#"><u>Leadership, Advocacy and Policy</u></a>        | 12                  |

Double-Dipping:

There are no limitations to how many times an undergraduate class can apply to an undergraduate program (degree, certificate, minor, or otherwise).

Transfer Credits:



Degree-seeking undergraduate students: students may transfer up to six hours of coursework toward their undergraduate certificate requirements. Certain certificates do not permit any transfer credits. These transfer hours may be applied toward SPA certificate coursework, so long as the coursework from the previous institution(s) did not apply to a previously earned credential.

Please contact your advisor regarding transfer of credit; they will work with the program director for review and approval of transfer credits.

## VIII. INTERNSHIP WAIVERS

### *Request to Waive Internship Requirement*

Internship waivers are based on previous, professional work experience in either the criminal justice, or public administration field. Students should contact their academic advisor for more information about the internship waiver.

## IX. GRADUATION PROCEDURES

Students who have completed all the requirements for their degree can apply for graduation in the fall, spring, or summer semesters. (Students who graduate in the summer may participate in graduation ceremonies in the fall. SPA holds no ceremonies in the summer.) There are, however, deadlines for the submission of graduation materials. Visit the [Commencement website](#) for details.

### **Notification**

In order to graduate, students need to complete the following steps:

1. Students should reference their degree audit to ensure they have met all the requirements of their Bachelor of Arts degree (BACJ/BAPA).
2. Meet with your advisor if you have any questions or concerns.
3. Meet with your minor advisor, if applicable, and confirm that you are completing all minor requirements.
4. Complete the online Graduation Application (found in [CUAccess](#)) no later than the census date during the semester in which you plan to graduate.
5. Students will receive notice via their CU Denver email address that their graduation application is either approval or denied. Please be aware that an application for graduation may not be approved if there are one or more Incomplete notations in the degree audit.

If the student does not submit a graduation application, the University is not aware the student intends to graduate and will not be automatically graduated. Students must make the University aware of their intention to graduate by submitting a Graduation Application.

## **Undergraduate Academic Honors**

The School of Public Affairs recognizes outstanding achievement through academic honors. Academic Honors can be separated into two distinct categories: Outstanding Graduate and Dean's List.

### **School of Public Affairs Honors**

Students who perform exceptionally well academically in SPA will qualify for SPA Honors and will be awarded a bachelor's degree accompanied by the statement *with distinction*. To be eligible for SPA Honors, a student must have completed a minimum of 45 hours at the University of Colorado (at any CU campus), including the final semester, with an "A-" (3.75) average. The 45 hours must be completed in the student's junior and senior years. A maximum of 6 credit hours may be completed with a grade of "P" (on Pass/Fail option) and included in the 45 credit hours.

### **Dean's List**

Each fall and spring semester, the School of Public Affairs will publish and display a Dean's List, honoring students who demonstrate high scholastic achievement. To be eligible for the Dean's List students must: earn a minimum "A-" (3.75) average in all CU hours taken during the semester; be enrolled in at least 9 semester credit hours; complete courses for a grade (not Pass/Fail); and complete courses through CU Denver.