

DEPARTMENT OF MATHEMATICS

Colorado State University



Graduate Student Handbook

Updated September 9, 2016

DEPARTMENT OF MATHEMATICS GRADUATE STUDENT HANDBOOK

Policies and Procedures of the Mathematics Graduate Program

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Welcome to the Mathematics Graduate Program at Colorado State University! The purpose of this handbook is to assist you in making a smooth transition to graduate studies.

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 sixty 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 web site:

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

Disclaimer:

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.

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Part I: General Information

Application Information

To start a new application you will first 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 and paying your application fee, begin submitting the required supporting materials to complete your application.

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

Requirements for U.S. Citizen or Permanent Resident Applicants

- \$60 non-refundable application fee. The fee cannot be waived and must be paid before your application will be processed.
- Statement of Purpose.
- The GRE General test or the GRE Mathematics Subject test. Scores must be reported directly from [ETS](#) to Colorado State University using the institution code of **4075**. GRE scores generally take 3 - 4 weeks to be reported by ETS; therefore, please order your scores as early as possible.
- Official transcripts - Contact all previous institutions you have attended (undergraduate and graduate) to request official transcripts be sent directly to Colorado State University using the institution code of **4075**. Hard copy official transcripts should be sent to the Office of Admissions at:

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

Transcripts are required for any college coursework taken during high school if college credit was earned. Colorado State University transcripts are not required.

- 3 Letters of Recommendation – Provide the name and email addresses for your three recommenders. They will receive an email from CSU that contains instructions on how to upload a letter of recommendation for you.

There is no standard form or format for recommendation letters, so they should provide a letter with the format of their choosing.

Requirements for International Applicants

- \$70 non-refundable application fee. The fee cannot be waived and must be paid before your application will be processed.
- Statement of Purpose.
- The GRE General test or the GRE Mathematics Subject test. Scores must be reported directly from [ETS](#) to Colorado State University using the institution code of **4075**. GRE scores generally take 3 - 4 weeks to be reported by ETS; therefore, please order your scores as early as possible.
- One official transcripts or mark sheets and any certificates, diplomas, or degrees from each college or university attended are required regardless of the length of attendance, including courses in progress. Final records will be required upon completion of the course or degree. ALL records submitted must be in the native language; any credentials written in languages other than English MUST be accompanied by a certified English translation.

Contact all previous institutions you have attended (undergraduate and graduate) to request official transcripts be sent directly to Colorado State University using the institution code of **4075**. Hard copy official transcripts should be sent to the Office of Admissions at:

- 3 Letters of Recommendation – Provide the name and email addresses for your three recommenders. They will receive an email from CSU that contains instructions on how to upload a letter of recommendation for you.

There is no standard form or format for recommendation letters, so they should provide a letter with the format of their choosing.

- English Proficiency - TOEFL or IELTS. Request that [ETS](#) and/or [IELTS](#) report your scores directly to Colorado State University using the institution code of **4075**. Photocopies will not be accepted. TOEFL scores generally take 3 - 4 weeks to be reported by ETS. Therefore, please order your scores as early as possible.

Applicants are exempted from the TOEFL or IELTS 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

Deadlines

A complete application includes all supporting documents described above. 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 for receiving such an award.

General deadlines for the receipt of a complete application (including all supporting documents) are listed below.

Term	Admission Only	Admission and Financial Support
Fall	April 1	February 1
Spring	September 1	July 15

Once Your Application is Complete

Your application will be reviewed by the Graduate Committee once all the required documents are received. You will receive notification if required documents have not arrived, and also 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.

If you have any questions about your application status please send an email to grad_program@math.colostate.edu If you do not receive a response within 48 hours then please send an additional email to mueller@math.colostate.edu

2. Registration Requirements

2.1 Registering for classes: In order to register for classes you will need to obtain an eID (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:

<http://eid.colostate.edu/>.

Registering for your classes will be done via RAMweb at:

<https://ramweb.colostate.edu/index.aspx>

2.2 Continuous Registration: All students admitted to the Mathematics Graduate Program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree program. 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).

Alternatively, students not being paid as a GTA or GRA may opt for a Continuous Registration (CR) status. Registration for CR is accomplished in the same way as registration for courses. CRN numbers appear in the class schedule under the CR prefix. Students registering for CR will be assessed a fee for each semester of CR registration. Students graduating in summer term are required to be registered for CR.

2.3 Minimum Course Load for GTAs: Unless otherwise approved, all GTAs must be enrolled in a minimum of 9 credit hours per semester until they have fulfilled the credit requirements. This requirement is part of the GTA contract and students that do not abide by it risk losing their assistantships. If you anticipate that you will fall below 9 credit hours for any reason, please seek formal approval in writing from 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.

2.4 Mathematics Seminar Requirement: All graduate students are required to register for 1 credit of Seminar - MATH 592 every semester until they have a permanent advisor. Once a permanent advisor is chosen, the advisor will determine the nature of the seminar requirement, if any. During the course of each semester a minimum of 10 one-hour seminar meetings selected from the Green slopes, the Mathematics Colloquium, or research seminars organized by the mathematics faculty must be attended to satisfy the seminar requirement. Students will maintain an attendance sheet that will be signed by the seminar organizer and submitted to the Graduate Coordinator at the end of the semester.

3. Scholastic Standards

3.1 Maintaining Good Academic Standing: To remain in good academic standing a student must demonstrate acceptable performance in course work 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.

3.2 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 6 below.

3.3 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 6 below, and the Graduate School Appeals Procedure contained in the Graduate Bulletin for more information.

4. Graduate Teaching Assistantships

GTA training: 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
- Technology workshop
- Teaching workshop-discussion
- Teaching workshop-practice

GTA Mentors: Each new GTA will be assigned a GTA mentor who will observe them two times in the classroom the first semester and give constructive feedback.

Contracts: GTA contracts should be signed in the semester preceding the assignment. The contract will stipulate your pay rate and includes the condition that non-residents must establish residency by the end of their first year. In addition, the contract stipulates a minimum course load of 9 credits per semester until coursework is completed. All new graduate students being paid by the University, including GTAs and GRAs, must meet with Sheri Hofeling (hofeling@math.colostate.edu or call 491-7047) to become active on the payroll system. This should be done as soon as possible after arriving on campus.

International students must obtain a social security number. Check with the office of International Programs regarding this process.

Teaching Assignments: GTA assignments are made by the Undergraduate Facilitator and department Chair in the weeks preceding the beginning of each semester. Please complete the Teaching Preferences form sent out each semester by the deadline posted so that we can take into account your class schedule and teaching 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 work load 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: 491-7925). DO NOT recruit subs without getting front office approval. Missed classes must be made up - No exceptions.

Policy on GTA teaching standards: 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 holding class 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

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

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 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.

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 Chair
- Office hours must be held on campus between the hours of 7:00 a.m. and 8:00 p.m.

Pay Scale: GTA contracts are for 9 months. The 9 month contract begins August 16 and ends May 15. We offer three stipend levels based on progress in the degree program

1. \$17,460 - All entering students
2. \$18,000 - Passed PhD qualifiers part (I)
3. \$18,500 - Passed PhD preliminary examination

In addition to the monthly stipend the Graduate Teaching Assistantship provides a full tuition waiver (See Establishing Residency for details and restrictions). However, there are miscellaneous fees of about \$1,043 per semester for the student to pay. These fees cover use of the student health center, athletic admissions, city bus pass, the university recreation center, and several other items.

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 it 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. Students who believe they have completed their credit requirements for their degrees should have this confirmed with their advisor and the Graduate Coordinator.

Physical Presence: GTA contracts are from August 16 – May 15 and physical presence outside of University Holidays may be required. Attendance at pre-semester meetings is required of all GTAs. Please check with your course coordinator (once he/she is 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, as part of your contract you will need to establish Colorado residency or be responsible for the difference between in-state and out-of-state tuition after your first year. (As it takes one full year to establish residency you must begin the process immediately upon arrival in Ft. Collins.) As part of the GTA stipend, the Department of Mathematics covers your full out-of-state tuition in your first year and in-state tuition in the out-years. The Office of Enrollment Services will assist students in establishing Colorado residency.

<http://sfs.colostate.edu/I20000.cfm>

Here is a quick summary (see link above for final word!): After completing the one-year residency requirement you must file a petition to become eligible for in-state status. Request and/or submit petition to: Colorado State University, Student Financial Services, Room 103 Administration Annex, Fort Collins, CO 80523-8024, phone 970-491-6321. To establish residency you must (necessary, not sufficient) obtain:

- Colorado driver's license or valid Colorado ID
- Colorado motor vehicle registration
- Colorado voter registration
- Change in permanent address on all pertinent records
- Payment of Colorado state income taxes as a resident

To complete a petition requires effort on your part to gather and submit the required documentation. Allow ample time to gather all the necessary information and documentation. Orientation classes to assist you are available.

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 <http://www.oeo.colostate.edu/sexual-harassment-awareness-training>

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 544C, however an alternative is typically available for a one-day training course taught during the summer. Information can be found at <http://rcr.colostate.edu/>

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 and a Pre-travel document must be filled out and turned in to the department. \$1000 per rolling calendar year (365 days) is available for graduate student travel. Eligible students will receive

\$500 – if presenting a paper or poster at the conference

\$250 – if attending, but not presenting

Policy Regarding Length of GTA Support

1. 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.
2. For students entering the MS 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 MS student except in special circumstances. These cases must involve some exceptional situation.
3. 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, the preliminary examination and the Final Dissertation Defense.

4. A sixth year of support is possible and must be approved by the Graduate Committee. The [Request for Sixth Year of GTA Support](#) form should be submitted to the Graduate Committee at least one full semester (summer not included) before the sixth year begins.
5. 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.
6. The above rules outline the general intentions of the Department of Mathematics. However, in exceptional circumstances the Department may deviate from this policy.

5. 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:

- Jennifer Mueller (Graduate Director and Committee Chair)
- Olivier Pinaud
- Wolfgang Bangerth
- Renzo Cavalieri
- Vance Blankers (Graduate Student Representative)
- Bryan Elder (Graduate Coordinator)

The Graduate Coordinator, Bryan Elder, elder@math.colostate.edu 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 Jennifer Mueller mueller@math.colostate.edu, 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), Vance Blankers - is another point of contact for students in the program and serves as a liaison between the graduate students and the Graduate Committee.

6. 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.
- **Advisor makes unsatisfactory progress determination:** If a student's advisor and advisory committee determine that progress towards degree completion is unsatisfactory, and that satisfactory progress towards degree completion cannot reasonably be anticipated, then a recommendation to this effect must be made in writing and presented to the student and the Graduate Committee. According to Graduate School policy, this written recommendation must include substantive justification for dismissal in lieu of probation. If the Graduate Committee concurs with the recommendation to dismiss, then, according to Graduate School rules, it must be referred to the department chair for approval and the Vice-Provost for Graduate Studies for final action. Appeals may be made through the existing Graduate School appeals procedure contained in the Graduate and Professional Bulletin:

<http://graduateschool.colostate.edu/faculty-staff/bulletin.aspx>).

- **Failures on Part I of Departmental Qualifying Examination:** If a Ph.D. student receives two Fail ratings for any final examination included in that student's Suite of Qualifying courses, the student may be dismissed from the program. The Qualifying Examination Committee will consider whether the student should be dismissed from the program, or put on probation. If a QEC decides on a recommendation of dismissal in lieu of probation, the QEC will recommend dismissal of the student to the Graduate Director and the Department Chair in writing. The student will be notified of the QEC's recommendation of dismissal in writing as soon as possible after the decision is made, and will have ten days to prepare an appeal, if so desired, which will be made to the Graduate Director and the Department Chair. The final departmental decision on dismissal will be made by the Department Chair. The student may make a formal appeal of the departmental decision, according to the Graduate School appeals procedure described in the Graduate and Professional Bulletin. Any formal appeal must be made within the time limits specified in the Graduate and Professional Bulletin.

- **If a Ph.D. student does not fulfill other conditions, determined by a QEC and specified in writing to the student, that the student must satisfy to successfully complete Part I, then the student may be dismissed from the program.** The Qualifying Examination Committee will consider whether the student should be

dismissed from the program, or put on probation. If a QEC decides on a recommendation of dismissal in lieu of probation, the QEC will recommend dismissal of the student to the Graduate Director and the Department Chair.

The student will be notified of the QEC's recommendation of dismissal in writing as soon as possible after the decision is made, and will have ten days to prepare an appeal, if so desired, which will be made to the Graduate Director and the Department Chair. The final departmental decision on dismissal will be made by the Department Chair. The student may make a formal appeal of the departmental decision, according to the Graduate School appeals procedure described in the Graduate and Professional Bulletin. Any formal appeal must be made within the time limits specified in the Graduate and Professional Bulletin.

• If a Ph.D. student fails to complete Part II of the Qualifying Examination in a timely fashion, then the Graduate Director and the student's advisory committee, together, may recommend that the student be dismissed from the program. If dismissal is recommended, the student will be informed of the decision in writing, and will have ten days to prepare an appeal, if so desired, which will be made to the Graduate Director, the student's advisor, and the Department Chair. The final departmental decision on dismissal will be made by the Department Chair. The student may make a formal appeal of the departmental decision, according to the Graduate School appeals procedure described in the Graduate and Professional Bulletin. Any formal appeal must be made within the time limits specified in the Graduate and Professional Bulletin.

• Failure of the Preliminary Examination (PhD students) or the Final Examination (PhD and MS students): According to Graduate School rules, a student may repeat a failed Preliminary or Final Examination once. Failure to pass the second exam results in dismissal from the Graduate School. See the Graduate and Professional Bulletin for further details on University policies here.

7. System for Periodic Evaluation of Progress toward Completion of Degree

A) Advisor Review: After a student has chosen an advisor and committee, and filed the appropriate form with the graduate school, the Graduate Coordinator will request that the student review his or her file carefully with the advisor in May of each year, with the purpose of assessing progress towards the degree (whether an MS or a PhD degree). It is the responsibility of the student to schedule and complete this review with his or her advisor in a timely fashion. The advisor will note the results of the review in writing, on an Advisor Review form provided by the department. Copies of all advisor reviews will be placed in the student's file.

B) Evaluation of Progress towards completion of Part I of the Qualifying Examination (for Ph.D. students): The Graduate Director will inform each student, in writing, of progress towards the completion of Part I 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.

C) Evaluation of Progress towards completion of Part II of the Qualifying Examination (for Ph.D. students): Students are expected to complete Part II of the Qualifying Examination reasonably soon after the completion of Part I. The Graduate Director will review the file of each student who has completed Part I, but not Part II, in May of each year, and inform the student, in writing, of the expected time for completion of Part II. A copy of this letter will be placed in the student's file.

Part II: Academic Program Requirements

1. Selecting an advisor and committee

Pursuing an MS or PhD 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 diagnostic interview with the Graduate Director 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 MS program must choose an MS committee by the end of the third semester in the MS program, and a PhD student should make the selections for the PhD committee by the end of the third semester in the PhD program. The MS with Outside Specialization program, however, has an earlier deadline (see section 2.2 below) If a student receives a MS degree from CSU's program, and then continues to pursue a Ph.D. in mathematics at CSU, the Ph.D. permanent advisor and committee need not be the same as the MS permanent advisor and committee.

The choice of committee is formally made by completing a GS6 form (see Appendix A - 1 below for more information), 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 MS student, as well as the preliminary and final examinations for a PhD 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.
- For the MS degree programs, the committee must include one or more additional members from the Department of Mathematics.

- For the PhD degree program the committee must include two or more additional members from the Department of Mathematics.
- In any program, one member from a department outside Mathematics must be chosen as the “Outside Member”. A committee member with this designation cannot have a joint appointment in the Department of Mathematics.
- Co-advisors may be chosen from outside the Department of Mathematics.

Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, but may not vote regarding examination results.

2. Master of Science 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.

Scholastic Standard for all MS 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.

2.1 MS 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 course work
- 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.
- Course work 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 hours of coursework in mathematics at the 500 level or above (excluding MATH x99 and MATH 530)
- The Seminar requirement 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.

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 requires two sequences selected from the following options:

- MATH 501-502
- MATH 510-520
- MATH 517-617 or MATH 517-519
- MATH 545-546
- MATH 550-652
- MATH 560-640 or MATH 560-561
- MATH 566-567

(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.

MS Final Project and Examination

A final oral examination is required for all MS 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 MS.

- 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 a least 6 but not more than 9 credits hours of thesis research (MATH 699)

- The thesis will be submitted electronically through ProQuest. Instruction for submitting a thesis are detailed on the Graduate School's website

<http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

- The format of the thesis must strictly adhere to the requirements of the Graduate School. A format Requirements Checklist and sample pages of the Title page, Copyright page, Signature page, and Abstract page are available on the Graduate School website:

<http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

- The thesis must be submitted to the Graduate School by published deadlines.

<http://graduateschool.colostate.edu/current-students/student-resources/>

- 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 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.

2.2 MS 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.

Permanent Advisor

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 masters program.

The outside area of specialization and the student's MS 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 course work
- 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 course work taken outside the department must be at the 600 level or above.
- A minimum of 18 hours of coursework in mathematics at the 500 level or above (excluding MATH x99 and MATH 530).
- The Seminar requirement 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.

MS Final Project and Examination: Same requirements as for the MS in Mathematics. See section 2.1 above.

2.3 MS 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 course work
- 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 course work taken outside the department must be at the 500 level or above.
- A minimum of 18 credit hours of coursework in mathematics at the 500 level or above (excluding MATH x99).
- The Seminar requirement 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 640 - 641
- 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

MS Final Project and Examination: Same requirements as for the General MS in mathematics. See section 2.1 above.

3. Doctor of Philosophy Degree

Entering students will have a diagnostic and advising interview with the Graduate Director to plan an appropriate program of study.

General Requirements:

- A minimum of 72 credit hours beyond the bachelor's degree – all at the 300 level or above.
- Two thirds of the course work should be in mathematics.
- Course work 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 course work.
- 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/thesis may be counted towards the 72 credit hour requirement.
- The Seminar Requirement 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.

Students entering with a master's degree in mathematics may receive up to 30 credit hours towards the 72 credit hour requirements. 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 MS will be counted toward the PhD; 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:

<http://graduateschool.colostate.edu/>

Breadth Requirement: To fulfill the breadth requirement for the Ph.D., all students will be required to take and pass, with a grade of B- or higher, at least 14 mathematics courses (each three or more credits) at the 500 level or above excluding:

- MATH 530
- MATH 699
- MATH 798
- MATH 799

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.

At least two courses must be chosen from each of the lists below. This breadth requirement may be completed over the course of the student's graduate program. Credit earned for comparable courses taken at other institutions may be evaluated by the Graduate Director, at the student's request, to determine suitability for substitution for particular course(s) in the lists below.

List I	List II	List III
MATH 501	MATH 517	MATH 510
MATH 502	MATH 519	MATH 520
MATH 566	MATH 617	MATH 535
MATH 567	MATH 618	MATH 540
MATH 570	MATH 619	MATH 545
MATH 571	MATH 717	MATH 546
MATH 601	MATH 718	MATH 560
MATH 602		MATH 561
MATH 666		MATH 620
MATH 667		MATH 621
MATH 672		MATH 640
MATH 673		MATH 645
		MATH 646

Departmental Qualifying Examination

The departmental Ph.D. qualifying exam consists of two examinations, parts I and II.

Part I of the Qualifying Examination

Purpose of Part I of the Qualifying Examination

The student will complete Part I of the Qualifying Examination in order to present evidence of performance at an appropriate level to the faculty. This evidence will be used as a basis for judging the candidate's qualifications for continuing in the Ph.D. program in mathematics.

The Suite of Qualifying Courses: Overview

Each student seeking to pursue a Ph.D. in Mathematics will propose a Suite of Qualifying Courses. The Graduate Committee will review each proposal. There are Standard Suites of courses that are automatically approved. A student may alternatively propose a Special Suite of courses.

What is a Proposal for a Suite of Qualifying Courses?

A Suite proposal always consists of

1. A list (Suite) of specified courses that the student has completed, or will complete, during his or her graduate studies,

AND

2. For each course on the list, a specification of the documentation that will be provided by the student for assessment purposes. If the course is a QE course*, this documentation MUST be the student's completed final examination in the course.

*A QE course (Qualifying Examination course) is any course in a Standard Suite.

There are two types of Suites of Qualifying Courses (described below): Standard Suites and Special Suites.

How is a Suite proposal made?

1. The student, together with a proposal mentor, will complete the [Suite Proposal form](#) and return it to the Graduate Coordinator. Note that the Graduate Director will act as the default proposal mentor for all Standard Suite proposals.
2. The signature of the proposal mentor, indicating support for the proposal, is necessary to complete each Suite Proposal.
3. The Graduate Committee will review the proposal for approval.
4. Each approved Special Suite Proposal will be announced to the faculty.

More details on policies and procedures for the review of Suite proposals are included in the [departmental policies and procedures manual](#).

What is a Standard Suite of Qualifying Courses?

The following four groups of Suites of courses are those recognized as Standard Suites through which a graduate student may complete Part I of the Qualifying Examination for the PhD program.

Analysis/Algebra/Geometry Suites

MATH 517, MATH 566
plus two of MATH 519, MATH 567, MATH 570, MATH 617

Applied, Computational, Interdisciplinary Suites in Algebra/Geometry

MATH 517, MATH 566
plus one of MATH 519, MATH 560
plus one of MATH 519, MATH 540, MATH 560, MATH 561, MATH 567

Applied, Computational, Interdisciplinary Suites in Analysis, Differential Equations and Dynamical Systems

MATH 517, MATH 560

plus one of MATH 540, MATH 545, MATH 617

plus one of MATH 510, MATH 519, MATH 540, MATH 545, MATH 546, MATH 561, MATH 617, MATH 618, MATH 640

Combinatorics/Algebra Suites

MATH 501, MATH 517, MATH 566

plus one of MATH 502, MATH 560, MATH 567

Using one of the Standard Suites as Part I of the Qualifying Examination is the appropriate choice for most students in the program.

The Graduate Director will act as the default proposal mentor for all Standard Suite proposals. The Graduate Director will automatically approve all Standard Suite proposals, if properly made.

What is a Special Suite of Qualifying Courses?

Any other sort of Suite is a Special Suite. Special Suites may include QE courses.

For example,

A student who has successfully completed a graduate-level course, comparable to one of the QE courses at another university, may request that this course be included in a Special Suite, OR that a more advanced CSU course in the same area, or a closely related one, be included in a Special Suite.

A student's CSU proposal mentor may recommend the inclusion of a particular graduate level course (not necessarily a CSU course) in a Special Suite to the student. Such a course does not have to be a mathematics course. It must be a graduate-level course.

A proposal for a Special Suite must specify the documentation that the student will submit to allow assessment of performance in each non-QE course in the Suite.

How does a student complete Part I of the Qualifying Examination?

Once a student's Suite of Qualifying Courses is approved by the Graduate Committee, the student must provide the assessment documents specified in the student's Suite Proposal to a Qualifying Examination Committee (The role of the QEC is defined in the [department policies and procedures manual](#)) after each course in the Suite is completed. A student must receive a Pass- rating or higher from a QEC for each course in his or her Suite in order to complete that component of his or her Part I Examination. For more details on policies and procedures for assessment and evaluation of courses in Suites, consult the [department policies and procedures manual](#).

Part II of the qualifying examination:

After the selection of a permanent advisor, the student together with the Ph.D. advisor, and sometimes in consultation with additional faculty, will devise a second evaluation to be completed by the student before the preliminary examination, and after the completion of Part I of the qualifying examination. This evaluation must be completed within two academic years following the passing of Part I of the qualifying examination. The student should demonstrate proficiency on material approximately at the 600-level.

Departmental Preliminary Examination

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.

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.

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

PhD Dissertation and Final Examination

Each Ph.D. candidate must prepare a dissertation containing original mathematical research that is acceptable to the students 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.

The Dissertation:

- All dissertations will be submitted electronically through ProQuest. Instruction for submitting a thesis are detailed on the Graduate School's website

<http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

- The format of the dissertation must strictly adhere to the requirements of the Graduate School. A format Requirements Checklist and sample pages of the Title page, Copyright page, Signature page, and Abstract page are available on the Graduate School website:

<http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx>

- The dissertation must be submitted to the Graduate School by the published deadline.

<http://graduateschool.colostate.edu/for-current-students/>

- PhD 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 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.
- Spiral bound

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.

Appendix A: Graduate School Forms

1. Program of Study (GS6): 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. For Track III Admission students in combined bachelor's/master's degree programs, the GS6 must be filed before the end of the student's first semester after admission to Graduate School.

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 taken 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 MS 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, usually some time after completing the GS7 form (see section 4.3 below).

2. Change of Committee Member (GS9A): 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.

3. Change of Degree Program (GS7): 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 PhD 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.

Continuation to the PhD program after completing the MS is not automatic. Students wishing to continue must have passed the PhD qualifiers part (i), and received approval from the Graduate Director and Department Chair. This will be accomplished by filing the GS7 with the department. Once approved, the GS7 will be sent to the Graduate School.

4. Application for Graduation (GS25): Students must apply for graduation by submitting form GS25. 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.

5. Report of Preliminary Examination (GS16): The Graduate Coordinator will supply the GS16 to the Advisor several days before the preliminary examination. Once the examination is complete and the outcome is known it is the responsibility of the student to return the form to the Graduate Coordinator. This must be done in a timely manner as the form is due to the Graduate School within two working days.

6. Report of Final Examination (GS24): The Graduate Coordinator will supply the GS24 to the Advisor several days before the final examination. Once the examination is complete and the outcome is known it is the responsibility of the student to return the form to the Graduate Coordinator. This must be done in a timely manner as the form is due to the Graduate School within two working days.

7. Departmental Requirement Clearance form (GS25B): 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.

Appendix B: Mathematics Department Staff

Assistant to the Chair – Christie Franklin

If you need assistance with one of the following, contact Christie at 491-6452

- Pre-tenure/post-tenure reviews
- Maintain policy and procedure manual
- Maintain committee agendas and minutes
- Coordinate annual report activity
- Supervise Actuary Examination
- Maintain faculty files, teaching records, and scholarship records
- Math Day Coordinator; maintain website
- Faculty and post doctoral searches coordination
- Assist new hires – faculty and post docs
- Responsible for Weekly Links; maintain website
- Department chair calendar
- Faculty VISA updates

Undergraduate Coordinator – Annette Gonzales

If you need assistance with one of the following, contact Annette at 491-6327

- Advisee Assignments/Information as well as SMART forms and Advising guides
- Semester schedule of courses and teaching preferences
- Textbook ordering
- Test copying
- Night examination and final examination room scheduling
- Class rolls
- Curriculum changes
- Enrollment numbers
- Graduation contracts
- Math majors/minors
- Override documentation
- Course Syllabi files
- Minutes for undergraduate committee meetings
- Supervise, train, hire and evaluate student employees and staff new hires
- Maintain annual/sick leave data on faculty and staff
- Worker's Compensation claim forms and maintenance of employee leave records

Graduate Coordinator – Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Equipment check in/out
- Substitute teachers for faculty and GTA's
- Room arrangements for thesis defenses
- Graduate school interaction
- Graduate School forms
- Graduate office desk assignments
- Graduate student alumni records
- Graduate application/forms/deadlines/contracts
- International/Visa Process
- Qualifying examination information
- Reference letters
- Maintain department home pages on the website

Front Office Administrative Assistant – Kate Sherman

If you need assistance with one of the following, contact Kate at 491-1303

- Schedule use of computer lab room 205/206
- Conference/Seminar room reservations and/or catering needs
- Course evaluations/filing/updating
- Phone list information update
- Weber room reservations
- Semester office hours and class schedules
- Special mailing
- Copier assistance
- Supplies requests
- Fax information
- Assist in the absence of undergraduate and/or graduate coordinators
- Colorado Combined Campaign department representative

Building Proctor – Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Building/office repairs
- Digital Displays
- Problems with building/facility
- Special cleaning needs
- Phone system
- Department construction liaison to facilities management
- Key Manager

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

Accounting Tech III – Sheri Hofeling

If you need assistance with one of the following, contact Sheri at 491-7047

- Financial reporting
- Long distance statements
- Salary and hourly payroll, including timesheets
- Purchasing/accounting issues
- Research grants/Start-up accounts/Dept accounts
- Travel – including in-house & pre-travel forms
- Department post-travel
- New hires, including faculty, staff, or student employees
- Arranging computer access (ISIS, ORACLE, CIS, Newton)

- P-CARD
- Scholarships
- Student Hourly Employees/Payroll
- Bi-monthly time sheets

Systems Administrator – John Dzuber (Zube)

If you need assistance with one of the following, contact Zube at:

zube@math.colostate.edu

- Assistance with hardware and software purchases
- Computer set-up for new employees; network access; installing computer programs
- General computer/network troubleshooting
- Maintaining department printers and scanners

Web Master – Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

or elder@math.colostate.edu

- Maintaining and updating department websites
- Maintaining and updating faculty and graduate website
- Updating and design of current Mathematics website and links

Appendix C: Miscellaneous

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

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

Faxing: The fax number to the machine in the main office is 970-491-2161. You may request a fax be sent by completing the fax form and submitting it to any one of the office staff

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. Commuter students will need to purchase a Z-lot permit. Permits can be purchased at Parking Services, 201 Green Hall. Permits for a one-year period will allow you to park in any lot designated as a Z-lot. As a graduate instructor, you may be able to purchase a “restricted A-lot” parking permit for an additional cost. This permit will allow you to park in limited faculty lots on campus. Check with Parking Services

[\(http://www.parking.colostate.edu/\)](http://www.parking.colostate.edu/)

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. Information about routes is available at

<http://fcgov.com/transfort/>

Computers

Among the first things you should do as a student at CSU is sign up for an electronic identity (eID). The eID is required for many services on campus, including:

- Free CSU Computer Account
- E-mail
- WebCT
- Services for Modem Access
- Use of computers in the mathematics graduate student computer labs

Office and Phone: Upon arrival GTAs will be assigned an office and phone number that will be shared with other students. Offices will be assigned to self supported students if available.

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.

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 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.

Math email: You will meet with Zube, Mathematics system administrator, to set up a math email address yourlastname@math.colostate.edu. It is strongly recommended that you use this email in all of your electronic communications with the department given email relay restrictions. Please check your email daily as this will be the primary means of communication within the department.

Graduate Student Offices - Rules of Common Courtesy: Please recognize that these are shared offices and rules of common courtesy should apply. Following the rules below, and being courteous and considerate in general, will ensure that you have 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.
2. As GTAs, we all have office hours. Be courteous to your office mates in determining how you conduct your office hours.

3. It is highly recommended that all office hours take place outside of graduate student offices, i.e. in Weber 17, the TILT building, etc. If a quick meeting must take place with a student, please do so outside of the graduate student offices.

Note: Rooms 15 and 17 are specifically for office hours and graduate studies. In particular, during business hours, these are not undergraduate study rooms; nor should they be used for private tutoring. Space is at a premium, and we cannot provide study areas for undergraduate students. Please check with the office staff for availability/scheduling of a study/review room when necessary.

3. Not everyone considers music appropriate for a work environment. If you would like to listen to music, headphones are highly recommended.
4. Computers are provided for professional use, to include email, website management, grade records, and research. Please be courteous to your fellow students. During business hours, refrain from using the computers for recreational activities (games, web surfing). After business hours, professional activities still have priority. Remember that not all computers have the same capabilities. Just because other computers are not in use, this does not mean that someone else does not need the computer you are using to play.
5. Please clean up after yourself (fridge, microwave, common tables). Let Bryan know if you need supplies for cleaning.
6. Please keep all cell phones on a silent or quiet tone. While not in the office, please either 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.
7. University policy is “no pets are allowed in buildings,” and since the office areas are shared space, rules of courtesy reinforce this policy. Other than fish, please do not bring your pets into the office.
8. 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.
9. All rules should be discussed with each office at the beginning of every school year to determine what is acceptable for that office.

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.

<http://www.housing.colostate.edu/apartments/index.htm>

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:

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

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.

Health Insurance

Good health care is essential to your academic success! The Student Health Insurance plan 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.

Students enrolled in 5 or fewer credits are eligible for the student health insurance program; however, they must sign up for the program at the Student Health Insurance Office. They will NOT be automatically enrolled.

Students enrolled in at least 6 credits will be automatically enrolled in the program; they may apply to waive the coverage if their current policy meets comparable standards of the CSU Student Health Insurance 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 970-491-5118.

A health insurance contribution is available to those graduate assistants (GTA, GRA, GSA) who meet the eligibility criteria described below. Graduate assistants do not need to apply for this benefit. 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. Depending on the number of semesters appointed, the health insurance contribution varies. See below for details.

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 health insurance and
- Enrolled in a resident-instruction (on-campus) graduate program for 5 or more resident instruction (on-campus) credits. Students enrolled in CSU Online courses through the Division of Continuing Education (DCE) do not meet eligibility criteria.

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.