

Colorado State University



Graduate Student Handbook 2016 - 2017

On Campus Degree Options:

Master of Arts Leadership and Cultural Management

Online Degree Options:

Master of Arts Leadership and Cultural Management

CSU Denver Center Degree Options:

Master of Arts Leadership and Cultural Management

PREFACE

This handbook is designed to explain guidelines, procedures, and expectations of the Master of Arts Leadership and Cultural Management in the LEAP Institute for the Arts at Colorado State University. It offers general information about the policies, procedures, as well as information about curriculum and admissions procedures. While this handbook strives to be thorough, you may still have questions regarding our program. If so, please direct your inquiries to our Director and Graduate Advisor, Dr. Constance DeVereaux (Constance.DeVereaux@colostate.edu). Address additional questions regarding graduate requirements to the graduate school.

The most recent version of this document can be found on the Web at <http://leap.colostate.edu/graduate-student-handbook/>.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

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IMPORTANT CONTACT INFORMATION

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Office of Admissions

(970) 491-6909

www.admissions.colostate.edu

Graduate School

(970) 491-6817

www.graduateschool.colostate.edu

CSU Online and Denver Courses (Distance Education)

(970) 491-5288

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

Registrar's Office

Colorado State University
1063 Campus Delivery
Fort Collins, CO 80523

(970) 491-7148

<http://registrar.colostate.edu>

ADMISSION PROCEDURES

For university policy information, please review the [Admissions Requirements and Procedures](#) section of the [Graduate & Professional Bulletin](#).

CRITERIA FOR ADMISSION

The CSU Graduate School and LEAP base admission decisions on the following criteria:

1. Your completed online application and application fee.
2. Two official transcripts of ALL college or university, including any transfer, study abroad credit or college credit earned while still in high school.
3. A completed bachelor's degree, with a minimum average of 3.0 (A = 4.0). If your average is below 3.0, you may be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program. Students with an undergraduate GPA of less than 3.0 seeking admission to any graduate degree program are required to submit additional information (see [Graduate School website](#) for additional information).
4. A current resume/CV
5. A personal statement of professional goals that addresses the question, what will you anticipate doing with you degree? Length should be approximately 500 words.
6. Three Letters of recommendation (there is no required format) from faculty members or individuals who have first-hand knowledge of the applicant's academic or professional capabilities. Letters should be sent to Dulcie Willis dulcie.willis@colostate.edu or 1778 Campus Delivery, Colorado State University, Fort Collins, CO 80521-1778. Requests for letters will not be sent from CSU; please arrange to have your letters sent to the email/physical address above.

COMPLETING THE APPLICATION: U.S. CITIZENS

Please follow these steps to apply:

1. Review [the Graduate School's Admissions Requirements and Procedures](#)
2. Complete the [Graduate School Electronic Application Form](#) and submit a non-refundable application of \$60.
3. To complete your application, you should also send the following *to Graduate Admissions*:
 - a. Two official transcripts from EACH college or university you have attended regardless of the number of credits earned, including any transfer, study abroad, or college credit earned while still in high school.
 - b. Three letters of recommendation from instructors or employers (there is no specific format). It is not enough to add the names to your online application, you must have them sent *directly* to LEAP.
 - c. A personal statement of professional goals that addresses the question, what will you anticipate doing with you degree? Length should be approximately 500 words.
 - d. Scores from the general exam of the Graduate Record Examination (GRE) are **not** required for students seeking admission to the LEAP program

- e. There is not a separate application for a Graduate Assistantship. Please indicate your interest in a GA position in a cover letter.

COMPLETING THE APPLICATION: INTERNATIONAL APPLICANTS

[International applicants](#) should submit the following five items to Graduate Admissions:

1. An official transcript of all collegiate work completed along with a certified translation into English.
2. [Immigration Document Request Form](#)
3. Scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). Track III Admissions are not required to take either the TOEFL or the IELTS exam.
 - a. If you are a non-native speaker of English, a TOEFL score of 550 (paper-based) or 80 (internet-based) or an IELTS score of 6.5 is required for admission to any LEAP program.
 - b. If your TOEFL or IELTS scores are below the minimum standard, it is possible to being your studies in the [INTO Colorado State University](#)'s Academic English Program. Please submit an application, regardless of your TOEFL or IELTS scores to be considered for this option.
4. A personal statement of professional goals that addresses the question, what will you anticipate doing with you degree? Length should be approximately 500 words
5. Three letters of recommendation

In addition, a \$70 application fee must be submitted with the on-line application. Scores from the general exam of the Graduate Record Examination (GRE) are not required for students seeking admission to the LEAP program. There is not a separate application for a Graduate Assistantship. Please indicate your interest in a GA position in a cover letter.

Additional Items:

These items are not required for the application review process, but will be required if officially admitted. The following materials must be sent directly to: International Student and Scholar Services, Laurel Hall 108, Fort Collins, CO 80523-1024.

1. Certified proof of financial support print the Immigration Document Request form, this form must be completed and mailed along with the required supporting documents to the address above. International Student and Scholar Services will issue an I-20/DS-2019 only after the form has been received and accepted by Colorado State University. http://wsnet.colostate.edu/cwis30/websites/iss/iss/forms/Immigration_Document_Request_Form.pdf
2. Passport Copy

APPLICATION DEADLINES

General deadlines for the receipt of complete applications are as follows:

	Early Decision	GA Consideration	Late Decision
Fall Semester	February 15 th	April 15 th	July 31 st
Spring Semester	September 1 st	N/A	December 31 st
Summer Term	March 15 th	N/A	April 30 th

Please submit the on-line application and all supporting documents by the appropriate date. Applications completed later than these published deadlines may be considered depending on space and resources available. Late applications that cannot be considered will be updated by the Office of Admissions to a later semester. Acceptance into the LEAP program is contingent upon admission to the Colorado State University Graduate School.

DEFER ADMISSIONS

If you decide to defer your admission to a future term, please fill out and submit the [GS1C Change of Term Request for Applicants to Graduate Programs](#). Please note that this form is due by the first week of classes for the term that you were originally accepted for.

PROGRAM BASICS

PLAN C MASTER'S DEGREES

The Master of Arts Leadership and Cultural Management is a Plan C Master's Degree. Generally, these programs are designed to be professional degrees.

STUDENT RESPONSIBILITY

Graduate students in LEAP are responsible for staying informed of advising & registration periods, and deadlines to add or drop courses, submit forms, applications, etc. Failure to do so may result in financial loss and lack of academic progress. Just as you needed to meet the admission criteria of the LEAP *and* the Graduate School for admission to this program, you will also need to meet the graduation requirements of both the LEAP *and* the Graduate School.

It is *your responsibility* to keep track and take care of these requirements. If you have questions please see your advisor.

THE ADVISORY SYSTEM

Since thoughtful planning is vital to a graduate student career, a comprehensive arrangement for advising has been established. Each student is assigned a faculty member as advisor. The advisor is the chief source of advice in the planning process and will meet with the student at least one time each semester. This individual works closely with the student throughout the graduate career on all matters related to the degree program. A

close, cordial, and professional relationship is therefore of the utmost importance. Both student and adviser should work at achieving mutual understanding and respect.

ADVISING COMMITTEE

In the case of Plan C master's students, a common departmental faculty committee serves the function of the Advisory Committee. The purpose of the advisor is to make available to the student a broad range of knowledge and expertise. It aids in general advising of the student and assists in planning the major elements of the program. The advisor also evaluates student progress throughout the graduate career. It may provide assessments at various stages and it administers the final examination. The advisor is not responsible for reminding students of published deadlines nor for monitoring procedural details. The student should manage such matters independently. It is not necessary to have a member from outside the department. The members of this committee include:

1. Advisor
2. A co-advisor or committee member from LEAP (optional)

ADVISOR

The following people are qualified to serve as your Advisor: Professor, Associate Professor, or Assistant Professor within the department or program granting the degree. The regular, special, transitional, joint, temporary, or emeritus/emerita designation is a categorization within the academic professorship designation. The advisor may have any of these designations, but may not be a visiting faculty.

Faculty Affiliates can serve as advisors only if they are given a ranking/job title of Professor, Associate Professor, or Assistant Professor.

In some cases, an advisor from a complimentary degree-granting program may be assigned, only if they hold a ranking job title of Professor, Associate Professor, or Assistant Professor.

CO-ADVISOR

The following people are qualified to serve as your optional Co-Advisor: Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate.

The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The co-advisor may have any of these designations, but may not be a visiting faculty.

Having a co-advisor on your graduate committee is optional.

COMMITTEE MEMBER

The following people can serve as your optional additional Committee Members: Professor, Associate Professor, Assistant Professor, Instructor, or Faculty Affiliate. The regular, special, transitional, joint, faculty affiliate, temporary, or emeritus/emerita designation is a categorization within the academic designation. The committee member may have any of these designations, but may not be a visiting faculty.

Please see additional information on graduate advisor and committee makeup on the [Graduate School website](#).

Having an additional member on your graduate committee is optional.

PROGRAM OF STUDY

The "Program of Study", [GS-6 worksheet and instructions](#) *must be submitted to the Graduate School before you register for your fourth semester.* It requires:

1. Name of your permanent advisor (see below) who will chair your graduate committee.
2. Selection of at least one additional faculty member to serve on your committee (optional).
3. A listing of completed and planned courses that will count toward your degree.

ACCEPTABLE CREDITS

When you fill out your GS6 form, keep in mind the following information:

- At least 24 credits must be earned at CSU. This includes courses completed both prior and after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be earned after admission to the Graduate School.
- Of the courses earned at CSU, at least 21 credits must be in 500 or higher level. Of this number, at least 12 credits must be in 500 or higher level regular courses.
 - Course numbers with the last two digits between 82-99 (i.e. LEAP 687, LEAP 692) are considered non-regular courses.
 - Includes courses completed both prior and after admission to the Graduate School.
 - In general, Plan C Master's Degrees have an additional requirement: no independent study, research, internship, supervised college teaching, or practicum credits may be credited toward the degree unless one or more of these are required by the program, as approved by the University Curriculum Committee. Workshop, seminar, and group study courses may be credited towards the degree. *The LEAP 687 internship has been approved by the University Curriculum Committee.*
- Course work outside the LEAP must be 300-level or above.
- If a course was previously used to earn a degree, it will not be accepted as transfer credit by Colorado State University.
- A limited number of transfer credits from other Universities (not part of a previous degree) may be accepted with the approval of your advisor and committee. Note that ONLY 500 level (and above) classes at other accredited universities will be accepted for transfer by the Graduate School and with a grade of B or better.
- Graduate School policies will be followed when examining transfer credits. Transfer credits may only be considered once the student is admitted and enrolled.

INCOMPLETES

You are discouraged from taking incompletes. Any "I" becomes an "F" after one year if not replaced by a regular grade, and the grade of "I" may not be used for research (A, B, C, D, F, S, U is used instead). You must clear up all Incompletes before taking your exit exam(s).

COMPREHENSIVE EXAMS

Comprehensive written (and possibly oral) exams are required for graduation. Specific exam requirements are determined by the student's advisor and committee. Please see Exit Exam Requirements below and/or contact your advisor for more information.

CONTINUOUS REGISTRATION

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

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional graduate courses. Such students are ensured a place in their graduate programs as long as they remain in good academic standing. However, students who do not register will need to apply for readmission for their next semester of enrollment.

The availability of the CR option shall not supersede any other registration requirements to which students may be subject. For example, a student's advisory committee may require additional course work. The [credit registration requirement for graduate assistantships](#) applies to all students appointed to these positions.

Graduate Enrollment Requirement: Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring or summer) they will complete their degree requirements.

STEPS LEADING TO GRADUATION

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

GS6

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

1. Each graduate student must prepare a GS6 Program of Study, a document which lists all courses taken in pursuit of the degree as well as the graduate committee. Your advisor is heavily involved in the development of the GS6 form. The GS6 form must be filed with the Graduate School before the time of the *fourth regular semester registration*. Students who fail to meet this requirement may be denied subsequent registration.
2. Prior to filling out the electronic GS6 Program of Study form (eGS6), it is highly recommended that the student access the [GS6 Program of Study Worksheet](#) and meet with his/her advisor to form a draft of what courses and committee members will be listed on the student's GS6 form.
3. The federal government has student financial aid requirements that may affect current and future financial aid eligibility. Students with financial aid are encouraged to review the [satisfactory academic progress requirements](#) prior to completing their GS6 Program of Study.

4. The student will access the eGS6 form via his/her [RAMweb](#) account under the "Complete My GS6 Program of Study" link and will fill out the following steps:
 - Add required courses that the student has completed at CSU prior to admission to Graduate School, if applicable.
 - Add required courses that the student has completed at CSU after admission to Graduate School.
 - Add required courses that the student will complete at CSU.
 - Add transfer credits from other institutions, if applicable.
 - Search for and select those persons who will serve on the student's graduate committee (see options above).
5. Once the student enters the above information, the student will be able to review his/her course and committee information and submit the form electronically.
6. The student's GS6 form will then be available for printing and a copy will be sent to the student via the e-mail address that is listed for the student in his/her RAMweb account.
7. The student will need to sign his/her GS6 form and obtain the signatures of his/her advisor, and department head and then submit the GS6 form to the Graduate School for final processing. The Graduate School will notify the student, the advisor, and the department via e-mail once the GS6 form has been approved.

GS25

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

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

GS25 APPLICATION FOR GRADUATION INSTRUCTIONS

If you have not previously applied to graduate, please log into [RAMWeb](#) to start the application process and follow the instructions below. Your GS25 Application for Graduation Form contains four sections. Section one is completed through RAMweb. Sections two through four are completed by the student and the department.

Part One - RAMweb

Section 1 - Diploma Name, Term, Program Information

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

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

Part Two - Completing the Form

Section 2 - Changes to your GS 6 Program of Study

- To complete this section you will need a copy of your transcript and GS 6 Program of Study. You can access your GS 6 Program of Study and transcript from RAMweb.
- Section 2a - Courses or credits added to the GS 6 - List required courses that have been added to your program since your GS 6 Form was submitted.
- Section 2b - Courses or credits dropped to the GS 6 - List required courses that have been dropped from your approved Program of Study. Courses which have been taken and for which a grade has been received (A through F, I, S or U) may not be removed from the Program of Study.
- Indicate if a thesis will be submitted (if applicable).

Section 3 - Departmental Requirements

- In this section, your advisor will indicate that MLCM students must complete a written and/or oral exit exam (see below). At the completion of your exam, you must inform the department of the results no later than the last work day of the 12th week of classes. The department will then generate a [GS 25B Departmental Requirements Clearance Form](#) and send it to the graduate school.

Section 4 - Signatures

- Student, advisor, and department head signatures are required. Signatures on the GS 25 indicate approval of changes and verification that all requirements will be fulfilled.

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

REAPPLICATION FOR GRADUATION INSTRUCTIONS

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

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

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

INFORMATION FOR ALL GRADUATING STUDENTS

Deadline Dates

Please refer to the Graduation Deadline Dates available above. If graduating in a different department and/or degree program than you were admitted to the [GS 7 Request for Change of Department and/or Degree Program](#) must be submitted and processed prior to the date when registration closes in the semester you apply to graduate. Registration dates are available from the Registrar's [website](#).

Graduation Clearance

A graduation clearance will be performed and you will be notified via e-mail to access your graduation status from RAMweb. If there are discrepancies, your advisor will need to send the [GS 52 Graduation Clearance Response Form](#), an e-mail, or memo to certify appropriate changes.

Continuous Registration Policy

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

Graduate Enrollment Requirement

Graduate degree candidates must be either enrolled for at least one credit or must register for CR during the term (fall, spring, or summer) that they will complete their degree requirements. If students opt to register for CR, the fee is \$150.

FINANCIAL ASSISTANCE

GRADUATE SUPPORT ASSISTANTSHIPS

The LEAP Institute for the Arts offers assistantships on a competitive basis as funds are available for such positions. Applications for GSAs are considered after February 15th for positions beginning in the following fall. There is not a separate application form; the materials provided for the program application will be considered for possible GSAs.

GSAs are chosen on the basis of undergraduate GPA, letters of reference, need, and application. In addition to a 10 hour-a-week obligation, all GSAs are expected to take a full 9 credit course load. All assistantship positions provide tuition assistance and a modest monthly stipend.

FELLOWSHIPS, SCHOLARSHIPS, LOANS AND STUDENT EMPLOYMENT

FELLOWSHIPS

The University offers a limited number of fellowships for new and continuing students. These competitive fellowships may be applied to tuition, fees, or other direct expenses, and typically do not require any service on the part of the student. The Graduate School also has access to a national database that locates funding in your area of study. Information regarding fellowships is available on the [Graduate School website](#).

SCHOLARSHIPS

The LEAP offers limited scholarships for graduate students awarded on the basis of GPA, letters of reference, need and application. You can also visit the [Colorado State University Financial Aid Office](#) website for information about scholarships.

LOANS

The [Colorado State University Student Financial Services Office](#) will work with you to obtain loans. Applications should be received by March 15th of the year you wish to attend school to maximize your chances of receiving funding.

STUDENT EMPLOYMENT

The [Student Employment Services Office](#) provides lists for full-time and part-time positions on or off campus. For information, contact the office at 133 Student Services, Colorado State University, Fort Collins, CO 80523, 970-491-5714.

Financial Aid is not available for non-U.S. citizens with the exception of performance scholarships.

EXPECTATION OF STUDENTS

ACADEMIC HONESTY AND INTEGRITY

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

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

STANDARDS OF PROFESSIONAL CONDUCT

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

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

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

STATEMENT REGARDING TEACHING AND LEARNING

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

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

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

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

PROFESSIONAL DEVELOPMENT

In addition to regularly scheduled classes, Graduate Students are expected to further their education and professional development by attending extra-curricular lectures, seminars, workshops, or events relating to arts leadership, entrepreneurship, advocacy, and public engagement. Requirements for attendance will be detailed in course syllabi as determined by course instructors and departmental policies. Documentation of outside activities will be taken into consideration for awarding course grades, including work in LEAP Modules.

ACADEMIC PERFORMANCE

Graduate Students are required to maintain a 3.0 GPA in order to maintain good status and graduate from Colorado State University at the graduate level (as per section [SCHOLASTIC STANDARDS of the Graduate Bulletin](#)). Student who fail to achieve a 3.0 during a semester of study will be placed on academic probation and assigned to a required mentoring program. Students on probation who fail to raise their GPA to 3.0 in the course of a semester will be dismissed from the program.

STUDENT REPRESENTATION

One graduate student shall be elected annually by vote of the graduate LEAP students to serve in a non-voting advisory role to the LEAP residential, online, and Denver Master's degree programs. The representatives will meet, at minimum, with the LEAP Director once annually, and may be invited to LEAP Advisory Board, LEAP Steering Committee, and LEAP Faculty meetings at the discretion and invitation of the LEAP Director. The graduate student representative(s) must have entered through the LEAP Institute graduate program. While providing a means for student input regarding the program, student representatives are also considered to be ambassadors for the program within the CSU community and in the community beyond CSU. Final approval for any elected representative(s) rests with the LEAP Program Director.

DEADLINE DATES 2016-2017

Please of the deadline dates listed below. It is the applicant's/student's responsibility to meet deadlines. You may not receive any reminders from the LEAP Institute administrative staff.

Application	FALL 2016	SPRING 2017	SUMMER 2017
Early Decision	February 15 th , 2016	September 1 st , 2016	March 15 th , 2017
GA Consideration	April 1 st , 2016	N/A	N/A
Late Decision	July 31 st , 2016	December 31 st , 2016	April 30 th , 2017
GS25	September 19 th , 2016 4:45 pm (MT)	February 13 th , 2017 4:45 pm (MT)	May 26 th , 2017 4:45 pm (MT)
Exit Exam Completed	October 21 st , 2016	March 17 th , 2017	June 23 rd , 2017
Exit Exam Results	November 7 th , 2016 4:45 pm (MT)	April 7 th , 2017 4:45 pm (MT)	July 7 th , 2017 4:45 pm (MT)

CURRICULUM AND DESCRIPTION OF GRADUATE PROGRAMS OFFERED BY THE LEAP INSTITUTE FOR THE ARTS

MASTERS OF ARTS LEADERSHIP AND CULTURAL MANAGEMENT

PROGRAM DESCRIPTION

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

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

APPLICATION REQUIREMENTS

Please see the [admission procedures](#) outlined on page five of this document.

EXIT EXAM REQUIREMENTS

Comprehensive written and oral exams are required for graduation. Specific exam requirements are determined by the student's advisor and committee. Please contact your Advising Committee for more information.

Advisors must indicate on the GS25 Application for Graduation form under Section 3 - Departmental Requirements that students must complete a written and/or oral exit examination. Upon receiving their exam results, students are responsible for turning in a [Report of Exit Examination Results](#) to LEAP administration, who will in turn generate a [GS 25B Departmental Requirements Clearance Form](#) and send it to the graduate school.

Additional Exit Exam Handbook is provided to all graduate students at Orientation on the website at: <http://leap.colostate.edu/masters/current-students/>.

WRITTEN EXIT EXAM

This exam is to take place during the final semester of coursework. It is your responsibility to schedule the exam at a proctored exam site no later than the 12th week of classes of your final semester (see deadline dates on page 16).

The content of the written exit exam is structured to reflect coursework completed prior to the exam. Students will work with their advisor to develop a list of # questions. The grading committee will then select # questions for the final exam, which will be sent directly to the test proctor along with instructions for the exam. Students will have three hours to complete the written exam. Students may bring a blank paper and a writing instrument (pen or pencil). Upon completing the exam, a copy will electronically be sent to student's grading committee, as well as provided to the student. At that time, students will have 24 hours to review their answers and make edits (grammar and spelling corrections, etc.), but not alter any content. Students must email a copy of the corrected exam no more than 24 hours after completing the original.

Upon receiving their exam results, students are responsible for turning in a [Report of Exit Examination Results](#) to LEAP administration, who will in turn generate a [GS 25B Departmental Requirements Clearance Form](#) and send it to the graduate school.

In the event that the Graduate Committee finds any or all of the candidate's answers to the written exit exam unsatisfactory, the degree candidate will be asked to schedule an oral exit exam (see details below). In the event that the student must pass an oral exam, the GS-25B form will be filed *after* that examination.

Proctoring

For residential students, proctoring is available at the [CSU Testing Center](#). The Testing Center charges \$5 every half hour, *cash/check only*. The Testing Center is open Monday - Friday 9am - 5pm. Students must contact the Testing Center (970-491-6498) with their examination name to make an [appointment for proctoring](#). Students are then responsible for contacting their advisor with their appointment time and request that they send the test instructions and materials to the test proctor (Vince Darcangelo, Director. Vince.Darcangelo@colostate.edu). There are two computers available with word processing. Students will be monitored during the course of their examination for the use of the internet. Upon completion, students will return a thumb drive provided to them for the test to the front desk. The testing center employee will then email a copy of the test to whomever is specified in the testing instructions (the advisor and the student). Upon request, the testing center will retain a copy of the exam.

For online students, you must identify a site in your area that provides proctoring services. It is the student's responsibility to identify a suitable location and to inform the advisor of the testing center's requirements. It is best to do the research well in advance of the exam, so as not to miss deadlines which will delay graduation.

ORAL EXIT EXAM

Students who fail to pass the written exit exam must schedule an oral exit exam. There must be a minimum two-week time interval allotted between the written exit exam and oral exit exam. The oral exam is scheduled by your advisor to take place during the final semester of coursework. Online students will schedule a video chat session for their oral examination.

Upon receiving their exam results, students are responsible for turning in a [Report of Exit Examination Results](#) to LEAP administration, who will in turn generate a [GS 25B Departmental Requirements Clearance Form](#) and send it to the graduate school.

ADVISORS

Your advisor will direct your program of study as well as your Graduate Exit Committee for your degree.

Dr. Constance DeVereaux (constance.devereaux@colostate.edu) - MLCM Graduate Advisor

STATEMENT OF UNDERSTANDING

It is important that you completely understand the policies, procedures of both the Graduate School and LEAP Institute for the Arts contained in this handbook. Once you have reviewed this document, please sign and date this form and return to the LEAP office as a PDF or by email to leap@colostate.edu or in person in room 303 of the University Center for the Arts.

My signature below indicates that I have read and understand this handbook and all of the policies and procedures contained herein. In addition, I agree to uphold standards reasonably imposed by Colorado State University including, but not limited to academic integrity, personal honesty, tolerance, respect for diversity, civility, freedom from violence, and lifestyles free of alcohol and drug abuse as specified in the [CSU Student Conduct Code](#).

_____ (printed name)

_____ (signature)

_____ (date)