Fall 2015 CLAS Academic Policies

The following policies, procedures and deadlines pertain to all students taking classes in the College of Liberal Arts and Sciences (CLAS). They are aligned with the Official University Academic Calendar:

http://www.ucdenver.edu/student-services/resources/registrar/Documents/AcademicCalendars/downtown/Fall/AcademicCalendarFall2015.pdf

- **Schedule verification:** It is each student’s responsibility to verify that their official registration and schedule of classes is correct in their CU Denver PassportID portal before classes begin and by the university census date. Failure to verify schedule accuracy is not sufficient reason to justify late adds or drops. Access to a course through Canvas is not evidence of official enrollment.
- **E-mail:** Students must activate and regularly check their official CU Denver e-mail account for university related messages.
- **Administrative Drops:** Students may be administratively dropped from a class if they never attended or stopped attending, if the course syllabus indicates that the instructor will do this. Students may be administratively dropped if they do not meet the requisites for the course as detailed in course descriptions.
- **Late adds and late withdrawals** require a written petition, verifiable documentation and dean’s approval. CLAS undergraduate students should visit the CLAS advising office (NC1030) and graduate students should visit the Graduate School (12th floor LSC) to learn more about the petition process and what they need to do to qualify for dean’s approval.
- **Waitlists:** The Office of the Registrar notifies students at their CU e-mail account if they are added to a class from a waitlist. Students are not automatically dropped from a class if they never attended, stopped attending, or do not make tuition payments. After waitlists are purged, students must follow late add procedures to be enrolled in a course. Students will have access to Canvas when they are on a waitlist, but this does not mean that a student is enrolled or guaranteed a seat in the course. Students must obtain instructor permission to override a waitlist and this is only possible when there is physical space available in a classroom, according to fire code.

Important Dates and Deadlines

*All dates and deadlines are in Mountain Standard Time (MST).*

- **August 17, 2015:** First day of classes.
- **August 23, 2015:** Last day to add or waitlist a class using the CU Denver PassportID portal.
- **August 24, 2015:** Last day to drop a class without a $100 drop charge--this includes section changes.
- **August 24, 2015:** All waitlists will be eliminated today. Please check your schedule in your CU Denver PassportID portal to confirm in which classes you are officially enrolled.
- **August 25-September 2, 2015, 5 PM:** Students must obtain instructor permission to add a course using the Instructor Permission to Enroll Form and bring it to the CLAS Dean’s Office (NC 5014) or have their instructor e-mail it to CLAS.Courses@ucdenver.edu.
- **September 2, 2015:** Census date.
  - 9/2/15, 5 PM: Last day to add full term classes with instructor approval. Adding a class after this date (late add) requires a written petition, verifiable documentation and dean’s approval. After this date, you will be charged the full tuition amount for additional classes added – College Opportunity Fund hours will not be deducted from eligible student’s lifetime hours.
  - 9/2/15, 5 PM: Last day to drop full term classes with a financial adjustment. After this date withdrawing from classes require instructor signature approval and will appear on your transcript with a grade of ‘W’. After this date, a complete withdrawal (dropping all classes) from the term will require the signature of the dean and no tuition adjustment will be made. Signature of Financial Aid Office is required if you have accepted financial aid (loans, grants or scholarships).
  - 9/2/15, 5 PM: Last day to apply for Fall 2015 graduation. Undergraduates must make an appointment and see their academic advisor before this date to apply. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.
  - 9/2/15, 5 PM: Last day to request No Credit or Pass/Fail grade for a class using a schedule adjustment form.
  - 9/2/15, 5 PM: Last day to petition for a reduction in Ph.D. dissertation hours.
- **September 3-October 26, 2015, 5 PM:** Students must obtain instructor permission to withdraw from a course using the Schedule Adjustment Form and must bring the signed form to the Office of the Registrar. To add a course, students must petition through undergraduate advising or the Graduate School as appropriate.
- **September 7, 2015:** Labor Day observed--no classes, campus closed.
- **October 27, 2015:** The Office of the Registrar now requires both the instructor’s signature and a dean’s signature on a Schedule Adjustment Form to withdraw from a class. Students should consult their home college advising office for details.
- **November 9, 2015, 5 PM:** Deadline for undergraduate CLAS students to withdraw from a course without filing a petition. Contact CLAS Advising. (*Added: Note that in Physics courses, shared with MSU Denver, this date may be different.*)
- **November 23-29, 2015:** Fall Break—no classes, campus open.
- **November 26, 2015:** Thanksgiving Holiday observed—no classes, campus closed.
- **December 12, 2015:** End of semester.
- **December 21, 2015:** Final grades available on CU Denver PassportID portal and on transcripts (tentative)

*Please contact an academic advisor if you have questions or concerns.*