

## Fall 2019 CLAS Academic Policies

The following policies pertain to all degree students in the College of Liberal Arts and Sciences (CLAS).

- **Schedule verification:** It is each student's responsibility to verify online that his/her official registration is correct: verify before classes begin and prior to the add/drop deadline. Failure to verify schedule accuracy is not sufficient reason to justify a late add or drop.
- **E-mail:** Students must activate and regularly check their official student e-mail account for CU Denver business: <http://www.ucdenver.edu/student-services/Pages/WebMail.aspx>.
- **Waitlists:**
  - Students are not automatically notified 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.
  - Waitlists are purged after the 1st week of classes. After the 1<sup>st</sup> week, students should consult with the academic advisor to add a course.
- **Grade Forgiveness:**
  - **Students are responsible for understanding the policy and what courses are eligible:** [http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/7XXX%20Student%20Affairs/7037%20-%20Grade%20Forgiveness.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/7XXX%20Student%20Affairs/7037%20-%20Grade%20Forgiveness.pdf)
  - **Students must be enrolled and submit their forms by the deadline September 10, 2019:** The form is online and can be found at this URL <https://tinyurl.com/GradeForgivenessForm> or the Registrar's Office Forms page <http://www.ucdenver.edu/registrar/forms>.
- **Post Census Date Add** (after September 16, 2019) will be approved only when circumstances surrounding the late add are beyond the student's control. This will require a written petition and verifiable documentation. Petition forms are available from the ICB Onsite Academic Director and CLAS Academic Advisor. The signature of a faculty member on a SAF does not guarantee that a late add petition will be approved.
- **Post Census Date Drop** (after November 2, 2019) will be approved only when circumstances that are beyond the student's control have arisen after the published drop deadline. This will require a written petition and verifiable documentation. The signature of a faculty member does not guarantee that a late drop petition will be approved. Students are financially responsible for these classes and will receive a 'W' grade.
- **Tuition:** Students are responsible for completing arrangements with financial aid, family, scholarships, etc. to pay their tuition prior to the bill due date. Students who drop after the Census Date are (1) financially responsible for tuition and fees, (2) academically responsible and will receive a "W" grade
- **Graduation:**

Undergraduate students wishing to graduate in Fall 2019 must complete the online Intent to Graduate Form. This application must be submitted by Census Date (September 16, 2019). There are no exceptions to this policy.

## Fall 2019 ICB Academic Calendar

### Important Dates and Deadlines

- **April 9, 2019:** Fall Registration Begins.
- **September 2, 2019:** Beginning of Semester – First day of classes.
- **September 9, 2019:** Last day to add or waitlist a course using UCDAccess. After today, instructor permission on Late Add Form is required to add courses
- **September 9, 2019:** Last day to submit a request for grade forgiveness. You must be fully enrolled in the class (wait-listed classes are ineligible) before completing this form. Students may also cancel their grade forgiveness request by this same deadline. Submission of this form does not automatically grant grade forgiveness. The form is online and can be found at this URL <https://tinyurl.com/GradeForgivenessForm> or the Registrar's Office Forms page <http://www.ucdenver.edu/registrar/forms>
- **September 10, 2019:** All waitlists are eliminated today. Students should check their schedule in UCDAccess to confirm the courses in which they are officially enrolled. For any classes not enrolled, students begin to use Late Add Form to add.
- **September 13, 2019:** Mid-Autumn Festival. No classes.
- **September 16, 2019: CENSUS DATE**
  - **Final Add Deadline:** Last day to add full-semester courses without a written petition for a late add. This is an absolute deadline and is treated as such. This does not apply to independent studies, internships, project hours or thesis hours. After today, a written petition, with verifiable documentation and dean's approval via CLAS academic advisor is required.
  - **Final Drop Deadline:** Last day to drop full semester classes using UCDAccess and still receive a tuition refund. After this date, the student will be charged full tuition amount and a "W" will appear on the transcript. This includes section changes. This is an absolute deadline.
  - **Pass/Fail, No Credit Deadline:** Last day to request pass/fail or no-credit option for a course.
  - **Graduation Application Deadline:** Last day to apply for fall 2019 graduation. Students should make an appointment with Academic Advisor at ICB (Room #419) before this date to make sure that all graduation requirements will be met.
- **September 28-29, 2019: Possible Make-up class days** for National Day Holiday
- **October 1-7, 2019: National Day Holiday. No classes**
- **October 12-13, 2019: Possible Make-up class days** for National Day Holiday
- **September 23, 2019:** Faculty are encouraged to use the Early Alert system: At the third week of classes for attendance issue; before November 17 for possible withdrawal; and before final exam for academic performance review.
- **November 2, 2019, 5 PM:** Withdrawal Deadline: Last day to drop or withdraw with signatures from the faculty, Dean and Academic Advisor but without a full petition. After this date, all schedule changes require a full Late Withdrawal Petition. Petition forms available from the CLAS Academic Advisor at ICB (#419).
- **December 6, 2019:** Last day of classes. No final exams can be administered during the last week of classes.

Late Withdrawal Deadline: Last day to petition for a late withdrawal from one or more full-semester classes. A Late Withdrawal Petition and Schedule Adjustment Form are required. This petition is only for approved unexpected or uncontrollable circumstances. Contact CLAS Academic Advisor for more information. After today, only Retroactive Withdrawals are considered with verifiable documentation.
- **December 9-13, 2019:** Finals Week. No schedule changes will be granted once finals week has started--there are no exceptions to this policy. Faculty maintain regular office hours.
- **December 14, 2019:** Last day of Fall 2019 semester
- **December 16, 2019** Winter Term Classes Begin
- **December 19, 2019:** Due date for faculty submission of grades for Fall 2019.

Note: CU Denver campus will be closed from December 24, 2019 to January 1, 2020.