Fall 2020 CLAS ICB 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 regularly check their official student e-mail account for CU Denver business: http://myemail.ucdenver.edu/

- **Waitlists**:

  - Students are <u>not</u> automatically notified if they are added to a class from a waitlist.

  - Students are <u>not</u> 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 1st week and through Census date, students should consult with ICB CLAS Academic Advisor, Dr. Leslie Bai, to add courses. To register for classes that are full, during this period students must use **Schedule Adjustment Form** with the professor's permission/signature. Student may continue to enroll themselves into courses *with open seats* during this period.

- **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

  - **Students must be enrolled and submit their forms by the deadline September 28, 2020:** 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 28, 2020) 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. Students must complete and submit a **Schedule Adjustment Form (SAF)** to make schedule changes. SAFs are available from the CLAS Academic Advisor. The signature of a faculty member on a SAF does not guarantee that a late add petition will be approved.

- **Post Late Withdrawal Drops** (Nov 14, 2020 – Dec 17, 2020) will be approved only when circumstances that are beyond the student's control have arisen <u>after</u> 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 Withdrawal 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 2020 must apply online through UCDAccess by September 2, 2020 – click here for instructions. After this date, students can contact ICB CLAS Academic Advisor, Dr. Leslie Bai to be manually added to the Fall graduation list until ICB Census Date. There are no exceptions to this policy.

Fall 2020 ICB Academic Calendar
Important Dates and Deadlines

- **April 8, 2020:** Fall registration begins

- **September 2, 2020** - Last day to apply for Fall 2020 graduation online. After this date, students can contact ICB CLAS Academic Advisor, Dr. Leslie Bai to be manually added to the Fall graduation list until ICB Census Date.

- **September 14, 2020:** First day of classes.

- **September 20, 2020:**
  - Last day to add an independent study or internship.

- **September 21, 2020:** All waitlists are cleared today at 7:00AM.

- **September 21 – 27, 2020:** To register for classes that are full or need instructor consent, during this period students must use the **Schedule Adjustment Form.** Students may continue to enroll themselves into courses *with open seats* or that do not need instructor consent during this period.

- **September 28, 2020, 5:00PM: Census Date**
  - Last day to add a course using the UCD Access Portal.
  - Last day to enroll without a written petition for a late add. This is an absolute deadline and is treated as such.
  - Last day to drop a Fall 2020 course or completely withdraw from all Fall 2020 courses using UCDAccess and still receive a tuition refund. After this date, tuition is forfeited, and a "W" will appear on the transcript. This includes section changes. This is an absolute deadline and is treated as such.
  - Last day to request pass/fail option for a course. Students must consult with their CLAS Academic Advisor to choose this option.
  - Last day to submit a request for Grade Forgiveness. You must be fully enrolled in the class (waitlisted 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
  - Last day to be manually added to Fall 2020 graduation list. This is an absolute deadline and is treated as such.

- **September 27, 2020 –** Possible Makeup Day for National Day Holiday. To be announced mid-September 2020.

- **October 1-8, 2020: Chinese National Holiday—National Day: NO CLASSES**

- **October 10, 2020 –** Possible Makeup Day for National Day Holiday. To be announced mid-September 2020.

- **November 13, 2020, 5:00PM:** Last day to withdraw with signatures from the faculty and Dean but without a full petition. After this date, all schedule changes require a full petition. Petitions are available from the CLAS Academic Advisor, Dr. Leslie Bai.

- **December 17, 2020:** Last day of classes. No final exams are to be given on this day.
  - **Late Withdrawal Petition 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 some unexpected or uncontrollable circumstances. Contact CLAS Academic Advisor for more information. After this date, only Retroactive Withdrawals are considered with verifiable documentation.

- **December 18, 2020**: Reading Day. No final exams are to be given on these days.

- **December 19-23, 2020:** Final Exams. No schedule changes will be granted once final exams have started. There are NO exceptions to this policy.

- **December 24, 2020:** Fall semester ends.

- **December 31, 2020:** Due date for faculty to submit grades for Fall 2020.

- **December 24, 2020:** Tentative first day of Winter Inter-term classes.

- **January 15, 2020:** Tentative last day of Winter Inter-term classes.