

Spring 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 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 1st week and through Census date, students should consult with the academic advisor to add a course and must receive instructor permission on a **Schedule Adjustment Form** obtained in ICB 419.
- **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 March 1, 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 March 9, 2020) will be approved only when circumstances surrounding the late add are beyond the student's control. Students must complete and submit a **Schedule Adjustment Form (SAF)** to make schedule changes. SAFs are available from the CLAS Academic Advisor (ICB 419). The signature of a faculty member on a SAF does not guarantee that a late add petition will be approved.
- **Post Late Withdrawal Drops** (April 19, 2020 – May 22, 2020) 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. Forms can be obtained in Academic Advisor's office (ICB 419).
- **Graduation:** Undergraduate students wishing to graduate in Spring 2020 must apply online through UCDAccess – click [here](#) for instructions. This application must be submitted by Census Date (March 9, 2020). There are no exceptions to this policy.

Spring 2020 ICB Academic Calendar
Important Dates and Deadlines

- November 7, 2019: Spring Registration Begins
- February 24, 2020: First day of classes.
- March 1, 2020:
 - Last day to add a course using the UCD Access Portal.
 - Last day to add an independent study or internship.
 - 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>
- March 2, 2020: All waitlists are cleared today. After this date, students on waitlists will lose access to courses and will no longer be added automatically into the class if a seat becomes open. Students should check their schedule to confirm their official enrollment. To register for classes after today and until Census, students need to use Late Add Forms. Students can obtain a form from the Academic Advisor's office at ICB--#419
- March 9, 2020: Census Date
 - 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 Spring 2020 course or completely withdraw from all Spring 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 apply for Spring 2020 graduation. Students should make an appointment with Academic Advisor before this date to make sure that all graduation requirements will be met.
- **April 4 – 6, 2020: Chinese National Holiday—Tomb-Sweeping Day: No classes**
- April 17, 2020: 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 Academic Advisor's office at ICB--#419.
- **April 25/26, 2020 – Possible Makeup Day for May Holiday. To be announced Mid-March 2020.**
- **May 1-5, 2020: Chinese National Holiday—Labor Day. No classes**
- **May 9/10, 2020 - Possible Makeup Day for May Holiday. To be announced Mid-March 2020.**
- May 22, 2020: Last day of classes. No final exams are to be given on this day.
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 some unexpected or uncontrollable circumstances. Contact CLAS Academic Advisor for more information. After this date, only Retroactive Withdrawals are considered with verifiable documentation.
- May 23-24, 2020: Reading Days. No final exams are to be given on these days.

- May 25 - 29, 2020: Final Exams. No schedule changes will be granted once final exams have started. There are NO exceptions to this policy.
- May 30, 2019: Spring semester ends.
- June 4, 2020: Due date for Faculty to submit grades for Spring 2020.
- June 8, 2020: First Day of Summer Term classes
- July 1, 2020: Tentative Last Day of Summer Term