

Spring 2023 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 by email notified if they are added to a class from a waitlist. Students are not emailed about changes in waitlist position or when the waitlists are purged.
 - 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 ICB CLAS Academic Advisor 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 March 3, 2023:** 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 3, 2023) 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. 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 17, 2023 – May 26, 2023) 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 Spring 2023 need to apply online through UCDAccess by Feb 1, 2023– click [here](#) for instructions. From Feb 2, 2023 until Census Date (March 3, 2023), students can request to be manually added to the graduation roster by contacting their CLAS Academic Advisor. Students will not be added to the Spring 2023 graduation after March 3, 2023. There are no exceptions to this policy.

Spring 2023 ICB Academic Calendar

Important Dates and Deadlines

- **November 1, 2022:** Spring Registration Begins
- **Feb 2, 2023 (3:00PM Beijing Time)** - Last day to apply for Spring 2023 graduation online. After this date, students can contact ICB CLAS Academic Advisor, Dr. Leslie Bai to be manually added to the Spring graduation list until ICB Census Date.
- **Feb 21, 2023:** First day of classes.
- **Feb 27, 2023 (3:00PM Beijing Time)**
 - All waitlists are cleared.
 - Last day to add an independent study or internship.
- **Feb 27, 2023 - March 3, 2023:** 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.
- **March 3, 2023: Census Date (3:00PM Beijing Time)**
 - 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 Spring 2023 course or completely withdraw from all Spring 2023 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 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 Spring 2023 graduation list. This is an absolute deadline and is treated as such.
 - (Tentative) Last day to request pass/fail option for a course. Students must consult with their CLAS Academic Advisor to choose this option.
- **April 3 - 5 2023: Chinese National Holiday—Tomb-Sweeping Day:** Though the holiday falls on the Monday, it is very likely that Monday/Tuesday/Wednesday will be added as an additional days off. This carries with it the possibility of an added make-up day on an adjacent weekend. The final schedule will be announced in mid-March 2023.
- **April 17, 2023, 2:00pm:**
 - **Withdrawal Deadline:** 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 ICB CLAS Academic Advisor, Dr. Leslie Bai.
 - **P+/P/F Deadline:** Last day to elect to use P+/P/F for any course. Please contact your academic advisor if you are interested in using this policy instead of receiving a standard letter grade.
- **May 1 – May 3, 2023: Chinese National Holiday—Labor Day:** Though the holiday falls on the Monday, it is very likely that Monday/Tuesday/Wednesday will be added as an additional days off. This carries with it the possibility of an added make-up day on an adjacent weekend. The final schedule will be announced in mid-March 2023.
- **May 26, 2023: 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 27-28, 2023:** Reading Day. No final exams are to be given on these days.
- **May 29 – June 2, 2023:** Final Exams. No schedule changes will be granted once final exams have started. There are NO exceptions to this policy.
- **June 3, 2023:** Spring semester ends.
- **June 8, 2023:** Due date for Faculty to submit grades for Spring 2023.
- **June 7, 2023:** Tentative First Day of Summer Term classes
- **July 1, 2023:** Tentative Last Day of Summer Term