Spring 2015 CLAS Academic Policies

The following policies, procedures and deadlines pertain to all degree-seeking students in the College of Liberal Arts and Sciences (CLAS) and are aligned with the Official University Academic Calendar. Please also see your advisor if you have questions or concerns.

- **Schedule verification:** It is each student’s responsibility to verify online that his/her official registration and schedule of classes is correct before classes begin and prior to the drop/add 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 CU Denver e-mail account for university related messages. Those who forward email should check CU Denver e-mail regularly for messages not automatically forwarded.

- **Waitlists:**
  - Students are automatically notified if they are enrolled in a class from a waitlist via their official CU Denver email account.
  - Students are not automatically dropped from a class if they never attended, stopped attending, or do not make tuition payments, though instructors may request administrative drops.
  - Waitlists are purged after the 1st week of classes.

- **Late adds (after 4 February)** 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 for undergraduate students in the CLAS advising office and from the Graduate School for graduate students. The signature of a faculty member on a SAF does not guarantee that a late add petition will be approved.

- **Late drops/withdrawals (after 20 April)** will be approved only when circumstances surrounding the late drop have arisen after the published drop deadline and are beyond the student’s control. This will require a written petition and verifiable documentation. The signature of a faculty member does not guarantee that a late drop/withdrawal petition will be approved after April 20. **After April 20th, students should meet with their CLAS advisor or Graduate School Coordinator to learn more about how to petition to drop or withdraw from a course late.**

- **Tuition:** Students are responsible for completing arrangements with financial aid, family, scholarships, etc. to pay their tuition prior to Census Date (4 February). Students who drop after that date are (1) financially responsible for tuition and fees, (2) academically responsible and will receive a “W” grade, and (3) are ineligible for a refund of COF hours or tuition.

- **Graduation:**
  - Undergraduate students wishing to graduate in Spring 2015 should (1) first meet with their CLAS advisor; (2) meet with their major and minor advisor(s), who will complete the electronic form required to verify eligibility to graduate; and (3) apply for graduation online through UCD Access. These steps must be completed by no later than 5PM on February 4, 2015, which is an absolute deadline without exception.
  - Graduate students wishing to graduate in Spring 2015 must apply for graduation online through UCDAccess and have a Request for Admissions to Candidacy on file with the CU Denver Graduate School (LSC 1251) no later than 5PM on February 4, 2015, which is an absolute deadline without exception.

### Important Dates and Deadlines

- **January 19, 2015:** Martin Luther King Holiday. Last day to withdraw from all classes via UCDAccess and receive a refund of all tuition that has been paid.

- **January 20, 2015:** First day of classes.

- **January 25, 2015:** Last day to add or waitlist classes using UCDAccess without permission. After this date, a CLAS Instructor Permission to Enroll form is required for any late add requests.

- **January 26, 2015:** Last day to drop without a $100 drop charge. No adds permitted on this day.

- **January 27 – February 4, 2015:**
  - To add a course from January 27-February 4, it is the student's responsibility to get an [**a CLAS Instructor Permission to Enroll**](http://www.ucdenver.edu/academics/colleges/CLAS/clas-advising/Pages/CLASAdvising.aspx) form at http://www.ucdenver.edu/academics/colleges/CLAS/clas-advising/Pages/CLASAdvising.aspx, have it signed in person and submit it or route it electronically, according to the instructions on the form. Students and faculty will receive emails with directions for confirming registration via official university email and students must verify their schedules before census, February 4th, by 5p.m. **After February 4th, students should meet with their CLAS advisor or Graduate School Coordinator to learn more about how to petition to add a course late.**

- **February 4, 2015:** Census date.
  - 2/4/115, 5 PM: Last day to add structured 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, thesis hours, dissertation hours, and modular courses, though it is in the student’s best interest to have requested all late adds by this date.
  - 2/4/15, 5 PM: Last day to drop a Spring 2015 course completely and a Spring 2015 course will completely withdraw from all courses using the UCD Access Portal and still receive a tuition refund, minus the drop fee(s). After this date, tuition is forfeited and a “W” will appear on the transcript. **This includes section changes and is absolute deadline.**
  - 2/4/15, 5 PM: Last day to request Pass/Fail or No-Credit option for a course using a Schedule Adjustment Form.
  - 2/4/15, 5 PM: Last day for a graduate student to register for a Candidate for Degree and last day for a Ph.D. student to petition for a reduction in hours.
  - 2/4/15, 5 PM: Last day to apply for Spring 2015 graduation.
    - February 16-25, 2015: Early Alert open to faculty
    - March 23-29, 2015: Spring Break (no classes; campus open).
April 6, 2015, 5 PM: Last day for non-CLAS students to drop or withdraw without a petition and special approval from the academic dean. After this date, a dean’s signature is required.

April 20, 2015, 5 PM: Last day for CLAS students to drop or withdraw with signatures from the faculty and dean but without a full petition. After this date, all schedule changes require a full petition.

May 11-16, 2015: Finals Week. No schedule changes will be granted once finals week has started--there are no exceptions to this policy. Commencement is May 16.

May 16, 2015: Due date for faculty submission of grades (tentative).

May 24, 2015: Spring final grades available on UCD Access (tentative).