Fall 2016 CLAS Academic Policies and Deadlines

Academic Policies
The following policies, procedures, and deadlines pertain to all students taking classes in the College of Liberal Arts and Sciences (CLAS). They are aligned with the Official University Academic Calendar found on the Registrar’s website.

- **Schedule verification**: It is each student’s responsibility to verify that their official registration and schedule of classes is correct in their UCDAccess portal before classes begin and by the university census date. Failure to verify schedule accuracy is not sufficient reason to justify late adds or withdrawals. Access to a course through Canvas is not evidence of official enrollment.
- **E-mail**: Students must activate and regularly check their official CU Denver e-mail account for university related messages.
- **Administrative Drops**: Students may be administratively dropped from a class if they never attended or stopped attending and the policy is indicated in the course syllabus. Students may also be administratively dropped if they do not meet the pre- and/or co-requisites for the course as detailed in the course description. Please note: this policy does not apply to all classes and should not be relied upon; if the plan is to no longer complete the course, please follow the appropriate drop/withdrawal process.
- **Late adds (after Sept. 7, 2016) and late withdrawals (after Nov. 15, 2016)**: require a written petition, verifiable documentation, and dean’s approval. CLAS undergraduate students should visit the CLAS Advising Office (NC1030) and graduate students should visit the Graduate School (12th floor LSC) to learn more about the petition process. Petition deadline: Dec. 9, 2016.
- **Co-requisites and withdrawals**: Students should read the course notes in the UCDAccess registration system and their course syllabus to determine the impact of dropping/withdrawing from courses with co-requisites.
- **Waitlists**: The Office of the Registrar notifies students at their CU Denver e-mail account 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. Students will have access to Canvas when they are on a waitlist, but this does not mean that a student is enrolled or guaranteed a seat in the course. If a student is not enrolled in a course when the waitlists are purged on Aug. 29, 2016, the student must complete an Instructor Permission to Enroll Form and bring it to the CLAS Advising Office (NC 1030) or have their instructor e-mail it to clasinstructorpermission@ucdenver.edu in order to enroll in the class.

Applicable Forms:
- **SCHEDULE ADJUSTMENT FORM** – Available on the Registrar’s website. Submitted to the Office of the Registrar (SCB 5005)
- **INSTRUCTOR PERMISSION TO ENROLL FORM** – Available on CLAS Advising’s website. Submit to CLAS Advising (NC 1030) either in person or have the instructor e-mail it to clasinstructorpermission@ucdenver.edu
- **LATE ADD AND WITHDRAWAL PETITIONS** – undergraduates visit CLAS Advising (NC 1030) and graduates visit the Graduate School (12th floor LSC)

Important Dates and Deadlines

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 22</td>
<td><strong>FALL 2016 CLASSES BEGIN</strong></td>
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<tr>
<td>Aug. 28</td>
<td><strong>ADD DEADLINE (11:59 pm)</strong></td>
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<td>Last day to add or waitlist a class using UCDAccess.</td>
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<td>Aug. 29</td>
<td><strong>DROP DEADLINE (11:59 pm)</strong></td>
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<td>Last day to drop a class on UCDAccess without a $100 drop fee, including section changes.</td>
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<td><strong>NO ADDING OF CLASSES IS PERMITTED TODAY</strong></td>
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<tr>
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<td><strong>WAITLISTS PURGED</strong></td>
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<td>All waitlists will be eliminated today. Students should check their schedule in UCDAccess to confirm in which classes they are officially enrolled.</td>
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<td>Aug. 30 -</td>
<td><strong>ADD CLASSES WITH INSTRUCTOR PERMISSION</strong></td>
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<td>Sept. 7 (5 pm)</td>
<td>Students must obtain instructor permission to add a course using the Instructor Permission to Enroll Form and bring it to the CLAS Advising Office (NC 1030) or have their instructor e-mail it to <a href="mailto:clasinstructorpermission@ucdenver.edu">clasinstructorpermission@ucdenver.edu</a></td>
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<td></td>
<td><strong>LABOR DAY - No classes, Campus closed</strong></td>
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CENSUS DATE

ADD WITH INSTRUCTOR PERMISSION DEADLINE
To add a course August 30 – Sept. 7, 2016, the instructor needs to sign an Instructor Permission to Enroll Form and the completed form should be brought to the CLAS Advising Office (NC 1030) or have the instructor e-mail it to clasinstructorpermission@ucdenver.edu

After today, a written petition, verifiable documentation, and dean’s approval via CLAS Advising (NC 1030 – 303-556-2555) are required to add a class and students will be charged the full tuition amount. College Opportunity Fund (COF) will not apply and these credits will not be deducted from eligible students’ lifetime hours after today.

LAST DAY TO DROP A CLASS OR WITHDRAW FROM TERM WITHOUT “W”
Last day to drop full term classes with a financial adjustment.
After this date, withdrawal from classes requires instructor signature approval on the Schedule Adjustment Form, course(s) will appear on your transcript with a grade of “W,” and no tuition adjustment will be made. After this date, a complete withdrawal (dropping all classes) from the term will require the signature of the dean through the CLAS Advising office (NC 1030 – 303-556-2555).

GRADUATION APPLICATION DEADLINE
Last day to apply for Fall 2016 graduation. Undergraduates must make an appointment to see their academic advisors before this date to apply. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.

PASS/FAIL, NO CREDIT DEADLINE
Last day to request No Credit or Pass/Fail grade for a class using a Schedule Adjustment Form.

LAST DAY TO PETITION FOR A REDUCTION OF PhD DISSERTATION HOURS
Oct. 31 (5 PM) COURSE WITHDRAWAL DEADLINE WITH SCHEDULE ADJUSTMENT FORM
After Sept 7, 2016, students must obtain instructor permission to withdraw from a course using the Schedule Adjustment Form and must bring the signed form to the Office of the Registrar (SCB 5005). Dean/Advisor Signature is needed after today. If the course has a co-requisite, check the course notes in the UCD Access registration system and the course syllabus to determine the impact of dropping/withdrawing from a co-requisite course.

Nov. 15 (5 PM) CLAS EXTENDED COURSE WITHDRAWAL DEADLINE WITH SCHEDULE ADJUSTMENT FORM
After Oct. 31, 2016, to withdraw from a course, complete a Schedule Adjustment Form, with instructor’s and CLAS Advising representative’s signatures, and submit it to the Office of the Registrar (SCB 5005). After today, a written petition, verifiable documentation, and dean’s approval via CLAS Advising (NC 1030 – 303-556-2555) are required to withdrawal from a class.

November 21-27 FALL BREAK - No classes, campus open.
November 24 THANKSGIVING HOLIDAY OBSERVED - No classes, campus closed.
December 9 LATE WITHDRAWAL PETITION DEADLINE
Deadline to petition the dean to withdraw from Fall 2016 courses. Contact CLAS Advising (NC 1030 – 303-556-2555) for further information. After this date, only retroactive withdrawals are considered. Contact CLAS Advising (NC 1030 – 303-556-2555) for further information on retroactive withdrawals.

December 12-17 FINALS WEEK
December 17 END OF SEMESTER
FALL COMMENCEMENT
December 22 FINAL GRADES AVAILABLE
Check for official grades in the UCDAccess portal and on transcripts (tentative). Canvas does not display final course grades.