



## University of Colorado Denver College of Arts & Media

### **RETROACTIVE Drop Policies and Procedures**

It is the intent of the College of Arts & Media (CAM) that students complete all courses for a satisfactory letter grade. Students may occasionally find themselves faced with special circumstances that interfere with registration and/or academic performance.

It is important for Colorado residents to be aware that if students drop a course(s) after census date that the College Opportunity Fund (COF) hours are deducted from your COF balance, in the same way as if you completed the course(s). It is very important for students to maintain a record of your COF lifetime hours. If you have questions or concerns about COF, please contact UC Denver Bursar's Office at (303) 556-2710 or via email at [bursar@cudenver.edu](mailto:bursar@cudenver.edu).

**NOTE: *Retroactive action is a significant event which requires time and resources of the College. Therefore, retroactive requests may be granted ONLY in cases outside the student's control (e.g. medical, change of work hours, etc.)***

**Student Responsibilities** - Students are responsible for:

- **Ensuring that his/her semester schedule is accurate, including add, drop and waitlist adjustments, before Census Date.**
- Knowing/following deadlines and policies relating to registration, payment, waitlisted courses, and course additions as outlined in the University catalog, the CAM Syllabus Addendum and the departmental Student Handbooks.
- Deciding to drop a course before the 12<sup>th</sup> week deadline (for Fall/Spring) for poor academic performance. Please note that this decision must be independent of faculty advice and the date of course exams and assignments.
- Communicating with faculty about your academic performance in order to drop before the 12<sup>th</sup> week deadline (for Fall/Spring), if necessary.
- Obtaining all required signatures and processing a Schedule Adjustment Form by the posted deadline.
- Ensuring information is received at their University-assigned email address. It is expected that official email will be read in a timely fashion.  
NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.
- Taking all necessary steps to ensure removal of all academic, financial, or miscellaneous registration flags/stops that preclude registration.
- Completion and verification of financial aid status relating to registration.
- Communicating with faculty to meet the 12<sup>th</sup> day absolute deadline for course additions.
- Confirming that they have completed all pre-requisite coursework and requirements for the course.
- Maintenance of an accurate mailing (billing) address.
- Communicating with any third party (parents, scholarships, etc.) who may be paying for the student's registration.

**Please note that the following reasons for requesting a retroactive action are not valid and will not be considered.**

- You failed to verify that your semester schedule was accurate, including waitlist adjustments, before Census Date.
- You were disenrolled and need to be re-added to the class.
- You were not aware of the deadlines.
- You did not realize you were added to the class from the waitlist.
- You thought you were added to the class from the waitlist but you were not.
- Your instructor told you that you would be added to the class.
- You had poor academic performance.
- You had difficulty obtaining the required faculty signature by the deadline.
- You do not have permission from the instructor to drop the course.
- You do not have enough hours for financial aid or to be considered a full-time student, or you waited until the Financial Aid deadline passed so that you will not have to pay back any grants/loans.
- You were not aware that you were dropped from the course.
- You had access to E-College and/or Blackboard and now you don't have access.

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date received in AR 177: _____</p> <p>Received by: _____</p>
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• Name \_\_\_\_\_ Date \_\_\_\_\_  
*Please print clearly*

• Student Number \_\_\_\_\_

• **University-Assigned Email Address** \_\_\_\_\_  
**(Petition decision will be sent to your University email address - typically <firstname.lastname@email.cudenver.edu>)**  
*NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.*

• I am petitioning for a retroactive (*circle one*)      add      drop      for the following course(s):

Subject, Course Number, Section & Title
<i>Example:</i> CHEM 2811 - 001 General Chemistry I

**OR**

• I am petitioning for a retroactive withdrawal (of ALL courses) for the \_\_\_\_\_ semester.  
*(semester & year – e.g. Spring 2009)*

- **STEPS FOR RETROACTIVE PETITION. All steps must be completed and initialed before a Retroactive Petition is reviewed.**
- \_\_\_\_\_ I have submitted a written statement (1-2 pages, typed and double spaced) that includes the following (petitions that do not include all of the following information will not be reviewed):
- ◆ My complete contact information: name, student ID number, mailing address, email, and phone.
  - ◆ A *detailed* explanation of the circumstances beyond my control that prevented me from taking the proper action during the semester indicated.
    - *Consult the Writing Center as needed. Poorly written statements will be returned to the student to re-write and then re-submit.*
  - ◆ Identification of the specific semester as well as specific course(s) for which the change is requested.
    - Please include course prefix(es), number(s) and titles) (e.g. CHEM 1474 *Chemistry for the Consumer*).
  - ◆ Full names of the instructor(s) for the course(s).
  - ◆ If request submitted is not for the previous semester, explain the delay of request. Students have one calendar year to submit a request.
    - *Requests submitted after one year will not be considered.*
  - ◆ An indication as to whether this is/was my first semester at UC Denver.
  - ◆ Further explanation if the special circumstances did not affect all of my classes.

\_\_\_\_\_ I have attached documentation that verifies the circumstances beyond my control. Ex: note(s) from instructor, medical provider, employer, financial aid, etc.

- **Petitions submitted that do not include supporting documentation will not be reviewed.**
- If this is a request for retro-drop or retro-add, I have obtained the instructor's written support of the retroactive action, including their **signature and date** either on a UCD Schedule Adjustment Form, or on the instructor's own letterhead. *(Please note that the faculty support does not guarantee that a Retroactive Petition will be approved.)*
- If this is a request for retro-withdrawal, I have obtained supporting documentation from the appropriate individuals (e.g. medical provider, employer, financial aid, etc.) *(Please note that supporting documentation does not guarantee that a Retroactive Petition will be approved.)*

\_\_\_\_\_ I have attached a copy of the course syllabus for each course being petitioned.

\_\_\_\_\_ I have included the petition, supporting documentation, syllabus/syllabi, and instructor approval(s) (as applicable) with this petition form.

\_\_\_\_\_ I understand that submission of this petition does not guarantee approval.

• **By signing below, I confirm that I have read, understand, and meet the retroactive policies on the reverse side as well as the above listed statements.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

• *Petition decisions will be sent to the email address provided above (for current students, decisions will be sent to their University-assigned email address).*

**FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

Decision: \_\_\_\_\_  
 Academic Policies Committee Designee \_\_\_\_\_ Date \_\_\_\_\_