



Campus Administrative Policy

Policy Title: **Non-Degree Students – Signature Authority**

Policy Number: 7031 Functional Area: Student Affairs

Effective: October 1, 2007

Date Last Amended/Reviewed: October 1, 2007

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Supersedes: N/A

Approved by: Mark Alan Heckler
Provost and Vice Chancellor for Academic and Student
Affairs

Prepared by: Undergraduate Working Group
Reviewing Office: Office of the Provost
Responsible Officer: Provost and Executive Vice Chancellor for Academic
and Student Affairs

Applies to: CU Denver

A. INTRODUCTION

This policy establishes dean’s signature authority for CU Denver | CU Anschutz (“the university”) non-degree students. This policy applies to undergraduate and graduate (previous degree) non-degree students whether in D1 or D2 programs.

B. POLICY STATEMENT

General Academic Policies

Non-degree students are defined as students interested in taking university courses but are not currently in a degree granting program.

1. Students seeking non-degree admission status to the university must meet age and academic eligibility requirements as established by the Office of Admissions.

2. Non-degree undergraduate students are not eligible to take university graduate courses or Common Pool courses with Metropolitan State College of Denver without specific permission from the dean of the college or school of the

equivalent university course.

3. Non-degree students are not eligible to take university independent study or internship courses without specific permission from the dean of the college or school of the course.
4. Non-degree students seeking to change to degree status must meet the admission requirements as defined by the college and the Office of Admissions.
5. Non-degree students seeking to change to degree status are subject to the non-degree credit limit and resident credit policies of the school or college offering the degree.

Signature Authority

Dean's permission or signature authority may be required for non-degree students carrying out specific academic procedures. Dean's signature authority refers to the dean or the dean's designee which is typically an assistant or associate dean.

1. Prior to and during the semester/term, the dean's signature authority resides with the dean of the college or school in which the course is rostered. If a student is registered for courses across colleges, the authority resides with the dean of the college or school for each respective course.
2. After the completion of the semester/term, the dean's signature authority resides with the dean of the college or school in which the course is rostered. If a student is registered for courses across colleges, the authority resides with the dean of the college or school for each respective course. This post-semester authority is required for grade appeals, retroactive drop/add, and retroactive withdrawals.

Notes

1. Dates of official enactment and amendments:
October 1, 2007: Adopted by the Provost
April 30, 2019: Reformatted
2. History:
April 30, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University branding, and formatting updated by the Provost's office.
3. Initial Policy Effective Date: October 1, 2007
4. Cross References/Appendix: N/A