Spring 2017 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. Note: Canvas is not the location to access your CU Denver email account. Log into http://www.ucdenver.edu/email/Pages/login.aspx.

Administrative drops: Students may be administratively dropped if they do not meet the pre- and/or co-requisites for the course as detailed in the course description. Students may also be administratively dropped from a class if the course syllabus articulates attendance expectations prior to census date class and they do not meet those attendance expectations. 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, students should follow the appropriate drop/withdrawal process.

Late adds (after February 1, 2017) and late withdrawals (after April 17, 2017): require a written petition, verifiable documentation, and dean’s approval. CLAS undergraduate students should visit the CLAS Advising Office (NC 1030 – 303-556-2555) and graduate students should visit the Graduate School (12th floor LSC) to learn more about the petition process. Late withdrawal petition deadline: May 5, 2017.

Co-requisites and withdrawals: Dropping/withdrawing from a co-requisite course might require dropping/withdrawing from the other course. Students should read the course notes in the UCDAccess registration system and their course syllabus to determine the impact of this decision.

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 January 23, 2017, 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.

Academic Integrity: Is Fully Expected: Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. For definitions and more information, see the Catalog website: http://catalog.ucdenver.edu/
**Early Alert:** In order to support student success in a proactive way throughout the semester, faculty have the option to submit “kudos” to encourage students as well as academic “flags” to notify students of performance concerns. Students may anticipate receiving communication during these specific times during the semester:

- **1st-2nd weeks, January 17-28**—No-Show Alert to notify non-attending students.
- **5th-6th weeks, February 13-25**—Early Alert to notify students of performance and/or attendance concerns.
- **9th-10th weeks, March 13-31**—Post-Midterm Alert to encourage students who show signs of failing the course to choose to work harder or to withdraw before the deadline.

**Applicable Forms**

- **SCHEDULE ADJUSTMENT FORM** – Available on the Registrar’s website. Submit to the Office of the Registrar (SCB 5005).
  
  *Used to change registration when doing so via UCDAccess is not an option. Instances include but are not limited to: withdrawing from one or more courses after census date but before the withdrawal deadline (between February 2nd and April 3rd; instructor signature required); withdrawing from one or more courses after the withdrawal deadline but before the CLAS extended withdrawal deadline (between April 4th and April 17th; instructor signature and CLAS Advising signature required).*

- **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.
  
  *Used to add one or more courses after the add deadline but before census date (between January 24th and February 1st; instructor permission required).*

- **LATE ADD AND WITHDRAWAL PETITIONS** – Undergraduates visit CLAS Advising (NC 1030) and graduates visit the Graduate School (12th floor LSC) for more information.
  
  *Used to petition to add one or more full-term courses after census date (February 1st; verifiable documentation required), or to withdraw from one or more courses after the withdrawal deadlines but before finals week (between April 18th and May 5th; verifiable documentation required).*

**Spring 2017 CLAS Important Dates and Deadlines**

- **January 17**  **SPRING 2017 CLASSES BEGIN**
- **January 22**  **ADD DEADLINE (11:59 pm)**
  Last day to add or waitlist a class using UCDAccess.
- **January 23**  **DROP DEADLINE (11:59 pm)**
  Last day to drop a class without a $100 drop fee, including section changes. Students wishing to drop classes can do so via UCDAccess.
  **NO ADDING OF CLASSES IS PERMITTED TODAY**
  **WAITLISTS PURGED**
  All waitlists are eliminated. Students should check their schedule in UCDAccess to confirm in which classes they are officially enrolled. Canvas does not reflect official enrollment.

- **January 24 – February 1 (5 pm)**  **ADD CLASSES WITH INSTRUCTOR PERMISSION**
  Students must obtain instructor permission to add a course using the [Instructor Permission to Enroll Form](mailto:clasinstructorpermission@ucdenver.edu) and bring it to the CLAS Advising Office (NC 1030) or have their instructor e-mail it to clasinstructorpermission@ucdenver.edu
- **February 1 (5 pm)**  **CENSUS DATE**
ADD WITH INSTRUCTOR PERMISSION DEADLINE
To add a course January 24 – February 1, 2017, 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. Students wishing to drop classes can do so via UCDAccess.
After this date, withdrawal from classes requires instructor signature approval on the Schedule Adjustment Form, course(s) will appear on transcripts 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 – 303-566-2555).

GRADUATION APPLICATION DEADLINE
Last day to apply for Spring 2017 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

March 20 – 26

SPRING BREAK – No classes. Campus open.

April 3 (5 pm)

COURSE WITHDRAWAL DEADLINE WITH SCHEDULE ADJUSTMENT FORM
After February 1, 2017, 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’s approval via CLAS Advising (NC 1030 – 303-556-2555) is needed after today. If the course has a co-requisite, check the course notes in the UCDAccess registration system and the course syllabus to determine the impact of dropping/withdrawing from a co-requisite course.

April 17 (5 pm)

CLAS EXTENDED COURSE WITHDRAWAL DEADLINE WITH SCHEDULE ADJUSTMENT FORM
After April 3, 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 withdraw from a class.

May 5

LATE WITHDRAWAL PETITION DEADLINE
Deadline to petition to withdraw from Spring 2017 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.

May 8 – 13

FINALS WEEK

May 13

END OF SEMESTER

SPRING COMMENCEMENT

May 18

FINAL GRADES AVAILABLE
Check for official grades in the UCDAccess portal and on transcripts (tentative). Canvas does not display final course grades.