

Spring 2012 CLAS Academic Policies

The following policies pertain to all degree students in the College of Liberal Arts and Sciences (CLAS).

- **Schedule verification:** It is each student's responsibility to verify online that his/her official registration is correct: verify 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 student e-mail account for CU Denver business: <http://www.ucdenver.edu/student-services/Pages/WebMail.aspx>. Those who forward email must check CU Denver e-mail regularly for messages not automatically forwarded.
- **Waitlists:**
 - Students are not automatically notified 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.
 - Waitlists are purged after the 1st week of classes, after which a paper Schedule Adjustment Form (drop/add form) is required. It is the student's responsibility to get the form (online or at the Advising Office, NC 4002), have it signed, deliver it to the Registrar (Annex 100) or the Student Services Center (NC 1003), and verify her/his schedule online.
- **Late adds** (after 1 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 in NC 4002. The signature of a faculty member on a Schedule Adjustment Form does not guarantee that a late add petition will be approved.
- **Late drops** (after 1 February) 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 petition will be approved.
- **Tuition:** Students are responsible for completing arrangements with financial aid, family, scholarships, etc. (depending on tuition plan selected) to pay their tuition prior to Census Date (1 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 2012 must complete the online Intent to Graduate Form and meet with their academic advisor to obtain a graduation application. This application must be submitted by Census Date (1 February). You can obtain an application only after meeting with your advisor. There are no exceptions to this policy.
 - Graduate students wishing to graduate in spring semester 2012 must complete the online Intent to Graduate form and have a Request for Admissions to Candidacy on file with the CU Denver Graduate School (LSC 1251) no later than 5 PM, February 1, 2012.

Important Dates and Deadlines

- **January 17, 2012:** First day of classes.
- **January 22, 2012:** Last day to add or waitlist a class using the UCDAccess student portal.
- **January 23, 2012:** Last day to drop without a \$100 drop charge--this includes section changes.
- **January 24, 2012:** Waitlists are dropped. Students are no longer automatically added from a waitlist (and names not on the official course roster are not registered for the course). Adding a course now requires the completion of a Schedule Adjustment Form. This is the first day an instructor may approve a Schedule Adjustment Form to add a student to a closed course.
- **January 24 - February 1, 2012:** Students are responsible for verifying an accurate spring 2012 course schedule via the UCDAccess student portal. Students are not notified of their waitlist status by the University. All students must check their schedule prior to February 1 for accuracy.

- **February 1, 2012: Census date.**
 - **2/1/12, 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 deadline does not apply to independent studies, internships, project hours, thesis hours, dissertation hours, and late-starting modular courses.
 - **2/1/12, 5 PM:** Last day to drop a spring 2012 course or completely withdraw from all spring 2012 courses using a Schedule Adjustment Form and still receive a tuition refund, minus the drop fee. After this date, tuition is forfeited and a "W" will appear on the transcript. This includes section changes. This is an absolute deadline and is treated as such.
 - **2/1/12, 5 PM:** Last day to apply for spring 2012 graduation. Undergraduates must make an appointment and see their academic advisor before this date to apply for graduation. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.
 - **2/1/12, 5 PM:** Last day to request pass/fail or non-credit option for a course.
 - **2/1/12, 5 PM:** Last day to petition for a reduction in Ph.D. dissertation hours.
- **February 13-22, 2012:** Faculty can use the Early Alert system.
- **March 19-25, 2012:** Spring break (no classes/campus open).
- **April 2, 2012 at 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 16, 2012 at 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. Petition forms are available in NC 4002 for undergraduates and LSC 1251 for graduates.
- **May 7 - 12, 2012:** Finals Week. No schedule changes will be granted once finals week has started. There are NO exceptions to this policy.
- **May 21, 2012:** Final grades available on UCDAccess (tentative).