

Fall 2009 CLAS Academic Policies

The following policies pertain to all students and are strictly adhered to by the College of Liberal Arts and Sciences (CLAS).

- Every student **MUST** check and verify their schedule prior to the published drop/add deadlines. Failure to verify a schedule is not sufficient reason to justify a late add or drop later in the semester. It is the student's responsibility to make sure that their schedule is correct prior to the appropriate deadlines.
- CLAS students must use their email.ucdenver.edu email address. Email is the official method of communication for all University of Colorado Denver business. All email correspondence will take place using your UCDHSC email address. Go to <http://www.ucdenver.edu/student-services/resources/registrar/students/policies/Pages/EmailPolicy.aspx> to activate your email address.
- Students are **NOT automatically added** to a course off a wait list after wait lists are dropped. If a student is told by a faculty member that they will be added off the wait list, ***it is the responsibility of the student to complete the proper paperwork to add a course.***
- Students are **not automatically notified** if they are added to a class from a wait-list. Again, it is the responsibility of the student to verify their schedule prior to any official dates to drop or add courses.
- Students must complete and submit a drop/add form to make any schedule changes. ***Students are not automatically dropped from a class if they never attended, stopped attending or do not make tuition payments.***
- Late adds will be approved **only** when circumstances surrounding the late add are beyond the student's control and can be documented independently. This will require a petition and documentation from the student. Please note that the signature of a faculty member on an add form does not guarantee that a late add petition will be approved. Petitions are available in NC 4011.
- Late drops will be approved **only** when circumstances surrounding the late drop have arisen **after** the published drop deadlines, are beyond the student's control, and can be documented independently. This will require a petition and documentation from the student. Pre-existing circumstances (circumstances that existed prior to the published drop deadlines) regarding illness, work, family, or other confounding issues will not be considered adequate reason to drop or withdraw from courses after the published University and/or College drop deadlines. Please note that the signature of a faculty member does not guarantee that a late drop petition will be approved. Petitions are available in

NC 4011.

- **Undergraduate students wishing to graduate in fall of 2009** must meet with their academic advisor by census date to obtain a graduation application. This application must be completed and submitted by 5 PM on **September 2, 2009**. You can obtain an application ONLY after meeting with your academic advisor. **There are no exceptions to this policy or date.**
- **Graduate students wishing to graduate in fall semester 2009** must complete their Intent to Graduate form and have a Request for Admissions to Candidacy on file with the CLAS Dean's office no later than 5 PM, **September 2, 2009**.
- Students are responsible for completing financial arrangements with financial aid, family, scholarships, etc. to pay their tuition. Students will be responsible for all tuition and fees for courses they do not officially drop using proper drop/add procedures and forms. Students who drop after the published drop/add period will not be eligible for a refund of the COF hours or tuition.

Important Dates

- **August 17, 2009:** First day of Class
- **August 23, 2009:** Last day to add a class or be added to a wait list for a class using the SMART system.
- **August 24, 2009: LAST DAY TO DROP WITHOUT DROP CHARGE THIS INCLUDES SECTION CHANGES.**
- **August 24, 2009: Wait Lists are dropped.** Any student who was not added to a course automatically from the wait list by this date and time MUST complete a schedule adjustment form to be added to the class. Students are NOT automatically added to the class from the wait list after this date and time. If your name is not on the official student roster, you are not registered for the course.
- **August 25-September 2, 2009:** Students are responsible for verifying an accurate fall 2009 course schedule via the SMART registration system. Students are NOT notified of their wait-list status by the university. All students must check their schedule prior to September 2, 2009 for accuracy.
- **August 25, 2009:** First day instructor may approve request to add a student to a full course with a Schedule Adjustment Form.
- **September 2, 2009:** Census date.
- **September 2, 2009 at 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 study, internships, project

hours, thesis hours, dissertation hours, and late-starting modular courses.

- **September 2, 2009 at 5 PM:** Last day to drop a fall 2009 course **or** completely with draw from all fall 2009 courses with a tuition adjustment **minus the drop charge** and no transcript notation this includes section changes. Drops after this date will appear on your transcript. **This is an absolute deadline and is treated as such.**
- **September 2, 2009 at 5 PM:** Last day to request pass/fail or no credit option for a course.
- **September 2, 2009 at 5 PM:** Last day for a graduate student to register for a Candidate for Degree.
- **September 2, 2009 at 5 PM:** Last day for a Ph.D. student to petition for a reduction in hours.
- **September 2, 2009 at 5 PM:** Last day to apply for fall 2009 graduation. You must make an appointment and see your academic advisor before this date to apply for graduation if you are an undergraduate; you must complete the intent to graduate and candidate for degree form if you are a graduate student.
- **September 7, 2009:** Labor Day (campus closed/ no classes)
- **October 26, 2009 at 5 PM:** Last day for **non CLAS students** to drop or withdraw from all classes without a petition and special approval from the student s academic Dean. **This is treated as an absolute deadline.**
- **November 9, 2009 at 5 PM:** Last day for **CLAS students** to drop or withdraw from all classes with signatures from the faculty and Dean. **This is treated as an absolute deadline.**
- After **November 9, 2009** all schedule changes require a full petition. Petitions are available in NC 4011.
- **November 26, 2009:** Thanksgiving Day Holiday (campus closed)
- **No schedule changes will be granted once finals week has started. There are NO exceptions to this policy.**