

Academic Policies

The following policies, procedures, and deadlines pertain to all undergraduate students 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 courses is correct in UCDAccess (not Canvas) before courses begin and by the university census date. Failure to verify schedule accuracy is not sufficient reason to justify post-census date adds. Access to a course through Canvas is not evidence of official enrollment.

Email

Students must activate and regularly check their official CU Denver email account for university related messages. Note: Canvas is not the location to access your CU Denver email account. Log into <http://myemail.ucdenver.edu/>

Administrative Drops

Students may be administratively dropped if they do not meet the pre- and/or co-requisites for a course as detailed in the UCDAccess registration system. Students may also be administratively dropped from a course if the course syllabus articulates attendance expectations prior to census date and they do not meet those attendance expectations. Please note: this procedure does not apply to all courses and students should not rely upon it; if students plan to no longer complete a course, they are responsible to drop or withdraw from the course by the established deadlines.

Post-Census Date Adds and Late Withdrawals

Post-census date adds (i.e., adding a course after census date) require a written petition, verifiable documentation, and dean's approval via CLAS Advising. Late withdrawals (i.e., withdrawing from one or more full-semester courses after the withdrawal deadline but before the late withdrawal deadline) require a [Late Withdrawal Petition](#) submitted to CLAS Advising (NC 1030 – 303-315-7100). CLAS requires a reflective statement but does not require documentation. If petitioning to late-withdraw from individual courses, instructor signatures are required; if petitioning to late-withdraw from the entire semester, instructor signatures are not required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information.

Co-Requisites and Drops/Withdrawals

Students dropping a course with co-requisite(s) before or by census date must drop the course and co-requisite(s). After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a [Late Withdrawal Petition](#).

Waitlists

The Office of the Registrar notifies students via their CU Denver email account if they are added to a course from a waitlist. Students will have access to Canvas when they are on a waitlist, but this does not indicate that the student is officially enrolled or guaranteed a seat in the course. If a student is not enrolled in a course after waitlists are purged, instructor permission is required for the student to enroll in the course. The student must complete a [Late Add Form](#) and submit it to the Registrar's Office (SCB 5005) by census date in order to enroll in the course.

Applicable Forms

Schedule Adjustment Form

Submit to Registrar (SCB 5005)

Purpose:	Approval Signatures Required:	Dates:
Receive an academic credit hour overload	Student and CLAS Advising signatures	before Sep. 5 (5pm)
Receive a time conflict override	Student and instructor signatures	before Sep. 5 (5pm)
Designate a course pass/fail or no credit	Student signature	before Sep. 5 (5pm)
Withdraw from an intensive course before the withdrawal deadline	Student signature	Sep. 6 – Oct. 28 (5pm)

Late Add Form

Submit to Registrar (SCB 5005)

Purpose:	Approval Signatures Required:	Dates:
Add a course after the add deadline but before census date	Student and instructor signatures	Aug. 26 – Sep. 5 (5pm)

Post-Census Date Add Petition

Visit CLAS Advising (NC 1030) for more information

Purpose:	Approval Required:	Dates:
Petition to add one or more full-semester courses after census date (verifiable documentation required)	Submitted petitions are reviewed by the CLAS Assistant Dean	after Sep. 5

Late Withdrawal Petition

Submit to CLAS Advising (NC 1030)

Purpose:	Approval Signatures Required:	Dates:
Petition to late-withdraw from a course after the withdrawal deadline but before the late withdrawal deadline	Student and instructor signatures	Oct. 29 – Dec. 5 (5pm)
Petition to late-withdraw from <u>all courses</u> in the semester after the withdrawal deadline but before the late withdrawal deadline	Student signature	Oct. 29 – Dec. 5 (5pm)

Important Dates and Deadlines

August 20	Beginning of Semester – First day of classes.
August 26 (11:59 pm)	Add Deadline – Last day to add or waitlist a course using UCDAccess. After the add deadline but before census date, instructor permission on a Late Add Form is required to add courses.
August 27 (11:59 pm)	<p>Drop Deadline – Last day to drop a course without \$100 drop fee for each course dropped, including changing to a different section (e.g., a different day or time) of the same course. Students may drop courses using UCDAccess.</p> <p>No Adding of Courses is Permitted Today</p> <p>Waitlists Purged – All waitlists are eliminated today. Students should check their schedule in UCDAccess to confirm the courses in which they are officially enrolled. Canvas does not reflect official enrollment.</p>
September 5 (5 pm)	<p>Final Add Deadline (Instructor Permission Required) Last day to add full-semester courses. To add a full-semester course between the first add deadline and census date, instructor permission on a Late Add Form is required. Students may submit a completed Late Add Form to the Registrar’s Office (SCB 5005). After census date, a written petition, verifiable documentation, and dean’s approval via CLAS Advising (NC 1030 – 303-315-7100) are required to add a full-semester course. If a student’s post-census date add petition is approved, the student will be charged the full tuition amount. College Opportunity Fund (COF) may not apply to courses added late, and these credits may not be deducted from students’ lifetime hours.</p> <p>Final Drop Deadline Last day to drop full-semester courses with a financial adjustment. Each course dropped, including section changes, between the first drop deadline and census date generates a \$100 drop fee. Students may drop courses in UCDAccess. After census date, withdrawal from courses appears on transcripts with a grade of “W,” and no financial adjustment is made. After census date but before the withdrawal deadline, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required).</p> <p>Graduation Application Deadline Last day to apply for graduation. Undergraduates are expected to make an appointment to see their academic advisors before census date to apply for graduation. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.</p> <p>Pass/Fail, No Credit Deadline – Last day to request No Credit or Pass/Fail grade for a course using a Schedule Adjustment Form.</p>
Census Date	
October 28 (11:59 pm)	<p>Withdrawal Deadline After census date, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required). To withdraw from an intensive course, students may use a Schedule Adjustment Form. Withdrawal from courses appears on transcripts with a grade of “W” and no financial adjustment is made. After the withdrawal deadline but before the late withdrawal deadline, students may late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition.</p>
November 19 - 25	Fall Break – No classes. Campus open.
December 5 (5 pm)	<p>Late Withdrawal Deadline Last day to petition to late-withdraw from one or more full-semester courses. Students may petition to late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). CLAS requires a reflective statement but does not require documentation. If petitioning to late-withdraw from individual courses, instructor signatures are required; if petitioning to late-withdraw from the entire semester, instructor signatures are not required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course with co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition. After the late withdrawal deadline (or after grades are posted, whichever is sooner), only retroactive withdrawals are considered and verifiable documentation is required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information on retroactive withdrawals.</p>
December 10 - 15	Finals Week
December 15	End of Semester; Commencement Ceremony
December 20	Final Grades Available – Official grades available in UCDAccess and transcripts (tentative). Canvas does not display final grades.
Dec. 25 – Jan. 1	Winter Break – No classes. Campus closed.
January 31	Degrees Posted – Degrees posted for graduating students on transcripts.