

## University of Colorado Denver College of Arts & Media

### **RETROACTIVE Drop Policies and Procedures**

It is the intent of the College of Arts & Media (CAM) that students complete all courses for a satisfactory letter grade. Students may occasionally find themselves faced with special circumstances that interfere with registration and/or academic performance.

It is important for Colorado residents to be aware that if students drop a course(s) after census date that the College Opportunity Fund (COF) hours are deducted from your COF balance, in the same way as if you completed the course(s). It is very important for students to maintain a record of your COF lifetime hours. If you have questions or concerns about COF, please contact UC Denver Bursar's Office at (303) 556-2710 or via email at <a href="mailto:bursar@cudenver.edu">bursar@cudenver.edu</a>.

NOTE: <u>Retroactive action is a significant event which requires time and resources of the College. Therefore, retroactive requests may be granted ONLY in cases outside the student's control (e.g. medical, change of work hours, etc.)</u>

#### Student Responsibilities - Students are responsible for:

- Ensuring that his/her semester schedule is accurate, including add, drop and waitlist adjustments, *before* Census Date.
- Knowing/following deadlines and policies relating to registration, payment, waitlisted courses, and course additions as outlined in the University catalog, the CAM Syllabus Addendum and the departmental Student Handbooks.
- Deciding to drop a course <u>before the 12<sup>th</sup> week deadline</u> (for Fall/Spring) for poor academic performance. Please
  note that this decision must be independent of faculty advice and the date of course exams and assignments.
- Communicating with faculty about your academic performance in order to drop before the 12<sup>th</sup> week deadline (for Fall/Spring), if necessary.
- Obtaining all required signatures and processing a Schedule Adjustment Form by the posted deadline.
- Ensuring information is received at their University-assigned email address. It is expected that official email will be read in a timely fashion.

NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

- Taking all necessary steps to ensure removal of all academic, financial, or miscellaneous registration flags/stops that preclude registration.
- Completion and verification of financial aid status relating to registration.
- Communicating with faculty to meet the 12<sup>th</sup> day absolute deadline for course additions.
- Confirming that they have completed all pre-requisite coursework and requirements for the course.
- Maintenance of an accurate mailing (billing) address.
- Communicating with any third party (parents, scholarships, etc.) who may be paying for the student's registration.

#### Please note that the following reasons for requesting a retroactive action are not valid and will not be considered.

- You failed to verify that your semester schedule was accurate, including waitlist adjustments, before Census Date.
- You were disenrolled and need to be re-added to the class.
- You were not aware of the deadlines.
- You did not realize you were added to the class from the waitlist.
- You thought you were added to the class from the waitlist but you were not.
- Your instructor told you that you would be added to the class.
- You had poor academic performance.
- You had difficulty obtaining the required faculty signature by the deadline.
- You do not have permission from the instructor to drop the course.
- You do not have enough hours for financial aid or to be considered a full-time student, or you waited until the Financial Aid deadline passed so that you will not have to pay back any grants/loans.
- You were not aware that you were dropped from the course.
- You had access to E-College and/or Blackboard and now you don't have access.

## University of Colorado Denver College of Arts & Media

# University of Colorado Denver COLLEGE OF ARTS & MEDIA Petition for Retroactive Action

FOR OFFICE USE ONLY	
Date received in AR 177:	
Received by;	

Name								
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Student Number					-			
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Academic Policies Committee Designee

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