

Registration and Records

UCDHSC offers students a completely automated system of planning their schedules (*Web Schedule Planner*) and registering for classes (*SMART*), helping you avoid long registration lines and unnecessary visits to campus. As a student, you are responsible knowing the deadlines, rules, regulations, course loads, pre-requisites and policies of the university, as well as those of the college or school in which you are enrolled, all of which is provided within this catalog, as well as online.

Office of the Registrar

Registrar: Teri Burluson
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Telephone: 303-556-2734
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Web site: www.cudenver.edu/Registrar

REGISTRATION

Students should review the sections of this catalog that describe in detail the academic programs available at UCDHSC's downtown Denver campus.

New and transfer undeclared undergraduate students, as well as prebusiness and pre-engineering students, should contact the Academic Advising Center at 303-352-3520 to arrange for an advising appointment prior to registration. Other freshmen and transfer students should contact their school or college to arrange for an advising appointment prior to registration.

A *Web Schedule Planner* is made available by the registrar's office every semester prior to registration. Downtown Denver students register for courses via SMART (Student Menu and Access to Records and Transactions). To log on go to www.cudenver.edu/registrar, then click on the SMART logo. The registrar's office will send an e-mail message to the student's university-assigned e-mail address, inviting the student to register and including registration information and a registration time assignment. Registration is by time assignment only. Students may register on or after their assigned time.

Web Registration and Student Information

Downtown Denver students can register and obtain information regarding their academic and financial records by accessing a secure site from the SMART link on the homepage. An assigned student I.D. and personal identification number (PIN) are required to access the registration or student record options.

Online registration allows the student to check the availability of specific courses prior

to their registration time and to search for available courses by department, course level, or meeting time. If registration in a course is denied, the Web registration system will specify the reason.

Student information available online currently includes mailing address verification (or change), admission application status, financial aid information, schedule by semester, grades by semester, unofficial transcript, account balance, and degree audit (for some programs). Online payment is now available. For security reasons, none of the student information screens will display a student's name or student number.

The catalog and *Schedule Planner*, as well as additional information regarding programs, faculty, courses, and policies, are available at the home page: www.cudenver.edu.

Definition of Full-Time and Part-Time Status

Individual students receiving financial aid may be required to complete hours in addition to those listed below. The exact requirements for financial aid will be listed in the student's financial aid award letter.

FALL AND SPRING

Undergraduates and nondegree graduate students:

Full-time	12 or more semester hours
Part-time	6 or more semester hours

Graduate degree students:

Full-time:	5 or more hours
	0 hours as candidate for degree
	1 or more hours of thesis (not master's reports or thesis preparation)

Half-time:	3 or more hours
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SUMMER (10-WEEK TERM)

Undergraduates and nondegree graduate students:

Full-time	12 or more semester hours
Part-time	6 or more semester hours

Academic Calendar*

FALL 2007

Registration	Begins April 2
August 20	First day of classes
September 3	Labor Day holiday (campus closed)
November 19–25	Fall break for students (no classes)
November 22	Thanksgiving holiday (campus closed)
December 10–15	Finals week
December 15	Commencement

SPRING 2008

Registration	Begins November 12
January 21	Martin Luther King Jr. holiday (campus open, no classes)
January 22	First day of classes
March 24–30	Spring break (campus open, no classes)
May 12–17	Finals week
May 17	Commencement

SUMMER 2008

Registration	Begins March 10
May 26	Memorial Day holiday (campus closed, no classes)
May 27	First day of classes
July 4	Independence Day holiday (campus closed, no classes)
August 2	End of Term

*The university reserves the right to alter the academic calendar at any time. Consult the Web site at www.cudenver.edu for application deadline dates, deadlines for changing programs and registration dates and procedures.

Graduate degree students:

Full-time:

- 3 or more hours
- 0 hours as candidate for degree
- 1 or more hours of thesis (not master's reports or thesis preparation)

Half-time:

- 2 or more hours
- 3 or more hours of mixed-level classes

Notes

Enrollment verification including full-time/part-time attendance can be certified beginning the first day of class.

Hours for calculating full-time/part-time attendance do not include interinstitutional hours, nor do they include hours on another CU campus, unless the student is enrolled through concurrent registration.

Students receiving veterans benefits should contact the Veterans Affairs coordinator for definition of full-time status for summer sessions.

Individual exceptions to the minimum graduate course-load levels are considered for financial aid purposes by the Financial Aid Committee. Students must file a written appeal with the Office of Financial Aid.

Add/Drop

Specific add/drop deadlines are announced in each semester's *Web Schedule Planner*.

1. Students may add courses to their original registration during the first eight days (five days of classes in the summer) of full-term classes, provided there is space available.
2. Students may drop courses without approvals during the first 12 days of the fall or spring semester (the first eight days of the summer session). Tuition will not be charged. No record of the dropped course will appear on the student's permanent record.
3. After the 12th day of a fall or spring semester (eighth day of the summer session), the instructor's signature is required for all drops. The instructor's signature and dean's signature are required for all adds. No tuition adjustment will be made for drops.
4. After the 10th week of the fall and spring semesters (the fifth week for summer session) *all* schedule adjustments require a petition and special approval from the dean's office.
5. Dropping *all* courses after the 12th day (eighth in the summer) requires an official withdrawal from the term. No tuition refunds are available.

Drop deadlines for module courses and intensive courses are published in the *Web Schedule Planner* each term.

Administrative Drop

An administrative drop is implemented by university officials in the registrar's office or the dean's office. A student may be administratively dropped from one or more classes or withdrawn from all classes for any of the following reasons:

- failure to meet certain preconditions, including, but not limited to:
 - failure to pay tuition and fees by designated deadlines
 - class cancellations
 - failure to meet course prerequisites
- whenever the safety of the student, faculty member or other students in a course would be jeopardized
- academic suspension, including, but not limited to failure to attain or maintain a required GPA
- disciplinary suspension for having been found to have violated the Student Code of Conduct
- disruptive behavior determined by the chair and/or associate dean to be detrimental to the progress of the course and the education of other students

Auditing Courses

To qualify as an auditor for fall or spring semester, a student must be 21 years of age or older or approved by the registrar. Auditors may not be registered for any other University of Colorado courses during the time they are auditing and are not eligible to audit courses if they are under suspension from the university or have outstanding financial obligations to the university. The registrar's office does not keep any record of courses audited; therefore, credit for these courses cannot be established. Auditors may attend as many courses as they wish (except those courses with laboratories or where special equipment is used), provided they have received permission from each instructor.

An auditor's card is issued after classes begin. This card should be presented to the instructor. Auditors, whether resident or nonresident, pay resident tuition for the audited courses during the fall or spring semester for class instruction and library privileges only. Auditors do not receive student parking privileges and are not eligible for other student services. For more information, contact the bursar's office.

Senior citizens (aged 60 and over) may audit classes at no charge. Contact the Division of Enrollment and Student Affairs at 1250 14th Street, 303-556-8427.

Candidate for Degree

During the semester in which you take the comprehensive exam, defend your dissertation or thesis or present your final project, you must be registered. If you will NOT be registered for any other courses, you MUST register for CAND 5940. Candidate for Degree. You may only register for CAND 5940. Candidate for Degree once.

In order to register for CAND 5940. Candidate for Degree, you may NOT be registered for any other courses—obtain the call number from your department or program director. Registration for CAND 5940 is available through SMART, and you will be billed at one credit hour of resident tuition plus the SIS fee and the information technology fee. Students registered for CAND 5940 will be considered full-time for financial aid and enrollment verification purposes.

Correspondence Study

Correspondence courses are offered by the CU-Boulder Division of Continuing Education. Applicability toward a degree program should be sought from the student's degree advisor prior to registration.

Course Load/Restrictions

In most cases, students wishing to take more than 18 semester hours (12 in the summer session) must have the overload approved by the dean of their college or school. Consult the individual college or school for specific guidelines as to course-load restrictions.

Credit by Examination

Degree students may take examinations for credit. To qualify for an examination, the student must be formally working toward a degree at UCDHSC, have a GPA of at least 2.0, and be currently registered. Contact the registrar's office for instructions. A nonrefundable fee is charged. Students should contact their degree advising office to determine whether the credit will apply to their degree.

No Credit

Students may register for a course on a no-credit basis with the consent of their instructor and the dean of their school or college. No grade or credit is awarded. The transcript reflects the name of the course taken and an *N/C* notation.

Pass/Fail Procedure

1. Students who wish to register for a course on a pass/fail basis (or to revert from pass/fail to graded status) may do so only during the drop/add period.
 2. Up to 16 semester hours of course work may be taken on a pass/fail basis and credited toward the bachelor's degree. *Only 6 hours of course work may be taken pass/fail in any given semester.* (Note: Individual schools and colleges may have additional restrictions as to pass/fail credits. See the accompanying chart for an overview.)
 3. Instructors will not be informed of pass/fail registration. All students who register for a pass/fail appear on the regular class roster, and a normal letter grade is assigned by the professor. When grades are received in the registrar's office, those registrations with a pass/fail designation are automatically converted by the grade application system. Grades of *D–* and above convert to grades of *P*. Courses taken pass/fail will be included in hours toward graduation. Pass grades are not included in a student's GPA. An *F* grade in a course taken pass/fail will be included in the GPA.
 4. Pass/fail registration records are maintained by the registrar's office.
 5. Exceptions to the pass/fail regulations are permitted for specified courses offered by the School of Education & Human Development, the extended studies programs and study abroad programs.
 6. Graduate degree students can exercise the *P/F* option for undergraduate courses only. **A grade of *P* will not be acceptable for graduate credit to satisfy any Graduate School requirement.**
 7. Students who register for a course on a pass/fail basis may not later (after the drop/add period) decide to receive a letter grade.
- Note:* many other institutions will not accept a *P* grade for transfer credit.

PASS/FAIL OPTION RESTRICTIONS

Core Curriculum courses used to satisfy Intellectual Competencies cannot be taken on pass/fail basis.

College	General	Maximum
Business and Administration	Only nonbusiness electives may be taken pass/fail.	Only 6 semester hours may be taken pass/fail.
Engineering and Applied Science	Required courses may not be taken pass/fail. Upper division humanities and social sciences electives are acceptable; otherwise, major department approval is required.	A maximum of 16 semester hours may be taken pass/fail, including courses taken in the honors program.
Liberal Arts and Sciences	College requires a minimum of 30 semester hours of courses with letter grades. Courses used to satisfy major, minor, or foreign language cannot be taken on a pass/fail basis.	No more than 6 hours pass/fail any semester. A maximum of 16 semester hours may be taken pass/fail.

Short-Term Courses

Courses are also offered in five-week modules, in special weekend courses, and in seminars. Students should contact the college/school for information on short-term courses offered each semester.

Withdrawal from the University

To withdraw from the University of Colorado at Denver and Health Sciences Center, students must drop all courses for the semester. During the first 12 days of the semester (eight days for the summer), students must use the Web Registration and Student Information System to drop courses. Courses dropped during this period are not recorded on the student's permanent record.

After the 12th day of the semester (eighth day in the summer), through the 10th week (seventh week for summer), students must submit a withdrawal form with the approval of the dean and the Office of Financial Aid. Courses dropped during this period will be recorded on the student's permanent record with a grade of *W*.

Students seeking to withdraw after the 10th week (fifth week for summer) must petition the associate dean of their school or college.

A student who stops attending classes without officially withdrawing from the university will receive grades of *F* for all course work during that term.

Deadlines for dropping module and intensive courses appear in the *Web Schedule Planner*.

Other Registrations

CONCURRENT ENROLLMENT

Degree-seeking students who wish to attend two University of Colorado campuses concurrently must obtain permission from their school or college on their home campus. A student in a degree program registered on the Denver campus may take up to two courses or 6 semester hours (whichever is greater) on another CU campus if:

- the student obtains a concurrent registration form from the office of the academic dean or the registrar's office
- the course is a required course for the student's degree (not an elective) and not offered at the downtown Denver campus
- the student obtains approval from the academic dean
- there is space available at the other (host) campus
- the student pays tuition at the downtown Denver campus (home campus) at downtown Denver campus rates
- the home campus school or college arranges for space in the host campus classes
- the concurrent request is processed before the end of the drop/add period on both the host and home campuses

Students may *not* register for an independent study course through concurrent registration. Students may not take courses pass/fail or for no credit through concurrent registration.

To drop a concurrent course during the *host* campus drop/add period, arrange the drop at the home campus registrar's office. To drop a concurrent course after the end of the *host* campus drop/add deadline, drop the course at the host campus registrar's office.

INTER-INSTITUTIONAL REGISTRATION

UCDHSC degree students may enroll in courses offered by the Community College of Denver. Students must be enrolled at UCDHSC for at least one course during the term to be eligible to register inter-institutionally. Registration is on a space available basis. Interinstitutional courses are evaluated for transfer credit and are not included in a UCDHSC student's GPA.

POOLED COURSES AT METROPOLITAN STATE COLLEGE OF DENVER

Certain courses in the College of Liberal Arts and Sciences have been pooled with similar courses at Metropolitan State College of Denver (MSCD). *Undergraduate* students at UCDHSC's downtown Denver campus may register for any of the pooled courses listed in the UCDHSC *Web Schedule Planner*. Restrictions apply to the pooled courses:

1. UCDHSC downtown Denver campus graduate students are not eligible to register for MSCD pooled courses.

- MSCD pooled courses will not be included in the University of Colorado GPA. MSCD courses will appear on the University of Colorado transcript and will count in hours toward graduation. See an academic advisor for approval.
- MSCD courses cannot be used to meet specific course requirements toward the major without prior written approval of the student's dean.
- UCDHSC downtown Denver campus students who wish to take nonpooled MSCD courses must apply directly as a nondegree student to MSCD and pay tuition and fees to MSCD. Nonpooled classes will not appear on the University of Colorado transcript and will not be used in determining course loads for financial aid eligibility. Students may request an MSCD transcript to be sent to the UCDHSC downtown Denver campus at the end of the term to determine if credit can be transferred.
- MSCD common pool courses will not satisfy residence requirements at USCHSC downtown Denver campus. The last 30 semester hours applied toward the baccalaureate degree must be taken in residence at the downtown Denver campus.
- UCDHSC downtown Denver campus students taking MSCD common pool courses are subject to the MSCD grading policy and student code of conduct.

ACADEMIC RECORDS

Student Classification

Students are classified according to the number of semester hours passed:	
Freshman.....	0–29 hours
Sophomore.....	30–59 hours
Junior.....	60–89 hours
Senior.....	90+ hours

All transfer students will be classified on the same basis according to their hours of credit accepted by the University of Colorado.

Grading System and Policies

The following grading system and policies have been standardized for all academic units of the university. Other academic policies are listed in the University Policies chapter of this catalog.

GRADE SYMBOLS

The instructor is responsible for whatever grade symbol (*A*, *B*, *C*, *D*, *F*, *IF*, *IW*, or *IP*) is to be assigned. Special symbols (*NC* and *W*) are indications of registration or grade status and are not assigned by the instructor. Pass/fail designations are not assigned by the instructor but are automatically converted by the grade application system, as explained under “Pass/Fail Procedure.”

Standard Grades	Quality Points
<i>A</i> = superior/excellent	4.0
<i>A</i> (–) =	3.7
<i>B</i> (+) =	3.3
<i>B</i> = good/better than average	3.0
<i>B</i> (–) =	2.7
<i>C</i> (+) =	2.3
<i>C</i> = competent/average	2.0
<i>C</i> (–) =	1.7
<i>D</i> (+) =	1.3
<i>D</i> = minimum passing	1.0
<i>D</i> (–) =	0.7
<i>F</i> = failing	0.0

Instructors may, at their discretion, use the PLUS/MINUS system but are not required to do so.

IF—incomplete—changed to an *F* if not completed within one year.

IW—incomplete—changed to a *W* if not completed within one year.

IP—in progress—thesis at the graduate level only.

P/F—pass/fail—*P* grade is not included in the GPA; the *F* grade is included; up to 16 hours of pass/fail course work may be credited toward a bachelor's degree.

H/P/F—honors/pass/fail—intended for honors courses; semester hours count toward the degree but are not included in the GPA.

NC indicates registration on a no-credit basis.

W indicates withdrawal without credit.

EXPLANATION OF *IF* AND *IW*

An *IF* or *IW* is an incomplete grade. Policies with respect to *IF*/*IW* grades are available in the individual college and school dean's offices. Use of the *IF* or *IW* is at the option of the course instructor and/or the academic dean's office.

An *IF* or *IW* is given only when students, for reasons beyond their control, have been unable to complete course requirements. A substantial amount of work must have been satisfactorily completed before approval for such a grade is given.

The instructor who assigns an *IF* or *IW* sets the conditions under which the course work can be completed and the time limit for its completion. The student is expected to complete the requirements by the established deadline and not retake the entire course.

It is the instructor's and/or the student's decision whether a course should be retaken. If a course is retaken, it must be completed on the Denver campus or in extended studies classes. The student must reregister for the course and pay the appropriate tuition.

The final grade (earned by completing the course requirements or by retaking the course) does not result in deletion of the *IF* or *IW* from the transcript. A second entry is posted on the transcript to show the final grade for the course.

At the end of one year, *IF* and *IW* grades for courses that are not completed or repeated are changed to an *F* or *W*, respectively.

GRADE POINT AVERAGE (GPA)

GPA is computed by multiplying the credit points per hour (for example, *B* = 3) by the number of hours for each course. Total the hours, total the credit points and divide the total points by the total hours. Grades of *P*, *NC*, *****, *W*, *IP*, *IW*, and *IF* are not included in the GPA. *IF*s that are not completed within one year are calculated as *F* in the GPA.

If a course is repeated, all grades earned are used in determining the GPA. Grades received at another institution are not included in the University of Colorado GPA.

Undergraduate, graduate, and nondegree graduate GPAs are calculated separately. Enrollment in a second undergraduate or graduate program will not generate a second undergraduate or graduate GPA.

Students should refer to their academic dean's office for individual GPA calculations as they relate to academic progress and graduation from their college or school.

Good Academic Standing

Good academic standing requires a minimum GPA that is determined by the student's school or college. Grades earned at another institution are not used in calculating the GPA at the University of Colorado.

Degree students should consult the academic standards section of their school or college for degree program requirements.

Continuation as a nondegree student is contingent upon maintaining an overall GPA of 2.0 upon completion of 12 or more semester hours.

Failure to maintain the required average will result in a nondegree student being suspended. The suspension is for an indefinite period of time and becomes part of the student's permanent record at the university. While under suspension, enrollment at the university is restricted to summer terms or courses offered through extended studies.

Nondegree students are not placed on academic probation prior to being suspended.

Automated Degree Progress

A degree progress report is an automated record reflecting a student's academic progress toward completing degree requirements in a declared major. Each degree progress report draws its information from the university's Student Information System (SIS). Each time a new report is run, the most up-to-date course information and grades are used. A report can be requested by logging on to SMART. Students should contact their schools and colleges for additional information on the availability of a specific degree progress report.

Grade Reports

Grade reports are normally available within two weeks after the end of the semester. Grade reports are available through the Web registration and student information system. Consult the registrar's Web page by going to www.cudenver.edu and clicking on the SMART icon.

Mid-Term Grades

Instructors will assign midterm grades for certain populations of students. Students in academic difficulty may be contacted and counseled about support services available to them. Note: academic support services are available to all students through the Center for Educational Opportunity Programs, North Classroom, 2012, 303-556-2065; the Student Advocacy Center, North Classroom, 2012, 303-556-2546; and the Center for Learning Assistance, North Classroom, 2006, 303-556-2802.

Graduation

UNDERGRADUATES

Students should make an appointment with the advising office of their school or college to determine what requirements remain for graduation. Students intending to graduate must complete an Intent to Graduate application found on the Office of the Registrar's Web page under "Graduation Information" between the first day of registration for the term and the last day of drop/add (noted on the academic calendar). Students will not be officially certified to graduate until a final audit of the student's record has been completed approximately six weeks after the end of the term. After students have been certified to graduate, they must reapply to return to the downtown Denver campus.

GRADUATES

Students on the Denver campus must file an application for candidacy with their graduate school office and complete an Intent to Graduate application found on the Office of the Registrar's Web page under "Graduation Information" between the first day of registration for the term and the last day of drop/add. Check with your school for more information. Students will not be officially certified to graduate until a final audit of the student's record has been completed, approximately six weeks after the end of the term. After students have been certified to graduate, they must reapply to return to UCDHSC.

COMMENCEMENT

In early March, informational brochures will be mailed to students eligible to participate in the May spring-semester commencement. In early October, information regarding the December commencement will be mailed to students who graduated in summer term or expect to graduate in fall term. Information will be provided about ordering special display diplomas, fittings for caps and gowns and obtaining diplomas and transcripts with the degree recorded.

Official Transcripts

The official transcript includes the complete undergraduate and graduate academic record of courses taken at all campus locations or divisions of the University of Colorado. It contains the signature of the registrar and the official seal of the university.

Official transcripts are available approximately three weeks after final exams. A transcript on which a degree is to be recorded is available approximately eight weeks after final exams.

On the Denver campus, transcripts may be ordered through SMART or requested by fax at 303-556-4829. Transcript request forms are available at www.cudenver.edu/registrar; click on Forms.

Requests include the following:

- student's full name (include given or other name if applicable)
- student number
- birth date
- the last term and campus the student attended
- whether the current semester grades are to be included when a transcript is ordered near the end of a term
- whether the request should be held until a degree is recorded
- agency, college or individuals to whom transcripts are to be sent. (Complete mailing addresses should be included. Transcripts sent to students are labeled "issued to student.")
- student's signature. (This is the student's authorization to release the records.)

There is no charge for individual official transcripts. Transcripts are prepared only at the student's request in writing or through online student PIN authentication. A student with financial obligations to the university that are due and unpaid will not be granted a transcript. Official transcripts require five to seven working days.

Notification of Rights Under FERPA at University of Colorado at Denver and Health Sciences Center

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day that the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including

law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The following items are designated “Directory Information” and may be released at the discretion of the University of Colorado at Denver and Health Sciences Center unless a student files a request to prevent their disclosure:

- name
- address
- e-mail address
- telephone number
- dates of attendance
- registration status
- class
- major
- awards
- honors
- degrees conferred
- past and present participation in officially recognized sports and noncurricular activities
- Physical factors (height, weight) of athletes

Forms to prevent the disclosure of directory information can be obtained at the Student Service Center in North Classroom, 1003. Questions regarding student rights under FERPA should be directed to the registrar’s office, 303-556-2389.