

Academic Policies and Regulations

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.

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

<i>A</i>	= superior/excellent
<i>A</i> (-)	=
<i>B</i> (+)	=
<i>B</i>	= good/better than average
<i>B</i> (-)	=
<i>C</i> (+)	=
<i>C</i>	= competent/average
<i>C</i> (-)	=
<i>D</i> (+)	=
<i>D</i>	= minimum passing
<i>D</i> (-)	=
<i>F</i>	= failing

Quality Points

4.0
3.7
3.3
3.0
2.7
2.3
2.0
1.7
1.3
1.0
0.7
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 grade point average; 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; credit hours count toward the degree but are not included in the grade point average.

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 re-register 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.

Good Academic Standing

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

GRADE POINT AVERAGE

The grade point average (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 grade point average. *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 grade point average. 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 grade point average calculations as they relate to academic progress and graduation from their college or school.

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 mid-term 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, NC 2012, 303-556-2065; the Student Advocacy Center, NC 2012, 303-556-2546; and the Center for Learning Assistance, NC 2006, 303-556-2802.

Originality of Work

In all academic areas it is imperative that work be original, or explicit acknowledgment be given for the use of other persons' ideas or language. Students should consult with instructors to learn specific procedures appropriate for documenting the work of others in each given field.

Breaches of academic honesty can result in disciplinary measures ranging from lowering of a grade to permanent compulsory withdrawal from the university.

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 file a diploma card with their school or college 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 must file an application for candidacy and a diploma card with their Graduate School office on the Denver campus 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.

Requests should 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, D.C. 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.

Academic Honor Code and Discipline Policies

ACADEMIC INTEGRITY

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado at Denver and Health Sciences Center academic community, faculty and students accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university.

FORMS OF ACADEMIC DISHONESTY

Students are expected to know, understand, and comply with the ethical standards of the university. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the university. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to, the following:

A. Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgement. The incorporation of another person's work into one's own requires appropriate identification and acknowledgement, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

- word-for-word copying of another person's ideas or words
- the mosaic (the interspersing of one's own words here and there while, in essence, copying another's work)
- the paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory)
- fabrication (inventing or counterfeiting sources)
- submission of another's work as one's own
- neglecting quotation marks on material that is otherwise acknowledged

Acknowledgement is not necessary when the material used is common knowledge.

B. Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:

- copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material
- using a calculator when its use has been disallowed
- collaborating with another student or students during an academic exercise without the consent of the instructor

C. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.

D. Multiple Submission

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

E. Misuse of Academic Materials

The misuse of academic materials includes, but is not limited to, the following:

- stealing or destroying library or reference materials or computer programs
- stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission
- receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
- illegitimate possession, disposition, or use of examinations or answer keys to examinations
- unauthorized alteration, forgery, or falsification of academic records
- unauthorized sale or purchase of examinations, papers, or assignments

F. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

PROCEDURES IN CASES OF SUSPECTED ACADEMIC DISHONESTY

All matters of academic policy, including academic dishonesty, are under the jurisdiction of each of the university's schools and colleges pursuant to Article IX.2.B and Article VI.C of the Laws of the Regents. Accordingly, each school and college has established procedures for addressing matters of academic dishonesty and for determining the severity and consequences of each infraction. Students should contact their school or college for standards and/or procedures specific to their school or college. As a general rule, all school and college procedures contain the following requirements and provisions:

- Faculty, staff members, or students may submit charges of academic dishonesty against students. A student who has evidence that another student is guilty of academic dishonesty should inform the instructor or the dean of the college of the charge in writing.
- A faculty member who has evidence that a student is guilty of academic dishonesty should confront the student with the evidence. In cases of academic dishonesty, the faculty member has the authority to reprimand the student appropriately, which could include the issuance of a failing grade (*F*). If the faculty member elects to reprimand the student for academic dishonesty by issuing a failing grade, the faculty member shall submit a written report to the dean of the appropriate college within five (5) working days. The report shall include, but is not limited to, the time, place, nature of the offense(s), the name(s) of the accused, the name(s) of the accuser(s), and witnesses (if any). If the faculty member feels that her/his reprimand is an insufficient sanction for a particular case of academic dishonesty, the faculty member may recommend to the dean of the appropriate college that further action be taken.
- In cases where the faculty member has recommended further action in a case of academic dishonesty, the dean or a designated committee shall schedule a disciplinary hearing as soon as possible. The student(s) accused of academic dishonesty shall be notified in writing of the specific charge(s). The student(s) also has (have) the right to have a representative present for advice, and to be present during the proceedings. The student(s) must notify the dean of the appropriate college five (5) working days before the hearing of the intent to have legal counsel present at the hearing.
- The dean or the designated committee may take any of the following actions:
 - Place the student(s) on disciplinary probation for a specified period of time
 - Suspension of registration at UCDHSC, including Extended Studies, for a specified period of time
 - Expulsion: No opportunity to return to the school or college in which the infraction occurred
 - Take no further action against the accused student(s)
 A record of the action taken shall be kept in the committee's confidential file and a copy sent to the registrar.
- In all cases, the student(s) shall be notified of the dean's or committee's decision within seven (7) working days.
- If a student wishes to appeal a case, the student should request the procedures for doing so from his or her school or college.
- Students who are taking courses at UCDHSC, but are enrolled at one of the other educational institutions on the Auraria campus and are charged with academic dishonesty, are subject to the same procedures and sanctions outlined above.

SUMMARY

Questions regarding academic integrity should be directed to the dean's office of the college or school in which the student is enrolled.