

- **College of Arts & Media majors are required to submit a petition to the Advising/Dean's Office for any Late Drop requests after Census Date (12th day of classes/last day to add/drop for the semester).**
(Students majoring in other Schools/Colleges should check with their advisor for drop dates and polices.)
- A \$100 drop charge will be assessed for EACH course dropped between the 5th day of classes and Census Date.
- If a student chooses to drop a course after Census Date (12th day of classes, last day to add/drop), they are both financially and academically responsible for the course.
- Courses dropped after Census Date will be posted on the official University of Colorado Denver transcript with a 'W' grade.
- **The College of Arts & Media will consider petitions for Late Drop through the 12th week of the semester.**
- Petitions submitted after the 12th week of the semester must include documentation of circumstances outside the student's control (e.g. change in work hours, death in family, etc.). Further, students who submit petitions with documentation after the 12th week of classes *may* qualify for an Incomplete - consult a CAM advisor for details (CAMadvising@ucdenver.edu).
- 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 that 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 bursar@ucdenver.edu.
- **Please consult the UCD website, official catalog and student handbooks for complete requirements and policies.**

Deadlines and Procedures for Dropping Courses for CAM majors – FALL/SPRING semester	
First day of classes through Census Date (12 th day of classes)	<ul style="list-style-type: none"> • Students may drop courses using SMART or manual registration (Schedule Adjustment Form - SAF); • No faculty or administrative approvals required; • No tuition assessed; • \$100 drop fee assessed for EACH course dropped after 5th day of classes through Census Date; • No course notation on student's transcript.
13 th day through 12 th week of classes	<ul style="list-style-type: none"> • Dropping for poor academic performance allowed; • CAM students must submit completed Late Drop Petition form and include all required documentation, per instructions on form; • No drop fee assessed, but student is responsible for tuition assessed for the course; • Faculty and Advising/Dean's level signature required on SAF (in conjunction with petition form).
after 12 th week of classes*	<ul style="list-style-type: none"> • CAM students must submit completed Late Drop Petition form and include all required documentation, per instructions on form; • No drop fee assessed, but student is responsible for tuition assessed for the course; • Faculty and Advising/Dean's level signature required on SAF (in conjunction with petition form); • Dropping for poor academic performance is generally not approved.

- Above dates are for full-semester, 16-week courses (Fall/Spring semesters). Exact dates for a particular semester or term are provided by the UCD Registrar: www.cudenver.edu > Registrar/SMART.
- Students should consult the CAM Advising Office (ARTS 177) for Summer semester deadlines.
- Drop deadlines for courses not starting at the beginning of the semester may vary; see Academic Calendar.

Student Responsibilities - Students are responsible for:

- **Ensuring that his/her semester's schedule is accurate, including add, drop and waitlist adjustments, before Census Date.**
- Knowing policies relating to registration, drop deadlines, and drop procedures as outlined in the University catalog, CAM Syllabus Addendum and the departmental Student Handbooks.
- Deciding to drop a course for poor academic performance before the 12th week deadline. 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 12th week deadline, 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.

* Please note: the following reasons for requesting a drop AFTER THE 12th WEEK are not valid and will not be considered.

- You were not aware of the deadlines.
- You failed to verify that your semester schedule was accurate, including waitlist adjustments, before Census Date.
- You have 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 have completed the final exam and/or final week is in progress.
- You waited until the Financial Aid deadline passed so that you will not have to pay back any grants/loans.

FOR OFFICE USE ONLY Date received in AR 177: _____ Received by: _____
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• Name _____ Date _____
Please print clearly

• Student Number _____

• **University-Assigned Email Address** _____
(Petition decision will be sent to your University email address - typically <firstname.lastname@email.cudenver.edu>)
NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

• List all courses for which a late drop is requested:

Subject	Course Number	Section Number	Title
CHEM	1474	001	Chemistry for the Consumer

• **STEPS FOR LATE DROP PETITION. All steps must be completed and initialed before a Late Drop Petition is reviewed.**

_____ I have submitted a written statement (1-2 pages, typed and double spaced) that includes the following:
 (Petitions that do not include all of the following information will not be reviewed):

- ◆ My complete contact information: name, student ID number, mailing address, University email, and phone.
- ◆ A *detailed* explanation of the circumstances leading to your request to drop.
 - *Consult the Writing Center as needed. Poorly written statements will be returned to the student to re-write and then re-submit.*
- ◆ Identification of the specific course(s) for which the Late Drop is requested.
 - Include course prefix(es), number(s) and title(s) (e.g. CHEM 1474-001 *Chemistry for the Consumer*).
- ◆ Full names of the instructor(s) for the course(s).
- ◆ An indication as to whether this is/was my first semester at UC Denver.
- ◆ Further explanation if the special circumstances did not affect all of my classes.

_____ If applicable, I have attached documentation that verifies the circumstances beyond my control.
 E.g. note(s) from instructor, medical provider, employer, financial aid, etc.

_____ I have obtained the instructor's written support of the Late Drop, including their **signature and date** on a UCD Schedule Adjustment Form.
(Please note that the faculty support does not guarantee that a Late Drop Petition will be approved.)

_____ I have attached a copy of the course syllabus for each course being petitioned.

_____ I have included the petition form, written statement, supporting documentation (if applicable), syllabus/syllabi, and instructor-signed Schedule Adjustment Form.

_____ I understand that submission of this petition does not guarantee approval.

• **By signing below, I confirm that I have read, understand, and meet the Late Drop policies on the reverse side as well as the above listed statements.**
 Student Signature: _____ Date: _____

• *Petition decisions will be sent to the student's University-assigned email address.*

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Decision: _____
 Advising Office/Associate Dean or Designee _____ Date _____