Fall 2025 Faculty & Staff Memo
Dates and Deadlines│Policies │Enrollment │Grading

UCCS Office of the Registrar
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Dear UCCS Faculty and Staff:

As we begin the fall 2025 semester, the Office of the Registrar would like to remind you of some important changes, policies, and deadlines. Important semester dates and deadlines can be reviewed on page **eight** of this document. You can also visit some of our helpful resources below:

Course Deadlines
Faculty/Staff Resources
Student Resources
Course Information Center
Academic Calendar
Contact Us

Let's have a great semester!

Significant Changes and Reminders

Grade Rosters in 'Approved' Status

- To meet grading deadlines, please ensure that all grade rosters have been 'Approved' *and* 'Posted' by the grading deadline of 11:00pm (MST) on Tuesday, December 23.
    - Effective fall 2025, the Office of the Registrar will no longer wait until the grading deadline to begin administratively posting grade rosters left in 'Approved' status. Once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

Labor Day / Fall Break

- Beginning Fall 2023, for all in-person and online synchronous courses, UCCS will now:
    - Hold classes on Tuesday, September 2nd
    - Have no classes entire week of Thanksgiving (Fall Break): November 24th through November 28th
        - Campus offices open Monday, November 24th and Tuesday, November 25th only

Withdrawals

- Any course being dropped after census date is considered a course *withdrawal*. Students can withdraw from full semester length courses in their myUCCS portal after census date through October 31. Visit our Drop and Withdrawal Policies and Procedures webpage and see below for more information.
- Students requesting to withdraw from *less than all* courses after October 31 must obtain academic approvals. The Office of the Registrar now has a Late Withdrawal Form that routes to specific individuals for decisions based on college/department policies.
- Students requesting to withdraw from *all* courses after October 31 must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students.

Waitlist Form

- The Office of the Registrar offers a Waitlist Roll-In Request Form found on our Faculty/Staff webpage. This form must be submitted by instructors to accommodate students on a waitlist over the published enrollment capacity through August 31 for full semester length courses. See the 'Understanding Waitlists' section below for more information.

Family Educational Rights and Privacy Act (FERPA)

The University of Colorado complies with the provisions of FERPA. The act was designed to protect the privacy of educational records. Please consider taking a Percipio course in your portal (CU: FERPA for Faculty or CU: FERPA for CU-SIS Access) to best acquaint yourself with the law. Additional information about FERPA can be found under Student Rights and Responsibilities in the online Academic Catalog and on our Faculty/Staff Policies and Updates webpage.

Practices, such as posting grades to office doors or on the web, leaving exams or papers where others can access such records, and sending emails to multiple students at once with student numbers or personal information included are a violation of student privacy rights. **Best practice: If any person other than the specific student or university staff will ever see a document, do not include personal identifiable information on the document including student ID numbers.**

FERPA Full Privacy Students: Students may also ask the university not to publicly disclose directory information. Students can choose full privacy or limited privacy. Full privacy students are identified in CU-SIS with a PRIVATE flag on student data screens and on class/grade/advisee rosters. If information is requested by third parties for students who have the PRIVATE flag, no information can be given. The proper response is: **"Due to data privacy policies, we are unable to respond to your request."**

- **Exception:** UCCS email is the official means of communication (UCCS Policy 700-001). You may conduct university business with PRIVATE students through their UCCS email account.
    - Full privacy students may choose to have a security passphrase on their account to be able to be identified over the phone. This is located in CU-SIS by clicking the PRIVATE flag on a student data screen then selecting 'CU Security Passphrase.' If unsure, always direct the student to the Office of the Registrar.

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- **Full Privacy Students in the Classroom:** Students with full privacy do not have the right to anonymity in the classroom (in person or online) as it only protects them from having information released to outside third parties. As such, instructors may continue to refer to students by name in the classroom or in an online forum.

If you have questions about FERPA, please contact the Office of the Registrar. FERPA Guidelines for Faculty and & Staff can be found on our Faculty/Staff Policies and Updates webpage.

Confirming Student Enrollment

Students must be officially enrolled in a course to attend. Students are **not** permitted to sit in a course to make up an incomplete grade from a prior semester or to audit without officially registering and paying for the course. Students who approach you about attending your course to make up an incomplete grade should be referred to the Office of the Registrar.

Everyone attending a class must be registered and listed on the CU-SIS class roster. 'Audit' or 'Listening-In' students must have instructor approval *and* be officially registered for the course through the Extended Studies Academic Outreach Office. Instructors will be notified of these students who will appear on a course's separate CU-SIS noncredit class roster.

Faculty can log into their myUCCS portal to view their class roster(s). If you are unsure if a person is registered in your class, department administrative assistants or the Office of the Registrar staff can help determine accurate registration.

Please notify the Office of the Registrar of any individuals who are attending your course but are not listed on your class roster.

Drop and Withdrawal Refund Policy

Students who drop any or all courses by 11:59pm (MST) on the course census date(s) will receive a refund of tuition and refundable fees associated with the course(s)*. Any course being dropped after its specific census date is considered a course withdrawal (or partial withdrawal). Students who withdraw from any or all courses after the course census date(s) are not eligible for a refund of tuition and refundable fees and will have 'W' notation assigned.

*Short courses -- courses that meet less than 16 weeks, start before the semester, or start after the full semester census date -- have special drop, withdraw, and financial deadlines that are determined by prorating the normal semester deadlines by the number of weeks the course meets. Students can locate drop deadlines in the myUCCS portal by clicking on the calendar icon within their class schedule. There is no refund for courses withdrawn from after the course census date and a notation of 'W' will be assigned.

Visit our Course Deadlines, Short Course Deadlines, and Drop and Withdrawal Policies and Procedures webpages for more information.

Students with extenuating circumstances that caused them to withdraw from a course or multiple courses after census date(s) may submit a Tuition Appeal to the Office of the Registrar. *Questions about the tuition appeal process should always be directed to the Office of the Registrar and our tuition appeal resource webpage.*

Understanding Waitlists

The only way for students to enroll in a course that is closed (at capacity) is by placing themselves on the waitlist. Waitlists are available through **11:50 pm on August 31** for full semester length courses.

Canvas and Waitlisted Students: Waitlisted students will display in Canvas. Please note that even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course. Once waitlists are deleted the morning of **September 2**, students will no longer display in Canvas.

Waitlisting for Multiple Sections: The system **will** allow students to waitlist for more than one closed section of the same class. If a student is added from one section's waitlist, then they will be automatically dropped from the other section's waitlist. In addition, the system will allow students to fully register for an open section of a course and waitlist for another closed section of that same course. To do this, a student **must** enroll in the open section first before placing themselves on the waitlist for the closed section. If a

student is currently waitlisted for a closed section and then registers for an open section after, the student will automatically be dropped off the waitlist for the closed section at the time of registration.

> **Important:** If a student is fully enrolled in an open section of a course and waitlisted for a closed section of that same course, the student will be dropped from the open section if they are added off the waitlist for the closed section (unless that specific class is repeatable for credit). Students on the waitlist are automatically enrolled in a closed course if a seat becomes available, enrollment limits are increased, or an approved Waitlist Roll-In Request Form is submitted to the Office of the Registrar to allow students over the published enrollment capacity. Contact your department chairs for any enrollment capacity increases. See below for allowing students over the published enrollment capacity.

Waitlist Roll-Ins: For full semester length courses, students can get onto a waitlist until **11:50pm (MST) on August 31**. Instructors may accommodate these waitlisted students over the course's published enrollment capacity until the morning of **September 2** by requesting students to be manually rolled into the course by the Office of the Registrar. This must be requested by submitting a Waitlist Roll-In Request Form found at the bottom of our Faculty/Staff Forms and Access webpage. In-person courses cannot go over the established fire capacity for the classroom. Please contact registrar@uccs.edu for any questions about waitlist requests.

Waitlist Deleted: Full semester length course waitlists will be deleted the morning of **September 2**. After the Last Day to Enroll/Waitlist deadline, waitlists are deleted. Students may enroll in a closed course after this date by using a permission number issued from the academic department or advisor, or by using an Add Course Form with instructor signature through census date. Please see the following 'Enrolling in Courses' section for more information.

Short Course Waitlists: For Pre-term (CPT) and Intensive (CDD) courses, also known as short courses, waitlists will be deleted the following business day after the course's last day to enroll/waitlist deadline. Please visit our Short Course Deadlines webpage for all short course deadlines.

Waitlist Deadlines by Session		
Session	**Waitlist Available Until (11:50pm MST)**	**Waitlists Deleted (9:00am MST)**
Gateway Program Seminar (CGS)	Thursday, August 21st	Friday, August 22nd
Full Semester Length Courses: Main Campus Semester (C/CEC)	Sunday, August 31st	Tuesday, September 2nd
First 8 weeks: Session A (CMA/CE1)	Thursday, August 28th	Friday, August 29th
Second 8 weeks: Session B (CMB/CE2)	Saturday, October 25th	Monday, October 27th
Short Courses: Pre-Term (CPT) & Intensive (CDD/CED)	See Short Course Deadlines	See Short Course Deadlines

Enrolling in Courses

Students must be admitted to the university, eligible to enroll with no enrollment barriers, such as holds, and complete pre-registration tasks (updating addresses, phone numbers, and emergency contacts) *each* semester prior to registering for courses in the myUCCS portal. If you are unsure about a student's eligibility to enroll for a semester, please contact the Office of the Registrar.

Important: Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions: Gateway Program Seminar, Session A, Session B, pre-term, and intensive. By doing so, academic, enrollment, and financial deadlines can differ.

> **Short Courses:** Pre-term (CPT) and Intensive (CDD) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. Please visit our Short Course Deadlines webpage.

Adding Courses through the Last Day to Enroll/Waitlist: Students can enroll or waitlist for full semester length courses in the myUCCS portal without any approvals until **11:50 pm on August 31.** If students have any other enrollment barriers such as time conflicts, holds, etc. then special approvals may be required. It some cases a permission number may be utilized.

Adding Courses after Last Day to Enroll/Waitlist: After August 31 through census date, to add a full semester length course in the myUCCS portal, students must be issued a permission number through the academic department or their advisor. Students may also have a course manually added by submitting a completed Add Course Form with the instructor's signature to the Office of the Registrar. Waitlists are no longer available after August 31.

> **Important:** For those who generate or issue permission numbers, permission numbers must have the 'Permission Time Period' box checked for full semester length courses *after* **August 31 through September 11 (census date)** or else the number will be invalid. Permission numbers *cannot be used* after census date**.** If you have questions about permission numbers, please contact the Office of the Registrar. You can also refer to our instructions here: Issuing Permission Numbers.

Adding Courses after Census Date: After census date **(September 11)**, approvals from the instructor, academic dean, and Bursar's Office are required to add a full semester length course. Students must submit a completed and signed Add Course Form to the Office of the Registrar (Main Hall 108 or registrar@uccs.edu) for processing. Students will only be added if no other enrollment barriers are present on their student account.

Enrollment Deadlines by Session			
Session	**Last Day to Enroll/Waitlist without Approval**	**Instructor Approval Required to Enroll through Census Date**	**Instructor, Dean, & Bursar Approvals Required to Enroll**
Gateway Program Seminar	Thursday, August 21st	Friday, August 22nd – Thursday, September 11th	Friday, September 12th
Full Semester Length Courses: Main Campus Semester (C/CEC)	Sunday, August 31st	Monday, September 1st - Thursday, September 11th	Friday, September 12th
First 8 weeks: Session A (CMA/CE1)	Thursday, August 28th	Friday, August 29th – Monday, September 2nd	Tuesday, September 3rd
Second 8 weeks: Session B (CMB/CE2)	Saturday, October 25th	Sunday, October 26th – Friday, October 31st	Saturday, November 1st
Short Courses: Pre-Term (CPT) & Intensive (CDD/CED)	See Short Course Deadlines	See Short Course Deadlines	See Short Course Deadlines

Dropping and Withdrawing from Courses

Important: Although most courses scheduled are *full semester length courses (Main Campus Session)*, students have the option to register for courses in different sessions. By doing so, academic, enrollment, and financial deadlines can differ. *Students should always drop/withdrawal from specific courses on their own in their myUCCS portal prior to deadlines.* Students can see the deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. Instructions for students can be located on our Student Resources webpage under 'Locating Drop Deadlines in myUCCS Portal'. Visit our Drop and Withdrawal Policies and Procedures webpage for more details.

> **Short Courses:** Pre-term (CPT) and Intensive (CDD/CED) courses, also known as short courses, have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. There is no refund for courses withdrawn from after the course census date and a grade of 'W' will be assigned. Please visit our Short Course Deadlines webpage.

Dropping Courses before Census Date: Students can drop full semester length courses via the myUCCS portal until **11:50pm on September 11** and receive a full refund and avoid receiving any grade for the course(s). Students are not permitted to attend or participate in the course after dropping. Any course being dropped *after* census date is considered a course withdrawal.

Partial Withdrawals before Last Day to Withdraw: Students may withdraw from full semester length courses *without* approval via the myUCCS portal after census date through **11:50pm on October 31**. These withdrawals are nonrefundable, and a grade of 'W' will be assigned.

Partial Withdrawals after Last Day to Withdraw: Students requesting to withdraw late from a full semester length course while remaining enrolled in at least one course must obtain academic approvals *after* **October 31**. Students must submit a Late Withdrawal Form for the course(s) they are requesting to withdraw late from. This online form routes to specific individuals for decisions based on college/department policies. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, course withdrawals after this date are assigned a 'W' notation with no refund given.

Withdrawing from All Courses: If a student is requesting to **withdraw from all courses**, they are completely withdrawing for the semester. See 'Complete Semester Withdrawals' section below.

Withdrawal Deadlines by Session		
Session	**Census Date**	**Last Day to Withdraw without Approval**
Gateway Program Seminar	Thursday, September 11th	Friday, October 31st
Full Semester Length Courses: Main Campus Semester (C/CEC)	Thursday, September 11th	Friday, October 31st
First 8 weeks: Session A (CMA/CE1)	Tuesday, September 2nd	Saturday, September 27th
Second 8 weeks: Session B (CMB/CE2)	Friday, October 31st	Tuesday, November 25th
Short Courses: Pre-Term (CPT) & Intensive (CDD/CED)	See Short Course Deadlines	See Short Course Deadlines

Complete Semester Withdrawals

Dropping All Courses before Census Date: Students may cancel their enrollment by dropping all courses (zero credit hours remaining) in the myUCCS portal by 11:50pm (MST) on the course's census date(s) and receive a full refund and avoid receiving any grades. After the census date a student withdrawing from all courses (zero credit hours remaining), is completely withdrawing for the semester.

Complete Withdrawals before Last Day to Withdraw: For full semester length courses, students may withdraw in the myUCCS portal after census date through **October 31**. No approval is needed until *after* **October 31**. These courses are nonrefundable, and a 'W' notation will be assigned automatically.

Complete Withdrawals after Last Day to Withdraw: Students requesting to withdraw from all courses after **October 31**, must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students. Information is available on the Office of the Dean of Students webpage. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, courses are assigned a 'W' notation, and no refund will be given.

> **Important:** The **October 31** withdrawal deadline applies to full semester length courses. Although most courses scheduled are full semester length courses, students have the option to register for courses in different sessions. By doing so, academic, enrollment, financial, and withdrawal deadlines can differ. *Students should always drop/withdrawal from specific courses in their own in their myUCCS portal prior to deadlines.* Students can see specific course deadlines in the myUCCS portal by clicking on the calendar icon within their class schedule. Instructions for students can be located on our Student Resources webpage under 'Locating Drop Deadlines in myUCCS Portal'.

Complete Semester Withdrawals are determined by the date the last class has been withdrawn; or the date the completed request form is processed by the Office of the Dean of Students. Visit the Office of the Registrar's Drop and Withdrawal Policies and Procedures webpage and the Office of the Dean of Students Complete Semester Withdrawal webpage for more details.

Grade Forgiveness

Starting with the spring 2022 semester, UCCS allows Grade Forgiveness for undergraduate degree-seeking students. Grade forgiveness can only apply to courses taken in the fall 2021 semester and forward. No grades prior to fall 2021 can be forgiven under this policy.

Students must submit a Grade Forgiveness Form by the census date of the repeated course. If submitted after the census date of the repeated course, students must provide a brief written statement on the form explaining why they were unable to submit the request form by the deadline. Any submission after the deadline is not guaranteed and is only granted to students who have extenuating circumstances.

If students have questions about grade forgiveness eligibility, please refer them to their academic advisor or the Office of the Registrar. You may also visit our Grade Forgiveness webpage for more information.

Grading

*** Please visit our Faculty Grading webpage for additional details and resources regarding online grading *******

Deadline: Fall 2025 final grade submission deadline is **11:00pm (MST) on Tuesday, December 23**. Any grade rosters left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

Grade Roster Availability: Grade rosters for most sessions will be created 10 days prior to the end of the session in which the course is offered. Grade rosters for fall 2025 full semester length courses will be created on **Wednesday, December 10**. Grade rosters for short courses will be created two business days before the end of the course.

University policy requires that faculty enter their course grades into the online grading system no later than 90 hours after each final exam has ended. Grades for short courses must be entered no later than 90 hours after either the final exam has ended or the last day of the course, whichever is first. This does not mean that grading will shut off in the myUCCS portal/faculty center. Instructors are still able to input grades after the 90-hour deadline.

Effective fall 2025, the Office of the Registrar will no longer wait until the grading deadline to begin administratively posting grade rosters left in 'Approved' status. Once grade rosters are created, any left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar. To meet grading deadlines, please ensure that all grade rosters have been 'Approved' *and* 'Posted' by the grading deadline of **11:00pm (MST) on Tuesday, December 23**.

For additional grading instructions, please review our Online Grading Tutorial.

Online Grade Changes: You may submit an online grade change within the Faculty Center of the myUCCS portal after you have submitted a final grade roster. Please use the links below for instructions on submitting an online grade change through the myUCCS portal/faculty center. Also, please be sure to use the instructions that correlate with your academic role on campus. These instructions can also be found on our Faculty Grading webpage.

Please note: Effective October 2023, the online grade change workflow for approvers and deans is now tracked through OnBase. The instructions below have been updated and reflect this new change. Please take time to review the instructions below specific to your role.

Instructors and Proxy Initiators: Online Grade Change - Instructions for Instructor/Proxy Initiator
Approvers and Deans: Online Grade Change - Instructions for Deans/Approver

If you have any questions about the online grading process, please contact the Office of the Registrar.

SEE NEXT PAGE FOR IMPORTANT FALL 2025 DATES & DEADLINES

Fall 2025 Dates and Deadlines

Visit the Office of the Registrar website, Course Deadlines, and the Academic Calendar for additional details

Aug. 4   Fall pre-term session begins (course start dates, end dates, and deadlines vary by class)
- Short Course Deadlines

Aug. 21 – 22 Gateway Program Seminar Gateway Days
- Required for all new undergraduate students enrolled for an in-person GPS course for Fall 2025 (excludes Session B GPS courses).

Aug. 25   Fall semester begins

Aug. 31   Last day to enroll/waitlist for full semester courses through myUCCS portal **without** instructor approval

Sept. 1   Labor Day Holiday (No classes – Offices Closed)

Sept. 1 - 11 Instructor approval required to add full semester courses
- Permission number or Add Course Form

Sept. 2   Waitlists deleted for full semester courses

Sept. 2   Session A census date

Sept. 11   **Census date for full semester courses (Important Add/Drop Deadline)**
- Last day to drop with 100% refund of tuition and most fees.
- Course withdrawals after this date are nonrefundable and assigned a 'W' notation.
- Instructor, academic dean, & Bursar approval required for adding after this date.

Oct. 21   Session A ends

Oct. 22   Session B begins

Oct. 31   Last day to withdraw from full semester courses in myUCCS portal without approvals
- After this date, students withdrawing from less than all courses must submit a Late Withdrawal Form for each course they are requesting to withdraw from.
- Students withdrawing from all courses after this date, must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students.

Oct. 31   Session B census date

Nov. 24 - 28 Fall Break (No classes)
- Offices open Monday, Nov. 24 and Tuesday, Nov. 25 only

Dec. 10   Grade rosters available for full semester length courses
- Grade rosters for short courses will be available 2 days prior to the end of the course.
- Grades are due within 90 hours after the completion of your class

Dec. 15 – 18 Finals Week

Dec. 19   Commencement (summer and fall graduates)

Dec. 20   Semester ends

Dec. 23   Final deadline for grades to be entered in the myUCCS portal/faculty center by 11:00 pm