

# Fall 2023 Faculty & Staff Memo

## Dates and Deadlines | Policies | Course Enrollment | Faculty Grading



Dear UCCS Faculty and Staff:

As we begin a new semester, the Office of the Registrar would like to remind you of some important policies and deadlines. Important Fall 2023 semester dates and deadlines can be reviewed on page **five** of this document.

Please do not hesitate to contact us if you have any questions or concerns.

Have a great semester!

[registrar@uccs.edu](mailto:registrar@uccs.edu)

### Significant Changes

#### Labor Day / Fall Break

Beginning Fall 2023, for all in-person and online synchronous courses, UCCS will now:

- Hold classes on Tuesday, September 5<sup>th</sup>
- Have *no* classes entire week of Thanksgiving (Fall Break): November 20<sup>th</sup> through November 26<sup>th</sup>
  - Campus offices will be open Monday, November 20<sup>th</sup> through Wednesday, November 22<sup>nd</sup>

#### Satisfactory/Unsatisfactory Grading

- Effective Fall 2023, the Pass/Fail only grading basis will be replaced with S/U (Satisfactory/Unsatisfactory) grading basis. This is not to be confused with the student requested P/F convert grading basis option. S/U grading is assigned to courses that are predominately experiential, field-based, and practical in nature, as well as candidacy for degree. These courses were previously built with a Pass/Fail only grading basis. S/U grades will not be part of the student option P/F convert grading basis, which will continue to include the P/P+/F option. Courses assigned the S/U basis may only be graded S or U and may not be taken for a letter grade.
- See the [Academic Catalog](#) 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 Skillsoft course in your portal (CU: FERPA for Faculty or CU: FERPA) to best acquaint yourself with the law. Additional information about FERPA can be found under Student Rights and Responsibilities in the online [Academic Catalog](#). Practices, such as posting grades to office doors or on the web, leaving exams or papers where others can access such records, are a violation of student privacy rights. Best practice: If any person other than the student or university staff will ever see a document, do not include personal identifiable information on the document.

**Full FERPA 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 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 page](#).

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## Withdrawal Refund Policy

Students who drop any or all of their course(s) on or before the census date will receive a refund of tuition and refundable fees associated with the course(s)\*. Students who drop any or all of their course(s) after the census date are not eligible for a refund of tuition and refundable fees.

\*Short courses -- courses that meet outside of the traditional semester or start before the term or after census date -- have special drop and refund deadlines that are determined by prorating the normal term deadlines by the number of weeks the course meets. Students can view these deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. There is no refund for courses dropped after the course census date and a grade of 'W' will be assigned. Visit the [Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on course deadlines.

Students with extenuating circumstances that caused them to drop course(s) after census date or fully withdraw from all courses after census date are eligible to submit a [Tuition Appeal](#) to the Office of the Registrar. The tuition appeal must be submitted by the deadline to be considered (fall class appeal deadline = end of subsequent spring semester; spring or summer class appeal deadline = end of the subsequent fall semester). Questions should be directed to the Office of the Registrar at [registrar@uccs.edu](mailto:registrar@uccs.edu) or 719-255-3361 or the Office of the Dean of Students at [dos@uccs.edu](mailto:dos@uccs.edu) or 719-255-3091.

## 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 term 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 should be registered and listed on the CU-SIS class roster. The only exceptions to this rule are persons who have your permission **and** possess either an official campus "Audit Card" or a "Listening-In" Permit issued by the [Online and Academic Outreach Office](#).

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 persons who are attending your course but are not listed on your class roster.

## Understanding Waitlists

For full semester length courses, the only way for students to enroll in a course that is closed is by placing themselves on the waitlist (waitlists available through **11:50 pm on August 27**).

**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 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.

**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 the course if a seat becomes available or enrollment limits are increased.

**Prior to the Waitlist Purge:** Instructors may accommodate students on the waitlist through **August 27** by requesting to increase their course enrollment capacity or by requesting that students be manually rolled into the course over the published limit. Contact [schedreg@uccs.edu](mailto:schedreg@uccs.edu) for enrollment capacity increases. Contact [registrar@uccs.edu](mailto:registrar@uccs.edu) for all waitlist roll in requests.

**Waitlist Purge:** Full semester length course waitlists will be purged the morning of **August 28**. After waitlists are purged, students may enroll in a closed course by using a permission number issued from the academic department or advisor or by using an [Add/Drop Form](#) with instructor signature(s) until Census Date. **Note:** For those who issue permission numbers: Permission numbers must have the 'Permission Time Period' box checked to work *after August 27*. If you have questions about permission numbers, please contact the Office of the Registrar.

**After Census Date (September 7):** Students *must* use an [Add/Drop Form](#) to add courses with signature approvals of the instructor, dean, and Bursar. Permission numbers are no longer valid after Census Date. Add/Drop Forms can be accepted electronically with valid signatures if sent directly from a UCCS email address to: [registrar@uccs.edu](mailto:registrar@uccs.edu)

**Short Course Waitlists:** For short courses, the last day to waitlist aligns with the last day to enroll in the course without permission. Waitlists will be purged the following business day.

**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 purged, students will no longer display in Canvas.

| Session                          | Waitlist Available Until | Waitlist Purge            |
|----------------------------------|--------------------------|---------------------------|
| Gateway Program Seminar          | Thursday, August 17th    | Friday, August 18th       |
| Full Semester Length Courses (C) | Sunday, August 27th      | Monday, August 28th       |
| First 8 weeks (CMA)              | Thursday, August 24th    | Friday, August 25th       |
| Second 8 weeks (CMB)             | Saturday, October 21st   | Monday, October 23rd      |
| Weekend University (CWK)         | Tuesday, September 12th  | Wednesday, September 13th |

### Deadlines for Adding and Dropping Courses (Full Semester Length Courses)

**Important Note:** Short courses (courses that meet less than 16 weeks, start before the term, or start after the full semester census date) have varying census dates and withdraw deadlines depending on the number of days/weeks the course meets. Students can see the deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. There is no refund for courses dropped after the course census date and a grade of 'W' will be assigned. Visit the [Short Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on short course deadlines.

**Adding Courses:** Students can add full semester length courses in their myUCCS Portal without special permission until **11:50 pm on August 27th**. To add a course after **August 27th**, students *must* be issued a permission number (through the academic department or their advisor) or obtain the instructor's approval/signature on an [Add/Drop Form](#). **Important:** When issuing a permission number, please make sure the 'Permission Time Period' box is checked on each permission number beginning **August 27 through September 7 (Census Date)**. Permission numbers *cannot be used* after **11:50 pm on September 7th**.

**Adding Courses after Census Date:** After Census Date (**September 7**), approvals of the instructor, dean of the college of the course, and Bursar's Office are required. The student must submit a completed [Add/Drop Form](#) to the Office of the Registrar (Main Hall 108 or [registrar@uccs.edu](mailto:registrar@uccs.edu)) for processing.

**Census Date/Dropping Courses:** Students can drop full semester length courses via the myUCCS Portal until **11:50pm on September 7** and receive a full refund. Full semester length courses dropped before this deadline will not be assigned a grade. **Note:** Students who drop a class are not permitted to sit in the class after dropping.

**Dropping Courses after Census Date:** After Census Date, students may drop full semester length courses *without* instructor or dean approval via the myUCCS Portal through **October 27th**. These drops are nonrefundable, and a grade of 'W' will be assigned automatically. Visit the [Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on course deadlines.

**Dropping Courses after October 27:** Students must obtain instructor approval first, then the approval of the dean of the college of the course on an [Add/Drop Form](#) to drop a course after **October 27**. These types of requests are only granted to students who have extenuating circumstances, and it is not guaranteed that students will be granted the option to drop. If approved, course drops after this date are assigned an official grade of 'W'.

**Note:** If a student is requesting approval to **drop all courses** after **October 27**, they are **Withdrawing from the Term** (see section below).

### Withdrawing from the Term (Full Semester Length Courses)

Students who drop *all* their courses (zero credit hours remaining) are withdrawing from the term.

**Withdrawing after October 27:** If a student is requesting approval to **drop all of their courses** after **October 27**, they must complete a [Withdrawal Request Form](#) through the Office of the Dean of Students. Information is available on the Office of the Dean of Students [Complete Withdrawal page](#). These types of requests are only granted to students who have extenuating circumstances, and it is not guaranteed that students will be granted the option to withdraw. If approved, course(s) are assigned an official grade of 'W' and no refund will be given.

Withdrawals are determined by the date the last class has been dropped; or the date the completed withdrawal form is processed by the Office of the Dean of Students.

## Grading

\*\*\* Please visit our [Faculty Grading](#) webpage for additional details and questions regarding online grading \*\*\*

**Deadline:** Fall 2023 final grade submission deadline is **11:00 pm on Tuesday, December 19**

**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 2023 full semester length courses will be created on **Wednesday, December 6th**. Grade rosters for shortened/condensed courses will be created one to 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. This does not mean that grading will shut off in the myUCCS Portal/Faculty Center. You will still be able to grade after the 90-hour deadline.

To meet grading deadlines, please ensure that all grade rosters have been 'Posted' by **11:00 pm on Tuesday, December 19**. Beginning **December 19**, grade rosters left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

**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 your myUCCS Portal/Faculty Center. Also, please be sure to use the instructions that correlate with your academic role on campus. These instructions can be found on the Office of the Registrar website under [Faculty/Staff Resources](#). Change of Record forms may also be used, but we strongly encourage you to use the new online grading process to change grades after you have posted your roster. This speeds up the grading process for students, faculty and staff.

**Instructors:** [Online Grade Change - Instructions for Instructor](#)

**Deans:** [Online Grade Change - Instructions for College Deans](#)

**Authorized Initiators:** [Online Grade Change - Instructions for Authorized Initiators/Proxies](#)

For additional grading instructions, please review our [Online Grading Tutorial](#) or call the [Office of the Registrar](#) at 719-255-3361.

## Grade Forgiveness

Starting with the spring 2022 semester, UCCS now allows Grade Forgiveness for undergraduate degree seeking students. Grade Forgiveness can only apply to courses taken in the Fall 2021 semester and forward. No courses prior to Fall 2021 can be forgiven.

*Students must submit a grade forgiveness request form by the census date of the repeated course.*

If students have questions about Grade Forgiveness eligibility, please refer them to their academic advisor or the Office of the Registrar.

Please visit the [Grade Forgiveness](#) webpage for more information.

## Fall 2023 Dates and Deadlines

Visit the [Office of the Registrar](#) website for additional details on [Course Deadlines](#)

|                          |   |
|--------------------------|---|
| <b>Aug. 7</b>            | Fall pre-term session begins <ul style="list-style-type: none"><li>Course start, end, and census dates vary by class</li></ul>  |
| <b>Aug. 17 – 18</b>      | Fall 2023 Gateway Program Seminar <a href="#">Gateway Days</a> <ul style="list-style-type: none"><li>Required for all new undergraduate students in an in-person GPS course for Fall 2023</li></ul>   |
| <b>Aug. 21</b>           | Fall semester begins  |
| <b>Aug. 27</b>           | Last day to register/waitlist for full semester courses through myUCCS Portal <b>without</b> instructor permission  |
| <b>Aug. 28</b>           | Waitlist purge (full semester courses)  |
| <b>Aug. 28 - Sept. 7</b> | Instructor approval (Permission number or Add/Drop Form) required to add full semester courses <ul style="list-style-type: none"><li>Sept. 7 - Last day to drop full semester length courses in myUCCS portal with a 100% refund of tuition and most fees</li></ul>   |
| <b>Sept. 4</b>           | Labor Day Holiday (No classes – Offices Closed)   |
| <b>Sept. 7</b>           | <b>Census Date (Important Add/Drop Deadline)</b> <ul style="list-style-type: none"><li>Last day to drop all full semester length courses with 100% refund of tuition and <i>most</i> fees</li><li>Full semester course drops after this date are nonrefundable and assigned a grade of 'W'</li><li>Instructor, Dean, &amp; Bursar approval required on course adds after Census Date</li><li>Total tuition and fees due or enroll in a 3-pay Payment Plan through Bursar's office</li></ul>   |
| <b>Oct. 27</b>           | Last day to drop a full semester length course within myUCCS Portal <i>without</i> special approval from instructor and dean <ul style="list-style-type: none"><li><b>Note:</b> Students must obtain instructor approval first before approaching the dean for approval to drop a course after <b>Oct. 27</b>. These requests are only granted to students with extenuating circumstances, and it is not guaranteed. If approved, course drops after this date are assigned an official grade of 'W'. If a student is only <b>dropping a portion</b> of their courses after <b>Oct. 27</b>, an <a href="#">Add/Drop Form</a> can be used.</li><li>If a student is requesting approval to <b>drop all courses</b> after <b>Oct. 27</b>, they must submit a <a href="#">Withdrawal Request Form</a> through the Office of the Dean of Students.</li></ul> |
| <b>Nov. 20 - 26</b>      | Fall Break (No classes) <ul style="list-style-type: none"><li>Offices open Monday, Nov. 20 through Wednesday, Nov. 22</li></ul>   |
| <b>Dec. 6</b>            | Grade rosters available for full semester length courses <ul style="list-style-type: none"><li>Grade rosters for shortened or condensed courses will be available 2 days prior to the end of the shortened or condensed course.</li></ul>   |
| <b>Dec. 11 – 14</b>      | Finals Week   |
| <b>Dec. 15</b>           | Commencement (Summer and Fall 2023 graduates)   |
| <b>Dec. 16</b>           | Semester officially ends <ul style="list-style-type: none"><li>Grades are due within 90 hours after the completion of your class</li></ul>  |
| <b>Dec. 19</b>           | Final deadline for grades to be entered in the myUCCS Portal/Faculty Center by 11:00 pm   |