

Spring 2025 Faculty & Staff Memo

Dates and Deadlines | Policies | Course Enrollment | Faculty Grading



Dear UCCS Faculty and Staff:

As we transition to a new semester, the Office of the Registrar would like to remind you of some important policies and deadlines. Important spring 2025 semester dates and deadlines can be reviewed on page **six** of this document. Please do not hesitate to contact us if you have any questions or concerns.

Have a great semester!

registrar@uccs.edu

Significant Changes

Extension to the Last Day to Enroll/Waitlist without Approval and Waitlist Purge (16-week courses only)

- The last day to enroll or waitlist without instructor approval *and* the waitlist purge date have been extended for full-length semester courses (main campus & extended studies). Students can enroll or waitlist for full-semester courses in the myUCCS portal through 11:59pm on Friday, January 31st. Full-semester course waitlists will be deleted the following day on Saturday, February 1st. After January 31st, students may enroll in full-semester courses by using a permission number or an [Add Course Form](#) with instructor signature through census date. There is no change to courses in other sessions (Pre-term, Intensive, Session A, Session B, Spring Break).

Administrative Posting of Grade Rosters in Approved Status

- Effective spring 2025, once grade rosters have been created on **Wednesday, May 7**, any grade rosters left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar.

Waitlist Form

- The Office of the Registrar now requires a [Waitlist Roll-In Request Form](#) found on our Faculty/Staff webpage. This form needs to be submitted to accommodate students on a waitlist over the published enrollment capacity through January 31. See the *Understanding Waitlists* section below for more details.

Withdrawals

- Any course being dropped after Census Date is considered a course withdrawal. Students can withdraw from courses in their myUCCS after Census Date through April 4 for the spring 2025 semester.
- Students requesting to withdraw from less than all courses after April 4 must submit a [Add/Drop/Withdraw Form](#) to the Office of the Registrar with instructor and academic dean approvals.
- Students requesting to withdraw from *all* courses after April 4 must submit a [Complete Semester Withdrawal Request Form](#) through the Office of the Dean of Students. Visit our [Drop and Withdrawal Policies and Procedures](#) webpage and see below for more details.

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 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.

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 Resources](#) 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 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 persons who are attending your course but are not listed on your class roster.

Drop and Withdrawal Refund Policy

Students who drop any or all their courses on or before the census date(s) will receive a refund of tuition and refundable fees associated with the course(s)*. Any course being dropped after its census date is considered a course withdrawal (or partial withdrawal). Students who withdraw from any or all their courses after the census date(s) are not eligible for a refund of tuition and refundable fees and will have ‘W’ grades assigned.

*Short courses -- courses that meet outside of the traditional semester sessions or start before the semester -- 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 view these deadlines in their 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 grade of ‘W’ will be assigned.

Please visit our [Course Deadlines](#), [Short Course Deadlines](#), and [Drop and Withdrawal Policies and Procedures](#) webpages for more details.

Students with extenuating circumstances that caused them to withdraw from a course or multiple courses after census date are eligible to 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 (full) is by placing themselves on the waitlist. Waitlists are available through **11:50 pm on January 27-31** 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, 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 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 a closed course if a seat becomes available, enrollment limits are increased, or a [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 Prior to Waitlists Deleted: Instructors may accommodate students on the waitlist over the published enrollment capacity through **January 27-31** by requesting students to be manually rolled into the course by the Office of the Registrar. This can be requested by submitting a [Waitlist Roll-In Request Form](#) found at the very bottom of our Faculty/Staff webpage. Please contact registrar@uccs.edu for any questions about waitlist roll-in requests.

Waitlists Deleted: Full semester length course waitlists will be deleted the morning of ~~January 28~~ **February 1**. After waitlists are deleted, students may enroll in a closed course by using a permission number issued from the academic department or advisor or by using an [Add Course Form](#) with instructor signature until census date. **Important:** For those who issue permission numbers: [Permission numbers](#) must have the 'Permission Time Period' box checked *after* **January 27-31** or else the number will be invalid. If you have questions about permission numbers, please contact the Office of the Registrar.

After Census Date (February 5): Students *must* use an [Add Course Form](#) with signature approvals from the instructor, academic dean, and Bursar's office to add courses (full semester length courses). **Permission numbers are no longer valid after census date.** [Add Course Forms](#) can be accepted electronically with if sent directly from a UCCS email address to: 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 approval. Waitlists will be deleted the following business day. Please visit our deadlines webpage for all [Short Course Deadlines](#).

| Session | Waitlist Available Until | Waitlist Purge |
|----------------------------------|--|---|
| Full Semester Length Courses (C) | Monday, January 27th Friday, January 31st | Tuesday, January 28th Saturday, February 1st |
| First 8 weeks (CMA/CE1) | Friday, January 19th | Monday, January 22nd |
| Second 8 weeks (CMB/CE2) | Friday, March 15th | Monday, March 18th |

Deadlines for Adding, Dropping, and Withdrawing from Courses (Full Semester Length Courses)

Important Note: Short courses (courses that meet less than 16 weeks, start before the semester, or start after the full semester Census Date) have varying Census Dates and withdrawal deadlines that are determined by 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. Instructions for students can be located on our [Student Resources](#) webpage under 'Drop Deadlines in myUCCS Portal'. There is no refund for courses withdrawn from after the course Census Date and a grade of 'W' will be assigned. Please visit our deadlines webpage for all [Short Course Deadlines](#).

Adding Courses: Students can add full semester-length courses in their myUCCS Portal without special approval until **11:50 pm on January 27-31**. To add a course after **January 27-31**, students *must* be issued a permission number (through the academic department or their advisor) or obtain the instructor's approval on a signed [Add Course Form](#). **Important:** For those who issue [permission numbers](#): When issuing a permission number, the 'Permission Time Period' box must be checked on each generated permission number beginning **January 27-31 through February 5 (Census Date)**. Permission numbers *cannot be used* after **11:50 pm on February 5**.

Adding Courses after Census Date: After census date (**February 5**), approvals from the instructor, academic dean, and Bursar's Office are required. The student 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.

Census Date & Dropping Courses: Students can drop full semester-length courses via the myUCCS Portal until **11:50pm on February 5** and receive a full refund of tuition and avoid receiving any grade for the course(s). Students are not permitted to attend or participate in the course after dropping. **Note:** Any course being dropped after census date is considered a course withdrawal.

Withdrawing from Courses after Census Date: Students may withdraw from full semester-length courses *without* approval via the myUCCS Portal after census date through **April 4**. These withdrawals are nonrefundable, and a grade of 'W' will be assigned automatically.

Withdrawing from Courses after April 4: Students must obtain instructor approval first, then the approval of the academic dean of the course on an [Add/Drop/Withdraw Form](#) to withdraw from a course after **April 4**. 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 an official grade of 'W' with no refund given.

Visit the Office of the Registrar's [Drop and Withdrawal Policies and Procedures](#) webpage for more details.

Note: If a student is requesting to **withdraw from all courses** after **April 4**, they are requesting a **Complete Semester Withdrawal** (see section below).

Complete Semester Withdrawals (Full Semester Length Courses)

Students may drop all courses in the myUCCS Portal through **February 5 (census date)** and receive a full refund of tuition and avoid receiving any grades. If a student is requesting to withdraw from all courses after Census Date (zero credit hours remaining), they are requesting a **Complete Semester Withdrawal**.

Complete Semester Withdrawals Before April 4: Students may withdraw from all courses in the myUCCS Portal after census date through **April 4**. No approval is needed until after **April 4**. These courses are nonrefundable, and a grade of 'W' will be assigned automatically.

Complete Semester Withdrawals After April 4: Students requesting to withdraw from all courses after **April 5**, must complete 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 [Complete Semester Withdrawal](#) webpage. These types of requests are not guaranteed and are only granted to students who have extenuating circumstances. If approved, course(s) are assigned an official grade of 'W', and no refund will be given.

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 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 request 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 request 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.

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

Grading

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

Deadline: Spring 2025 final grade submission deadline is **11:00 pm on Tuesday, May 20**

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 spring 2025 full semester-length courses will be created on **Wednesday, May 7**. Grade rosters for shortened/condensed 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. 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.

To meet grading deadlines, please ensure that all grade rosters have been 'Posted' by **11:00 pm on Tuesday, May 20**. Effective spring 2025, any grade rosters left in 'Approved' status will be administratively 'Posted' by the Office of the Registrar beginning after grade rosters are created on **May 7**.

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. Change of Record forms may still be used, but we strongly encourage you to use the online grading process to change grades after you have posted your roster. This speeds up the grading process for students, faculty, and staff.

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](#).

Final Exam Schedule

The [Spring 2025 Final Exam Schedule](#) is available and located on the [Course Information Center](#) webpage.

Faculty and Academic Units, please note the following:

- Classes with abnormal meeting patterns must make special arrangements for the final.
- Classes that meet on Friday at 7:30PM must make special arrangements for the final.

If any course sections fall into the above categories and require a classroom for an on-campus final exam, you **MUST** reach out to Curriculum Management **prior to May 1**. Please contact schedreg@uccs.edu to arrange a classroom space for these sections with abnormal meeting patterns.

SEE NEXT PAGE FOR IMPORTANT SPRING 2025 DATES & DEADLINES

Spring 2025 Dates and Deadlines

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

| | |
|--------------------------------------|--|
| Dec. 23 | Spring pre-term session begins <ul style="list-style-type: none">▪ Course start, end, and financial deadlines vary by class |
| Dec. 23 – Jan. 1 | Winter Break (No classes – Offices Closed) |
| Jan. 20 | Martin Luther King Jr. Day (No classes – Offices Closed) |
| Jan. 21 | Spring semester officially begins |
| Jan. 27-31 | Last day to register/waitlist for full semester courses through myUCCS Portal without instructor approval |
| Jan. 28 Feb. 1 | Waitlists deleted (full semester courses) |
| Jan. 28 Feb. 1 – 5 | Instructor approval required (Permission number or Add Course Form) to add full semester courses <ul style="list-style-type: none">▪ Feb. 5 - Last day to drop full semester-length courses in myUCCS portal with a 100% refund of tuition and most fees |
| Feb. 5 | Census Date (Important Full Semester Course Add/Drop/Withdraw Deadline) <ul style="list-style-type: none">▪ Last day to drop all full semester length courses with 100% refund of tuition and <i>most</i> fees▪ Any course dropped after this date is considered a course withdrawal and is assigned a 'W' grade with no refund▪ Instructor, Academic Dean, & Bursar approvals required on course adds after this date▪ Total tuition and fees due or enrollment in a 3-pay Payment Plan through Bursar's office |
| March 24 - 28 | Spring Break (No classes – Offices open) |
| April 4 | Last day to withdraw from full semester-length courses within myUCCS Portal <i>without</i> approval <ul style="list-style-type: none">▪ Students withdrawing from less than all courses after this date, must submit a Add/Drop/Withdraw Form to the Office of the Registrar with instructor(s) and academic dean(s) approvals.▪ Students withdrawing from all courses after this date, must submit a Complete Semester Withdrawal Request Form through the Office of the Dean of Students webpage.▪ These requests are not guaranteed and are only granted to students with extenuating circumstances. If approved, all withdrawals are assigned an official grade of 'W' with no refund. |
| May 7 | Grade rosters available for full semester-length courses <ul style="list-style-type: none">▪ Grade rosters for shortened or condensed courses will be available 2 days prior to the end of the course. |
| May 12 – 15 | Finals Week |
| May 16 | Commencement |
| May 17 | Semester officially ends <ul style="list-style-type: none">▪ Grades are due within 90 hours after the completion of the course |
| May 20 | Grades must be entered in the myUCCS Portal/Faculty Center by 11:00 pm on this date |