

# CAM SYLLABI ADDENDUM

## Important Dates for Fall 2007

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Students are responsible for knowing all academic dates for each semester they are enrolled. Please see the Registrar's website ([www.cudenver.edu/registrar](http://www.cudenver.edu/registrar)) for the full academic calendar.

August 26	Last day to ADD a course on-line that has space available.
August 27	Waitlists dropped. <b><u>Last day to DROP a course without a drop charge of \$100</u></b>
August 28	First day to add a course by obtaining the faculty signature on a Schedule Adjustment Form (must submit form to the Service Center in NC 1001)
Aug 31 – Sept 5	Courses can be dropped using S.M.A.R.T, \$100 fee applies to each course that is dropped
September 3	Labor Day Holiday – Campus Closed
September 5 by 5pm	Census Date: <ul style="list-style-type: none"><li>• Last day to request No Credit or Pass/Fail without a Dean's signature.</li><li>• Last day to DROP a course on-line and receive a tuition adjustment (<b>DROP FEES APPLY</b>). After this date; you must use a Schedule Adjustment Form signed by the faculty to Drop a class; you will not receive a tuition adjustment and <u>the course will appear on your transcript.</u></li><li>• Last day to ADD a course. <b>If you are not on the official class roster, you are not registered for the class. (After this date, you must petition the Dean to add a class by using the Schedule Adjustment Form <u>and</u> CAM petition form. If approved, <u>YOU</u> will have to pay the full tuition; COF does not apply.)</b></li><li>• Last day to submit <b>INTENT TO GRADUATE</b>. Submit Intent to Graduate form online at <a href="http://www.cudenver.edu/Admissions/Registrar/Pages/default.aspx">http://www.cudenver.edu/Admissions/Registrar/Pages/default.aspx</a>, and select Graduation Information on the left side of the page. (Late forms will not be accepted. Students must apply to graduate in Spring 2008.)</li></ul>
November 19-25	Fall Break: Offices closed only on Thanksgiving Day. No Classes.
December 10-15	Finals Week
December 15	Commencement
December 24	Grades available on S.M.A.R.T.

**If you are not on the official roster for your class, you are not registered for the class. It is your responsibility to verify that you are registered for the classes you are taking.**

*This includes getting all signatures needed on all of the required forms, as well as turning the forms into the Student Service Center in NC 1001 by the due date.*

## General Information

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- There will be a **DROP CHARGE** of \$100 for all classes dropped between August 28<sup>th</sup> and September 5<sup>th</sup> (Census Date). There are **NO EXCEPTIONS!!** Please plan your schedule accordingly.
- All students are responsible for keeping all contact information up to date with the University. University policy is that email is the required form of contact. If you do not check your school email, you will be missing important information from the College.
- There is no longer a “Quiet Week.” Classes are required to meet (and new information can be presented) during the week before Finals Week.
- In order to fulfill CCHE contact hour requirements, classes must also meet during finals week, whether or not a final exam is being given.
- CAM Scholarships are awarded by academic year. The application process occurs during the Spring Semester.

## Student Code of Conduct

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- As a University of Colorado at Denver and Health Sciences Center student (or taking a UCDHSC class), you are expected to abide by the University of Colorado at Denver and Health Sciences Center Student Code of Conduct.
- The following is a link for the University of Colorado at Denver and Health Sciences Center Student Code of Conduct: <http://carbon.cudenver.edu/public/studlife/01pages/Codeofconduct.html>

## Family Educational Rights and Privacy Act (FERPA)

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- FERPA was created to protect the privacy rights of the students.
- Due to the privacy restrictions, you will need to refer to your syllabus for each class for specific information regarding the collection and the return of student work.
- For more information on FERPA please go to: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## IW/IF Policy

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Incomplete information, request forms, and instructions are available at [www.cudenver.edu/cam/advising](http://www.cudenver.edu/cam/advising) under “forms.”

*In order to receive an IF or IW the following five items must have been completed and approved at all levels:*

- A student must have completed at least 75% of the course with a passing grade and there must be compelling, extraordinary, verifiable circumstances beyond the student’s control which made the completion of the course impossible.
- Students are responsible for requesting and processing the request for the IW/IF. Contracts, with all required signatures, must be received in AR 177 by 5:00 pm on the last day of regular classes (the Friday before finals week).
- A student must submit a copy of the syllabus and verification of reason for request. (For example a doctor’s note.)
- The form must be signed by faculty and have attached documents before being submitted to the Dean.
- Paperwork must be processed and approved by the Dean before the first day of Finals Week.
- A student has one academic year to complete the work as specified on IF/IW Form.

## Disability Services Information

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- To ensure disability-related concerns are properly addressed, students with disabilities who require assistance to participate in this class are expected to contact your instructor as soon as possible. For further information regarding disability-related accommodations, please contact the Office of Disability Resources and Services, at 303.556.3450 or in NC 2514.

## Religious Holiday Accommodations

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- Faculty in the University of Colorado system have a legal and moral obligation to provide reasonable accommodation to students who must be absent because of religious holidays. As with any anticipated absence from class, students need to inform faculty members at the beginning of the semester regarding any known absences.

## Music & Entertainment Industry Studies Student Handbook

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- The Music & Entertainment Industry Studies Student Handbook includes general information and rules concerning Undergraduate Music Students. Music Students are responsible for reading and adhering to these requirements and guidelines. The Student Handbook is available at [www.cudenver.edu/cam/meis](http://www.cudenver.edu/cam/meis).