

ACADEMIC PROCEDURES

ENROLLMENT VERIFICATION

Enrollment verification can be requested at the Student Success Help Center, Second Floor Main Hall or Admissions and Records Office, Main Hall 108. Due to registration activity and quantity of requests for enrollment verifications at the beginning of each term, please:

- Make all verification requests in writing.
- Allow seven to ten days for completion of verifications submitted through the second week of the semester.
- Allow 24 hours for completion of verifications submitted thereafter.
- On-demand or Rush service is available for a \$5.00 fee.

COMMENCEMENT

Commencement is held twice a year at the end of the fall and spring semesters. The date for Fall 2009 commencement is Friday, December 18, 2009. Only those students graduating during the Summer and Fall can participate in the Fall Commencement ceremony. Only those students graduating during the Spring can participate in the Spring Commencement ceremony.

DEGREES

Degrees are verified, awarded, and posted approximately 7 weeks after the end of the semester. Official transcripts previously requested that were being held for degree posting are mailed out within a week to ten days.

DECLARATION OF MAJOR

Policy of the Board of Regents requires that students declare a major by the time they have 60 hours towards their degree - by the start of their Junior Year.

E-MAIL POLICY

UCCS uses e-mail as an official means for communicating with students. To ensure students have access to this critical form of communication, students will be assigned a campus e-mail account at the time of acceptance at UCCS. Students are expected to check their official e-mail address on a frequent basis, in order to stay current with university communications. It is recommended that students check their official e-mail account at least once

a week because some notices may be time sensitive. E-mail communication will be used to replace printed communication. In addition, faculty may use the e-mail account for their courses. Details about campus e-mail policies can be found at www.uccs.edu/helpdesk.

FINAL GRADES

Faculty are urged to deliver grades to the Admissions and Records Office no later than 90 hours after the final exam.

Grades are posted no later than 48 hours after they are received from the faculty.

Grades are accessible for student viewing and printing on the web.

Go to www.uccs.edu and click on the Student Online Center link to access the Student Online Center, log on using SID and PIN, select records, then click on final grades.

THE UNIVERSITY NO LONGER MAILS STUDENT GRADE REPORTS.

Students may request a computer screen print of a current semester's grades at the Admissions and Records Office or at the Help Center on a walk-in basis. These screen prints are strictly unofficial and require a photo ID. An official copy of grades can be obtained by ordering an official transcript.

GRADUATION

REQUIREMENTS FOR BACHELOR'S DEGREE CANDIDATES

Students who expect to graduate at the end of the term must contact the academic advisor in the college/school from which they expect to receive the degree. In addition they must file a Diploma Card with that college/school no later than the first week of classes. Only those students who have contacted their academic advisor and filed a Diploma Card may be certified for graduation. Students who are graduating from Business, Engineering, LAS, Health Sciences, or Public Affairs should contact the Student Success Center the semester before their planned graduation for the Senior Audit appointment.

REQUIREMENTS FOR MASTER'S & DOCTORAL DEGREE CANDIDATES

Any candidate for a graduate degree is required to take a comprehensive examination and/or thesis defense according to departmental requirements after the other requirements for the degree have been substantially completed.

To be eligible for graduation, students must:

- fulfill appropriate requirements as established by their major department and the Graduate School
- complete and have approved the Application for Admission to Candidacy form and the Diploma Card
- successfully pass the comprehensive examination or thesis defense according to the following deadlines:

During Registration for Fall:

Complete the Application for Admission to Candidacy, any Transfer of Credit from another school if needed, the Diploma Card and the Departmental comprehensive exam, project, report, or thesis defense forms and submit to major department. Department submittal to Graduate School by September 21, 2009.

At least two weeks before thesis defense: Submit comprehensive exam and thesis defense report forms to the Graduate School office.

On or before Dec 4, 2009: Comprehensive exams or the thesis defense must have been completed.

On or before Dec 7, 2009: After defense, submit report forms, showing a satisfactory pass, with at least three departmental signatures to the graduate school. Process all grade changes for any incomplete grades on courses needed for the degree. Students must submit completed thesis to the Library by the last day of finals of the semester in which they intend to graduate.

CANDIDATE FOR DEGREE.

Students who are not taking regular courses during the term in which the comprehensive exam or thesis defense occurs must enroll as "Candidate for Degree." Tuition for "Candidate for Degree" enrollment is the equivalent of one semester hour resident graduate tuition, plus appropriate fees

described in the “Tuition and Fees” section of this Schedule. A student need not be registered to submit the thesis. Copies of the University Thesis Manual and Dissertation are available in the departmental offices, www.uccs.edu/gradschl, the Graduate School, and the Library. Students using human subjects in research must obtain approval from the Institutional Review Board (IRB) before beginning such research. Please consult the Office of Sponsored Programs website for IRB Application Submission, www.uccs.edu/~osp.

HONOR CODE

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community: students, faculty, and staff.

The University of Colorado at Colorado Springs has an ongoing commitment to maintain and encourage academic integrity. Copies of the University’s Academic Honor Code, a set of standards of academic honesty and procedures governing violations of these principles, are available in the University Library, the dean of students office, or the Vice Chancellor’s office.

FORMS OF ACADEMIC DISHONESTY

- ▶ **Plagiarism:** Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person’s contribution.
- ▶ **Cheating:** Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
- ▶ **Fabrication and Falsification:** Intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
- ▶ **Multiple Submission:** Submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
- ▶ **Misuse of Academic Materials:** Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource material.
- ▶ **Complicity in Academic Dishonesty:** Intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty are not comprehensive, and infractions will be dealt with on an individual basis. Each student is expected to assist in the enforcement of academic standards. Infractions should be first brought to the attention of the instructor, then to the dean of the college.

ORIENTATION FOR NEW STUDENTS

Sessions of the Student Orientation, Advising and Registration (S.O.A.R.) program will be held before the start of each semester for all new students. The program is meant to prepare new students for their initial enrollment and to help ensure success at UCCS. **Attendance is required for all new freshmen and transfer students before they will be allowed to register for classes.** Because classes are filled on a first-come, first-served basis, students should attend the earliest program possible.

Academic advisors from the Student Success Center will be available to answer questions and help students plan their class schedules so they can register that same day.

Detailed information about specific dates, times and locations will be mailed to all new undergraduate students.

Specific questions regarding new student orientation should be addressed to the Student Success Help Center, 719-255-3260, Main Hall 2nd Floor, or check the campus web site at www.uccs.edu/orientation

ORIENTATION FOR UNCLASSIFIED AND GRADUATE STUDENTS

Graduate students are especially encouraged to contact the head of the specific programs in which they plan to enroll. Unclassified students are welcome to attend one of the transfer orientation programs.

PROGRESS REPORT/DEGREE AUDIT

A progress report provides current information as to a student’s academic status: requirements to be completed and requirements remaining. Available from the UCCS Home Page (www.uccs.edu), Student Online Center, or from the Student Success Help Center, 2nd Floor, Main Hall, 719-255-3260.

STUDENT OUTCOME ASSESSMENT AGREEMENT

UCCS requires a series of student outcome assessments at the beginning of the freshman year and at the end of the soph-

omore and senior years as part of the educational experience. Assessments are kept confidential and will not affect a student’s academic standing. Assessments are used along with other students’ test scores to identify relative strengths and weaknesses in the educational program for the continual improvement of UCCS.

TRANSCRIPTS

Official transcripts can be ordered on the web at no cost. Students must have their PIN and SID. Go to www.uccs.edu, CURRENT STUDENTS and click on Student Online Center link to access the Student Online Center. Once signed in, first select >Records, then >Transcripts. Students will have the option of viewing their unofficial transcript online or be able to order an official transcript to be mailed. NOTE: Please double check the address to which you are mailing the transcript before clicking on the submit button.

Students may also request their transcripts by submitting a written, signed request. A letter request or a prepared request form can be submitted to the Records Office, MH 108 or faxed to 719-255-3116.

There is no charge for regular processing (3 - 5 days). Special handling (rush) transcripts are mailed the following business day for a \$5.00 service charge. Special handling transcripts designated as “Pick-Ups” will be available for pick-up at the Records Office (MH 108) after 11:00 am the next business day. On-demand (while you wait) transcripts are also available for a \$10.00 service charge. Requests for Special Handling (rush) transcript service must be received by 4:00 p.m. Faxed unofficial transcripts will be sent after 11:00 a.m. the following business day. Requests for this service must be received by 4:00 p.m. The charge for this service is \$10.00. Same day faxed unofficial transcript fee is \$20.00.

Official transcripts previously requested that were being held for grades are mailed out a week to ten days after the end of the semester. Official transcripts being held for a degree posting will be mailed approximately six weeks after the end of the semester.

Questions regarding transcripts can be answered by calling 719-255-3376.