



METROPOLITAN
STATE UNIVERSITY
OF DENVERSM

MSU DENVER AT DIME Drop/Fail Policy 2019-20

Students enrolled on the MSU Denver at DIME Program are part of a "Cohort Model." Every student that attends an MSU Denver at DIME program will follow a prescribed class sequence, and progress with their cohort throughout the degree program. For students who enroll full-time, there is no option to take additional classes or to take classes in a different order during the academic year(s) except in exceptional cases (outlined below). Registration opens for students in October and March. All students will be provided with a set of unique 'Course Registration Numbers' (CRNs) which will enable them to register for the correct classes for their cohort/sequence.

All classes **must** be passed, including music and general education classes. All DIME core, Music Core, and English classes must be passed with a grade of C- or better. All other General Education classes must be passed with a grade of D- or better.

1. Dropping a Class

Students are eligible to drop classes prior to the census date of each semester. Students can receive a refund on their tuition fees (100% or 50%) if they drop by a particular date (please see the [MY DIME](#) website or the [MSU Denver Academic Calendar](#) for dates).

Because of the nature of the cohort model, students are not normally eligible to drop one-off classes, unless there are exceptional circumstances. Therefore, students who drop classes for a refund will usually drop all their classes. If a student wishes to drop individual classes, they should discuss their options with the DIME Student Services Team before they make changes to their class schedule.

2. Failing a Class

Students' progress will be monitored closely throughout the duration of their studies and any cause for concern will be raised by MSU Denver at DIME Faculty, DIME Student Services Team and MSU Denver at DIME Campus Manager, as early as possible so the student can access the appropriate support necessary for them to **pass** all of their classes. If a student is at risk of failing a class, the student should attend additional and mandatory one-to-ones with MSU Denver at DIME Faculty, the DIME Student Services Team or the MSU Denver at DIME Campus Manager.

If, despite additional support and mandatory study sessions, a student is deemed unable to pass a class before the MSU Denver withdrawal deadline, they may be advised to withdraw from the course to avoid an F grade on their transcript. If a student withdraws from a course, they will still be liable for the full semester's fees. All changes to

registration **MUST** be discussed with a member of the DIME team prior to changes being made via the Student Hub.

For students who withdraw due to failure, or who fail following the final assessments (or does not obtain a grade of C- or better in a music or English class), the following options are available: Please note: *Students may not be eligible for financial aid for repeated courses.*

FAILURE OF GENERAL EDUCATION & MUSIC THEORY CLASSES

- If a student fails a General Education or MSU Music class, then the student may be able to retake and successfully complete and pass the class during the summer semester at a repeated course fee (please see Repeated Course Fee Policy). If the course is not offered in at DIME, students may take the class online through MSU Denver (if offered) but will be subject to MSU's tuition policy. There may also be the option to retake classes during the next academic year if the schedule permits. This will be decided on a case-by-case basis by the MSU Denver at DIME team; such progression will need to be approved by the MSU Denver Campus Manager and will take into account the student's overall profile (including engagement, attendance, and achievement in other courses). Students will be subject to a repeated course fee.
- Students who fail multiple classes in an academic year may not be able to progress into the following academic year. The student will be required to retake the failed classes individually or retake the full year of classes, both of which will be at the repeated course fee. Students may not be eligible for financial aid and may have to pay for these classes through other means. Students should refer to MSU Denver's financial aid policies to determine the consequences of failing and/or withdrawing from classes.

FAILURE OF MSU DENVER AT DIME CORE CLASSES

- If a student fails to complete an MSU Denver at DIME CORE class with a grade of C- or better in either semester of the academic year, he or she may be unable to progress to the following academic year.
- If it the class is sequential, the student will be required to retake the failed class(es) the following semester at the repeated course fee, depending upon availability of courses. *Students must note that they may not be eligible for financial aid.*
- These courses will be standalone; the student will be unable to progress to the next semester until all MSU Denver at DIME CORE courses have been successfully completed.
- Should a student decide to retake an individual class(es) in a year, the student will still be able to attend DIME events, masterclasses and Student Recitals.
- Should a student decide to retake the full academic year, the student will be required to pay a repeated course fee for each class.

INCOMPLETE CLASSES

- If a student is achieving satisfactory progress and has completed most class assignments, yet becomes unable to complete the semester, the student may be assigned a grade of "Incomplete" in accordance with MSU Denver's Incomplete Policy.
- This option may only be available when a student does not complete all assignments in a class due to unusual or extenuating circumstances, but the student has completed at least 75% of the course work prior to the unusual or extenuating circumstance taking place.
- In order to earn a passing grade for the course, the student will be required to complete all the coursework within one calendar year