

Drop/Add Tuition Adjustment and Special Grading Options



Information on Courses and Programs
Offered by the Division of Continuing Education
During the Spring of 2019

This document contains the information on policies, procedures, deadlines, and tuition & fee amounts for courses offered by the Division of Continuing Education during the Spring of 2019 Semester.

Information on the courses and sections offered can be found online in the University of Colorado Boulder's Guest Course Search (<https://classes.colorado.edu>) or in the course search screen in MyCUInfo.

Also included are tuition and fee information for nondegree students enrolling in university courses through the ACCESS process as well as degree students enrolling in university sections offered through the Division of Continuing Education.

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Dropping All Courses – Spring 2019

Withdrawing from the University

If a student is dropping **all** of his/her main campus and CEPS courses (excluding self-paced OC courses), the appropriate program tuition adjustment schedules apply, and the timelines and procedures are as follows:

Withdrawal Date	Colleges	Procedures
Through 3/22/19	ENVD; Law; MBA; Music	Students must complete the "Withdrawal Form." No signatures are necessary. After this date, students must petition their dean.
Through 5/2/19	Arts & Sciences*; Business; CMCI; Education [☞] ; Engineering; Grad School Nondegree (GR & UG)	Students must complete "Withdrawal Form." No signatures are necessary. After this date, students must petition their dean.

Petitioning for Exceptions to the Tuition Adjustment Policy

Before **degree** students can petition Continuing Education & Professional Studies for an exception to the tuition adjustment policy, they must have already secured their Dean's approval of their late drop(s).

Nondegree students requesting tuition adjustment exceptions must complete the Petition Withdrawal Form and go through the petition process.

*Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 ACCESS

CU-SIS Session Code: B/BLDR Main Campus

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/30/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/31/19 – 2/13/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/14/19 – 2/27/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/28/19 – 3/22/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/22/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/23/19	Student must complete a registration form, Drop/Add Form, and/or Special Action Form, depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
1/24/19 – 4/29/19	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 4/29/19	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for ACCESS students to add their name to a waitlist is 1/23/19. Waitlists are cancelled on 2/1/19 at 11:59 pm.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/1/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 2/1/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/28/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 ACCESS Special Sessions

Drop dates below apply when a student is dropping one or more, but not all courses. Courses offered in the sessions below will not have tuition adjustment percentages (all or nothing). Student actions (e.g. petitioning etc.) are the same as above for specified dates below:

Session		Classes Begin	Last Day to Be Automatically Enrolled from a Waitlist	Add a Class & Change Grading Basis in MyCUInfo	Last Day to Drop a Class in MyCUInfo	Last Day of Classes	100% Tuition Assessment & W Grades
Boulder 8-Wk Special Session	Boulder 8-Wk Session 1 (B81)	Jan. 14 (Mon)	Jan. 15 (Tues)	Jan. 22 (Tues)	Feb. 14 (Thurs)	March 6 (Wed)	Jan. 23 (Wed) – March 5 (Tues)
	Boulder 8-Wk Session 2 (B82)	March 7 (Thurs)	March 8 (Fri)	March 14 (Thurs)	Apr. 15 (Mon)	May 3 (Fri)	March 15 (Fri) – May 2 (Thurs)
Boulder 5-Wk Special Session	Boulder 5-Wk Session 1 (B51)	Jan. 14 (Mon)	Jan. 15 (Tues)	Jan. 17 (Thurs)	Feb. 4 (Mon)	Feb. 15 (Fri)	Jan. 18 (Fri) – Feb. 14 (Thurs)
	Boulder 5-Wk Session 2 (B52)	Feb. 18 (Mon)	Feb. 19 (Tues)	Feb. 21 (Thurs)	March 8 (Fri)	March 22 (Fri)	Feb. 22 (Fri) – March 21 (Thurs)
	Boulder 5-Wk Session 3 (B53)	Apr. 1 (Mon)	Apr. 2 (Tues)	Apr. 4 (Thurs)	Apr. 19 (Fri)	May 3 (Thurs)	Apr. 5 (Fri) – May 1 (Wed)
Boulder 4-Wk Special Session	Boulder 4-Wk Session 1 (B41)	Jan. 14 (Mon)	Jan. 14 (Mon)	Jan. 16 (Wed)	Jan 29 (Tues)	Feb. 7 (Thurs)	Jan. 17 (Thurs) – Feb. 6 (Wed)
	Boulder 4-Wk Session 2 (B42)	Feb. 11 (Mon)	Feb. 11 (Mon)	Feb. 13 (Wed)	Feb. 25 (Mon)	March 6 (Wed)	Feb. 14 (Thurs) – March 5 (Tues)
	Boulder 4-Wk Session 3 (B43)	March 7 (Thurs)	March 7 (Thurs)	March 11 (Mon)	March 21 (Thurs)	Apr. 8 (Mon)	March 12 (Tues) – Apr. 7 (Fri)
	Boulder 4-Wk Session 4 (B44)	Apr. 9 (Tues)	Apr. 9 (Tues)	Apr. 11 (Thurs)	Apr. 23 (Tues)	May 2 (Thurs)	Apr. 12 (Fri) – May 1 (Wed)

Spring 2019 Evening Credit – Full Session

CU-SIS Session Code: BEF/CE Evening

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/5/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/6/19 – 2/19/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/20/19 – 3/5/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/6/19 – 4/9/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/9/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have an instructor signature.***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/29/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/30/19 – 4/29/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/29/19	Students must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for students to add their name to a waitlist is 1/29/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/5/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 2/5/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled***. Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 2/1/19. The student must meet the residency requirements by the first day of classes.

***Arts & Sciences degree students must contact their advisor for more information on the petition process.


☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Evening Credit – 10 Week Term

CU-SIS Session Code: BET/CE Eve 10wk

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 3/4/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/5/19 – 3/11/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/12/19 – 3/18/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/19/19 – 4/9/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/9/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and have an instructor signature.*** 

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 2/25/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/26/19 – 4/29/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/29/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Waitlists: The deadline for students to add their name to a waitlist is 2/25/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 3/4/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 3/4/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 3/1/19. The student must meet the residency requirements by the first day of classes.

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Online Credit TB – Session 1

CU-SIS Session Code: BL1/CE OC 1

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/29/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/30/19 – 2/5/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/6/19 – 2/12/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/13/19 – 2/19/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/19/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and have an instructor signature.***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/25/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/26/19 – 3/4/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 3/4/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 2/25/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 1/29/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 1/29/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Online Credit TB – Session 2

CU-SIS Session Code: BL2/CE OC 2

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 3/18/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/19/19 – 4/1/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
4/2/19 – 4/8/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
4/9/19 – 4/15/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/15/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled and must have instructor signature. ***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 3/15/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
3/16/19 – 4/29/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/29/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 3/15/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 3/18/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 3/18/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Online Credit TB – Full Session

CU-SIS Session Code: BL3/CE OC 3

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/5/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/6/19 – 2/19/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/20/19 – 3/5/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/6/19 – 4/9/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/9/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled and must have instructor signature. ***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/29/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/30/19 – 4/29/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/29/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 1/29/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/5/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 2/5/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Online Credit TB – 10 Week Term

CU-SIS Session Code: BL4/CE OC 4

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 3/4/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/5/19 – 3/11/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/12/19 – 3/18/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/20/19 – 4/9/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/9/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled and must have instructor signature. ***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 2/25/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/26/19 – 4/29/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/29/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 2/25/19.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 3/4/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 3/4/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Online Credit Self-Paced Courses

(CU-SIS Session Code: BSO/CE Self Paced)

In general, to receive a 100% tuition adjustment, students must drop from an OC “self-paced” course (sections 640, 641, 642, 646, 647, 648) within forty (40) calendar days of the registration date (the day of registration is the first day). Students may drop online within 40 days of registration. Drop requests submitted to registration staff must be in writing and must include the student’s signature. Students may also request to drop their course via email, but they must include their name and the course that they are dropping. Students may **not** request a drop or withdraw over the phone.

Individualized Instruction/Internships

(CU-SIS Session Code: BII/CE Ind Ins)

Students may withdraw with the permission of the instructor within 30 days of registration. The instructor must indicate the percentage of completion, if any. Refunds will be assessed on a case-by-case basis and will be based on the percentage of completion. Failure to obtain permission to withdraw with percentage of completion indicated may result in no refund. After 30 days from the date of registration, no refunds will be given. Non-attendance or non-payment does not constitute withdrawal.

Miscellaneous

Special grading options (pass/fail or no-credit). All Degree students must petition their Dean*** if it is after the 100% drop deadline for all Online Credit classes. Please refer to the various drop deadlines for General OC, Applied Music, Individualized Instruction, etc.

Note: Individualized Instruction and Applied Music count towards Non-Resident Tuition.


***Arts & Sciences degree students must contact their advisor for more information on the petition process.

Spring 2019 Applied Music

CU-SIS Session Code: BM9/CE Ap Music

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/11/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/12/19 – 2/18/19	Partial (60%)	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/19/19 – 3/22/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/22/19	None	Nondegree students must petition the dean of CEPS. Degree students must petition their dean.*** 

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 2/11/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/12/19 – 4/15/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/15/19	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of the college in which they are enrolled.***

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/11/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.

Date of Request	Procedures
After 2/11/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 2/8/19. The student must meet the residency requirements by the first day of classes.

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 Extraordinary Special Session*

CU-SIS Session Code: BSE/CE Extraordinary Special

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/30/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/31/19 – 2/13/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/14/19 – 2/27/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/28/19 – 3/18/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/18/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/23/19	Student must complete a registration form, Drop/Add Form, and/or Special Action Form, depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
1/24/19 – 4/29/19	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 4/29/19	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/1/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 2/1/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/28/19. The student must meet the residency requirements by the first day of classes.

*These dates and processes apply **only** to Extraordinary courses built in the BSE session. All other Extraordinary courses are built in the BCE session will have the usual department/program approval needed and W grade/tuition adjustments will be given at the discretion of the department/program.

Spring 2019 MS in Org Leadership 1

CU-SIS Session Code: BG1/CE Grad 1

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/22/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/23/19 – 1/28/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
1/29/19 – 2/4/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/5/19 – 2/18/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/18/19	None	Students with extenuating circumstances may petition the dean of CEPS.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/16/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
After 1/16/19	Students must obtain the instructor's signature on a Drop/Add Form. A signed letter or e-mail from the instructor is also acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/18/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 MS in Org Leadership 2

CU-SIS Session Code: BG2/CE Grad 2

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 3/18/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/19/19 – 3/25/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/26/19 – 4/8/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
4/9/19 – 4/22/19	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 4/22/19	None	Students with extenuating circumstances may petition the dean of CEPS.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 3/13/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
After 3/13/19	Students must obtain the instructor's signature on a Drop/Add Form. A signed letter or e-mail from the instructor is also acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 3/15/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 Evening MBA 1

CU-SIS Session Code: BM1/CE EMBA 1

Courses in this session require department consent to drop.
Please forward any requests to leedsmba@colorado.edu or 303/492-8397.

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/23/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/24/19 – 1/30/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
1/31/19 – 2/6/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/6/19	None	Students must petition the dean of Leeds School of Business.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/20/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/21/19 – 3/4/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 3/4/19	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of Leeds School of Business.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/21/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 Evening MBA 2

CU-SIS Session Code: BM2/CE EMBA 2

Courses in this session require department consent to drop.
Please forward any requests to leedsmba@colorado.edu or 303/492-8397.

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/23/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/24/19 – 1/30/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
1/31/19 – 2/6/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/6/19	None	Students must petition the dean of Leeds School of Business.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/20/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/21/19 – 5/6/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 5/6/19	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of Leeds School of Business.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/21/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 Evening MBA Full Session

CU-SIS Session Code: BEM/CE Eve MBA

Courses in this session require department consent to drop.
Please forward any requests to leedsmba@colorado.edu or 303/492-8397.

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/23/19	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/24/19 – 1/30/19	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
1/31/19 – 2/6/19	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/6/19	None	Students must petition the dean of Leeds School of Business.

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 1/20/19	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/21/19 – 4/22/19	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/22/19	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of Leeds School of Business.

Residency Petitions

Residency petitions for in-state tuition classification are due by 1/21/19. The student must meet the residency requirements by the first day of classes.

Spring 2019 ESL Credit Program (ESLG)

CU-SIS Session Code: BIT/Cont Ed IEC ESL Credit 10 Week

Drops/Withdrawals

Dropping some courses: If a student is dropping one or more, but not all, of his/her main campus and CE courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/18/19	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/19/19 – 2/25/19	60%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/26/19 – 3/4/19	40%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/5/19 – 3/18/19	None	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/18/19	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have instructor signature.***

Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

If a student wants to add a course(s), the following timelines and procedures apply:

Date of Add	Procedures
Through 2/11/19	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/12/19 – 4/15/19	Student must obtain permission from the Asst. Director for Faculty Services and Curriculum (Ruth Moore) to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/15/19	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Special Grading Options (Pass/Fail and No-Credit)

If a student wishes to change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 2/18/19	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 2/18/19	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

***Arts & Sciences degree students must contact their advisor for more information on the petition process.

☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2019 IEC Noncredit

Drops/Withdrawals

If a student wishes to drop one or more of his/her courses, the student should contact his or her advisor within the IEC. The Advisor would then have the student consult with the Asst. Dir. for Student Services and Program Development (Susan Fouts) for academic issues; and the Student Services Coordinator/Immigration Advisor (Shing “Jackie” Wong), for immigration issues. Once the withdrawal has been confirmed, the Administrative Assistant (Christina Shelton) would be notified to process the withdrawal in CU-SIS. The following tuition adjustment schedules apply:

IEC Non-Credit Session 1 (CU-SIS Session Code: BI1/CE IEC 1)

Date of Drop/Withdrawal	Amount of Adjustment
Through 1/21/19	100%
1/22/19 – 1/29/19	60%
1/30/19 – 2/6/19	40%
After 2/6/19	None

IEC Non-Credit Session 2 (CU-SIS Session Code: BI2/CE IEC 2)

Date of Drop/Withdrawal	Amount of Adjustment
Through 3/19/19	100%
3/20/19 – 3/27/19	60%
3/28/19 – 4/4/19	40%
After 4/4/19	None

Adds

All course enrollments are processed manually through the IEC/CE Records. Any class additions/changes after the add deadline would be processed with permission from the Assistant Director for Faculty Services and Curriculum.

Non-Credit Courses

Dropping CEPS – Professional Development Courses

Date of Drop	Amount of Adjustment	Procedures
Before 2nd Class Begins	100%	Registrar or student must complete a Drop/Add Form. No instructor signature is necessary.
After 2nd Class Begins*	None	Student can withdraw at any time but must petition to be considered for a tuition adjustment after the class begins. (Note: A tuition adjustment is not guaranteed.)

Adding Professional Development Courses

Students may add Non-Credit classes by phone, fax, or mail any time before the class begins. Payment is due at the time of registration. Late adds will be handled by the registration staff and generally require instructor permission.

Spring 2019 ACCESS and Nondegree Tuition Rates

Administered by the Division of Continuing Education and Professional Studies

Resident Undergraduate Tuition

Credit Hours	COF Voucher \$85/hr	A&S/Other	
		Total Tuition	Student Share (after COF*)
1	\$85	\$532	\$447
2	170	1,064	894
3	255	1,596	1,341
4	340	2,128	1,788
5	425	2,660	2,235
6	510	3,192	2,682
7	595	3,724	3,129
8	680	4,256	3,576
9	765	4,788	4,023
10	850	5,320	4,470
11	935	5,852	4,917
12	1,020	6,384	5,346
13	1,105	6,916	5,346
14	1,190	7,448	5,346
15	1,275	7,980	5,346
16	1,360	8,512	5,346
17	1,445	9,044	5,346
18	1,530	9,576	5,346

Nonresident Undergraduate Tuition

Credit Hours	A&S/Other
	Total Tuition
1	\$1,286
2	2,572
3	3,858
4+	17,741

Resident Graduate Tuition

Credit Hours	A&S/Other	Law
1	\$1,860	\$4,953
2	1,860	4,953
3	1,860	4,953
4	2,480	6,604
5	3,100	8,255
6	3,720	9,906
7	4,340	11,557
8	4,960	13,208
9+	5,580	14,859

Nonresident Graduate Tuition

Credit Hours	A&S/Other	Law
1	\$4,179	\$5,171
2	4,179	5,171
3	4,179	5,171
4	5,572	6,895
5	6,965	8,649
6	8,358	10,343
7	9,751	12,067
8	11,144	13,791
9+	12,537	15,515

*College Opportunity Fund (COF). If you have applied and authorized the COF vouchers, you are only responsible for paying the student share for COF eligible hours.

This year, the COF voucher is worth \$77/credit hour. For COF FAQs, go to:

<http://conted.colorado.edu/enroll/college-opportunity-fund-cof/>

To apply online, go to: <http://cof.college-assist.org>. To authorize, log in at: mycufinfo.colorado.edu. Go to: Student > Financial. Choose COF link to review COF authorization screen.

Credit hours over 18: Add \$77 per credit hour for total tuition; student share remains the same.

The Board of Regents reserves the right to change the tuition and fee rates at any time.

Course Fees

Course fees are assessed in some schools and departments. Lab courses not linked to a lecture course may require a course fee. Course fees are non-refundable. See <http://bursar.colorado.edu/tuition-fees/fees-description/course-fees/> for a list.

For tuition not paid by the published due date, a 1% finance charge will be assessed on the unpaid balance, and a financial stop will be placed on your record. All tuition and refund determinations are subject to audit.

See <http://conted.colorado.edu/programs/access/> for additional information including the Student Fee Waiver Policy.

Mandatory Student Fees

All Summer Session students will be assessed mandatory student fees as follows.

Student activity fee (based on number of total weeks enrolled):

- Maymester/Augmester \$0.00
- Five weeks of classes – Terms A or B \$89.60
- Eight weeks of classes – Term C \$143.36
- Ten weeks of classes – Terms D, A&C, A&B, A&D, B&D, C&B \$179.20

Rec Center expansion fee (based on number of total weeks enrolled):

- Five weeks of classes – Terms A or B \$33.43
- Eight weeks of classes – Term C \$53.48
- Ten weeks of classes – Terms D, A&C, A&B, A&D, B&D, C&B \$66.86

Student information fee (SIS) **\$7.00**

Arts & cultural enrichment fee **\$10.00**

Student computing fee:

- Credit hours of 6 or less \$33.62
- Credit hours of 7 or more \$67.24

Student bus & bike programs **\$85.00**

Capital construction fee:

- Credit hours of 6 or less \$85.00
- Credit hours of 7 or more \$170.00

SEVIS fee (for international students) **\$40.00**

Student health fee:

- Maymester/Augmester \$0.00
- Five weeks of classes – Terms A or B \$26.00
- Eight weeks of classes – Term C \$42.00
- Ten weeks of classes – Terms D, A&C, A&B, A&D, B&D, C&B \$52.00

Mental Health resource fee

- Maymester/Augmester \$0.00
- Five weeks of classes – Terms A or B \$6.50
- Eight weeks of classes – Term C \$10.50
- Ten weeks of classes – Terms D, A&C, A&B, A&D, B&D, C&B \$13.00

Summer 2018 Certification Tuition Rates for Continuing Education and Professional Studies

Resident Engineering Professional

Credit Hours	Tuition
1	\$1,050
2	\$2,100
3	\$3,150
4	\$4,200
5	\$5,250
6	\$6,300
7	\$7,350
8	\$8,400
9	\$9,450
10	\$10,500
11	\$11,550
12	\$12,600
13	\$13,650
14	\$14,700
15	\$15,750
16	\$16,800
17	\$17,850
18	\$18,900

Non-Resident Engineering Professional

Credit Hours	Tuition
1	\$1,350
2	\$2,700
3	\$4,050
4	\$4,200
5	\$5,400
6	\$8,100
7	\$9,450
8	\$10,800
9	\$12,150
10	\$13,500
11	\$14,850
12	\$16,200
13	\$17,550
14	\$18,900
15	\$20,250
16	\$21,600
17	\$22,950
18	\$24,300