Information on Courses and Programs

Offered by the Division of Continuing Education

During the Fall of 2018

This document contains the information on policies, procedures, deadlines, and tuition & fee amounts for courses offered by the Division of Continuing Education during the Fall of 2018 Semester.

Information on the courses and sections offered can be found online in the University of Colorado Boulder's Guest Course Search (**http://www.colorado.edu/academics/course-search**) 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.

Contents

Dropping All Courses – Fall 2018

Withdrawing from the University

If a student is dropping <u>all</u> 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 11/2/18	ENVD; Law; MBA; Music	Students must complete "Withdrawal Form". No signatures are necessary. After this date, students must petition their dean.
Through 12/13/18	Arts & Sciences*; Business; Education; ☞Engineering; Graduate School; Journalism; Non-Degree	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).

Non-degree 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.

Fall 2018 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 9/12/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/13/18 – 9/26/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/27/18 – 10/10/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/11/18 – 11/2/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/2/18	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 9/5/18	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.
9/6/18 – 12/10/18	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 12/10/18	**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 9/5/18. Waitlists are cancelled on 9/14/18 at 11:59 p.m.

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 9/14/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/14/18	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 9/10/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 Add Name to a Waitlist in MyCUInfo	Last Day to Add a Class, Drop a Class* & Change Grading Basis in MyCUInfo	Deadline to Drop a Class in MyCUInfo	Last Day of Classes	100% Tuition Assessment & W Grades
Boulder 8-Wk Session 1 (B81)	Aug. 27 (Mon)	Aug. 28 (Tues)	Sept. 4 (Tues)	Sept. 27 (Thurs)	Mar. 7 (Wed)	Sept. 5 (Wed) – Oct. 16 (Tues)
Boulder 8-Wk Session 2 (B82)	Oct. 18 (Thurs)	Oct. 19 (Fri)	Oct. 25 (Thurs)	Nov. 26 (Mon)	Dec. 14 (Fri)	Oct. 26 (Fri) – Dec. 13 (Thurs)
Boulder 5-Wk Session 1 (B51)	Aug. 27 (Mon)	Aug. 28 (Tues)	Aug. 30 (Thurs)	Sept. 17 (Mon)	Sept. 28 (Fri)	Aug. 31 (Fri) – Sept. 27 (Thurs)
Boulder 5-Wk Session 2 (B52)	Oct. 1 (Mon)	Oct. 2 (Tues)	Oct. 4 (Thurs)	Oct. 19 (Fri)	Nov. 2 (Fri)	Oct. 5 (Fri) – Nov. 1 (Thurs)
Boulder 5-Wk Session 3 (B53)	Nov. 5 (Mon)	Nov. 6 (Tues)	Nov. 8 (Thurs)	Nov. 30 (Fri)	Dec. 13 (Thurs)	Nov. 9 (Fri) – Dec. 12 (Wed)
Boulder 4-Wk Session 1 (B41)	Aug. 27 (Mon)	Aug. 27 (Mon)	Aug. 29 (Wed)	Sept. 11 (Tues)	Sept. 20 (Thurs)	Aug. 30 (Thurs) – Sept. 19 (Wed)
Boulder 4-Wk Session 2 (B42)	Sept. 24 (Mon)	Sept. 24 (Mon)	Sept. 26 (Wed)	Oct. 8 (Mon)	Oct. 17 (Wed)	Sept. 27 (Thurs) – Oct. 16 (Tues)
Boulder 4-Wk Session 3 (B43)	Oct. 18 (Thurs)	Oct. 18 (Thurs)	Oct. 22 (Mon)	Nov. 1 (Thurs)	Nov. 12 (Mon)	Oct. 23 (Tues) – Nov. 9 (Fri)
Boulder 4-Wk Session 4 (B44)	Nov. 13 (Tues)	Nov. 13 (Tues)	Nov. 15 (Thurs)	Dec. 4 (Tues)	Dec. 13 (Thurs)	Nov. 16 (Fri) – Dec. 12 (Wed)

Fall 2018 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 9/18/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/19/18 – 10/2/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/3/18 – 10/16/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/17/18 – 11/8/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/8/18	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 9/11/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/12/18 – 12/10/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/10/18	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 9/11/18.

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 9/18/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/18/18	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 9/14/18. 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.

Fall 2018 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 10/8/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/9/18 – 10/15/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/16/18 – 10/22/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/23/18 – 11/8/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/8/18	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 10/1/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
10/2/18 – 12/3/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/3/18	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 10/1/18.

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 10/8/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 10/8/18	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 10/4/18. 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.

Fall 2018 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 9/11/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/12/18 – 9/18/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/19/18 – 9/25/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/26/18 – 10/5/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/5/18	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 9/6/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/7/18 – 10/15/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 10/15/18	**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 9/6/18.

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 9/11/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/11/18	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.

***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.

Fall 2018 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 10/29/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/30/18 – 11/5/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/6/18 – 11/12/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/13/18 – 11/30/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/30/18	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 10/24/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
10/25/18 – 12/10/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/10/18	**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 10/24/18.

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 10/29/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 10/29/18	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.

***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.

Fall 2018 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 9/18/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/19/18 – 10/2/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/3/18 – 10/16/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/17/18 – 11/8/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/8/18	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 9/11/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/12/18 – 12/10/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/10/18	**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 9/11/18.

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 9/18/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/18/18	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.

***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.

Fall 2018 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 10/8/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/9/18 – 10/15/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/16/18 – 10/22/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/23/18 – 11/8/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/8/18	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 10/1/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
10/2/18 – 12/4/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/4/18	**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 10/1/18.

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 10/8/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 10/8/18	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.

***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 or extension date (the day of registration or extension 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.

Fall 2018 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 9/17/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/18/18 – 9/24/18	Partial (60%)	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/25/18 – 10/26/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/26/18	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 9/17/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/18/18 – 11/13/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 11/13/18	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 9/17/18	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 9/17/18	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 9/13/18. 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.

Fall 2018 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 9/12/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/13/18 – 9/26/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/27/18 – 10/10/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/11/18 – 11/2/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/2/18	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 9/5/18	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.
9/6/18 – 12/10/18	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 12/10/18	**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 10/1/18.

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 9/14/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/14/18	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 9/10/18. 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.

Fall 2018 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 9/4/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/5/18 – 9/10/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/11/18 – 9/17/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/18/18 – 10/1/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/1/18	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 8/29/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/31/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 10/29/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/30/18 – 11/5/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/6/18 – 11/12/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/13/18 – 12/3/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 12/3/18	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 10/24/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
After 10/24/18	Students must obtain the instructor's signature on a Drop/Add Form. A signed letter or email 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 10/25/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 9/5/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/6/18 – 9/12/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/13/18 – 9/19/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 9/19/18	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 9/5/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/6/18 – 10/15/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 10/15/18	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 9/3/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 10/31/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
11/1/18 – 11/7/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/8/18 – 11/14/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/14/18	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 10/31/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
11/1/18 – 12/17/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/17/18	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 10/29/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 9/19/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/20/18 – 10/3/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/4/18 – 10/17/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/17/18	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 9/19/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/20/18 – 12/17/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/17/18	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 10/17/18. The student must meet the residency requirements by the first day of classes.

Fall 2018 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 9/17/18	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/18/18 – 9/26/18	60%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/27/18 – 10/4/18	40%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/5/18 – 10/26/18	None	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/26/18	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 9/17/18	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/18/18 – 11/12/18	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 11/12/18	**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 9/17/18	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/17/18	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.

***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.

Fall 2018 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 9/3/18	100%
9/4/18 – 9/11/18	60%
9/12/18 – 9/19/18	40%
After 9/19/18	None

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

Date of Drop/Withdrawal	Amount of Adjustment
Through 10/30/18	100%
10/31/18 – 11/7/18	60%
11/8/18 – 11/15/18	40%
After 11/15/18	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.

Fall 2018 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	$638	$1,651
2	1,276	3,302
3	1,914	4,953
4	2,552	6,604
5	3,190	8,255
6	3,828	9,906
7	4,466	11,557
8	5,104	13,208
9+	5,742	14,859

Nonresident Graduate Tuition

Credit Hours	A&S/Other	Law
1	$1,688	$2,028
2	3,376	4,056
3	5,064	6,084
4	6,752	8,112
5	8,440	10,140
6	10,128	12,168
7	11,816	14,196
8	13,504	16,224
9+	15,192	18,252

*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 $85/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 > Billing Information. Click COF link to review COF authorization screen.

Credit hours over 18: Add $85 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.

Resident Undergraduate Tuition

Credit Hours	Boulder Evening*	IL Term Based***	IL Self Paced***	Applied Music	Ind Instr
1	$415	$427	$427	$326	$447
2	830	854	854	652	894
3	1,245	1,281	1,281	–	1,341
4	1,660	1,708	1,708	1,304	1,788
5	2,075	2,135	2,135	–	2,235
6	2,490	2,562	2,562	–	2,682
7	2,905	2,989	2,989	–	3,129
8	3,320	3,416	3,416	–	3,576
9	3,735	3,843	3,843	–	4,023
10	4,150	4,270	4,270	–	4,470
11	4,565	4,697	4,697	–	4,917
12	4,980	5,124	5,124	–	5,364
13	5,395	5,551	5,551	–	–
14	5,810	5,978	5,978	–	–

Nonresident Undergraduate Tuition***

Credit Hours	Boulder Evening*	Applied Music	Ind Instr
1	$1,286	$326	$447
2	2,572	652	894
3	3,858	–	1,341
4+	17,741	16,658	17,741

Resident Graduate Tuition

Credit Hours	IL Term Based***	IL Self Paced***	Ind Instr
1	$620	$620	$638
2	1,240	1,240	1,276
3	1,860	1,860	1,914
4	2,480	2,480	2,552
5	3,100	3,100	3,190
6	3,720	3,720	3,828
7	4,340	4,340	4,466
8	4,960	4,960	5,104
9+	5,580**	5,580**	5,742

Nonresident Graduate Tuition***

Credit Hours	IL Term Based***	IL Self Paced***	Ind Instr
1	$620	$620	$638
2	1,240	1,240	1,276
3	1,860	1,860	1,914
4	2,480	2,480	6,752
5	3,100	3,100	8,440
6	3,720	3,720	10,128
7	4,340	4,340	11,816
8	4,960	4,960	13,504
9+	5,580**	5,580**	15,192

*Boulder Evening tuition is charged in addition to ACCESS rates for **resident** students enrolled in both programs concurrently. The College Opportunity Fund (COF) stipend will only be applied be ACCESS courses if eligible students are enrolled in Boulder Evening and ACCESS courses concurrently.

Boulder Evening tuition is included as part of ACCESS rates for **nonresident** students enrolled in 4 or more hours of Boulder Evening and ACCESS courses concurrently.

**Tuition for Independent Learning term-based and self-paced courses continues to be assessed at the per credit hour rate.

**Undergraduate tuition for Independent Learning term-based and self-paced courses is the same for both resident and nonresident students.

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.

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.

Optional Student Fees

Denver-metro area Continuing Education students who are enrolled for credit courses (excluding ACCESS courses) may elect to purchase an optional student fee package. The cost is $620.21 per semester and includes an RTD bus pass fee of $85.00 and access to the Student Recreation Center. Students may elect to pay an additional $28.50 to support intercollegiate athletics.

Students who choose to purchase a student fee package **must** purchase a BuffOne ID card. BuffOne cards can be purchased for $30 in the Campus Card Office currently located in Center for Community. Room N180.

Student Health Insurance

CU-Boulder has a policy requiring all students have a health insurance plan during their time at CU. You must select or waive the university insurance by the semester deadline or you will be automatically enrolled in the Student Gold Health Insurance Plan and student fees; billed $1,995.00 for health insurance plus $620.21 for fees.

Optional Student Insurance

Denver-metro area Continuing Education students who are enrolled for credit courses may be eligible for health insurance through Wardenburg Health Center, the on-campus health care provider. Two insurance plans are available. Students must elect to purchase the optional student fees of $480.38 and Health Fee of $94.27 and Mental Health fee of $45.56 in order to enroll in health insurance. For eligibility requirements, deadlines, and more information contact Wardenburg or visit http://healthcenter.colorado.edu.