



Information on Courses and Programs
Offered by the Division of Continuing Education
During the Fall of 2016

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 2016 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 include 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 – Fall 2016

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 9/2/16	ENVD; Law; MBA;	Students must complete the "Withdrawal Form." No signatures are necessary. After this date, students must petition their dean.
Through 9/30/16	Music	Students must complete the "Withdrawal Form." No signatures are necessary. After this date, students must petition their dean.
Through 12/9/16	Arts & Sciences*; Business; Education; ☞Engineering; Grad School Nondegree (GR & UG)	Students must complete the "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.

Fall 2016 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 9/7/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/8/16 – 9/21/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/22/16 – 10/5/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/6/16 – 10/28/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/28/16	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 8/31/16	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.
9/1/16 – 12/5/16	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 12/5/16	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 8/31/16. Waitlists are cancelled on 9/9/16 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 9/9/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/9/16	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 9/2/16. The student must meet the residency requirements by the first day of classes.

Fall 2016 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 9/13/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/14/16 – 9/27/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/28/16 – 10/11/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/12/16 – 11/3/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/3/16	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 9/6/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/7/16 – 12/5/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/5/16	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 9/6/16.

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 9/13/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/13/16	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 9/9/16. 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 2016 Evening Credit – Session 1

CU-SIS Session Code: BE1/CE Eve 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 9/6/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/7/16 – 9/13/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/14/16 – 9/20/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/21/16 – 9/30/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 9/30/16	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 8/31/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/1/16 – 10/10/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 10/10/16	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 8/31/16.

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 9/6/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/6/16	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 9/2/16. 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 2016 Evening Credit – Session 2

CU-SIS Session Code: BE2/CE Eve 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 10/24/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/25/16 – 10/31/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/1/16 – 11/7/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
11/8/16 – 11/18/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/18/16	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 10/19/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
10/20/16 – 12/5/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/5/16	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 10/19/16.

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 10/24/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 10/24/16	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 10/20/16. 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 2016 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 9/26/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/27/16 – 10/3/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/4/16 – 10/10/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/11/16 – 10/28/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/28/16	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 9/19/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/20/16 – 11/14/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 11/14/16	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 9/19/16.

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 9/26/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/26/16	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 9/22/16. 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 2016 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 9/6/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/7/16 – 9/13/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/14/16 – 9/20/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/21/16 – 9/30/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 9/30/16	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 8/31/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/1/16 – 10/10/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 10/10/16	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 8/31/16.

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 9/6/13	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/6/13	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 2016 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 10/24/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
10/25/16 – 10/31/16	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
11/1/16 – 11/7/16	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
11/8/16 – 11/18/16	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 11/18/16	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

Date of Add	Procedures
Through 10/19/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
10/20/16 – 12/5/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/5/16	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 10/19/16.

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

Date of Request	Procedures
Through 10/24/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 10/24/16	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 2016 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 9/13/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/14/16 – 9/27/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/28/16 – 10/11/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/12/16 – 11/3/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 11/3/16	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 9/6/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/7/16 – 12/5/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 12/5/16	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 9/6/16.

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 9/13/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/13/16	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 2016 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 9/26/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/27/16 – 10/3/16	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
10/4/16 – 10/10/16	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
10/11/16 – 10/28/16	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 10/28/16	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

Date of Add	Procedures
Through 9/19/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/20/16 – 11/14/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 11/14/16	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 9/19/16.

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 9/26/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/26/16	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 2016 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 9/19/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/20/16 – 9/26/16	Partial (60%)	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
9/27/16 – 10/28/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/28/16	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 9/19/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/20/16 – 11/14/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 11/14/16	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 9/19/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/19/16	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 9/15/16. 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 2016 BBA Distance Courses (nondegree only)

CU-SIS Session Code: BCB/CE BBA

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 9/7/16	100%	Student may drop online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
9/8/16 – 9/21/16	60%	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
9/22/16 – 10/5/16	40%	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
10/6/16 – 10/28/16	None	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
After 10/28/16	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 8/31/16	Nondegree students must complete the Nondegree Student Record Creation Form (new students or students who have not been enrolled in the last 12 consecutive months) or term-activate themselves through the portal (students who have been enrolled within the last 12 consecutive months), and Course Enrollment Form, if registering for restricted courses (i.e. library, independent study, thesis, etc.)
9/2/16 – 12/5/16	Student must complete the student data form (new students or student who have not been enrolled in the last 12 consecutive months) or term-activate themselves through the portal (students who have been enrolled within the last 12 consecutive months), depending on registration status. Instructor signature/e-mail is necessary to add.
After 12/5/16	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for nondegree students to add their name to a BBA waitlist is 8/31/16.

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 9/9/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/9/16	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Nondegree students must petition the dean of CEPS.

Non-Intensive Academic & Professional English Program (ESLG)

CU-SIS Session Code: BIT/CE IEC 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 9/26/16	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
9/27/16 – 10/3/16	60%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/4/16 – 10/10/16	40%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
10/11/16 – 10/28/16	None	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 10/28/16	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 9/19/16	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
9/20/16 – 11/14/16	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 11/14/16	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 9/7/16	Student must submit an email request or complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form.
After 9/7/16	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 2016 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 Coordinator of Operations (Heather Titland) or Administrative Assistant (David Landers) would be notified to process the withdrawal in ISIS. 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 8/29/16	100%
8/30/16 – 9/6/16	60%
9/7/16 – 9/14/16	40%
After 9/14/16	None

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

Date of Drop/ Withdrawal	Amount of Adjustment
Through 10/25/16	100%
10/26/16 – 11/2/16	60%
11/3/16 – 11/10/16	40%
After 11/10/16	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.

ACCESS Tuition Rates (Per Term)
Division of Continuing Education and Professional Studies
Fall 2006-Spring 2007

Resident Undergraduate Tuition									
Credit Hours	COF Voucher \$86/hr	A & S/Other		Business		Engineering		Journalism/Music	
		Total Tuition	Student Share (after COF*)	Total Tuition	Student Share (after COF*)	Total Tuition	Student Share (after COF*)	Total Tuition	Student Share (after COF*)
1	\$ 86	\$ 339	\$ 253	\$ 489	\$ 403	\$ 419	\$ 333	\$ 349	\$ 263
2	172	678	506	978	806	838	666	698	526
3	258	1,017	759	1,467	1,209	1,257	999	1,047	789
4	344	1,356	1,012	1,956	1,612	1,676	1,332	1,396	1,052
5	430	1,695	1,265	2,445	2,015	2,095	1,665	1,745	1,315
6	516	2,034	1,518	2,934	2,418	2,514	1,998	2,094	1,578
7	602	2,373	1,771	3,423	2,821	2,933	2,331	2,443	1,841
8	688	2,712	2,024	3,912	3,224	3,352	2,664	2,792	2,104
9	774	3,051	2,277	4,401	3,627	3,771	2,997	3,141	2,367
10	860	3,137	2,277	4,487	3,627	3,857	2,997	3,227	2,367
11	946	3,223	2,277	4,573	3,627	3,943	2,997	3,313	2,367
12	1,032	3,309	2,277	4,659	3,627	4,029	2,997	3,399	2,367
13	1,118	3,395	2,277	4,745	3,627	4,115	2,997	3,485	2,367
14	1,204	3,481	2,277	4,831	3,627	4,201	2,997	3,571	2,367
15	1,290	3,567	2,277	4,917	3,627	4,287	2,997	3,657	2,367
16	1,376	3,653	2,277	5,003	3,627	4,373	2,997	3,743	2,367
17	1,462	3,739	2,277	5,089	3,627	4,459	2,997	3,829	2,367
18	1,548	3,825	2,277	5,175	3,627	4,545	2,997	3,915	2,367

Nonresident Undergraduate Tuition				
Credit Hours	A & S/Other	Business	Engineering	Journalism/Music
1	\$591	\$941	\$778	\$614
2	1,182	1,882	1,556	1,228
3	1,773	2,823	2,334	1,842
4+	11,225	12,650	11,900	11,350

Resident Graduate Tuition						
Credit Hours	A&S/Other	MBA	Bus	Engr	Journ/Music	Law
1	\$ 365	\$ 544	\$ 524	\$ 445	\$ 365	\$ 852
2	730	1,088	1,048	890	730	1,704
3	1,095	1,632	1,572	1,335	1,095	2,556
4	1,460	2,176	2,096	1,780	1,460	3,408
5	1,825	2,720	2,620	2,225	1,825	4,260
6	2,190	3,264	3,144	2,670	2,190	5,112
7	2,555	3,808	3,668	3,115	2,555	5,964
8	2,920	4,352	4,192	3,560	2,920	6,816
9+	3,285	4,896	4,716	4,005	3,285	7,668

Nonresident Graduate Tuition						
Credit Hours	A&S/Other	MBA	Bus	Engr	Journ/Music	Law
1	\$ 853	\$ 1,271	\$ 1,224	\$ 1,040	\$ 853	\$ 1,990
2	1,706	2,542	2,448	2,080	1,706	3,980
3	2,559	3,813	3,672	3,120	2,559	5,970
4	4,828	5,420	5,420	5,120	4,884	6,536
5	6,035	6,775	6,775	6,400	6,105	8,170
6	7,242	8,130	8,130	7,680	7,326	9,804
7	8,449	9,485	9,485	8,960	8,547	11,438
8	9,656	10,840	10,840	10,240	9,768	13,072
9+	10,863	12,195	12,195	11,520	10,989	14,706

*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 \$86 per credit hour. For COF FAQs, go to: <http://www.cu.edu/ums/cof/faq.html>. To apply, go to: <https://cofweb.cslp.org/cofapp/>.

To authorize, go to: CUConnect --> PLUS tab --> Registration link --> COF tab (at bottom of page) --> COF authorization screen.

Credit hours over 18: add \$86 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.

For tuition not paid by the published due date, a 1% service 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 Insurance

Denver-metro area Continuing Education students who are enrolled for credit courses may elect to enroll in health insurance through Wardenburg Health Center, the on-campus health care provider. Two insurance plans are available. Please call 303-492-5107 for more information. Deadline to enroll for Spring 2007 is January 24, 2007.

See <http://www.colorado.edu/ContinuingEducation/access.htm> for additional information including the Student Fee Waiver Policy. The deadline for waiving

Mandatory Student Fees

All ACCESS students will be assessed mandatory student fees as follows:

Student activity fee:

One class of 5 or less credit hours with no health plan \$71.96

One class of 5 or less credit hours and health plan \$326.14

More than one class any amount of hours \$326.14

One class of more than 5 credit hours \$326.14

Student information fee (SIS) \$7.00

Arts and cultural enrichment fee \$10.00

Student computing fee:

Credit hours of 6 or less \$32.80

Credit hours of 7 or more \$65.60

Athletic fee:

Credit hours of 3 or less N/A

Credit hours of 4 or more \$28.50

RTD fee \$49.94

Career services fee \$7.40

Capital construction fee

Credit hours of 6 or less \$25.00

Credit hours of 7 or more \$50.00

**Boulder Evening, Independent Learning, Applied Music, Individualized Instruction,
TLEN and EMEN Tuition Rates (Per Term)
Division of Continuing Education and Professional Studies
Fall 2006-Spring 2007**

Undergraduate Tuition

Credit Hours	Resident				
	Boulder Evening*	IL Term based	IL Other self paced	Applied Music	Ind Instr
1	\$197	\$232	\$197	-	\$253
2	394	464	394	\$398	506
3	591	696	591	-	759
4	788	928	788	796	1,012
5	985	1,160	985	-	1,265
6	1,182	1,392	1,182	-	1,518
7	1,379	1,624	1,379	-	1,771
8	1,576	1,856	1,576	-	2,024
9	1,773	2,088	1,773	-	2,277
10	1,970	2,320	1,970	-	"
11	2,167	2,552	2,167	-	"
12	2,364	2,784	2,364	-	"
13	2,561	3,016	2,561	-	"
14+	2,758	3,248	2,758**	-	"

Credit Hours	Nonresident		
	Boulder Evening*	Applied Music	Ind Instr
1	\$473	-	\$253
2	946	\$398	506
3	1,419	-	759
4+	11,225	11,350	11,225

Graduate Tuition

Credit Hours	Resident		
	IL Term based	TLEN/EMEN	Ind Instr
1	\$270	\$445	\$253
2	540	890	506
3	810	1,335	759
4	1,080	1,780	1,460
5	1,350	2,225	1,825
6	1,620	2,670	2,190
7	1,890	3,115	2,555
8	2,160	3,560	2,920
9+	2,430+	4,005	3,285

Credit Hours	Nonresident		
	IL Term based	TLEN/EMEN	Ind Instr
1	\$270	\$1,280	\$253
2	540	2,560	506
3	810	3,840	759
4	1,080	5,120	4,828
5	1,350	6,400	6,035
6	1,620	7,680	7,242
7	1,890	8,960	8,449
8	2,160	10,240	9,656
9+	2,430	11,520	10,863

*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 to 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 self paced courses continues to be assessed at \$197 per credit hour beyond 14 credit hours.

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.

All tuition is due at time of registration. After the tuition due date, a 1% service 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.

Accessing Campus Services

Continuing Education students may use campus libraries at no cost. To gain access, please obtain a "no fees paid" sticker (available at the Continuing Education cashier's desk) and bring the sticker and a photo ID with you when you plan to use libraries.

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 \$376.08 per semester and includes an RTD bus pass fee of \$49.94 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 \$20 in the Campus Card Office currently located in Willard Hall, Room 182.

Optional Student Insurance

Denver-metro area Continuing Education students who are enrolled for credit courses may elect to enroll in 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 in order to enroll in health insurance. Please call 303-492-5107 for more information. Deadline to enroll for Spring 2007 is January 24, 2007.