



Information on Courses and Programs
Offered by the Division of Continuing Education
During the Spring of 2017

This document contains the information on policies, procedures, deadlines, and tuition & fee amounts for courses offered by the Division of Continuing Education during the Spring 2017 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.

Drop/Add Tuition Adjustment, and Special Grading Options

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Dropping All Courses – Spring 2017

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 1/27/17	ENVD; Law; MBA;	Students must complete the “Withdrawal Form.” No signatures are necessary. After this date, students must petition their dean.
Through 2/24/17	Music	Students must complete the “Withdrawal Form.” No signatures are necessary. After this date, students must petition their dean.
Through 3/24/17	Education	Students must complete the “Withdrawal Form.” No signatures are necessary. After this date, students must petition their dean.
Through 5/5/17	Arts & Sciences*; Business; CMCI; ☞ 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.

Winter Session 2017

CU-SIS Session Code: BCE/Cont Ed Extraordinary

Drops/Withdrawals

If a student is dropping his/her course, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/5/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/6/17 – 1/10/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 1/10/17	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, the following timelines and procedures apply:

Date of Add	Procedures
Through 1/5/17	Student must complete a registration form, Drop/Add Form, and/or Special Action Form, depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
1/6/17 – 1/9/17	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 1/9/17	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for Winter Session students to add their name to a waitlist is 1/3/17.

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

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

Date of Request	Procedures
Through 1/5/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 1/5/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. 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.

Spring 2017 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 2/1/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/2/17 – 2/15/17	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/16/17 – 3/1/17	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/2/17 – 3/24/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/24/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature.

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

Adds

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

Date of Add	Procedures
Through 1/25/17	Student must complete a registration form, Drop/Add Form, and/or Special Action Form, depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
1/26/17 – 5/1/17	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 5/1/17	Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for ACCESS students to add their name to a waitlist is 1/25/17. Waitlists are cancelled on 2/3/17 at 11:59 pm.

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

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

Date of Request	Procedures
Through 2/3/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/3/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Nondegree students must petition the dean of CEPS.

Residency Petitions


Residency petitions for in-state tuition classification are due by 1/30/17. The student must meet the residency requirements by the first day of classes.

Spring 2017 Evening Credit – Full Session

CU-SIS Session Code: BEF/CE Evening

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/6/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/7/17 – 2/20/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/21/17 – 3/6/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
3/7/17 – 4/10/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 4/10/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have an instructor signature.*** 

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

Adds

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

Date of Add	Procedures
Through 1/30/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/31/17 – 5/1/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 5/1/17	Students must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for students to add their name to a waitlist is 1/30/17.

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

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

Date of Request	Procedures
Through 2/6/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/6/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled***. Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 2/3/16. 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.

Spring 2017 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 1/30/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/31/17 – 2/6/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/7/16 – 2/13/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.

2/14/17 – 2/20/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 2/20/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and have an instructor signature. *** ☞

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

Adds

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

Date of Add	Procedures
Through 1/27/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/28/17 – 3/6/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 3/6/17	Students must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for students to add their name to a waitlist is 1/27/17.

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

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

Date of Request	Procedures
Through 1/30/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 1/30/17	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 1/27/17. The student must meet the residency requirements by the first day of classes.


***Arts & Sciences degree students must contact their advisor for more information on the petition process. ☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2017 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 3/20/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/21/17 – 4/3/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
4/4/17 – 4/10/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
4/11/17 – 4/21/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 4/21/17	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 3/17/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
3/18/17 – 5/1/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 5/1/17	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 3/17/17.

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

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

Date of Request	Procedures
Through 3/20/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 3/20/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 3/17/17. The student must meet the residency requirements by the first day of classes.

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

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

Spring 2017 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 2/20/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/21/17 – 2/27/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/28/17 – 3/6/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
3/7/17 – 3/24/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 3/24/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and have an instructor signature.*** ☞

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

Adds

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

Date of Add	Procedures
Through 2/13/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/14/17 – 4/17/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/17/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Waitlists: The deadline for students to add their name to a waitlist is 2/13/17.

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

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

Date of Request	Procedures
Through 2/20/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/20/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 2/17/17. The student must meet the residency requirements by the first day of classes.

***Arts & Sciences degree students must contact their advisor for more information on the petition process. ☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2017 Online Credit TB - Session 1

CU-SIS Session Code: BL1/CE OC 1

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 1/30/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
1/31/17 – 2/6/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/7/17 – 2/13/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/14/17 – 2/20/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 2/20/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have an instructor signature.*** ☞

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

Adds

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

Date of Add	Procedures
Through 1/27/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/28/17 – 3/6/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 3/6/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 1/27/17.

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

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

Date of Request	Procedures
Through 1/30/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 1/30/17	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.

Spring 2017 Online Credit TB – Session 2

CU-SIS Session Code: BL2/CE OC 2

Drops/Withdrawals

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

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 3/20/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
3/21/17 – 4/3/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
4/4/17 – 4/10/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.

4/11/17 – 4/21/17	None	Student may withdraw online, submit an e-mail, or complete a Drop/Add Form. No instructor signature is necessary.
After 4/21/17	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 3/17/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
3/18/17 – 5/1/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 5/1/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 3/17/17.

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

Date of Request	Procedures
Through 3/20/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 3/20/17	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.

Spring 2017 Online Credit TB – Full Session

CU-SIS Session Code: BL3/CE OC 3

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/6/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/7/17 – 2/20/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/21/17 – 3/6/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
3/7/17 – 4/10/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 4/10/17	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have instructor signature.***

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

Adds

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

Date of Add	Procedures
Through 1/30/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
1/31/17 – 5/1/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 5/1/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 1/30/17.

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

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

Date of Request	Procedures
Through 2/6/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/6/17	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.

Spring 2017 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 2/20/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/21/17 – 2/27/17	60%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
2/28/17 – 3/6/17	40%	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
3/7/17 – 3/24/17	None	Student may withdraw online, submit an e-mail.or complete a Drop/Add Form. No instructor signature is necessary.
After 3/24/17	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 2/13/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/14/17 – 4/17/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/17/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 2/13/17.

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

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

Date of Request	Procedures
Through 2/20/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/20/17	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.

Spring 2017 Applied Music

CU-SIS Session Code: BM9/CE Ap Music

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 2/13/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/14/17 – 2/20/17	Partial (60%)	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/21/17 – 3/24/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 3/24/17	None	Nondegree students must petition the dean of CEPS. Degree students must petition their dean.*** 

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

Adds

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

Date of Add	Procedures
Through 2/13/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/14/17 – 4/17/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/17/17	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
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Through 2/13/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/13/17	Student must complete the Pass/Fail Request, Credit/No-Credit Change and Credit Hour Change Form. Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 2/10/17. The student must meet the residency requirements by the first day of classes.

***Arts & Sciences degree students must contact their advisor for more information on the petition process. ☞ Engineering students on suspension (having an active main campus academic stop) taking **only** CEPS classes can withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Spring 2017 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 2/1/17	100%	Student may drop online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
2/2/17 – 2/15/17	60%	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
2/16/17 – 3/1/17	40%	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
3/2/17 – 3/24/17	None	Student may withdraw online or submit an e-mail to ceregistration@colorado.edu. No instructor signature is necessary.
After 3/24/17	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
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Through 1/25/17	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.)
1/26/17 – 5/1/17	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 5/1/17	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 1/25/17.

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

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

Date of Request	Procedures
Through 2/3/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/3/17	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 2/20/17	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
2/21/17 – 2/27/17	60%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
2/28/17 – 3/6/17	40%	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
3/7/17 – 3/24/17	None	Student may submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.

After 3/24/17	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.*** ☞
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Petitioning for tuition adjustment exceptions: Before petitioning for tuition adjustment exceptions, the student must have secured the withdrawal/late drop(s) from their Dean.

Adds

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

Date of Add	Procedures
Through 2/13/17	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
2/14/17 – 4/17/17	Student must obtain permission from the Asst. Director for Faculty Services and Curriculum (Ruth Moore) to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 4/17/17	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

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

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

Date of Request	Procedures
Through 2/20/17	Student must submit an email request or complete the Pass/Fail Request, Credit/NoCredit Change and Credit Hour Change Form.
After 2/20/17	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.

Spring 2017 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 1/24/17	100%
1/25/17 – 2/1/17	60%
2/2/17 – 2/9/17	40%
After 2/9/17	None

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

Date of Drop/ Withdrawal	Amount of Adjustment
Through 3/21/17	100%
3/22/17 – 3/29/17	60%
3/30/17 – 4/6/17	40%
After 4/6/17	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.

**Boulder Evening, Independent Learning, Applied Music, Individualized Instruction
Tuition Rates
Division of Continuing Education and Professional Studies
Spring 2017**

Undergraduate Tuition

Credit Hours	Resident					Nonresident***			
	Boulder Evening*	IL Term based ***	IL paced ***	Self Music	Applied Ind Instr	Credit Hours	Boulder Evening*	Applied Music	Ind Instr
1	\$360	\$397	\$397	\$326	\$407	1	\$1,207	\$326	\$407
2	720	794	794	652	814	2	2,414	652	814
3	1,080	1,191	1,191	-	1,221	3	3,621	-	1,221
4	1,440	1,588	1,588	1,304	1,628	4 +	16,658	16,658	16,658
5	1,800	1,985	1,985	-	2,035				
6	2,160	2,382	2,382	-	2,442				
7	2,520	2,779	2,779	-	2,849				
8	2,880	3,176	3,176	-	3,256				
9	3,240	3,573	3,573	-	3,663				
10	3,600	3,970	3,970	-	4,070				
11	3,960	4,367	4,367	-	4,477				
12	4,320	4,764	4,764	-	4,884				
13	4,680	5,161	5,161	-	-				
14+	5,040	5,558	5,558	-	-				

Graduate Tuition

Credit Hours	Resident			Nonresident			
	IL Term based	IL Self paced	Ind Instr	Credit Hours	IL Term based	IL Self paced	Ind Instr
1	\$587	\$587	\$602	1	\$587	\$587	\$602
2	1,174	1,174	1,204	2	1,174	1,174	1,204
3	1,761	1,761	1,806	3	1,761	1,761	1,806
4	2,348	2,348	2,408	4	2,348	2,348	6,368
5	2,935	2,935	3,010	5	2,935	2,935	7,960
6	3,522	3,522	3,612	6	3,522	3,522	9,552
7	4,109	4,109	4,214	7	4,109	4,109	11,144
8	4,696	4,696	4,816	8	4,696	4,696	12,736
9+	5283**	5283**	5,418	9+	5283**	5283**	14,328

*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 by 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 nonrefundable.

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 \$478.68 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 \$1,889.50 for health insurance plus \$586.93 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 \$478.68 and Health Fee of \$86.48 and Mental Health fee of \$21.77 in order to enroll in health insurance. For eligibility requirements, deadlines, and more information contact Wardenburg or visit <http://healthcenter.colorado.edu>.

University of Colorado Boulder Division of Continuing Education and Professional Studies

178 UCB • 1505 University Avenue, Boulder, CO 80309-0178

303-492-5148

ACCESS and Nondegree Tuition Rates
Division of Continuing Education and Professional
Studies Spring 2017

Resident Undergraduate		
Hours	Voucher	Tuition
		A
1	\$75	\$482
2	150	964
3	225	1,446
4	300	1,928
5	375	2,410
6	450	2,892
7	525	3,374
8	600	3,856
9	675	4,338
10	750	4,820
11	825	5,302
12	900	5,784
13	975	5,859
14	1,050	5,934
15	1,125	6,009
16	1,200	6,084
17	1,275	6,159
18	1,350	6,234

Nonresident Undergraduate Tuition	
Credit Hours	A & S/Other Total
1	\$1,207
2	2,414
3	3,621
4+	\$16,658

Resident Graduate Tuition			
Credit Hours	A&S/Other		Law
1	\$602		\$1,651
2	1,204		3,302
3	1,806		4,953
4	2,408		6,604
5	3,010		8,255
6	3,612		9,906
7	4,214		11,557
8	4,816		13,208
9+	5,418		14,859

Nonresident Graduate Tuition			
Credit Hours	A&S/ Other		Law
1	\$1,592		\$2,028
2	3,184		4,056
3	4,776		6,084
4	6,368		8,112
5	7,960		10,140
6	9,552		12,168
7	11,144		14,196
8	12,736		16,224
9+	14,328		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 \$75/credit hour. For COF FAQs, go to:

<http://conted.colorado.edu/enroll/college-opportunity-fund-cof/> To apply on line, go to:

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

Credit hours over 18: add \$75per 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 nonrefundable.

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 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. For eligibility requirements, deadlines, and more information, contact Wardenburg or visit <http://healthcenter.colorado.edu>.

See <http://conted.colorado.edu/programs/access/> for additional information including the Student Fee Waiver Policy. The deadline for waiving fall fees is February 24, 2017.

Mandatory Student Fees

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

Student activity fee:

One class five or less credit hours without health plan or Rec. Ctr. \$48.01
 More than one class any amount of hours \$286.72 One class of more than five credit hours \$286.72

Rec Center Expansion Fee:

One class of five or fewer hours \$85.27
 More than one class any amount of hours \$106.96 One class of more than five credit hours \$106.96

Student Health Fee:

One class of five or fewer hours \$0.00
 More than one class any amount of hours \$86.48
 One class of more than five credit hours \$86.48

Mental Health Resource Fee:

One class of five or fewer hours \$0.00
 More than one class any amount of hours \$21.77
 One class of more than five credit hours \$21.77

Student information fee (SIS) \$7.00 **Arts and cultural enrichment fee** \$10.00

Student computing fee:

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

Athletic fee:

Credit hours of 3 or less \$0.00
 Credit hours of 4 or more \$28.50

Student Bus and Bike Programs

Career services fee \$12.00

Capital construction fee

Credit hours of six or less \$85.00
 Credit hours of seven or more \$170.00

Updated 4/21/2017

Payment Options
**Fall Tuition Due Date: February 5,
2017.**

INSTRUCTIONS

For Students: Please have your IdentiKey and password ready to log on to MyCUInfo at <https://mycuinfo.colorado.edu>. To view your current account information, navigate to the Student tab and select 'Account Inquiry' from the Financial section. This will take you to the Student Center and from there, click on 'Account Information, Bills, and Payments' (in the Finances section) to pay your bill.

For Parents or Other Authorized payers: You may pay online by going directly to the Authorized payer login page <https://quikpayasp.com/cu/boulder/tuition/authorized.do>. Please remember that before you can log in your student must set up an account for you. Students can do this through the MyCUInfo portal.

Payment options available:

Web - Internet Check Payment - The internet check payment option allows you to make payments directly from a checking or savings account from a U.S. bank or credit union.

Web - Credit Card payments (VISA, MasterCard, Discover, American Express).

All credit card payments will be assessed 2.75% service fee in addition to the tuition.

Confirmation of payment is available at the time of payment and will also be sent by email. Please note that if the bank account information is entered incorrectly, your payment will be returned by the bank, and you will be assessed Continuing Education service charges.

Stop By - Please feel free to stop by CU-Boulder Division of Continuing Education and Professional Studies

1505 University Avenue, Boulder
Registration 303-492-5148; Accounting/Bursar 303-492-2212
TTY 303-492-8905
Fax 303-492-5335

For more information please visit <http://conted.colorado.edu/student-resources/accounting/>

Please Note: It is every student's responsibility to pay his/her bill in a timely manner. CU Boulder **does not** send paper bills, but does send an email notification that an on-line statement is available. If a student doesn't receive the email notification, the student is still responsible for payment by the due date. Failure to make payment in full by the tuition due date will result in a stop placed on the student's account, a 1% service charge assessed monthly, and possible referral of the account to a private collection agency.