



Information on Courses and Programs
Offered by the Division of Continuing Education
During the Summer of 2018

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

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

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

Dropping All Courses – Summer Session 2018

Withdrawing from the University

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

Withdrawal Date	Colleges	Procedures
Through M – 5/31/18 A – 7/5/18 B – 8/9/18 C – 7/26/18 D – 8/9/18 D (900-999) – 8/9/18 E & F – See website G – 8/22/18	ENVD; Law; MBA; Music	Students must complete the “Withdrawal Form.” No signatures are necessary. Dean’s signature is required to withdraw after this date.
Through M – 5/31/18 A – 7/5/18 B – 8/9/18 C – 7/26/18 D – 8/9/18 E & F – See website G – 8/22/18	Arts & Sciences; Business; Education; Engineering; Graduate School; Journalism; Non-Degree	Students must complete “Withdrawal Form”. No signatures are necessary. After this date, students must petition their dean. Non-degree students petition the Dean of CEPS.

Petitioning for Exceptions to the Tuition Adjustment Policy

Before **degree** students can petition Continuing Education & Professional Studies for an exception to the tuition adjustment policy, they must have already secured their Dean’s approval of their late drop(s). **Non-degree** students requesting tuition adjustment exceptions must complete the Petition Withdrawal Form and go through the petition process.

Suspended Engineering Students

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

Summer Session 2018 – Maymester

(Sections 001-099/800-809)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 5/15/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
5/16/18 – 5/24/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 5/24/18	None	Non-degree 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 5/15/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
5/16/18 – 5/29/18	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 5/29/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Maymester students to add their name to a waitlist is 5/14/18. Waitlists are cancelled on 5/15/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 5/15/18	Student may change online or submit an email request to ceregistration.
After 5/15/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 5/11/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Term A

(Sections 100-199/810-819)

Drops/Withdrawals

Dropping Some Courses

If a student is dropping one or more, but not all courses, the following tuition adjustment schedule and procedures apply:

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/7/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/8/18 – 6/22/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/22/18	None	Non-degree 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 6/7/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/8/18 – 7/2/18	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 7/2/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Term A students to add their name to a waitlist is 6/5/18. Waitlists are cancelled on 6/6/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 6/7/18	Student may change online or submit an email request to ceregistration.
After 6/7/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/5/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Term B

(Sections 200-299/820-829)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 7/13/18	100%	<i>Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.</i>
7/14/18 – 7/30/18	None	<i>Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.</i>
After 7/30/18	None	Non-degree 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 7/13/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/14/18 – 8/6/18	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/6/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Term B students to add their name to a waitlist is 7/11/18. Waitlists are cancelled on 7/12/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 7/13/18	Student may change online or submit an email request to ceregistration.
After 7/13/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/10/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Term C

(Sections 300-399/830-839)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/11/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/12/18 – 7/5/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/5/18	None	Non-degree 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 6/11/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/12/18 – 7/23/18	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 7/23/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Term C students to add their name to a waitlist is 6/5/18. Waitlists are cancelled on 6/6/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 6/11/18	Student may change online or submit an email request to ceregistration.
After 6/11/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/7/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Term D

(Sections 400-499/840-849)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/13/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/14/18 – 7/17/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/17/18	None	Non-degree 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 6/13/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/14/18 – 7/30/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/30/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Term D students to add their name to a waitlist is 6/5/18. Waitlists are cancelled on 6/6/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 6/13/18	Student may change online or submit an email request to ceregistration.
After 6/13/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/11/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Term D

(Sections 900-999 Independent Study, Thesis or Doctoral Dissertations)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 7/13/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/14/18 – 7/30/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/30/18	None	Non-degree 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 7/13/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/14/18 – 8/6/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/6/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Term D students to add their name to a waitlist is 7/11/18. Waitlists are cancelled on 7/12/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 7/13/18	Student may change online or submit an email request to ceregistration.
After 7/13/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/10/18. The student must meet the residency requirements by the first day of classes.

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

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

Summer Session 2018 – Terms E & F

(Sections 500-699/850-569)

See the Summer Session 2018 website for all Add/Drop deadlines associated with Term E & F courses.

Students may drop/add or request special grading basis up to the 2nd day of class. The actual drop/add calendar date depends on the start date of the course. Students wishing to add a course after the second day of class must have department approval. After the second day of class, students wishing to drop and E or F session course would receive a grade of “W” and full tuition and fees are assessed. Students may withdraw up to the day before the last class meeting and must have instructor and dean’s signatures.

Waitlist

Deadline for students to add their name to a waitlist for **Term E** is midnight June 5, 2018. Waitlists are cancelled at 4:30 pm on June 6, 2018.

Deadline for students to add their name to a waitlist for **Term F** is midnight July 11, 2018. Waitlists are cancelled at 4:30 pm on July 12, 2018.

Residency Petitions

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

Summer Session 2018 – Augmester

(Sections 050-099/870-879)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 8/7/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
8/8/18 – 8/16/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/16/18	None	Non-degree 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 8/7/18	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
8/8/18 – 8/20/18	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/20/18	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

Waitlists: The deadline for Augmester students to add their name to a waitlist is 8/6/18. Waitlists are cancelled on 8/7/18 at 4:30 p.m.

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

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

Date of Request	Procedures
Through 8/7/18	Student may change online or submit an email request to ceregistration.
After 8/7/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 8/3/18. The student must meet the residency requirements by the first day of classes.

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

Online Credit Term Based BL1

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/7/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/8/18 – 6/15/18	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/16/18 – 6/22/18	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/23/18 – 6/26/18	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 6/26/18	None	Non-degree 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 6/7/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/8/18 - 7/2/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/2/18	Student must have instructor's signature and 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 6/5/18.

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

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

Date of Request	Procedures
Through 6/7/18	Student may change online or submit an email request to ceregistration.
After 6/7/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree 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** withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Online Credit Term Based BL2

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 7/13/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/14/18 – 7/20/18	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/21/18 – 7/27/18	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/28/18 – 7/31/18	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/31/18	None	Non-degree 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 7/13/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/14/18 – 8/6/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/6/18	Student must have instructor's signature and 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 7/11/18.

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

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

Date of Request	Procedures
Through 7/13/18	Student may change online or submit an email request to ceregistration.
After 7/13/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree 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** withdraw from one or all classes through the last day of the semester without petitioning their Dean.

Online Credit Term Based BL3

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/13/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/14/18 – 6/20/18	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/21/18 – 6/27/18	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/28/18 – 7/31/18	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/31/18	None	Non-degree 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 6/13/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/14/18 – 7/30/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/30/18	Student must have instructor's signature and 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 6/5/18.

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

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

Date of Request	Procedures
Through 6/13/18	Student may change online or submit an email request to ceregistration.
After 6/13/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree 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 Term Based BL5

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 6/11/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/12/18 – 6/18/18	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/19/18 – 6/25/18	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/26/18 – 7/6/18	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/6/18	None	Non-degree 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 6/11/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/12/18 – 7/23/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/23/18	Student must have instructor's signature and 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 6/5/18.

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

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

Date of Request	Procedures
Through 6/11/18	Student may change online or submit an email request to ceregistration.
After 6/11/18	Student must have dean's approval. Degree students must petition the dean of the college in which they are enrolled***. Non-degree 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

In general, to receive a 100% tuition adjustment, students must drop 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

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 Online Credit, Applied Music, Individualized Instruction, etc.

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

Note: For Summer Only

Tuition is assessed on a “per credit hour” basis. Units/credits for Individualized Instruction/Internship courses are included in the student’s schedule and therefore in the tuition assessment. Students enrolled in up to 3 credit hours of Individualized Instruction/Internship classes will be assessed the resident tuition rates. For 4 or more credit hours, the tuition assessment is at the non-resident rate.

Non-resident students enrolled in 6 or more credit hours through main campus Summer Session will be assessed at the resident tuition rate for any additional classes taken through Continuing Education.

Summer 2018 MS in Org Leadership 1

CU-SIS Session Code: BG1/CE Grad 1

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 5/21/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
5/22/18 – 5/28/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
5/29/18 – 6/4/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
6/5/18 -6/18/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/18/18	None	Students with extenuating circumstances may petition the dean of CEPS.

Adds

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

Date of Add	Procedures
Through 5/16/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
After 5/16/18	Students must obtain the instructor's signature on a Drop/Add Form. A signed letter or e-mail from the instructor is also acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 5/17/18. The student must meet the residency requirements by the first day of classes.

Summer 2018 MS in Org Leadership 2

CU-SIS Session Code: BG2/CE Grad 2

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 7/9/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/10/18 – 7/16/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
7/17/18 – 7/23/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
7/24/18 – 8/6/18	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/6/18	None	Students with extenuating circumstances may petition the dean of CEPS.

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

Adds

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

Date of Add	Procedures
Through 7/5/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
After 7/5/18	Students must obtain the instructor's signature on a Drop/Add Form. A signed letter or email from the instructor is also acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 7/5/18. The student must meet the residency requirements by the first day of classes.

Summer 2018 Evening MBA 1

CU-SIS Session Code: BM1/CE EMBA 1

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

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 5/22/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
5/23/18 – 6/5/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
6/6/18 – 6/19/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/19/18	None	Students must petition the dean of Leeds School of Business.

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

Adds

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

Date of Add	Procedures
Through 5/22/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
5/23/18 – 6/25/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 6/25/18	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of Leeds School of Business.

Residency Petitions

Residency petitions for in-state tuition classification are due by 5/18/18. The student must meet the residency requirements by the first day of classes.

Summer 2018 Evening MBA 2

CU-SIS Session Code: BM2/CE EMBA 2

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

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 7/10/18	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/11/18 – 7/24/18	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
7/25/18 – 8/7/18	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/7/18	None	Students must petition the dean of Leeds School of Business.

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

Adds

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

Date of Add	Procedures
Through 7/10/18	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/11/18 – 8/13/18	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/13/18	Student must obtain the instructor's signature on a Drop/Add Form. A signed letter from the instructor is also acceptable. Students must petition the dean of Leeds School of Business.

Residency Petitions

Residency petitions for in-state tuition classification are due by 7/6/18. The student must meet the residency requirements by the first day of classes.

Summer 2018 IEC Noncredit

Drops/Withdrawals

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

IEC Non-Credit Maymester (BI3) 5/14/18 – 5/25/18

Date of Drop/Withdrawal	Amount of Adjustment
Through 5/15/18	100%
After 5/15/18	None

IEC Non-Credit Session 1 (BI1), 6/11/18 – 8/1/18

Date of Drop/Withdrawal	Amount of Adjustment
Through 6/18/18	100%
6/19/18 – 6/26/18	60%
6/27/18 – 7/3/18	40%
After 7/3/18	None

IEC Non-Credit Session 2 (BI2), 7/9/18 – 8/1/18

Date of Drop/Withdrawal	Amount of Adjustment
Through 7/10/18	100%
After 7/10/18	None

IEC Non-Credit Augmester (BI4) 8/6/18 – 8/17/18

Date of Drop/Withdrawal	Amount of Adjustment
Through 8/7/18	100%
After 8/7/18	None

Adds

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

Non-Credit Courses

Dropping CEPS Professional Development Courses

Date of Drop	Amount of Adjustment	Procedures
Before 2 nd Class Meets	100%	Registrar or student must complete a "Drop/Add Petition Voucher." No instructor signature is necessary.
After 2 nd Class Meets	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 Enrollment Services staff and generally require instructor permission.

Nondegree Summer Session 2018 Tuition Rates

Administered by the Division of Continuing Education and Professional Studies

Resident Undergraduate Tuition

Credit Hours	COF Voucher \$75/hr	A&S/Other	
		Total Tuition	Student Share (after COF*)
1	\$77	\$504	\$427
2	154	1,008	854
3	231	1,512	1,281
4	308	2,016	1,708
5	385	2,520	2,135
6	462	3,024	2,562
7	539	3,528	2,989
8	616	4,032	3,416
9	693	4,536	3,843
10	770	5,040	4,270
11	847	5,544	4,697
12	924	6,048	5,124
13	1,001	6,125	5,124
14	1,078	6,202	5,124
15	1,155	6,279	5,124
16	1,232	6,356	5,124
17	1,309	6,433	5,124
18	1,386	6,510	5,124

Nonresident Undergraduate Tuition

Credit Hours	A&S/Other
	Total Tuition
1	\$1,307
2	2,614
3	3,921
4	5,228
5	6,535
6	7,842
7	9,149
8	10,456
9	11,763
10	13,070
11	14,377
12	15,684
13	16,991
14	18,033
15	18,033
16	18,033
17	18,033
18	18,033

Resident Graduate Tuition

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

Nonresident Graduate Tuition

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

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

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

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

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

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

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

Course Fees

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

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

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

Mandatory Student Fees

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

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

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

Rec Center Expansion Fee; based on number of total weeks enrolled

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

Student information fee (SIS) \$7.00

Arts & cultural enrichment fee \ \$10.00

Student computing fee:

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

Student Bus & Bike Programs \$85.00

Capital construction fee

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

SEVIS fee (for international students) \$40.00

Student Health Fee

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

Mental Health Resource Fee

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

Certification Tuition Rates

Continuing Education and Professional Studies

Summer 2018

Resident Engineering Professional

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

Non-Resident Engineering Professional

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