Below is the update from the Office of the Registrar for Sept. 7, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:
- IUT Processing Reminder
- Graduate Program Change/Addition/Discontinuation Forms

IUT Processing Reminder ([Office of the Registrar](#))
Fall 2016 effective-date deadline: Today at 4:59 p.m.

Intra-University Transfer (IUT) Forms submitted to the Office of the Registrar for processing must be received **no later than the Wednesday before census**. With the bill due date falling on the fifth of each month, submitting IUTs after census creates issues for billing and confusion for students. Please see section 5 of the [Office of the Registrar Policies & Procedures](#) for details.

Processed by the Office of the Registrar – Fall/Spring

- The deadline to have the Office of the Registrar process IUTs effective for the current term is 4:59 p.m. the Wednesday before census date. For Fall 2016, this deadline is **Wednesday, Sept. 7**. Requests received after 4:59 p.m. on Sept. 7 will be processed and made effective for the Spring 2017 term.

- IUT processing takes a long time, so please submit IUTs well ahead of the deadline whenever possible. Please do not collect a large number of IUTs before submitting them; instead, submit IUTs daily or every couple days.

- Send IUT requests using the official IUT spreadsheet via Large File Transfer to IUT@colorado.edu (not to individual staff members or any other Office of the Registrar email account). If you do not have this spreadsheet, email IUT@colorado.edu to request it.

- If a spreadsheet request is inaccurate or incomplete, it will be returned for correction.

Processed by Academic Offices

- Colleges/schools/programs that process IUTs internally must complete any IUTs effective for that term by 5 p.m. on the drop deadline.

Graduate Program Change/Addition/Discontinuation Forms ([Office of the Registrar](#))
Fall 2016 effective-date deadline: Friday, Sept. 9, at 4:59 p.m.

For graduate program assistants, please be aware that [Graduate Program Change, Addition & Discontinuation Forms](#) received by the Office of the Registrar after the third Friday of a fall or spring semester, or the Summer Session B drop/add deadline, will be processed and made effective for the next term. This deadline is posted on the form.

This deadline was created to avoid incurring additional fees, impacting financial aid and impacting reporting numbers after census.

Exception: We will continue to process additional master's degrees for graduating students; however, requests for changes to PhDs (adding or discontinuing) must be sent by the deadline.

Subscribe or unsubscribe from regbrownbag. Browse past issues in the Registrar Network Archive.