

Drop/Add Tuition Adjustment and Special Grading Options



Information on Courses and Programs
Offered by the Division of Continuing Education
During the Fall of 2020

This document contains the information on policies, procedures, deadlines, and tuition & fee amounts for courses offered by the Division of Continuing Education during the Fall of 2020 Semester.

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

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

Contents

Dropping All Courses – Fall 2020	4
Fall 2020 ACCESS	5
Fall 2020 Special Session Calendar	7
Fall 2020 Evening Credit – Full Session	9
Fall 2020 Evening Credit – 10 Week Term	11
Fall 2020 Online Credit TB – Session 1	13
Fall 2020 Online Credit TB – Session 2	15
Fall 2020 Online Credit TB – Full Session	17
Fall 2020 Online Credit TB – 10 Week Term	19
Online Credit Flexible (Self-Paced) Courses	21
Individualized Instruction/Internships	21
Fall 2020 Applied Music	22
Fall 2020 Extraordinary Session	24
Fall 2020 Extraordinary Special Session	26
Fall 2020 MS in Org Leadership 1	28
Fall 2020 MS in Org Leadership 2	29
Fall 2020 MA in Journalism Entrepreneurship 5-week session 1	30
Fall 2020 MA in Journalism Entrepreneurship 5-week session 2	31
Fall 2020 MA in Journalism Entrepreneurship 5-week session 3	32
Fall 2020 MA in Journalism Entrepreneurship Full Session	33
Fall 2020 Evening MBA	34
Fall 2020 ESL Credit Program (ESLG)	35
Fall 2020 IEC Noncredit	37
Fall 2020 ACCESS and Nondegree Tuition Rates	38
Fall 2020 Boulder Evening, Independent Learning, Applied Music, Individualized Instruction Tuition Rates	42

Dropping All Courses – Fall 2020

Withdrawing from the University

If a student is dropping **all** of their main campus and CEPS courses (excluding Online Flex courses), the appropriate program tuition adjustment schedules apply, and the timelines and procedures are as follows:

Withdrawal Date	Colleges	Procedures
Through 10/30/20	ENVD; Law; MBA; Music	Students must complete the “Withdrawal Form.” No signatures are necessary. After this date, students must petition their dean.
Through 12/7/20	Arts & Sciences*; Business; CMCI; Education; Engineering☞; Grad School; Nondegree (GR & UG)	Students must complete the “Withdrawal Form.” No signatures are necessary. After this date, students must petition their dean.

CE Sessions

If a student is dropping **all** of their courses in one of the CE Sessions below, the following dates apply:

Session	Withdrawal Deadline	Procedure
Evening Credit/Online Credit Full Session 8/31/20–12/10/20	12/4/20	Student must submit email request, W grade(s) assigned, no tuition adjustment. After this date, student must petition their dean for a retroactive withdrawal.
Evening Credit/Online Credit 10-week Session 9/28/20–12/10/20	12/4/20	
CE Session 1 (OC Only) 8/31/20–10/16/20	10/9/20	
CE Session 2 (OC Only) 10/19/20-12/11/20	12/4/20	

Petitioning for exceptions to the tuition adjustment policy

Before **degree** students can petition Continuing Education & Professional Studies for an exception to the tuition adjustment policy, they must have already secured their dean’s approval of their late drop(s).

Nondegree students requesting tuition adjustment exceptions must complete the Petition Withdrawal Form and go through the petition process.

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

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

Fall 2020 ACCESS

CU-SIS Session Code: B/BLDR Main Campus (8/24/20–12/10/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/9/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/10/20–9/23/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/24/20–10/7/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/8/20–10/30/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 10/30/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval.

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

Adds

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

Date of Add	Procedures
Through 9/2/20	Student must complete a registration form, Online Course Request Form and/or Special Action Form, depending on registration status. Instructor approval is only necessary in cases of registration restrictions.
9/3/20–12/4/20	Student must obtain the instructor's permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/4/20	Nondegree students must petition the dean of CEPS and must have written instructor approval.

Waitlists: The deadline for ACCESS students to add their name to a waitlist is 9/2/20. Waitlists are cancelled on 9/11/19 at 11:59 pm.

Pass/Fail Grading Option

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 10/30/20	Student may change online or submit an email request.
After 10/30/20	Nondegree students must petition the dean of CEPS.

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 9/11/2020. After this date, students must petition the dean of their college or school.

Residency Petitions

Residency petitions for in-state tuition classification are due by 9/7/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 Special Session Calendar

This calendar applies to CU Boulder special session classes and may not apply to standard start and end dates (see page 2). For other classes, refer to the [16-week session academic calendar](#) or [Continuing Education Dates and Deadlines page](#).

Session	Classes Begin	Last Day to Be Automatically Enrolled from a Waitlist	Waitlists Are Canceled	Last Day to Add a Class, Drop a Class w/o Penalty & Two Other Deadlines*	Last Day to Drop a Class & Two Other Deadlines**	Last Day of Classes	Withdrawal Deadlines Aug. 14 (Fri.) – Last day to withdraw from any session with 100% refund.		
							100% Refund; \$200 Fee Applies	100% Tuition Assessed***	
Boulder 8-Wk Special Session	Boulder 8-Wk Session 1	Aug. 24 (Mon.)	Aug. 25 (Tues.)	Aug. 26 (Wed.)	Sept. 1 (Tues.)	Sept. 24 (Thurs.)	Oct. 14 (Wed.)	Aug. 15 (Sat.)– Sept. 1 (Tues.)	Sept. 2 (Wed.)– Oct. 13 (Tues.)
	Boulder 8-Wk Session 2	Oct. 15 (Thurs.)	Oct. 16 (Fri.)	Oct. 17 (Sat.)	Oct. 22 (Thurs.)	Nov. 16 (Mon.)	Dec. 8 (Tues.)	Aug. 15 (Sat.)– Oct. 22 (Thurs.)	Oct. 23 (Fri.)– Dec. 7 (Mon.)
Boulder 5-Wk Special Session	Boulder 5-Wk Session 1	Aug. 24 (Mon.)	Aug. 25 (Tues.)	Aug. 26 (Wed.)	Aug. 27 (Thurs.)	Sept. 14 (Mon.)	Sept. 25 (Fri.)	Aug. 15 (Sat.)– Aug. 27 (Thurs.)	Aug. 28 (Fri.)– Sept. 24 (Thurs.)
	Boulder 5-Wk Session 2	Sept. 28 (Mon.)	Sept. 29 (Tues.)	Sept. 30 (Wed.)	Oct. 1 (Thurs.)	Oct. 16 (Fri.)	Oct. 30 (Fri.)	Aug. 15 (Sat.)– Oct. 1 (Thurs.)	Oct. 2 (Fri.)– Oct. 29 (Thurs.)
	Boulder 5-Wk Session 3	Nov. 2 (Mon.)	Nov. 3 (Tues.)	Nov. 4 (Wed.)	Nov. 5 (Thurs.)	Nov. 20 (Fri.)	Dec. 7 (Mon.)	Aug. 15 (Sat.)– Nov. 5 (Thurs.)	Nov. 6 (Fri.)– Dec. 6 (Sun.)
Boulder 4-Wk Special Session	Boulder 4-Wk Session 1	Aug. 24 (Mon.)	Aug. 24 (Mon.)	Aug. 25 (Tues.)	Aug. 26 (Wed.)	Sept. 8 (Tues.)	Sept. 17 (Thurs.)	Aug. 15 (Sat.)– Aug. 26 (Wed.)	Aug. 27 (Thurs.)– Sept. 16 (Wed.)
	Boulder 4-Wk Session 2	Sept. 21 (Mon.)	Sept. 21 (Mon.)	Sept. 22 (Tues.)	Sept. 23 (Wed.)	Oct. 5 (Mon.)	Oct. 14 (Wed.)	Aug. 15 (Sat.)– Sept. 23 (Wed.)	Sept. 24 (Thurs.)– Oct. 13 (Tues.)
	Boulder 4-Wk Session 3	Oct. 15 (Thurs.)	Oct. 15 (Thurs.)	Oct. 16 (Fri.)	Oct. 19 (Mon.)	Oct. 29 (Thurs.)	Nov. 9 (Mon.)	Aug. 15 (Sat.)– Oct. 19 (Mon.)	Oct. 20 (Tues.)– Nov. 8 (Sun.)
	Boulder 4-Wk Session 4	Nov. 10 (Tues.)	Nov. 10 (Tues.)	Nov. 11 (Wed.)	Nov. 12 (Thurs.)	Dec. 1 (Tues.)	Dec. 7 (Mon.)	Aug. 15 (Sat.)– Nov. 12 (Thurs.)	Nov. 13 (Fri.)– Dec. 6 (Sun.)

*This is the last day to add a class, drop a class without penalty (if you remain enrolled in the session), change variable credit hours or change a class to no credit.

**This is the last day to drop a class, request grade replacement or change a student-option class from letter grade to pass/fail (or vice versa). If you drop a special session class after the no-penalty deadline but remain enrolled in the session, you're required to pay 100% of tuition and fees (no refund), and a W grade is posted to your transcript.

***W grades are posted to transcripts.

Pre-Semester Session: Law

Classes Begin	Last Day to Add a Class or Join a Waitlist	Last Day to Drop a Class Without Penalty or Change a Class's Grade Mode	Waitlists Are Canceled	Last Day of Classes	Withdrawal Deadlines		
					100% Refund Deadline	100% Refund & \$200 Fee	100% Tuition Assessed**
Aug. 17 (Mon.)	Aug. 17 (Mon.)	Aug. 17 (Mon.)	Aug. 18 (Tues.)	Aug. 21 (Fri.)	Aug. 14 (Fri.)	Aug. 15 (Sat.)– Aug. 17 (Mon.)	Aug. 18 (Tues.)– Aug. 20 (Thurs.)

Boulder 16-Wk Session Courses Offered at [Colorado Mesa University](#)

Classes Begin	Last Day to Add a Class or Join a Waitlist	Last Day to Drop a Class Without Penalty	Last Day to Change a Class's Variable Credit Hours or No-Credit Status	Waitlists Are Canceled	Last Day to Drop a Class & Two Other Deadlines*	Last Day of Classes
Aug. 17 (Mon.)	Aug. 26 (Wed.)	Sept. 2 (Wed.)	Sept. 4 (Fri.)	Sept. 7 (Mon.)	Oct. 23 (Fri.)	Dec. 4 (Fri.)

Withdrawal Deadlines				
100% Refund Deadline	100% Refund & \$200 Fee	40% Tuition Assessed**	60% Tuition Assessed**	100% Tuition Assessed**
Aug. 14 (Fri.)	Aug. 15 (Sat.)– Sept. 2 (Wed.)	Sept. 3 (Thurs.)– Sept. 16 (Wed.)	Sept. 17 (Thurs.)– Sept. 30 (Wed.)	Oct. 1 (Thurs.)– Dec. 4 (Fri.)

Boulder 16-Wk Standard Session

Classes Begin	Last Day to Add a Class or Join a Waitlist	Last Day to Drop a Class Without Penalty	Last Day to Change a Class's Variable Credit Hours or No-Credit Status	Waitlists Are Canceled	Last Day to Drop a Class & Two Other Deadlines*	Last Day of Classes
Aug. 24 (Mon.)	Sept. 2 (Wed.)	Sept. 9 (Wed.)	Sept. 11 (Fri.)	Sept. 11 (Fri.)	Oct. 30 (Fri.)	Dec. 7 (Mon.)

Withdrawal Deadlines				
100% Refund	100% Refund & \$200 Fee	40% Tuition Assessed**	60% Tuition Assessed**	100% Tuition Assessed**
Aug. 14 (Fri.)	Aug. 15 (Sat.)– Sept. 9 (Wed.)	Sept. 10 (Thurs.)– Sept. 29 (Tues.)	Sept. 30 (Wed.)– Oct. 7 (Wed.)	Oct. 8 (Thurs.)– Dec. 7 (Mon.)

*This is the last day to drop a class, request grade replacement or change a student-option class from letter grade to pass/fail (or vice versa). If you drop a special session class after the no-penalty drop deadline, you're required to pay 100% of tuition and fees (no refund), and a W grade is posted to your transcript.

**W grades are posted to transcripts.

Fall 2020 Evening Credit – Full Session

CU-SIS Session Code: BEF/CE Evening (8/31/20–12/10/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/15/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/16/20–9/29/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/30/20–10/13/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/14/20–11/5/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled, and must have written instructor approval.***

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

Adds

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

Date of Add	Procedures
Through 9/8/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
9/9/20–12/7/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/7/20	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Waitlists: The deadline for students to add their name to a waitlist is 9/8/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	P/F - Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 11/5/20	<p>Degree students must petition the dean of the college in which they are enrolled***.</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 9/15/20. After this date, students must petition the dean of their college or school.

Residency Petitions

Residency petitions for in-state tuition classification are due by 9/11/20. The student must meet the residency requirements by the first day of classes.

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

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

Fall 2020 Evening Credit – 10 Week Term

CU-SIS Session Code: BET/CE Eve 10wk (9/28/20–12/10/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 10/12/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
10/13/20–10/19/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/20/20–10/26/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/27/20–11/5/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled, and have written instructor approval.***

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

Adds

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

Date of Add	Procedures
Through 10/5/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
10/6/20–12/7/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/7/20	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

Waitlists: The deadline for students to add their name to a waitlist is 10/5/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 11/5/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 10/12/2020. After this date, students must petition the dean of their college or school.

Residency Petitions

Residency petitions for in-state tuition classification are due by 10/8/20. The student must meet the residency requirements by the first day of classes.

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


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

Fall 2020 Online Credit TB – Session 1

CU-SIS Session Code: BL1/CE OC 1 (8/31/20–10/16/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/7/20	100%	Student may drop online or submit an e-mail request. No instructor signature is necessary.
9/8/20–9/14/20	60%	Student may withdraw online or submit an e-mail request. No instructor signature is necessary.
9/15/20–9/21/20	40%	Student may withdraw online or submit an e-mail request. No instructor signature is necessary.
9/22/20–10/9/20	None	Student may withdraw online or submit an e-mail request. No instructor signature is necessary.
After 10/9/20	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have an instructor signature. *** 

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

Adds

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

Date of Add	Procedures
Through 9/2/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
9/3/20–10/12/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 10/12/20	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 9/2/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 10/9/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 10/9/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 9/7/20. After this date, students must petition the dean of their college or school.

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


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

Fall 2020 Online Credit TB – Session 2

CU-SIS Session Code: BL2/CE OC 2 (10/19/20–12/11/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 10/26/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
10/27/20–11/2/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/3/20–11/9/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/10/20–11/27/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/27/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled and must have written instructor approval.*** 

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

Adds

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

Date of Add	Procedures
Through 10/21/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
10/22/20–12/7/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/7/20	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 written instructor approval.

Waitlists: The deadline for students to add their name to a waitlist is 10/21/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option and Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/27/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 11/27/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 10/26/20. After this date, students must petition the dean of their college or school.

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

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

Fall 2020 Online Credit TB – Full Session

CU-SIS Session Code: BL3/CE OC 3 (8/31/20–12/11/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/15/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/16/20–9/29/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/30/20–10/13/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/14/20–11/5/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled, and must have written instructor approval.***

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

Adds

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

Date of Add	Procedures
Through 9/8/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
9/9/20–12/7/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/7/20	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 written instructor approval.

Waitlists: The deadline for students to add their name to a waitlist is 9/8/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 11/5/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit (NC) Grading Option

Students wishing to take a course for No-Credit must submit the [No-Credit Request](#) online form by 9/15/20. After this date, students must petition the dean of their college or school.

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

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

Fall 2020 Online Credit TB – 10 Week Term

CU-SIS Session Code: BL4/CE OC 4 (9/28/20–12/11/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 10/12/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
10/13/20–10/19/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/20/20–10/26/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/27/20–11/5/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled and must have written instructor approval.***

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

Adds

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

Date of Add	Procedures
Through 10/5/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
10/6/20–12/7/20	Student must obtain the instructor’s permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 12/7/20	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 written instructor approval.

Waitlists: The deadline for students to add their name to a waitlist is 10/5/20.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option and or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 11/5/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit Grading Basis

Students wishing to take a course for No Credit must submit the [No-Credit Request](#) online form by 10/12/20. After this date, students must petition the dean of their college or school.

***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 Flexible (Self-Paced) Courses

(CU-SIS Session Code: BSO/CE Online Flex)

In general, to receive a 100% tuition adjustment, students must drop from an OC Flex course (sections 640, 641, 642) within forty (40) calendar days of the registration date (the day of registration 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.

Special grading options (Pass/Fail or No-Credit) may be requested within the first 40 days of enrollment for Online Flex courses. After 40 days of enrollment, students must petition their dean** ☞ for any changes to enrollment.

Grade Replacement, *for degree-seeking students only*, may be requested through the first 40 days of enrollment, via the [Office of the Registrar's website](#). Students/classes must meet general eligibility requirements and the Office of the Registrar will review.

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.

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.


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

Fall 2020 Applied Music

CU-SIS Session Code: BM9/CE Ap Music (9/14/20–11/20/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/21/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/22/20–9/28/20	Partial (60%)	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/29/20–11/5/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS. Degree students must petition their dean.*** 

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

Adds

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

Date of Add	Procedures
Through 9/21/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
9/22/20–11/16/20	Student must obtain the instructor's permission to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 11/16/20	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 written instructor approval.

Pass/Fail Grading Option

For Pass/Fail option the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	Student may change online or submit an email.
After 11/5/20	Degree students must petition the dean of the college in which they are enrolled.*** Nondegree students must petition the dean of CEPS.

No Credit Grading Option

Students wishing to take a course for No Credit must submit the [No Credit Request](#) online form by 9/21/20. After this date, students must petition the dean of their college or school.

Residency Petitions

Residency petitions for in-state tuition classification are due by 9/17/20. The student must meet the residency requirements by the first day of classes.

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

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

Fall 2020 Extraordinary Session

CU-SIS Session Code: BCE/CE Extraordinary

Extraordinary courses in the BCE session are built with “dynamic dating”. These dates control add and drop deadlines, as well as tuition adjustments. On a course-by-course basis, students may need department consent to add or drop BCE session courses. Whether or not consent is required, a student may drop a course up to the deadline with no penalty (no W grade, full tuition adjustment). After the drop deadline, students will receive a grade of “W” and full tuition is assessed.

Dynamic date information can be viewed in the Student Services Center, Student Center Tab. Eventually you will be able to view the course dynamic dates just by clicking on the calendar icon next to the course in the “This weeks’ schedule” table, however for now you will need to use the following work around:

On the Student Center Tab, click on the “My Class Schedule” link.

The screenshot shows the University of Colorado Student Services Center interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Campus Community', and 'Student Services Ctr (AdminVw)'. The University of Colorado logo and name are displayed, along with a search bar. The user's name is redacted, and their ID is 109319455. The 'Student Center' tab is active, showing a navigation menu with 'Admissions', 'Academics', 'Finances', and 'Financial Aid'. Under the 'Academics' section, there is a 'Search' box and a list of links: 'My Class Schedule' (highlighted in yellow with a red arrow), 'Shopping Cart', 'My GPA Calculator', and 'Term Summary Information'. A 'Deadlines' section is also visible. The 'This Week's Schedule' table is shown below, with the following data:

Class	Schedule	Status
LGTC 5032-570 LEC (19347)	Continuing Ed Online Class	Enrolled

A 'Weekly Schedule' link is located at the bottom right of the table.

Select appropriate term, and view the student's schedule; from there click on the calendar icon under "deadlines" column for the appropriate class.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

ID 109319455

Select Display Option: List View Weekly Calendar View

Selected Term: Fall 2019 UC Boulder | Graduate Non-degree [Change Term](#)

Class Schedule Filter Options

- Show Enrolled Classes
- Show Dropped/Withdrawn Classes
- Show Waitlisted Classes

[Filter](#)

LGTC 5030 - Tools in Practice

Status	Waitlist Position	Waitlist Type	Waitlist Description	
Enrolled				
Units	Grading	Grade	Deadlines	
2.00	Letter Grade			
Class Nbr	Section	Component	Days & Times	Start/End Date
40906	570	Seminar		10/20/2019 - 12/15/2019

[Printer Friendly Page](#)

The specific dates for the course should display:

View My Schedule

Academic Calendar Deadlines

Graduate Non-degree

Fall 2019 UC Boulder
CE Extraordinary Program

LGTC 5030 Section 570 Tools in Practice

Class Start Date 10/20/2019 End Date 12/15/2019

Drop Calendar

Drop - Retain Record	10/28/2019	This is the last date to drop a class without a W grade. Classes dropped after this date appear on your transcript with a W grade. For college/school specific deadlines related to late drops of individual classes or withdrawing from the entire term, refer to the Registrar's Office or the Continuing Education/Extended Studies web sites for your campus.
Drop with Penalty	12/15/2019	A class dropped on or before this date will appear on your transcript and a penalty grade will be assigned to the class.
Last Date to Drop	11/23/2019	You are not allowed to drop after this date. If you must drop you need to contact your advisor.

(Note: Academic Calendar dates are subject to change)

[Return to View My Schedule](#)

- Drop-Retain Record date is the last day to drop the course, no "W", full tuition adjustment.
- Drop with Penalty is the last day of class. Any class dropped after the Retain Record date but before this date will be assigned the grade of "W", no tuition adjustment.
- Last Date to Drop is the last day for a student to drop online or request a late drop. A "W" grade is assigned, tuition is not adjusted. After this date, written instructor approval is required to drop the course.

Fall 2020 Extraordinary Special Session

CU-SIS Session Code: BSE/CE Extraordinary Special (8/24/20–12/10/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/9/20	100%	Student may drop online or submit an e-mail request. Department approval may be required.
9/10/20–9/23/20	60%	Student may withdraw online or submit an e-mail request. Department approval may be required.
9/24/20–10/7/20	40%	Student may withdraw online or submit an e-mail request. Department approval may be required.
10/8/20–10/30/20	None	Student may withdraw online or submit an e-mail request. Department approval may be required.
After 10/30/20	None	Nondegree students must petition the dean of CEPS and must have written instructor approval. Degree students must petition the dean of the college in which they are enrolled.

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

Adds

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

Date of Add	Procedures
Through 9/2/20	Student must complete a registration form and/or Special Action Form, depending on registration status. Instructor approval is only necessary in cases of registration restrictions.
9/3/20–12/7/20	Student must obtain the instructor’s signature on a Special Action Form. A signed letter or email from the instructor is also acceptable.
After 12/7/20	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 written instructor approval.

Pass/Fail Grading Option (all students)/Grade Replacement (degree students only)

For Pass/Fail option or Grade Replacement (for degree students only) the timelines and procedures are as follows:

Date of Request	Procedures
Through 10/30/20	P/F – Student may change online or submit an email. Grade Replacement (degree only) – must meet eligibility and submit grade replacement online form.
After 10/30/20	Nondegree students must petition the dean of CEPS. Degree students must petition the dean of the college in which they are enrolled.

No Credit (NC) Grading Option

Students wishing to take a course for No Credit must submit the [No Credit Request](#) online form by 9/9/20. After this date students must petition the dean of their college or school.

Residency Petitions

Residency petitions for in-state tuition classification are due by 9/7/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MS in Org Leadership 1

CU-SIS Session Code: BG1/CE Grad 1 (8/24/20–10/11/20)

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 8/31/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/1/20–9/7/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/8/20–9/14/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/15/20–9/28/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 9/28/20	None	Students with extenuating circumstances may petition the dean of CEPS.

Adds

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

Date of Add	Procedures
Through 8/26/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 8/26/20	Students must obtain the written instructor approval. A signed letter or e-mail from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MS in Org Leadership 2

CU-SIS Session Code: BG2/CE Grad 2 (10/19/20–12/13/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 10/26/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
10/27/20–11/2/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/3/20–11/9/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/10/20–11/30/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 11/30/20	None	Students with extenuating circumstances may petition the dean of CEPS.

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

Adds

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

Date of Add	Procedures
Through 10/21/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 10/21/20	Students must obtain written instructor approval. A signed letter or email from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MA in Journalism Entrepreneurship 5-week session 1

CU-SIS Session Code: B15/CE 1st 5 wks (8/24/20–9/27/20)

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 8/28/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
8/29/20–9/4/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/5/20–9/11/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/12/20–9/18/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 9/18/20	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 8/25/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 8/25/20	Students must obtain written instructor approval. A signed letter or email from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MA in Journalism Entrepreneurship 5-week session 2

CU-SIS Session Code: B25/CE 2nd 5 wks (9/28/20–11/1/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 10/2/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
10/3/20–10/9/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/10/20–10/16/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/17/20–10/23/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 10/23/20	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 9/29/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 9/29/20	Students must obtain written instructor approval. A signed letter or email from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MA in Journalism Entrepreneurship 5-week session 3

CU-SIS Session Code: B35/CE 3rd 5 wks (11/2/20–12/13/20)

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 11/6/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
11/7/20–11/13/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/14/20–11/20/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
11/21/20–12/4/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 12/4/20	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 11/3/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 11/3/20	Students must obtain written instructor approval. A signed letter or email from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 MA in Journalism Entrepreneurship Full Session

CU-SIS Session Code: B16/CE 16 wks (8/24/20–12/10/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/9/20	100%	Student may drop online or submit an e-mail request. No instructor approval is necessary.
9/10/20–9/23/20	60%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
9/24/20–10/7/20	40%	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
10/8/20–10/30/20	None	Student may withdraw online or submit an e-mail request. No instructor approval is necessary.
After 10/30/20	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 9/2/20	Depending on registration status, student may register online or submit a Credit Registration Form or Online Course Request Form.
After 9/2/20	Students must obtain written instructor approval. A signed letter or email from the instructor is acceptable. Students must petition the dean of CEPS.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 Evening MBA

CU-SIS Session Codes: **BM1 (EMBA1), BM2 (EMBA2), BEM (CE Eve MBA)**

Tuition Adjustments

Tuition for the Evening MBA program is assessed per term (Fall/Spring/Summer) rather than on course load. Tuition adjustment dates apply for the entire term and are not related to add/drop deadlines for specific sessions. Tuition adjustments occur only in the event that a student drops all of their classes in a term. If a student drops all courses in a term, the following tuition adjustment schedule applies.

Date of Drop/ Withdrawal	Amount of Adjustment
Through 9/20/20	100%
9/21/20–10/4/20	60%
10/5/20–10/18/20	40%
After 10/18/20	None

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

Add/Drop/Withdrawal Deadlines

Session	Last Day to Add a Course	Last Day to Waitlist	Last Day to Drop
BM1 8/24/20–10/16/20	8/31/20	8/31/20	8/31/20
BM2 10/19/20–12/17/20	10/26/20	10/26/20	10/26/20
BEM 9/8/20–12/17/20	9/8/20	9/8/20	9/8/20

Any actions requested after the deadlines above would require approval from the Evening MBA program.

Residency Petitions

Residency petitions for in-state tuition classification are due by 8/27/20. The student must meet the residency requirements by the first day of classes.

Fall 2020 ESL Credit Program (ESLG)

CU-SIS Session Code: BIT/Cont Ed IEC ESL Credit 10 Week (9/14/20–11/20/20)

Drops/Withdrawals

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

Date of Drop/Withdrawal	Amount of Adjustment	Procedures
Through 9/28/20	100%	Student may drop online or submit an e-mail request. No instructor signature is necessary.
9/29/20–10/6/20	60%	Student may drop online or submit an e-mail request. No instructor signature is necessary.
10/7/20–10/13/20	40%	Student may drop online or submit an e-mail request. No instructor signature is necessary.
10/14/20–11/5/20	None	Student may drop online or submit an e-mail request. No instructor signature is necessary.
After 11/5/20	None	Nondegree students must petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the college in which they are enrolled, and must have instructor signature.***

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

Adds

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

Date of Add	Procedures
Through 9/21/20	Depending on registration status, student may submit a Credit Registration Form, or Online Course Request Form.
9/22/20–11/16/20	Student must obtain permission from the Asst. Director for Faculty Services and Curriculum (Ruth Moore) to be enrolled. A signed letter, Special Action Form or email is acceptable.
After 11/16/20	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.

Pass/Fail Grading Option

For Pass/Fail grading option the timelines and procedures are as follows:

Date of Request	Procedures
Through 11/5/20	Student may change online or submit an email request.
After 11/5/20	<p>Degree students must petition the dean of the college in which they are enrolled.***</p> <p>Nondegree students must petition the dean of CEPS.</p>

No Credit Grading Option

Students wishing to take a course for No Credit must submit the [No Credit Request](#) online form by 9/28/20. After this date, students must petition the dean of their college or school.

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

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

Fall 2020 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 Student Success Coordinator (Parmelee Welsh) for academic issues; and the Student Services Manager/ Immigration Advisor (Shing “Jackie” Wong), for immigration issues. Once the withdrawal has been confirmed, the Administrative Assistant (Christina Shelton) would be notified to process the withdrawal in CU-SIS. The following tuition adjustment schedules apply:

IEC Non-Credit Session 1 (CU-SIS Session Code: BI1/CE IEC 1)

Date of Drop/ Withdrawal	Amount of Adjustment
Through 9/1/20	100%
9/2/20–9/9/20	60%
9/10/20–9/17/20	40%
After 9/17/20	None

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

Date of Drop/ Withdrawal	Amount of Adjustment
Through 10/27/20	100%
10/28/20–11/4/20	60%
11/5/20–11/12/20	40%
After 11/12/20	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 Director.

Dropping CEPS – Professional Development Courses

Date of Drop	Amount of Adjustment	Procedures
Before 2nd Class Begins	100%	Registrar or student must complete a Drop/Add Form. No instructor signature is necessary.
After 2nd Class Begins*	None	Student can withdraw at any time but must petition to be considered for a tuition adjustment after the class begins. (NOTE: A tuition adjustment is not guaranteed.)

Adding Professional Development Courses

Students may add Non-Credit classes by phone, fax, or mail any time before the class begins. Payment is due at the time of registration. Late adds will be handled by the registration staff and generally require instructor permission.

Fall 2020 ACCESS and Nondegree Tuition Rates

Division of Continuing Education and Professional Studies

Resident Undergraduate Tuition

Credit Hours	Voucher	A&S/Other	
		Tuition	Share
1	\$40	\$487	\$447
2	80	974	894
3	120	1,461	1,341
4	160	1,948	1,788
5	200	2,435	2,235
6	240	2,922	2,682
7	280	3,409	3,129
8	320	3,896	3,576
9	360	4,383	4,023
10	400	4,870	4,470
11	440	5,357	4,917
12	480	5,844	5,346
13	520	5,884	5,346
14	560	5,924	5,346
15	600	5,964	5,346
16	640	6,004	5,346
17	680	6,044	5,346
18	720	6,084	5,346

Nonresident Undergraduate Tuition

Credit Hours	A&S/Other
	Total
1	\$1,324
2	2,648
3	3,972
4+	\$18,273

Resident Graduate Tuition

Credit Hours	A&S/Other	MSOL	Engineering Certificate
1	\$657	\$725	\$1,114
2	1,341	1,450	2,228
3	1,971	2,175	3,342
4	2,628	2,900	4,456
5	3,285	3,625	5,570
6	3,942	4,350	6,684
7	4,599	5,075	7,798
8	5,256	5,800	8,912
9+	5,913	6,525	10,026

Non-resident Graduate Tuition

Credit Hours	A&S/Other	MSOL	Engineering Certificate
1	\$1,738	\$795	\$1,432
2	3,476	1,590	2,864
3	5,214	2,385	4,296
4	6,952	3,180	5,728
5	8,690	3,975	7,160
6	10,428	4,770	8,592
7	12,166	5,565	10,024
8	13,904	6,360	11,456
9+	15,642	7,155	12,888

*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 \$40/credit hour. For COF FAQs, go to:

<https://ce.colorado.edu/resources/college-opportunity-fund/>

To apply online, go to: <http://cof.college-assist.org>. To authorize, log in at:

<https://buffportal.colorado.edu>. Go to: College Opportunity Fund > View your COF status.

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 September 27th, 2019.

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 \$276.31
- One class of more than five credit hours \$276.31

Rec Center Expansion Fee:

- One class of five or fewer hours \$85.27
- More than once 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 once class any amount of hours \$97.09
- One class of more than five credit hours \$97.09

Mental Health Resource Fee

\$77.40

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

Athletic fee:

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

Transit Pass Fee

\$78.42

Bike Program Fee

\$15.00

Career services fee

\$12.00

Capital construction fee:

- Credit hours of 6 or less \$85.00
- Credit hours of 7 or more \$157.27

Payment Options

First Fall Tuition Due Date: September 5th, 2020.

For Students: Please have your IdentiKey and password ready to log on to Buff Portal at <https://buffportal.colorado.edu>. To view your current account information, navigate to the "Tuition & Fees" section and select "Balance Summary". From there, click on the "View/Pay Bill" hyperlink 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/quikpay/spa/viewandpayindex.do#/multiple-accounts>. 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 <https://ce.colorado.edu/resources/bursar-and-billing/>.

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.

Fall 2020 Boulder Evening, Independent Learning, Applied Music, Individualized Instruction Tuition Rates

Division of Continuing Education and Professional Studies

Resident Undergraduate Tuition

Credit Hours	Boulder Evening *	IL Term based***	IL Self paced***	Applied Music	Ind Instr
1	\$427	\$427	\$427	\$326	\$447
2	854	854	854	652	894
3	1,281	1,281	1,281	-	1,341
4	1,708	1,708	1,708	1,304	1,788
5	2,135	2,135	2,135	-	2,235
6	2,562	2,562	2,562	-	2,682
7	2,989	2,989	2,989	-	3,129
8	3,416	3,416	3,416	-	3,576
9	3,843	3,843	3,843	-	4,023
10	4,270	4,270	4,270	-	4,470
11	4,697	4,697	4,697	-	4,917
12	5,124	5,124	5,124	-	5,364
13	5,551	5,551	5,551	-	-
14+	5,978	5,978	5,978	-	-

Nonresident *** Undergraduate Tuition

Credit Hours	Boulder Evening	Applied Music	Ind Instr
1	\$1,324	\$326	\$1,324
2	2,648	652	2,648
3	3,972	-	3,972
4+	18,273	17,191	18,273

Resident Graduate Tuition

Credit Hours	IL Term based***	IL Self paced***	Ind Instr
1	\$620	\$620	\$657
2	1,240	1,240	1,314
3	1,860	1,860	1,971
4	2,480	2,480	2,628
5	3,100	3,100	3,285
6	3,720	3,720	3,942
7	4,340	4,340	4,599
8	4,960	4,960	5,256
9+	5,580**	5,580**	5,913

Nonresident Graduate Tuition

Credit Hours	IL Term based***	IL Self paced***	Ind Instr
1	\$620	\$620	\$1,738
2	1,240	1,240	3,476
3	1,860	1,860	5,214
4	2,480	2,480	6,952
5	3,100	3,100	8,690
6	3,720	3,720	10,428
7	4,340	4,340	12,166
8	4,960	4,960	13,904
9+	5,580**	5,580**	15,642

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

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

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

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

Course Fees

Course fees are assessed in some schools and departments. Lab courses not linked to a lecture course may require a course fee. Course fees are non-refundable.

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

Optional Student Fees

Denver-metro area Continuing Education students who are enrolled for credit courses (excluding ACCESS courses) may elect to purchase an optional student fee package for \$488.69. The cost includes: the Student Activity Fee, Transit Fee, Bike Program Fee, Career Service Fee and access to the Student Recreation Center.

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 \$1,948.00 for health insurance plus \$785.30–\$868.92 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 \$476.69 and Health Fee of \$94.27 and Mental Health fee of \$45.56 in order to enroll in health insurance. For eligibility requirements, deadlines, and more information contact Wardenburg or visit <http://healthcenter.colorado.edu>.

Payment Options

First Fall Tuition Due Date: September 5th, 2020.

For Students: Please have your IdentiKey and password ready to log on to Buff Portal at <https://buffportal.colorado.edu>. To view your current account information, navigate to the “Tuition & Fees” section and select “Balance Summary”. From there, click on the “View/Pay Bill” hyperlink 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/quikpay/spa/viewandpayindex.do#/multiple-accounts>. 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 <https://ce.colorado.edu/resources/bursar-and-billing/>.

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.