

Evening Credit Session I

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 6/3/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/4/16 – 6/10/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
6/11/16 – 6/17/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
6/18/16 – 6/21/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/21/16	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 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 6/3/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/4/16 – 6/28/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 6/28/16	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 6/3/16.

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

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

Date of Request	Procedures
Through 6/3/16	Student may change online or submit an email request to ceregistration.
After 6/3/16	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 are due by 6/1/16. The student must meet the residency requirements by the first day of classes.

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

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

Evening Credit Session II

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 7/8/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/9/16 – 7/15/16	60%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
7/16/16 – 7/22/16	40%	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
7/23/16 – 7/26/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/26/16	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 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 7/8/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/9/16 – 8/2/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/2/16	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 7/8/16.

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

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

Date of Request	Procedures
Through 7/8/16	Student may change online or submit an email request to ceregistration.
After 7/8/16	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 are due by 7/6/16. The student must meet the residency requirements by the first day of classes.

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

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

Online Credit Term Based BL1

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 6/3/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/4/16 – 6/10/16	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/11/16 – 6/17/16	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/18/16 – 6/21/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 6/21/16	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 6/3/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/4/16 – 6/28/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 6/28/16	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 6/3/16.

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

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

Date of Request	Procedures
Through 6/3/16	Student may change online or submit an email request to ceregistration.
After 6/3/16	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 are due by 6/1/16. The student must meet the residency requirements by the first day of classes.

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

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

Online Credit Term Based BL2

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 7/8/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/9/16 – 7/15/16	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/16/16 – 7/22/16	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/23/16 – 7/26/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/26/16	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 7/8/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/9/16 – 8/2/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/2/16	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 7/8/16.

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

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

Date of Request	Procedures
Through 7/8/16	Student may change online or submit an email request to ceregistration.
After 7/8/16	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 are due by 7/6/16. The student must meet the residency requirements by the first day of classes.

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

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

Online Credit Term Based BL3

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 6/9/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/10/16 – 6/16/16	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/17/16 – 6/23/16	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/24/16 – 7/26/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/26/16	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 6/9/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/10/16 – 8/2/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/2/16	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 6/9/16.

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

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

Date of Request	Procedures
Through 6/9/16	Student may change online or submit an email request to ceregistration.
After 6/9/16	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 are due by 6/7/16. The student must meet the residency requirements by the first day of classes.

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

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

Online Credit Term Based BL5

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 6/7/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/8/16 – 6/14/16	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/15/16 – 6/21/16	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/22/16 – 7/1/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/1/16	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 6/7/16	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/8/16 – 7/19/16	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/19/16	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 6/7/16.

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

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

Date of Request	Procedures
Through 6/7/16	Student may change online or submit an email request to ceregistration.
After 6/7/16	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 are due by 6/3/16. The student must meet the residency requirements by the first day of classes.

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

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

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.

Be Boulder Anywhere – Full Term – Summer 2016

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 6/9/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/10/16 – 7/13/16	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/13/16	None	Non-degree students must contact Kristen Swanson (via email) to petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the Graduate School 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 6/9/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), and Course Information Form, if registering for restricted courses (i.e. library, independent study, thesis, etc.) Instructor signature/e-mail is only necessary in cases of registration restrictions.
6/10/16 – 8/1/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), depending on registration status. Instructor signature/e-mail is necessary to add.
After 8/1/16	Degree students must complete a Special Action Form to petition the dean of the Graduate School and must have an instructor signature. Non-degree students must complete a Special Action Form to petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

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

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

Date of Request	Procedures
Through 6/9/16	Student may change online or submit an email request to ceregistration.
After 6/9/16	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 are due by 6/3/16. The student must meet the residency requirements by the first day of classes.

Be Boulder Anywhere – Session I – Summer 2016

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 6/3/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/4/16 – 6/20/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 6/20/16	None	Non-degree students must contact Kristen Swanson (via email) to petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the Graduate School 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 6/3/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), and Course Information Form, if registering for restricted courses (i.e. library, independent study, thesis, etc.) Instructor signature/e-mail is only necessary in cases of registration restrictions.
6/4/16 – 6/28/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), depending on registration status. Instructor signature/e-mail is necessary to add.
After 6/28/16	Degree students must complete a Special Action Form to petition the dean of the Graduate School and must have an instructor signature. Non-degree students must complete a Special Action Form to petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for Session I students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

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

Students can select pass/fail or no-credit when they register for a course. However, if a student wishes to subsequently change to or from a special grading option, the timelines and procedures are as follows:

Date of Request	Procedures
Through 6/3/16	Student may change online or submit an email request to ceregistration.
After 6/3/16	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 are due by 6/1/16. The student must meet the residency requirements by the first day of classes.

Be Boulder Anywhere – Session II – Summer 2016

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 7/8/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/9/16 – 7/25/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/25/16	None	Non-degree students must contact Kristen Swanson (via email) to petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the Graduate School 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 7/8/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), and Course Information Form, if registering for restricted courses (i.e. library, independent study, thesis, etc.) Instructor signature/e-mail is only necessary in cases of registration restrictions.
7/9/16 – 8/1/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), depending on registration status. Instructor signature/e-mail is necessary to add.
After 8/1/16	Degree students must complete a Special Action Form to petition the dean of the Graduate School and must have an instructor signature. Non-degree students must complete a Special Action Form to petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 7/6/16. Waitlists are cancelled on 7/7/16 at 4:30 pm.

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

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

Date of Request	Procedures
Through 7/8/16	Student may change online or submit an email request to ceregistration.
After 7/8/16	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 are due by 7/6/16. The student must meet the residency requirements by the first day of classes.

Be Boulder Anywhere – Session III – Summer 2016

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 6/7/16	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/8/16 – 7/1/16	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/1/16	None	Non-degree students must contact Kristen Swanson (via email) to petition the dean of CEPS and must have an instructor signature. Degree students must petition the dean of the Graduate School 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 6/7/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), and Course Information Form, if registering for restricted courses (i.e. library, independent study, thesis, etc.) Instructor signature/e-mail is only necessary in cases of registration restrictions.
6/8/16 – 7/18/16	Student must complete a nondegree application (new students or student who have not been enrolled in the last 12 consecutive months) or self term-activate (students who have been enrolled within the last 12 consecutive months), depending on registration status. Instructor signature/e-mail is necessary to add.
After 7/18/16	Degree students must complete a Special Action Form to petition the dean of the Graduate School and must have an instructor signature. Non-degree students must complete a Special Action Form to petition the dean of CEPS and must have an instructor signature.

Waitlists: The deadline for students to add their name to a waitlist is 6/1/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

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

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

Date of Request	Procedures
Through 6/7/16	Student may change online or submit an email request to ceregistration.
After 6/7/16	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 are due by 6/3/16. The student must meet the residency requirements by the first day of classes.

Non-Intensive Academic & Professional English Program (ESLG)

CU-SIS Session Code: BIT-CE IEC 5 wk

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 6/3/16	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 6/3/16	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 6/3/16	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/4/16 – 6/28/16	Student must obtain permission from the Asst. Director for Faculty Services and Curriculum (Ruth Moore) to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 6/28/16	Degree students must petition the dean of the college in which they are enrolled.*** Non-degree 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 6/3/16. Waitlists are cancelled on 6/2/16 at 4:30 pm.

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

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

Date of Request	Procedures
Through 6/3/16	Student may change online or submit an email request to ceregistration.
After 6/3/16	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.

Summer 2016 IEC Noncredit

Drops/Withdrawals

If a student wishes to drop one or more of his/her courses, the student should contact his or her advisor within the IEC. The Advisor would then have the student consult with the Asst. Dir. for Student Services and Program Development 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 ISIS. The following tuition adjustment schedules apply:

IEC Non-Credit Maymester (BI3) 5/9/16 – 5/20/16

Date of Drop/ Withdrawal	Amount of Adjustment
Through 5/10/16	100%
After 5/10/16	None

IEC Non-Credit Session 1 (BI1), 6/6/16 – 7/29/16

Date of Drop/ Withdrawal	Amount of Adjustment
Through 6/13/16	100%
6/14/16 – 6/21/16	60%
6/22/16 – 6/29/16	40%
After 6/29/16	None

IEC Non-Credit Session 2 (BI2), 7/5/16 – 7/29/16

Date of Drop/ Withdrawal	Amount of Adjustment
Through 7/6/16	100%
After 7/6/16	None

IEC Non-Credit Augmester (BI4) 8/1/16 – 8/12/16

Date of Drop/ Withdrawal	Amount of Adjustment
Through 8/2/16	100%
After 8/2/16	None

Adds

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

Non-Credit Courses

Dropping CEPS Professional Development Courses

Date of Drop	Amount of Adjustment	Procedures
Before 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.