



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

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

Information on the courses and sections offered can be found online in the University of Colorado Boulder's Guest Course Search:

<http://www.colorado.edu/academics/course-search>

Or in the course search screen in MyCUInfo.

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

# Drop/Add Table of Contents

Drop/Add Table of Contents.....	3
Dropping All Courses – Summer Session 2017.....	4
Suspended Engineering Students.....	4
Summer Session 2017 – Maymester (Sections 001-099/800-809).....	5
Summer Session 2017 – Term A (Sections 100-199/810-819).....	6
Summer Session 2017 – Term B (Sections 200-299/820-829).....	7
Summer Session 2017 – Term C (Sections 300-399/830-839).....	8
Summer Session 2017 – Term D (Sections 400-499/840-849).....	10
Summer Session 2017 – Term D (Sections 900-999 Independent Study, Thesis or Doctoral Dissertations).....	11
Summer Session 2017 – Terms E & F (Sections 500-699/850-859).....	12
Summer Session 2017 – Augmester (Sections 050-099/870-879).....	14
Online Credit Term Based BL1.....	15
Online Credit Term Based BL2.....	16
Online Credit Term Based BL3.....	18
Online Credit Term Based BL5.....	19
Non-Intensive Academic & Professional English Program.....	22
Summer 2017 IEC Noncredit.....	23
Non-Credit Courses.....	24

# Dropping All Courses – Summer Session 2017

## Withdrawing from the University

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

Withdrawal Date	Colleges	Procedures
Through M – 5/25/17 A – 6/23/17 B – 7/31/17 C – 7/6/17 D – 7/18/17 D(900-999)–7/31/17 E&F – See website G – 8/17/17	ENVD; Law; MBA; Music	Students must complete the “Withdrawal Form.” No signatures are necessary.  Dean’s signature is required to withdraw after this date.
Through M – 6/1/17 A – 7/6/17 B – 8/10/17 C – 7/27/17 D – 8/10/17 E&F – See website G – 8/23/17	Arts & Sciences; Business; Education; Engineering; Graduate School; Journalism; Non-Degree	Students must complete “Withdrawal Form”. No signatures are necessary. After this date, students must petition their dean. Non-degree students petition the Dean of CEPS.

## Petitioning for exceptions to the tuition adjustment policy

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

**Non-degree** students requesting tuition adjustment exceptions must complete the Petition Withdrawal Form and go through the petition process.

## Suspended Engineering Students

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

# Summer Session 2017 – Maymester (Sections 001-099/800-809)

## Drops/Withdrawals

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

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 5/16/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
5/17/17 – 5/25/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 5/25/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.

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

## Adds

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

Date of Add	Procedures
Through 5/16/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
5/17/17 – 5/30/17	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 5/30/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Maymester students to add their name to a waitlist is 5/15/17. Waitlists are cancelled on 5/16/17 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 5/16/17	Student may change online or submit an email request to ceregistration.
After 5/16/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 5/11/17. The student must meet the residency requirements by the first day of classes.

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

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

# Summer Session 2017 – Term A (Sections 100-199/810-819)

## Drops/Withdrawals

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

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 6/8/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/9/17 – 6/23/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 6/23/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/8/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/9/17 – 7/3/17	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 7/3/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term A students to add their name to a waitlist is 6/6/17. Waitlists are cancelled on 6/7/17 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 6/8/17	Student may change online or submit an email request to ceregistration.
After 6/8/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

### Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/6/17. The student must meet the residency requirements by the first day of classes.

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

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

## Summer Session 2017 – Term B (Sections 200-299/820-829)

### 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 7/14/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/15/17 – 7/31/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/31/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the

		dean of the college in which they are enrolled, and must have an instructor signature.*** ☞
--	--	---

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

## Adds

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

Date of Add	Procedures
Through 7/14/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/15/17 – 8/7/17	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/7/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term B students to add their name to a waitlist is 7/12/17. Waitlists are cancelled on 7/13/17 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 7/14/17	Student may change online or submit an email request to ceregistration.
After 7/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/12/17. The student must meet the residency requirements by the first day of classes.

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

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

# Summer Session 2017 – Term C (Sections 300-399/830-839)

## 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 6/12/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/13/17 – 7/6/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/6/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/12/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/13/17 – 7/24/17	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 7/24/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term C students to add their name to a waitlist is 6/6/17. Waitlists are cancelled on 6/7/17 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 6/12/17	Student may change online or submit an email request to ceregistration.
After 6/12/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/8/17. The student must meet the residency requirements by the first day of classes.

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

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

# Summer Session 2017 – Term D (Sections 400-499/840-849)

## 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 6/14/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/15/17 – 7/18/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 7/18/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/14/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
6/15/17 – 7/31/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/31/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term D students to add their name to a waitlist is 6/6/17. Waitlists are cancelled on 6/7/16 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 6/14/17	Student may change online or submit an email request to ceregistration.
After 6/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 6/12/17. The student must meet the residency requirements by the first day of classes.

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

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

# Summer Session 2017 – Term D (Sections 900-999 Independent Study, Thesis or Doctoral Dissertations)

## Drops/Withdrawals

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

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 7/14/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/15/17 – 8/10/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/10/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.*** ☞

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

## Adds

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

Date of Add	Procedures
Through 7/14/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
7/15/17 – 7/31/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/31/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Term D students to add their name to a waitlist is 7/12/17. Waitlists are cancelled on 7/13/17 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 7/14/17	Student may change online or submit an email request to ceregistration.
After 7/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 7/12/17. The student must meet the residency requirements by the first day of classes.

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

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

# Summer Session 2017 – Terms E & F (Sections 500-699/850-569)

## See the Summer Session 2017 website for all Add/Drop deadlines associated with Term E & F courses.

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

## Waitlist

Deadline for students to add their name to a waitlist for **Term E** is midnight June 6, 2017. Waitlists are cancelled at 4:30 pm on June 7, 2017.

Deadline for students to add their name to a waitlist for **Term F** is midnight July 12, 2017. Waitlists are cancelled at 4:30 pm on July 13, 2017.

## Residency Petitions

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



# Summer Session 2017 – Augmester (Sections 050-099/870-879)

## Drops/Withdrawals

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

Date of Drop/ Withdrawal	Amount of Adjustment	Procedures
Through 8/8/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
8/9/17 – 8/17/17	None	Student may withdraw online, submit an e-mail or complete a Drop/Add Form. No instructor signature is necessary.
After 8/17/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> must petition the dean of the college in which they are enrolled, and must have an instructor signature.

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

## Adds

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

Date of Add	Procedures
Through 8/8/17	Student must complete a registration form, 'Drop/Add and Petition Voucher,' and/or 'Special Action Form,' depending on registration status. Instructor signature is only necessary in cases of registration restrictions.
8/9/17 – 8/21/17	Student must obtain the instructor's signature on a Drop/Add Form or Special Action Form. A signed letter from the instructor is also acceptable.
After 8/21/17	Student must have instructor's signature and must petition the dean of the college in which they are enrolled.***

**Waitlists:** The deadline for Augmester students to add their name to a waitlist is 8/7/17. Waitlists are cancelled on 8/8/17 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 8/8/17	Student may change online or submit an email request to ceregistration.

After 8/8/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.
--------------	---

### Residency Petitions

Residency petitions for in-state tuition classification for nondegree students are due by 8/4/17. The student must meet the residency requirements by the first day of classes.

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

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

## 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 6/8/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/9/17 – 6/16/17	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/17/17 – 6/23/17	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/24/17 -6/27/17	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 6/27/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/8/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.

6/9/17 – 7/3/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 7/3/17	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 6/6/17.

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

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

Date of Request	Procedures
Through 6/8/17	Student may change online or submit an email request to ceregistration.
After 6/8/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

### Residency Petitions

Residency petitions for in-state tuition classification are due by 6/6/17. The student must meet the residency requirements by the first day of classes.

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

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

## 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 7/14/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/15/17 – 7/21/17	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/22/17 – 7/28/17	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
7/29/17 – 8/1/17	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 8/1/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 7/14/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/15/17 – 8/7/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/7/17	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 7/12/17.

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

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

Date of Request	Procedures
Through 7/14/17	Student may change online or submit an email request to ceregistration.
After 7/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

## Residency Petitions

Residency petitions for in-state tuition classification are due by 7/12/17. The student must meet the residency requirements by the first day of classes.

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

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

# 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 6/14/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/15/17 – 6/21/17	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/22/17 – 6/28/17	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/29/17 – 8/1/17	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 8/1/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/14/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/15/17 – 8/7/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/7/17	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 6/6/17.

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

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

Date of Request	Procedures
Through 6/14/17	Student may change online or submit an email request to ceregistration.

After 6/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.
---------------	---

### Residency Petitions

Residency petitions for in-state tuition classification are due by 6/12/17. The student must meet the residency requirements by the first day of classes.

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

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

## 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 6/12/17	100%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/13/17 – 6/19/17	60%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/20/17 – 6/26/17	40%	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
6/27/17 – 7/7/17	None	Student may drop online, submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/7/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 6/12/17	Depending on registration status, student may register online or submit a Credit Registration Form, Course Request Form or Drop/Add form.
6/13/17 – 7/24/17	Student must obtain the instructor's permission to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.

After 7/24/17	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 6/6/17.

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

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

Date of Request	Procedures
Through 6/12/17	Student may change online or submit an email request to ceregistration.
After 6/12/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> students must petition the dean of CEPS.

### Residency Petitions

Residency petitions for in-state tuition classification are due by 6/8/17. The student must meet the residency requirements by the first day of classes.

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

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

## **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.

# Non-Intensive Academic & Professional English Program (ESLG)

CU-SIS Session Code: BIC-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 7/14/17	100%	Student may submit an e-mail or complete Drop/Add Form. No instructor signature is necessary.
After 7/14/17	None	<b>Non-degree</b> students must petition the dean of CEPS and must have an instructor signature. <b>Degree students</b> 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 7/14/17	Depending on registration status, student may submit a Credit Registration Form, Course Request Form or Drop/Add form.
7/15/17 – 8/7/17	Student must obtain permission from the Asst. Director for Faculty Services and Curriculum (Ruth Moore) to be enrolled. A signed letter, Drop/Add Form, Special Action Form or email is acceptable.
After 8/7/17	<b>Degree</b> students must petition the dean of the college in which they are enrolled.*** <b>Non-degree</b> 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 7/12/17. Waitlists are cancelled on 7/13/17 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 7/14/17	Student may change online or submit an email request to ceregistration.

After 7/14/17	Student must have dean's approval. <b>Degree</b> students must petition the dean of the college in which they are enrolled***. <b>Non-degree</b> 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 2017 IEC Noncredit

### Drops/Withdrawals

If a student wishes to drop one or more of his/her courses, the student should contact his or her advisor within the IEC. The Advisor would then have the student consult with the Asst. Dir. for Student Services and Program Development 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) 5/15/17 – 5/26/17

Date of Drop/ Withdrawal	Amount of Adjustment
Through 5/16/17	100%
After 5/16/17	None

### IEC Non-Credit Session 1 (BI1), 6/5/17 – 7/26/17

Date of Drop/ Withdrawal	Amount of Adjustment
Through 6/12/17	100%
6/13/17 – 6/20/17	60%
6/21/17 – 6/28/17	40%
After 6/28/17	None

**IEC Non-Credit Session 2 (BI2), 7/3/17 – 7/26/17**

Date of Drop/ Withdrawal	Amount of Adjustment
Through 7/5/17	100%
After 7/5/17	None

**IEC Non-Credit Augmester (BI4) 7/31/17 – 8/11/17**

Date of Drop/ Withdrawal	Amount of Adjustment
Through 8/1/17	100%
After 8/1/17	None

**Adds**

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

## Non-Credit Courses

**Dropping CEPS Professional Development Courses**

Date of Drop	Amount of Adjustment	Procedures
Before 2 <sup>nd</sup> Class Meets	100%	Registrar or student must complete a "Drop/Add Petition Voucher." No instructor signature is necessary.
After 2 <sup>nd</sup> 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.