

**Waiver Request for Institutional Exception to the
145 College Opportunity Fund Lifetime Hours**

Instructions

Waivers will be considered for the following reasons:

- Extenuating circumstances that exist outside the student's control (health, physical ability, change of work hours/location) that keep the student from finishing the degree program within the 145 lifetime credit hour limit;
- The degree program as approved by CCHE requires over 120 hours to complete;
- While the student was enrolled in a specific degree program, CCHE approved and the institution implemented an alteration of degree requirements or standards for the specific degree;
- Paying the full amount of total in-state tuition would cause a substantial economic hardship on the student and the student's family;
- Disadvantages created when COF was implemented because of AP, high school coursework or other transfer credit brought in that led to a lower awarding of COF credits due to your initial class standing (freshman, sophomore, etc.)

According to SB04-189 and SB05-132, priority for waivers to the COF undergraduate maximum hours are to be given to students who participated in the Post-Secondary Options Program (PSEO) during high school, and who still might need more than 145 COF hours to complete their baccalaureate degree program; or to those seeking job retraining.

Waivers will not be considered for the following reasons:

- A student decision to pursue a dual degree, double major, or combination of majors/minors that extend the time to achieve the degree;
- Participation in the course repetition program
- Lack of satisfactory academic progress, including failed courses, awarding of incomplete grades, etc.
- No waiver is allowed for the additional 30 COF hours granted once the baccalaureate degree is obtained.

It should be noted that historically the majority of students are able to receive a baccalaureate degree with between 120 and 130 credit hours completed.

If you choose to pursue a request for additional COF hours,

- Fill out this form completely and legibly.
- Any documentation you have should be submitted with this form. *All information submitted is confidential.*
- Your waiver request will be considered based on the materials you provide, and the supporting or opposing facts submitted by appropriate University offices and/or individuals.

- **No waiver of COF lifetime hours limit will be considered until you have less than 25 COF hours remaining (lifetime hours 145, COF hours used greater than or equal to 120). You can review your COF lifetime hours and hours used balances in 1 of 2 ways – going to CU registration COF summary, or going to the College Assist account you created when you applied for COF (<https://cofweb.cslp.org/cofapp/>).**
- This process is not meant to address petition for tuition refunds for course drop or withdrawal, class fees, late enrollment, grades or grade changes, tuition classification, academic advising or other academic policy or regulations. There are separate University appellate procedures for those circumstances.
- Submit your complete waiver via mail to:

Office of the Registrar
Regent 105
20 UCB
Boulder, CO 80309-0020

In person, to the Office of the Registrar, Regent Hall Room 105

- Waiver Request form
- Description of the reason(s) you are requesting this waiver
- A copy of your unofficial transcript from PLUS
- All supporting documentation

Process and Deadlines

- The number of waivers to COF lifetime hours that can be approved by any institution in a 12 month period (August through July) is limited by the State of Colorado. The limit is calculated as 5% of the previous fiscal year's COF eligible student FTE. The number of waivers available and granted is monitored by each campus registrar's office.
- Apply for the COF waiver if circumstances warrant **before you exceed the 145 COF lifetime limit.**
- **If a waiver is approved, you must complete the additional hours within 3 consecutive terms, not to exceed a period of 365 days.** Only one institutional waiver for COF lifetime hours is allowed per student during that student's lifetime. Please plan accordingly.
- File as early as you identify that there may be an issue. This process cannot apply retroactively to hours already taken in prior terms that exceeded the COF lifetime limit. The request for a waiver of lifetime hours should be filed no later than the date noted below for each term.
 - Fall 2009 term - submit by September 9, 2009
 - Spring 2010 term - submit by February 2, 2010
 - Summer 2010 term – submit by June 4, 2010
 - Fall 2010 term – submit by September 8, 2010
 - Spring 2011 term – submit by January 26, 2011

If your circumstances warrant filing later than the dates listed above, consideration will still be given if the limited number of waivers has not been met. Be sure to submit the request before the end of the term, as NO waivers will be granted for past terms.

- **Hours taken in excess of COF lifetime hours are calculated at full tuition, without credit for a COF voucher. Submitting a COF waiver request does not exempt you from tuition, fees, late and service charges or financial stops. You must pay your bill in full by the published deadlines.**
- If the waiver request is approved and additional COF lifetime hours are given to you, a tuition and fee bill will be recalculated. Your COF lifetime hours will be adjusted, and the COF institutional waiver status will be reported to the College Assist office as part of the COF required reporting.
- You will be notified of a final decision in writing and via e-mail. The Committee is comprised of staff from Bursar, Financial Aid, and Registrar's offices, faculty member(s) from various colleges, and a student. Decisions will be made within 30 days. For requests submitted by the above dates, decisions will be completed by:
 - Fall 2009 term – October 09, 2009
 - Spring 2010 term – March 05, 2010
 - Summer 2010 term – July 07, 2010
 - Fall 2010 term – October 08, 2010
 - Spring 2011 term – February 25, 2011

The decision of the committee is final and binding - there is no appeal after the Committee has made its decision.

Waiver Criteria

The following information will be reviewed as part of the waiver request process.

- 1) Review of the student's academic transcript, including changes in major, course withdrawals, etc.;
- 2) Verifying with the student's academic advisor that additional hours are required beyond the 145 credit hour limit for the student to achieve a baccalaureate degree.
- 3) Research to see if a previous tuition refund has been granted. Since CCHE policy requires that students who withdraw from classes must use COF hours for those courses taken in that term even though tuition might have been refunded, this might be considered reason for a waiver of the 145 hours, for an amount of hours equal to the hours taken in the withdrawn term.
- 4) Change in major or degree requirements due to CCHE degree program approval.
- 5) Review of transfer hours (if applicable) and how many did not count towards current degree program but were used in determining class level and assigned COF available hours when COF was first implemented in fall 2005 (only for students enrolled in a Colorado university or college prior to July 1, 2005 and who had transfer hours from an out-of-state institution).
- 6) Review of advanced placement hours (if applicable) and if they were used in determining class level and assigned COF available hours when COF was first implemented in fall 2005 (only for students enrolled in a Colorado university or college prior to July 1, 2005).

If you are requesting a waiver based on certain criteria, see the table below for suggestions of appropriate documentation to include with the waiver request.

If additional documentation is required, you will be notified by mail or e-mail.

Waiver Criteria	Documentation <i>All information submitted is confidential.</i>
Recent medical condition	Dated letter from the attending physician on letterhead, containing the general nature of your illness/injury, dates, severity, and why you could not attend school
Family emergency (death, illness)	Death certificate, or obituary notice; or dated letter from the attending physician on letterhead, containing the general nature of your family member's illness/injury, dates, and severity
Financial hardship	The circumstances that require more than 145 credits to complete a degree have an academic basis. Beyond the academic considerations, provide documentation <u>why paying total tuition, rather than tuition less the COF voucher</u> , would create substantial economic hardship for you or for the payer of your tuition bill. Include appropriate documentation such as receipts of an unexpected financial obligation, or proof of change of income status for you or the payer of your tuition bill.
Change in work location, work hours, requirement for job retraining	Dated letter from the employer, on company letterhead, demonstrating that in order to keep a job, changes in work hours or location were required, which necessitated a change in academic coursework or course schedule.



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Lifetime Hours**

PLEASE PRINT.

_____	Student Number (SID)
_____	Last Name
_____	First Name
_____	Middle Name
_____	Current date (mm/dd/yyyy)
_____	College or School (Arts & Sciences, Business, etc.)
_____	Major
_____	Mailing Address
_____	City, State, and Zip Code
_____	Day time telephone number (xxx-xxx-xxxx)
_____	E-mail address

On a separate page, please describe the reason(s) that you are requesting an exception to the 145 College Opportunity Fund lifetime credit hours maximum.

Attach documentation as noted in the instructions.

Attach a copy of your transcript print out a copy of your unofficial transcript from PLUS at www.colorado.edu/PLUS.

If a waiver is approved, you must complete the additional hours within 3 consecutive terms, not to exceed a period of 365 days.

Only one institutional waiver for COF lifetime hours is allowed per student during that student's lifetime. Please plan accordingly.

- I will need to complete _____ additional credit hours in order to receive a baccalaureate degree.

(waiver request continues on the next page)

I want to complete these hours over the following consecutive term(s):

Term 1 _____ credit hours anticipated _____

Term 2 _____ credit hours anticipated _____

Term 3 _____ credit hours anticipated _____

Note: Total credit hours anticipated should match your estimates from the previous page.

Certification Statement

- I certify that to the best of my knowledge the information included in this waiver request is accurate, true and unaltered. If false information or falsified supporting documentation is found to have been included in this waiver request, the request becomes void, and the resultant action becomes retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a once in a lifetime waiver for the 145 COF lifetime hours limit, and all hours approved must be completed within the terms specified by the Waiver Committee.
- I understand that if I have not received a baccalaureate degree at the end of the waiver period and choose to continue my course work, I must pay full tuition (without COF voucher credit) for all hours in excess of the hours added to my COF lifetime limit.

Student signature

Date

For Waiver Committee/Office Use Only

As of _____ date:

COF lifetime hours _____	Transcript review _____
COF hours used _____	Advisor Review _____
COF hours remaining _____	Bursar review _____

_____ Waiver denied because criteria not met

_____ Waiver denied because waiver limit met – CCHE waiver possible

_____ Waiver approved Start term _____ End Term _____