

University of Colorado Denver, College of Nursing

Office of Lifelong Learning (OLL)

Policy on Tuition, Refunds, Course Withdrawals, and Incomplete Grades

This policy aligns with the College of Nursing Office of Academic Affairs.

Tuition:

1. Tuition and all associated course fees are payable to: UCD and are due at the time of invoice by the Bursar's Office. Any student with a balance due will not be allowed to register until payment is made in full.

Refunds:

1. **No refunds will be issued after the College of Nursing's drop/add end date.**
2. Students who wish to drop a course, must do so on-line in the student self-service portal before the drop/add end date. These students are eligible to receive a full refund.
3. When courses are canceled by OLL, students will receive a full refund.

Course Withdrawals:

1. Students requesting to drop/withdrawal from a course **after** the drop/add end date, only have the option of withdrawing from the course and will **not** receive a refund. They must submit a "Withdrawal from Course Form" located online at the following URL: <http://www.ucdenver.edu/student-services/resources/registrar/Documents/RegistrarForms/AMC/coursewithdrawal.pdf>.
2. Students must send the completed "Withdrawal from Course Form" to OLL. A "W" will then be placed on the student's transcript. When ready to retake the course, these students must re-apply, re-register and re-pay tuition and the associated fees for the course.

A Grade of Incomplete:

In the College of Nursing the Incomplete grade is viewed as a privilege granted by an instructor to a student who has made a request when an extenuating circumstance has arisen (a situation that is a catastrophic circumstance - birth, death, or a natural disaster). The instructor may or may not grant this request. Once granted, the student must complete an academic contract/letter of agreement with the original instructor outlining the work required and time frame (usually within a year) for completion.

1. Students must contact professional.development@ucdenver.edu for the letter of agreement paperwork.
- Should a student experience such a circumstance:
2. Students in good standing who have completed a substantial amount of work in the course may **request** a grade of **Incomplete (I)** and complete the course requirements as outlined by the course instructor in the academic contract/letter of agreement.
 3. If a student receives a grade of **"I"** and does not complete the work for that course satisfactorily within the guidelines of the academic contract/letter of agreement, the grade will be posted as an **"F"**.

Approval Signatures:

Signature on file

Program Director, OLL Date
College of Nursing

Signature on file

Dean, College of Nursing Date

Signature on file

UCD Registrar Date

Signature on file

UCD Bursar Date