



**University of Colorado Denver**  
Office of the Registrar - Downtown Campus  
P.O. Box 173364  
1250 14th Street, Annex  
Denver, CO 80202

303-556-2389

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

Note: **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 Colorado Student Loan Program (CSLP) account you created when you applied for COF. (<https://cofweb.cslp.org/cofapp/COFLogon.jsp>)

**Please review the following information on how to submit a waiver request for the institutional exception to the 145 College Opportunity Fund (COF)**

#### **Instructions**

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

- Fill out this form completely and legibly. No in-person appeals will be granted.
- 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. Your waiver request should include the following:
  - Waiver Request for Institutional Exception to the 145 College Opportunity Fund Lifetime Hours
  - On a separate page, a statement regarding your reason(s) for requesting an exception to the 145 lifetime maximum.
  - On a separate page, a statement from your academic advisor regarding his/her support and rationale for requesting an exception to the 145 lifetime maximum.

**Waivers will not be considered for the following reasons:**

- A student's 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 forgiveness program
- Lack of satisfactory academic progress, including failed courses, dropped courses, elective courses, etc.

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

- No waiver is allowed for the additional 30 COF hours granted once the baccalaureate degree is obtained.

- This process is not meant to address 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. Please see the tuition appeals policy in the university catalog.
- Please keep this copy of the Instructions, Processes, Deadlines and Waiver Criteria for your records.
- Please keep a copy of documentation you submit for your records.
- Return the Waiver Request form and all supporting documentation to:

Office of the Registrar – Downtown Campus  
 COF Waiver Committee Coordinator  
 P.O. Box 173364  
 1250 14th Street, Annex  
 Denver, CO 80202

### **Polices and Procedures**

- 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.
- Students are responsible for monitoring their COF available hours and should apply prior to exceeding their COF lifetime hours. This process cannot apply retroactively to hours already taken in prior terms that exceeded the COF lifetime limit.
- **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. COF lifetime hours will be adjusted. If approved, the COF institutional waiver status will be reported to Colorado Student Loan Program.
- The Waiver Review Committee will meet once prior to each term and review all requests at that time, in order to assure equal consideration is given to each student. The Committee is comprised of staff from Bursar, Financial Aid, Registrar's offices, and a faculty member. Decisions will be completed no later than the first day of classes for the appropriate term. You will be notified of a final decision via your UC Denver student e-mail account.
- **The decision of the committee is final and binding - there is no appeal after the Committee has made its decision.**

## Deadlines

- A request for a waiver of lifetime hours should be filed no later than the **following date for the appropriate term: December 1-Spring; May 1-Summer; July 1-Fall. Waivers submitted after the term deadline must include a waiver petition and all additional supporting documentation. Late waivers submitted without the petition and documentation will not be considered.**

## Waiver criteria

- 1) Extenuating circumstances exist outside the student's control (health, physical ability, change of work hours/location) that kept the student from finishing the degree program within the 145 lifetime credit hour limit;
- 2) Degree program as approved by CCHE requires more than 120 hours to complete;
- 3) While the student was enrolled in a specific degree program and the institution implemented an alteration of degree requirements or standards for the specific degree;
- 4) Paying the full amount of total in-state tuition for credit hours that exceed the 145 COF credit hour lifetime limit would cause a substantial economic hardship on the student and the student's family;
- 5) According to SB04-189, priority for waivers to the COF undergraduate maximum hours is to be given to students seeking job retraining.

In addition, 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, academic progress, course withdrawals, etc.;
- 2) Statement from the student's academic advisor that the additional hours are required beyond the 145 credit hour limit for the student to meet all the general education and major requirements for the baccalaureate degree.
- 3) Research to see if a previous tuition refund has already been granted. This action would have resulted in a reduction of COF hours used, proportional to the tuition refunded for a given term.

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 via your UC Denver e-mail account.

<b>Waiver criteria</b>	<b>Documentation</b> <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/work
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 why paying <u>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.
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.
Change in major or degree requirements due to CCHE degree program approval	Documentation from student advisor (see waiver form, page 1)

**Guidance to Advisors:**

1. Discuss with your advisee the criteria necessary to appeal their 145 lifetime hours.

Provide the student a signed, written, statement on University letterhead that addresses one or more of the waiver criteria. Include information regarding if the student's request for additional hours are required or elective credit courses. Indicate if the student appears to be making sufficient academic progress towards graduation and any other information you deem appropriate for the committee's decision.

**Waivers will not be considered for the following reasons:**

- A student's 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 forgiveness program
- Lack of satisfactory academic progress, including failed courses, dropped courses, elective courses, etc.

2. Plan with the student how these hours will be completed within three terms.

3. Be sure you and your advisee are aware of the deadlines and that new information will not be accepted after the committee has rendered a decision.
4. A copy of the decision will be sent to both the student and his/her advisor(s) via his/her UC Denver email account.



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PLEASE PRINT.

_____	Student Number (SID)
_____	Last Name
_____	First Name
_____	Middle Name
_____	Current date (mm/dd/yyyy)
_____	Mailing Address
_____	City, State, and Zip Code
_____	Day time telephone number (xxx-xxx-xxxx)

**These are the minimum required documents before a waiver request can be reviewed.**

- By checking this box, I have read the Waiver for Institutional Exception to the 145 College Opportunity Fund Lifetime Hours Instructions, Processes, Deadlines and Criteria.**
  
- On a separate page, please describe the reason(s) that you are requesting an exception to the 145 lifetime credit hours maximum. Attach any supporting documentation.**
  
- On a separate page, a statement from your academic advisor regarding his/her support and rationale for requesting an exception to the 145 College Opportunity Fund lifetime maximum.**

**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 have reviewed my academic progress with my advisor. We agree that I will need to complete \_\_\_\_\_ additional credit hours in order to receive a baccalaureate degree.

Advisor Name: \_\_\_\_\_ Advisor phone: \_\_\_\_\_

Advisor e-mail address: \_\_\_\_\_

***ADVISOR: Please attach a signed letter, supporting or not supporting, the additional hours to the waiver request form.***

I will 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 advisor estimates..*

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.

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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 \_\_\_\_\_