



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-06-04</p>	<p>PAGE NUMBER Page 1 of 2</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: COF: Waivers of Lifetime Limit</p>	
<p>RELATED POLICIES:</p> <p>COF: General Policy Add Policy Course Disenrollment Policy Complete Withdraw Policy</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: TBD</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

COF Waivers – Undergraduate Students

I. POLICY:

Students who have exhausted their allocation of COF hours (typically 145) may apply for a one-time, institutional COF waiver to request approval of additional hours required to complete a degree. All hours must be completed within one year as specified on the approved waiver. If the student fails to receive a baccalaureate degree at the end of the waiver period and chooses to continue their coursework, they must pay full tuition (without the COF stipend credit) for all additional hours. Students should check with the APAA Office for details regarding eligibility and the waiver approval process.

Students who have exhausted the institutional waiver may apply for a waiver through the Colorado Commission on Higher Education (CCHE). Students who provide false information on the COF waiver application will have the request voided and all resultant action nullified.

II. PURPOSE:

The purpose of this policy is to define the procedures for application for an institutional waiver of COF lifetime hours, and the regulations by which such waivers will be approved.

III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. CCHE: Colorado Commission on Higher Education. The state regulatory body for post-secondary education.
- D. COF (College Opportunity Fund): The funding provided by the state on behalf of the student to assist them in paying for college. The amount of funding depends on the number of credit hours enrolled in.
- E. COF Eligibility: See “Eligible Undergraduate Student”.
- F. COF CCHE Waiver: A waiver, approved by CCHE, that adds a specified number of hours to the lifetime limit, and determines a time frame for degree completion. Usually requested if institutional waivers have been exhausted or denied.
- G. COF Institutional Waiver: A waiver, approved by the institution, that adds a specified number of hours to the lifetime limit, and determines a time frame for degree completion.

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- H. COF Lifetime Hours: The number of hours a student is allocated to completed a baccalaureate degree; typically 145 hours.

IV. PROCEDURES:

- A. The student will request a COF Institutional Waiver application and instructions from the APAA Office.
- B. The student will meet with their advisor and determine the number of additional hours needed to complete the degree, as well as the number of semesters required.
- C. The student will submit the completed application, together with a statement explaining why the waiver is needed, to the APAA Office.
- D. The APAA Office will notify student of the approval or disapproval of their waiver and relay the information to the Records and Business Offices.
- E. The Records and Business Offices will ensure that the approved hours are added to the student's COF lifetime limit and process any related paperwork.

V. RESPONSIBILITY:

- A. The student is responsible for meeting with their advisor(s), and completing the waiver application according to the specifications.
- B. The advisor is responsible for assisting the student in determining how many additional hours will be needed to complete the degree, and for assisting them in determining any unique scheduling issues in regards to course rotations and offerings.
- C. The APAA is responsible for approving waivers, or coordinating an approval committee to do so, and for ensuring that waiver paperwork is relayed to the appropriate offices.
- D. The Records and Business Offices are responsible for ensuring that COF waiver paperwork is processed and accurately reflected in the student's record and billing.

VI. AUTHORITY:

ASC General Catalog 2006-2007
C.R.S. 23-18-101 to 23-18-208

VII. HISTORY:

VIII. ATTACHMENTS: