



**Request for Institutional Exception  
to the College Opportunity Fund Lifetime Credit Hour Limit**

1. It should be noted that historically the majority of students are able to complete baccalaureate degree requirements with between 120 and 130 credit hours.
2. You can review your COF lifetime hours and hours used balances by going to the College Access Network (CAN) account you created when you applied for COF (<https://cof.college-access.net/cofapp/COFLogon.jsp>).
3. This process is not meant to address tuition refunds for course drop or withdrawals, 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.

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

1. Participation in the grade forgiveness program
2. Lack of satisfactory academic progress, including failed courses, awarding of incomplete grades, etc.

**Instructions to request additional hours:**

1. Fill out this form completely and legibly. No in-person appeals will be granted.
2. Any documentation you have should be submitted with this form.
3. 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.
4. Return the Waiver Request Form and all supporting documentation to:

University of Northern Colorado  
Registrar's Office  
Carter Hall 3002, CB 50  
Greeley, CO 80639

### *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.
- Apply after you have exceeded 120 hours but before you reach the 145 limit. 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 drop deadline for a full-term course as noted on the Academic Calendar for each term. If your circumstances warrant filing later than the date listed above, consideration will be given if the limited number of waivers has not been met.
- 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 awarded to you, an adjustment will be made to your tuition bill. COF lifetime hours will be adjusted and will be reported to the College Access Network.
- The Waiver Review Committee will meet once per 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 and Registrar's offices, a faculty member, and a student. Decisions will be completed 30 days after the census date as noted on the Academic Calendar for each term. You will be notified of a final decision in writing or via email.
- The decision of the committee is final and binding – there is no appeal after the committee has made its decision.

### *Waiver Criteria*

The criteria reviewed by UNC officials to grant a waiver to the COF 145 credit lifetime hours include the following:

1. Extenuating circumstances 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;
2. The degree program as approved by CCHE requires more than 120 hours to complete;
3. 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;
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, 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 achieve a 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 by mail or email.

<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.
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)