



**Metropolitan State College of Denver  
Waiver Request for Institutional Exception  
to the 145 College Opportunity Fund (COF) Lifetime Hours**

**Instructions**

**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 a last grade stands program. This program is used when a student tries to raise his/her cumulative grade point average (GPA) by repeating a class in order to receive a higher grade.
- Lack of satisfactory academic progress, including failed courses, awarding of incomplete grades, etc. This is a student who has a cumulative GPA lower than 2.0 and has completed fewer than 75% of their attempted hours.

It should be noted that historically the majority of students are able to receive a baccalaureate degree with between 120 and 140 credit hours completed.

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

- Please keep in mind that this is a one-time only waiver granted.
- 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 facts submitted by appropriate offices of the College.
- **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 by going to the College Access Network (CAN) account you created when you applied for COF. (<https://cof.college-access.net/cofapp/COFLogon.jsp> )
- 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 institutional appeal procedures for those circumstances.
- Return the Waiver Request form and all supporting documentation to the COF Waiver Committee Chair in the Office of the Registrar at campus box 84 or deliver to CN 105

**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 for the COF waiver if circumstances warrant, and before you exceed the 145 COF lifetime limit. **No waiver of COF lifetime hours limit will be considered until you have fewer than 25 COF hours remaining (lifetime hours 145, COF hours used greater than or equal to 120).** It should be noted that historically the majority of students are able to receive a baccalaureate degree with between 120 and 140 credit hours completed.
- File as soon as you identify that you may need a waiver. This process cannot apply retroactively to hours you have already taken in prior terms that exceeded the COF lifetime limit.
  - In any event, the request for a waiver of lifetime hours should be filed no later than the census date of each term. Please see the class schedule for the related census date. The census date is the twelfth working day of the Fall and Spring semesters and the eighth working day of the summer term, not including weekends or holidays.
  - If your circumstances warrant filing later than the dates listed above, consideration will be given only if the limit for the 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 stipend. Submitting a COF waiver request does not exempt you from tuition, fees, service charges or financial holds. 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, your account will be updated accordingly and COF lifetime hours will be adjusted. If approved, the COF institutional waiver status will be reported to College Access Network.
- You will be notified of a final decision via e-mail.
  - The COF Waiver Committee is comprised of staff from Finance/Student Accounts, Financial Aid and Registrar's offices, a faculty member, and a student.
  - The COF Waiver Committee will meet once per term and review all requests at that time, in order to assure equal consideration is given to each student.
  - Decisions will be made within a 30 day period.
  - The decision of the committee is final and binding - there is no institutional appeal after the Committee has made its decision.

### **Waiver Criteria**

- 1) Extenuating circumstances exist outside the student's control (health, physical ability, change of work requirements/location) that keep the student from finishing the degree program within the 145 lifetime credit hour limit, while still maintaining satisfactory academic progress requirements as noted before;
- 2) The degree program as approved by Colorado Commission of Higher Education (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 lifetime credit hour 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. Students who took courses as Fast Track or PSEO (Post Secondary Enrollment Option) will be given priority as well for the waiver.

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, administrative withdrawals, transfer evaluations, etc.;
- 2) A Curriculum Advising and Program Planning (CAPP-degree audit) report will be run to verify the additional requirements for the particular 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 e-mail.

<b>Waiver criteria</b>	<b>Documentation</b> <i>All information submitted is confidential.</i>
Recent medical condition	Dated and signed 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 and signed letter from the attending physician on letterhead, containing the general nature of your family member's illness/injury, dates, and severity
Change in work location, work requirement for job retraining	Dated and signed 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)



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PLEASE PRINT

Student ID #: _____	Date: _____
Name (Last, First, MI) _____	
Day-Time Telephone _____	<b>Metro State</b> E-mail _____

- I have reviewed my academic progress with my advisor. We agree that I need to complete \_\_\_\_\_ additional credit hours to receive a baccalaureate degree. I will complete these hours over the following consecutive terms:

Term 1	_____	Anticipated credit hours: _____
Term 2	_____	Anticipated credit hours: _____
Term 3	_____	Anticipated credit hours: _____

**Advisor:**

Name _____	Signature _____
Phone _____	E-mail _____

- On a separate page, describe the reason(s) you are requesting an exception to the 145 credit hour limit.
- Attach documentation as noted in the instructions.

**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, the request will become void and the resultant action will be retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a **one-time waiver of 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 stipend credit) for all hours in excess of the hours added to my COF lifetime limit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***For Waiver Committee/Office Use Only***

_____ Waiver denied – criteria not met.	CAPP Review _____
_____ Waiver denied – waiver limit met, CCHE waiver possible.	Advisor Review _____
_____ Waiver approved – credit hours granted: _____.	Student Accounts Review _____
Start Term _____ End Term _____	
As of date: _____ COF Hours Used: _____	
COF Hours Remaining: _____	