



Request for Institutional Exception to the 145 College Opportunity Fund Lifetime Credit Hour Limit

Name: _____ Student ID# _____ Date: _____

Phone: _____ UCCS Email: _____

****On a separate page, describe the reason(s) that you are requesting an exception to the 145 credit hours limit.**

If your waiver is approved, you must complete the additional hours within three consecutive terms (including summer), not to exceed a period of 365 days.

****Only one institutional waiver for COF lifetime hours is allowed. Please plan accordingly.**

I want to complete these hours over the following three consecutive term(s):

Semester 1: _____ Anticipated credit hours: _____

Semester 2: _____ Anticipated credit hours: _____

Semester 3: _____ Anticipated credit hours: _____

Advisor Name: _____ Advisor Email: _____

Advisor signature: _____

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 becomes void, and the resultant action will become retroactively nullified.
- I understand that if this COF institutional waiver is approved, it is a one-time 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 stipend credit) for all hours in excess of the hours added to my COF lifetime limit.
- Repeated courses and/or lack of satisfactory academic progress may affect your eligibility for a waiver.

Student Signature _____ Date _____

Please return the completed form to the Office of the Registrar, Main Hall 108.

Institutional COF Waiver Request Policy and Procedure

Policy:

The COF allows all undergraduate resident students to apply the COF stipend up to 145 credit hours. Generally, a majority of students are able to complete a baccalaureate degree utilizing between 120-140 credit hours.

However, there are some students who exhaust the 145 credit hour limit and have not completed their degree. These students may apply for a one-time, one-year institutional COF waiver to request the additional hours required to complete a baccalaureate degree.

You may check your COF lifetime hours by accessing the College Access Network (CAN) account you created when you applied for COF: <https://cof.college-assist.org/>

Procedure:

1. Complete the COF waiver request form.
2. Provide a personal statement explaining why the waiver is needed.
3. Obtain advisor's information and signature.
4. Submit waiver to the Office of the Registrar, Main Hall Room 108.
5. The Office of the Registrar will notify you by email of the approval or denial of your waiver.

FOR OFFICE USE:

To Date: COF Lifetime Hours: _____
COF Hours Used: _____
COF Hours Remaining: _____

~ For Waiver Committee Use Only ~

WAIVER APPROVED: Start Term: _____ End Term: _____
DENIED: criteria not met: _____ DENIED: waiver limit met (CCHE waiver possible): _____
Authorized Signature: _____ Date: _____
Processed/Logged/Emailed - Initial: _____ Date: _____