



## Waiver Request for Institutional Exception to the 145 College Opportunity Fund (COF) Lifetime Hours

Eligible students are limited to 145 lifetime credit hours of COF stipends. An institutional waiver for additional credit hours can be granted to students who will exceed the credits granted by the state due to extenuating circumstances. Students can only receive one waiver from an institution for credit hours to be completed during three specific and consecutive terms. The number of waivers that can be approved by any institution in a 12 month period is limited by the State of Colorado. **The Fort Lewis College COF Waiver Committee will accept applications for an institutional waiver if a student has used 120 or more of their lifetime credit hour limit.**

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 three times a year to review all requests received at that time. This will 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 their decision.

Waivers *will* be considered for the following reasons:

1. According to SB05-132 students who took courses as Fast Track or PSEO (Post Secondary Enrollment Option) will be given a waiver.
2. Priority for waivers to the COF undergraduate maximum hours will be given to students seeking job retraining.
3. Waiver can be granted for 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.
4. The degree program as approved by Colorado Commission of Higher Education (CCHE) requires more than 120 hours to complete;
5. 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;
6. 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/or the student's family;
7. A student decision to pursue a dual degree, double major, or combination of majors/minors that extend the time to achieve the degree;
8. Other circumstances, please explain in detail;

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.

When to apply for an Institutional Waiver

- An application for a waiver will be considered when a student has used 120 or more of their lifetime credit hours.
- A student can review their COF lifetime hour balances by going to the College Access Network (CAN) account they created when they applied for COF. (<https://cof.college-assist.org>) Hours for a current term will not be recorded with CAN until approximately 10 days after the published census date. Students can also check their WEBOPUS account for hours used.
- This process cannot apply retroactively to hours already taken in prior terms that exceeded the COF lifetime limit.

## How to Apply for a Waiver

- Fill out this form completely and legibly. No in-person appeals will be granted.
- All documentation should be submitted with this form. All information submitted is confidential. Waiver requests will be considered based on the materials provided, and facts submitted by appropriate offices of the College. See the table below for suggestions of appropriate documentation to include with the waiver request.

Waiver Criteria	Suggested Documentation All information submitted is confidential.
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

- 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 will be completed.
  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. The committee will 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.
- Return the Waiver Request form and all supporting documentation to Theresa Rodriguez, Interim Registrar, 160 Miller Student Services by the appropriate due date
- Students will be notified of a final decision via e-mail within 30 days of the application deadline.
- If the waiver request is approved and additional COF lifetime hours are granted the student's 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.
- Once a student graduates they become eligible for 30 post-baccalaureate credit hours and are no longer eligible for institutional waiver credit hours.



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

Student ID #:	Date:
_____	_____
Name (Last, First, MI)	
_____	
Day-Time Telephone	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. Also, please list the courses within each term that will allow you to complete your degree.
- 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, unless granted a waiver by the Colorado Commission of Higher Education (CCHE).

Student Signature	Date
_____	_____

**For Waiver Committee/Office Use Only**

\_\_\_\_\_ Waiver denied – criteria not met.  
\_\_\_\_\_ Waiver denied – waiver limit met, CCHE waiver possible.  
\_\_\_\_\_ Waiver approved – credit hours granted:

CAPP Review \_\_\_\_\_

Advisor Review \_\_\_\_\_

Student Accounts Review \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_  
          Start Term \_\_\_\_\_ End Term \_\_\_\_\_

As of date:  
\_\_\_\_\_

COF Hours Used: \_\_\_\_\_  
COF Hours Remaining: \_\_\_\_\_

