



## **Policy on Tuition, Refunds, Course Withdrawals, and Incomplete Grades**

This policy aligns with the College of Nursing Office of Student Admissions and Affairs.

### **Tuition:**

1. Tuition and all associated course fees are payable to: UCD and are due at the time of invoice by the Bursar's Office. Any student with a balance due will not be allowed to register until payment is made in full.

### **Refunds:**

1. **No refunds will be issued after the College of Nursing's drop/add end date.**
2. Students who wish to drop a course, must do so on-line in the student self-service portal before the drop/add end date. These students are eligible to receive a full refund.
3. When courses are canceled by the Professional Development/Extended Studies program, students will receive a full refund.

### **Course Withdrawals:**

1. Students requesting to drop/withdrawal from a course **after** the drop/add end date, only have the option of withdrawing from the course and will **not** receive a refund. They must submit a "[Withdrawal from Course Form](#)".
2. Students must send the completed "Withdrawal from Course Form" to Professional Development. A "W" will then be placed on the student's transcript. When ready to retake the course, these students must re-apply, re-register and re-pay tuition and the associated fees for the course.

### **A Grade of Incomplete:**

In the College of Nursing the Incomplete grade is viewed as a privilege granted by an instructor to a student who has made a request when an extenuating circumstance has arisen (a situation that is a catastrophic circumstance - birth, death, or a natural disaster). The instructor may or may not grant this request. Once granted, the student must complete an academic contract/letter of agreement with the original instructor outlining the work required and time frame (usually within a year) for completion.

Should a student experience such a circumstance:

1. Students must contact [CON.ExtendedStudies@ucdenver.edu](mailto:CON.ExtendedStudies@ucdenver.edu) for the letter of agreement paperwork.
2. Students in good standing who have completed a substantial amount of work in the course may **request** a grade of **Incomplete (I)** and complete the course requirements as outlined by the course instructor in the academic contract/letter of agreement.
3. If a student receives a grade of "**I**" and does not complete the work for that course satisfactorily within the guidelines of the academic contract/letter of agreement, the grade will be posted as an "**F**".