



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** Intercampus Enrollment and Tuition

**APS Number:** 8002

**APS Functional Area:** **STUDENTS**

<b>Brief Description:</b>	To establish policies and procedures for intercampus enrollment.
<b>Effective:</b>	July 1, 2018
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President for Academic Affairs
<b>Responsible Office:</b>	Office of the Vice President for Academic Affairs
<b>Policy Contact:</b>	Office of the Vice President for Academic Affairs, 303-860-5623
<b>Supersedes:</b>	Intercampus Concurrent Enrollment, January 17, 2013
<b>Last Reviewed/Updated:</b>	July 1, 2018
<b>Applies to:</b>	Boulder, Colorado Springs, and Denver Campuses

**Reason for Policy:** To establish policies and procedures for intercampus enrollment.

**I. INTRODUCTION**

This policy establishes procedures for the intercampus enrollment process among the Boulder, Colorado Springs, and Denver campuses. This policy does not apply to courses offered by the Anschutz Medical Campus. In addition, it does not apply to Continuing and Professional Education or Extended Studies courses unless the courses meet curricular requirements of a Board of Regents approved intercampus degree program.<sup>1</sup>

**II. POLICY STATEMENT**

- A. A degree-seeking student **may** enroll in courses on a *host campus* at the *home campus* tuition rate, provided the student is enrolled in at least one course at the home campus and follows the procedures outlined in this Administrative Policy Statement.<sup>2</sup> Enrollment at the host campus may not exceed either two courses or six credit hours per semester or summer term.
  
- B. Students who elect not to follow the intercampus enrollment procedures and voluntarily seek admission to and enroll on more than one campus are considered to be dually matriculated students. This policy will not apply to these students. They will be charged tuition and fees according to the individual campus schedules and no intercampus adjustments will be made.

<sup>1</sup> The Office of the Registrar on each campus will maintain a list of approved intercampus degree programs.

<sup>2</sup> The two course/six credit hour limit does not apply to students enrolled in an approved intercampus degree program. Students in intercampus degree programs and certain graduate programs may be exempt from the requirement to be enrolled on the home campus. The Office of the Registrar on each campus will maintain a list of these approved programs.

- C. The Office of the Registrar on each campus is responsible for disseminating this policy to students. Each campus shall have appropriate student advising and approval processes for intercampus enrollment.

### III. PROCEDURES

- A. **REGISTRATION.** Students who wish to enroll in a course taught on another campus will complete an "Intercampus Registration" form and obtain approval from their home campus. Intercampus enrollment students will be enrolled after host campus continuing student enrollment appointments. Students admitted to intercampus degree programs will be able to register with the same priority as home campus students. Subsequent changes to the enrollment must be made according to the deadlines applicable on the host campus.
- B. **TUITION AND FEES.** Tuition for the course taken at another campus will be assessed at the home campus tuition rate. Students will pay the applicable fees of each campus.
- C. **REPORTING.** Student credit hours will be reported only by the campus offering the course.

### IV. DEFINITIONS

- A. The *home campus* is the campus to which the student has been admitted and, unless the student transfers, will award the student's degree.
- B. The *host campus* is the campus offering the course.

### V. HISTORY

**Initial Policy Effective:** Spring 1977. That policy superseded the concurrent enrollment policies outlined in Budget Procedures Manual 4.2 (June 4, 1973).

**Revised:** April 1, 2009.

**Revised:** January 17, 2013.

**Revised and Renamed:** July 1, 2018 (Previously, Intercampus Concurrent Enrollment).

### VI. KEY WORDS

Intercampus, concurrent enrollment, students, registration.