ADMINISTRATIVE POLICY STATEMENT

Policy Title: Intercampus Concurrent Enrollment
APS Number: 8002
APS Functional Area: STUDENTS

Brief Description: To simplify the concurrent enrollment process, establish policies and procedures for intercampus enrollment.

Effective: January 17, 2013 - July 1, 2018 (Pending)
Approved by: President Bruce D. Benson (Pending)
Responsible University Officer: Vice President for Academic Affairs
Responsible Office: Office of the Vice President for Academic Affairs
Policy Contact: Office of the Vice President for Academic Affairs, 303-860-5623

Supersedes: April 1, 2009 Intercampus Concurrent Enrollment, January 17, 2013
Last Reviewed/Updated: January 17, 2013 - July 1, 2018 (Pending)
Applies to: All campuses - Boulder, Colorado Springs, and Denver Campuses

Reason for Policy: To simplify the concurrent enrollment process, establish policies and procedures for intercampus enrollment.

I. INTRODUCTION

The purpose of this policy is to simplify the concurrent enrollment process, establish procedures for the intercampus enrollment process among the University of Colorado Boulder, the University of Colorado Colorado Springs, and the University of Colorado Denver campuses. The policy does not apply to courses offered by the Anschutz Medical Campus. In addition, it does not cover Continuing and Professional Education or Extended Studies courses unless the courses meet curricular requirements of an approved intercampus degree program.¹

II. POLICY STATEMENT

A. A degree-seeking student may register for in two courses or six credit hours, whichever is greater, per semester or summer term, on a host campus other than the home campus at the home campus tuition rate, provided the student is enrolled in at least one course at the home campus and made arrangements in advance follows the procedures outlined in this Administrative Policy Statement.²

B. Students who elect to make separate registrations on more than one campus will pay the applicable tuition and fees for each campus, and this policy will not apply to follow the intercampus enrollment procedures and voluntarily

¹ The Office of the Registrar on each campus will maintain a list of approved intercampus degree programs.
² 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 are 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.
seek admission to and enroll on more than one campus are considered to be dually matriculated students. They will be charged tuition and fees according to the individual campus schedules, no intercampus adjustments will be made, and this policy will not apply.

A.C. The Registrars' Office on each campus is responsible for disseminating the policy to students. Each campus shall have appropriate student advising and approval processes for intercampus enrollment.

III. PROCEDURES

GENERAL RESPONSIBILITY. The chancellor on each campus is responsible for implementing the above policies. The campus Registrars' Offices are responsible for disseminating the new policies to students and providing information on course offerings available at the various campuses.

A. REGISTRATION. Advance Concurrent Registration. Students who find it advisable wish to enroll for in a course taught on another campus will secure complete an “Concurrent Intercampus Registration” form and obtain approval from their home campus. Intercampus enrollment students will be enrolled after host campus continuing student enrollment appointments. Subsequent changes to the enrollment must be made according to the deadlines applicable on the host campus.

B. A. Students in certain graduate programs are exempt from the home campus registration requirement. The Office of the Registrar on each campus will maintain a list of these approved programs. Intercampus registration and subsequent changes must be made according to the deadlines applicable to the campus where the course is taught. The Registrar's Offices should adjust registration procedures, when necessary, to accommodate calendar differences among the campuses.

C. Separate registrations. Students who do not use the concurrent enrollment procedures and voluntarily register separately for course work on more than one campus will be charged tuition and fees according to the individual campus schedules and no intercampus adjustments will be made.

C. TUITION AND FEES. Tuition for the course taken at another campus will be assessed at the home campus tuition rate and will be collected by the home of each campus. Students who want to participate in activities sponsored by student fees at another campus must contact the Bursar's Office on the other campus.

D. REPORTING. All Student credit hours will be reported only by the campus doing the teaching offering the course.

IV. DEFINITIONS

The home campus is the campus to which the student has been admitted and is primarily enrolled.
The host campus is the campus offering the course.

IV. V. HISTORY

Revised: April 1, 2009
Revised: January 17, 2013
Revised: July 1, 2018 (Pending)

IV-VI. KEY WORDS

Intercampus, concurrent enrollment, students, registration

3 Students enrolled in intercampus degree programs will be able to register with the same priority as home campus students.