

# University of Colorado, Boulder 1979-80 Catalog



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## General Information

### ACADEMIC CALENDAR, BOULDER CAMPUS<sup>1</sup>

#### Summer Session 1979

- June 8 (Fri.)*—Registration.  
*June 11 (Mon.)*—Classes begin (7:30 a.m.).  
*July 4 (Wed.)*—Independence Day holiday.  
*July 12, 13 (Thurs., Fri.)*—Final examinations for first five-week term.  
*July 16 (Mon.)*—Registration for second five-week term. Ten-week classes meet.  
*July 17 (Tues.)*—Classes begin for second five-week term (7:30 a.m.).  
*Aug. 16, 17 (Thurs., Fri.)*—Final examinations for ten-week and second five-week terms.  
*Aug. 18 (Sat.)*—Commencement. Academic school year of 1978-79 ends.

#### Fall Semester 1979

- Aug. 31 (Fri.)*—Academic year begins. Faculty members report for departmental and academic duties. New student registration and orientation.  
*Sept. 3 (Mon.)*—Labor Day holiday.  
*Sept. 4 (Tues.)*—Schedule distribution.  
*Sept. 5 (Wed.)*—Classes begin (8 a.m.).  
*Nov. 22, 23, 24 (Thurs., Fri., Sat.)*—Thanksgiving holidays.  
*Nov. 26 (Mon.)*—Classes resume (8 a.m.).  
*Dec. 15 (Sat.) through Dec. 21 (Fri.)*—Final examination period of six days.  
*Dec. 22 (Sat.)*—First day of winter vacation.

#### Spring Semester 1980

- Jan. 17 (Thurs.)*—New student registration and orientation.  
*Jan. 21 (Mon.)*—Schedule distribution.  
*Jan. 22 (Tues.)*—Classes begin (8 a.m.).  
*Mar. 24 (Mon.) through Mar. 29 (Sat.)*—Spring vacation.  
*Mar. 31 (Mon.)*—Classes resume (8 a.m.).  
*May 14 (Wed.) through May 20 (Tues.)*—Final examination period of six days.  
*May 23 (Fri.)*—Commencement.

#### Summer Session 1980

- June 6 (Fri.)*—Registration.  
*June 9 (Mon.)*—Classes begin (7:30 a.m.).  
*July 4 (Fri.)*—Independence Day holiday.

*July 10, 11 (Thurs., Fri.)*—Final examinations for first five-week term.

*July 14 (Mon.)*—Registration for second five-week term. Ten-week classes meet.

*July 15 (Tues.)*—Classes begin for second five-week term (7:30 a.m.).

*Aug. 14, 15 (Thurs., Fri.)*—Final examinations for ten-week and second five-week terms.

*Aug. 16 (Sat.)*—Commencement. Academic year of 1979-80 ends.

### THE UNIVERSITY OF COLORADO

The University of Colorado includes four campuses: the main campus at Boulder, campuses at Colorado Springs and Denver, and the Medical Center in Denver where the School of Dentistry, School of Medicine, and School of Nursing are located.

To meet present needs of its students and of the world in which they live, the University offers more than 120 fields of study through its 16 schools and colleges:

- College of Arts and Sciences
- College of Business and Administration and Graduate School of Business Administration
- School of Dentistry
- School of Education
- College of Engineering and Applied Science
- College of Environmental Design
- Graduate School
- School of Journalism
- School of Law
- College of Letters, Arts and Sciences (Colorado Springs Campus)
- College of Liberal Arts and Sciences (Denver Campus)
- School of Medicine
- College of Music
- School of Nursing
- School of Pharmacy
- Graduate School of Public Affairs

Enrollment on the Boulder Campus is approximately 20,000 and on all campuses of the University is nearly 40,000.

The Boulder Campus catalog may be ordered at \$2 per copy. To request the Boulder Campus catalog and/or an application form the student should write to:

<sup>1</sup>Calendar is tentative and subject to revision.

Communications Section  
Office of Admissions  
Regent Administrative Center 125  
University of Colorado  
Boulder, Colorado 80309

Bulletins for the School of Dentistry, School of Medicine, and School of Nursing may be ordered at \$1 per copy from the Communications Section of the Office of Admissions (address as above) or from the Medical Center in Denver at the address below.

Admissions Office  
University of Colorado Medical Center  
4200 E. 9th Avenue  
Denver, Colorado 80220

### **Objectives and Stature**

The basic objectives of the University of Colorado, Boulder (UCB) are to carry out the mission of education, to create knowledge through research and scholarship, and to put that knowledge at the service of the people.

Combined research and related instructional and public service programs at the University presently involve annual expenditures of approximately \$42 million.

UCB is fully accredited by the North Central Association of Colleges and Secondary Schools and is a member of the Association of American Universities.

### **Year-Round Operation**

UCB operates a large-scale year-round program of instruction consisting of fall and spring semesters of 15 weeks each and a 10-week summer session. The program is sufficiently comprehensive so that students may make progress toward degree programs in almost all areas of study in any term.

### **Affirmative Action**

The University of Colorado, Boulder, is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, creed, color, age, national origin, or individual handicap in any aspect of employment. The institution's educational programs, activities, and services offered to students and/or employees are administered on a non-discriminatory basis subject to the provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Vietnam Era Veterans' Readjustment Act of 1974, and Sections 503 and 504 of the Rehabilitation Act of 1974. For information about these provisions or equity, discrimination, or fairness consult the Affirmative Action Office in Willard Administrative Center, Room 175, or telephone 492-6706.

### **Location, Surroundings, Climate**

The main campus of the University of Colorado is in Boulder, an attractive university community of approximately 80,000 population. The city is northwest

of Denver and is linked to the Colorado capital by a 30-mile Denver-Boulder turnpike.

A short drive from the 14,000-foot peaks of the Continental Divide, the Boulder Campus is within walking distance of the foothills of the Rocky Mountains.

At an altitude of over 5,000 feet, the climate is temperate, with pleasant days and cool evenings. On the average, there are 300 days of sunshine each year, making possible a variety of outdoor activities.

The teaching and research programs of the Boulder Campus are closely integrated with other facilities in the Boulder area: the National Center for Atmospheric Research (including the High Altitude Observatory), the Laboratory for Atmospheric and Space Physics, National Oceanic and Atmospheric Administration, and other Boulder institutions.

### **History**

When Colorado was frontier land, an official territorial government was formed. At its first session in 1861, the territorial legislature passed an act providing for a university at Boulder. When Colorado became the Centennial State in 1876, the new constitution established the University under an elected board of regents.

Fifty-two acres of pasture land were donated by three Boulder residents—George A. Andrews, Anthony Arnett, and Marinus G. Smith—as a site for the University, and the cornerstone of Old Main, the first building, was laid in 1875. Today the 590-acre Boulder Campus includes 160 buildings in a setting of green lawns and trees.

### **UNDERGRADUATE ADMISSION REQUIREMENTS**

The University of Colorado, Boulder, seeks to identify applicants who have a high probability of successful completion of their academic programs. Admission is selective and is based on evaluation of many criteria. Among the most important are the following:

1. General level of academic performance before admission to the University, as indicated by the evaluation of work taken at other educational institutions.

2. Evidence of scholarly ability and accomplishment as indicated by scores on standardized tests of scholastic aptitude.

3. Motivation and potential for academic growth and ability to work in an academic community, as indicated by trends in the student's record, by letters of recommendation from teachers and others qualified to evaluate the student, by accomplishments outside academic work, and by other relevant evidence.

All credentials presented for admission to UCB become the property of the University.

A student who is granted admission or readmission must reflect in a moral and ethical sense a personal background acceptable to the University. UCB reserves the right to deny admission to applicants whose total credentials reflect an inability to assume

the obligations of performance and behavior deemed essential and relevant to any of its lawful missions, processes, and functions as an educational institution.

*Admission to a particular school or college at UCB does not guarantee eligibility for future intrauniversity transfer to another school or college within the University system.* As an example, the prephysical therapy program on the Boulder Campus is designed to accommodate entering freshmen, with no assurance given for further admission to the physical therapy clinical year at the Medical Center in Denver. Nonresidents of Colorado from states *other* than Alaska, Arizona, Hawaii, Idaho, Montana, Nevada, and Wyoming (states included by special arrangement in the Western Interstate Commission on Higher Education — WICHE) may attend the University of Colorado to take their *prephysical therapy course work only*. Non-Colorado residents from states other than those listed will *not* be considered for admission to the Physical Therapy Clinical Program. The professional Physical Therapy Clinical Program is extremely limited in enrollment and is reserved for residents of Colorado and, on a very limited and highly selective basis, to residents from those WICHE states listed above.

For requirements for admission to the Graduate School, see the Graduate School section of this catalog.

### Admission of Freshman Students

Freshmen may enroll in the College of Arts and Sciences, the College of Business and Administration, the College of Engineering and Applied Science, or the College of Music in the fall, spring, or summer term. Freshmen wishing to enroll in the College of Environmental Design must enter in the fall semester. The schools of the University—Dentistry, Education, Graduate, Graduate School of Business Administration, Graduate School of Public Affairs, Journalism, Law, Medicine, Nursing, and Pharmacy—require two or more years of college-level work before a student may be considered for admission.

*The Board of Regents reserves the right to establish enrollment limits for all academic areas.*

### FRESHMAN ADMISSION CRITERIA

All applicants for freshman admission are *considered* by the following criteria:

1. Priority for admissions consideration is given to applicants who (a) rank in the upper half of their high school class at the end of the 6th, 7th, or final semester (upper quarter for engineering); (b) achieve a combined Scholastic Aptitude Test (SAT) score of 1000 or above *or* a composite American College Test (ACT) score of 23 or above (1100 SAT or 25 ACT for engineering); and (c) complete all high school course units for graduation (at least 15 academic units). Applicants who do not meet all of these requirements should refer to category number 2 below.

2. Applicants for freshman admission whose records vary in any way from the above "priority admissions" category will be *considered* on an individual

basis by evaluation of their overall academic records including (a) the quality of their high school program of study; (b) the level of their college entrance test scores (SAT or ACT); and (c) written recommendations from their high school counselor or principal. In addition, all applicants whose records reflect innovative grading systems, unusual curricula, no rank in class, or a high school equivalency through the General Educational Development (GED) test, will be considered in this category.

### APPLICANTS WHO DID NOT GRADUATE FROM HIGH SCHOOL

An applicant who has not graduated from high school must submit copies of satisfactory scores on the General Educational Development Test (GED), a Certificate of High School Equivalency, a complete transcript of any high school work completed, and SAT or ACT entrance examination scores. Each applicant will be considered on an individual basis.

### RECOMMENDED HIGH SCHOOL COURSES

The high school graduate is expected to present 15 units of acceptable secondary course work as *recommended* by the college in which the student plans to enroll. High school is considered as grades 9 through 12. Students whose records indicate variations from the following unit expectations *will be considered on an individual basis*.

#### COLLEGE OF ARTS AND SCIENCES

English (including at least one year of college preparatory composition) .....	3
Foreign language (high school level proficiency in the same classical or modern language) .....	2
History .....	1
Mathematics (college preparatory) .....	2
Natural science (laboratory) .....	1
Social science (including additional history) .....	1
Academic electives .....	1
Total .....	15

*Important Notes.* Foreign language is not required for admission; however, three college semesters of the same language are required for graduation with the Bachelor of Arts or the Bachelor of Fine Arts degree. If three high school units of the same foreign language have been completed satisfactorily, or other acceptable evidence of Level III proficiency is established, no further foreign language study in the college will be required.

For fall admission to the college it is *recommended* that applicants have a minimum verbal score of 400 on the SAT or an average score of 17 on the nonmathematics portion of ACT (an average of the three tests — English, social science, and natural science).

#### COLLEGE OF BUSINESS AND ADMINISTRATION

English (including at least one year of college preparatory composition) .....	3
Mathematics (college preparatory) .....	2
Natural sciences (laboratory science type course) .....	2
Social sciences (including history) .....	2
Electives (areas such as foreign languages, additional courses in English, mathematics, natural and social sciences. May include up to 2 credits in business areas) .....	6
Total .....	15

As there is a limitation on the number of freshmen who can be enrolled in the College of Business and Administration, applicants are urged to apply as early in their senior year as possible.

#### COLLEGE OF ENGINEERING AND APPLIED SCIENCE

English (literature, composition, grammar) .....	4
Algebra .....	2
Geometry .....	1
Additional mathematics .....	1
Natural sciences (physics and chemistry recommended) .....	2
Social studies and humanities (foreign languages, additional English, history, and literature are included) .....	3
Electives .....	3
Total .....	16

Priority for admissions consideration to the College of Engineering is given to prospective students who (a) rank in the upper 25th percentile of their high school graduating class at the end of the 6th, 7th, or final semester; (b) achieve a combined Scholastic Aptitude Test (SAT) score of 1100 or above, or a composite American College Test (ACT) score of 25 or better; and (c) complete all high school course units as recommended (not required) by the College of Engineering.

A student who does not have trigonometry should expect to attend at least one extra summer session. Electives may be chosen from any of the high school subjects (except physical education) which are accepted by an accredited school for its diploma and which meet the standards as defined by the North Central Association. However, not more than two units will be considered from drawing, shop, or other vocational work. Courses that have descriptive geometry features may be considered for elective units beyond the recommended units.

#### COLLEGE OF ENVIRONMENTAL DESIGN (Pre-architecture)

(Applications accepted for the fall term only)

Applications accepted for the fall term only		
English (literature, composition, grammar) . . . . .		3
Mathematics (college preparatory) . . . . .		2
Physics . . . . .		1
Biology . . . . .		1
Social studies	}	5
Foreign language		
History		
Additional English		
Electives . . . . .		3
Total		15

**Important Notes.** Because of the sequentially structured curriculum in this college, freshmen must begin this field of study during the fall semester. As there is a limitation on the number of freshmen who can be enrolled in the College of Environmental Design, applicants are urged to apply as early in their senior year as possible.

Applicants to the College of Environmental Design are requested to send only required application forms and credentials, and not to include samples or photography of their design or art work. These are not used for admission and will not be returned to the applicant.

#### COLLEGE OF MUSIC

English .....	3	
Mathematics	} .....	8
Foreign language		
Social Science		
Physical science		
Theoretical music		
Additional high school units .....		4
Total		15

It is expected that all students will have had previous experience in an applied music area. Two years of piano training are recommended.

**Important Note.** The College of Music on the Boulder Campus requires an audition of all entering undergraduate students. Personal audition dates are January 20, 1979, February 3, 1979, February 24, 1979, March 10, 1979, January 19, 1980, February 2, 1980, February 23, 1980, and March 8, 1980. Also, by contacting the associate dean for undergraduate studies in the College of Music, personal auditions may be arranged at times other than those specified. In lieu of the personal audition, applicants may substitute tape recordings

(about ten minutes in length on 7½ ips monaural). Interested students should write to the College of Music on the Boulder Campus for audition applications.

#### WHEN TO APPLY

All prospective new freshmen are encouraged to apply for admission *soon after their senior year begins*—as early as October—for any of the following terms.

#### Spring Semester

Spring enrollment is suggested for students who graduate from high school at midyear.

Enrolling in the spring semester is ideal for those who, for various reasons, delayed entering college the previous fall. Resident and nonresident freshmen may be considered for spring semester admission in the College of Arts and Sciences, College of Business and Administration, College of Engineering and Applied Science, and College of Music. A limited number of openings are available in these colleges for students wanting to start in the spring semester.

#### Summer Session

1. Some of the advantages for freshmen who begin in the summer term include an early campus orientation and the opportunity to accelerate and/or experiment academically.

2. Degree-seeking freshmen (residents and non-residents) who are accepted and enrolled for the summer session may continue in the fall if summer academic work is satisfactory, preregistration has been accomplished, and appropriate deposits are paid by the proper deadline. *There will be an opportunity to register for fall during the summer registration process.*

#### Fall Semester

The College of Arts and Sciences, College of Business and Administration, College of Engineering and Applied Science, College of Environmental Design, and College of Music accept new freshmen for the fall semester.

Because of enrollment restrictions at the University of Colorado at Boulder, applications and/or credentials for admission submitted after May 1 for the following fall semester or November 1 for the spring semester are regarded as late applications and will be considered only on an individual, space-available basis.

#### HOW TO APPLY

1. The student should obtain an Application for Admission Form from the Office of Admissions at the Boulder Campus. Colorado residents may obtain this form from their high school counselors. (Students from other countries who are not citizens or permanent residents of the United States must request special application materials from the UCB Office of Admissions).

2. A complete application includes:
  - a. Application for admission.
  - b. The nonrefundable \$10 application processing fee.
  - c. A transcript of high school work completed, which must also include rank in class and courses in progress for the entire year.
  - d. Required entrance test scores (SAT or ACT).
  - e. Copies of GED test scores and a Certificate of High School Equivalency if the applicant is not a high school graduate.
  - f. The required audition if the student is entering the College of Music.

Applicants who are presently attending high school should give the completed applications to their counselors. The application must include the \$10 fee, transcript, and rank-in-class information in a single mailing packet. An incomplete application packet may be returned to the high school.

3. The fact that college entrance test scores (SAT or ACT) are not available does not mean an applicant should delay sending the application and credentials. However, if final official test scores are available at the time of application, they may be posted on the official high school transcript in lieu of or in addition to being reported directly by the testing service.

4. Prospective applicants are encouraged to take the Scholastic Aptitude Test (SAT) or the American College Test (ACT) during the junior year, or as early in the senior year as possible. The student should request that the scores be sent to the University of Colorado at Boulder. Complete information on the SAT or ACT may be obtained from the high school counselor or by writing one of the following offices:

College Entrance Examination Board (SAT)  
P.O. Box 1025  
Berkeley, California 94704

College Entrance Examination Board (SAT)  
P.O. Box 592  
Princeton, New Jersey 08540

Registration Department (ACT)  
American College Testing Program  
P.O. Box 414  
Iowa City, Iowa 52240

*For high school students it is important that applications for freshman admission include a complete list of courses to be taken during the entire senior year. If accepted and confirmed to enroll at UCB, the student is responsible for having a final official transcript with grades for the senior year and statement of graduation sent to the Office of Admissions as soon as available. Failure to submit this transcript may result in a registration delay.*

#### FRESHMAN NOTIFICATION

Six to eight weeks after the Office of Admissions receives all required credentials, students will be notified of their admission status. If eligible, students will receive notification of eligibility for admission, housing information, and materials for completing

their confirmation to enroll. Admission eligibility to the University of Colorado at Boulder *does not constitute a guarantee of enrollment*. Confirmation deposits received after enrollment limits are reached will be returned.

#### FRESHMAN CONFIRMATION

Students who receive notification of admission eligibility are required to confirm their intent to enroll before confirmation quotas are filled or deadlines are passed. Confirmation consists of returning the completed confirmation form, the housing application, and the designated nonrefundable deposit. If the confirmation is accepted, the student will be sent information regarding registration. Should enrollment limits be filled, the confirmation deposit will be returned.

#### Admission of Transfer Students

To be *considered* for admission, transfer students must be eligible to return to all collegiate institutions attended; they must report all previous college work. A student who has enrolled for any college-level course work, full time or part time, since graduation from high school is considered a transfer student. (A degree-seeking applicant who last attended the University of Colorado as a special student must apply as a transfer student.) College-level course work taken while still in high school does not qualify the applicant as a transfer student.

Generally, a resident applicant who has attained an overall grade-point average of 2.25 (2.0 equals C) or better in all college-level work attempted *will be considered* for admission on an individual basis. A non-resident applicant with a grade-point average of 2.5 or better *will be considered* on an individual basis. Applicants are selected on an individual basis in relation to the number of applications received and the overall academic quality of students applying. Therefore, applicants should understand that no assurance of admission can be given to any student, regardless of grade-point average. Work in progress at the time of application cannot be considered in computing the cumulative average.

To be considered for admission to some professional schools and colleges within the University system, applicants are required to have at least a 2.5 cumulative grade-point average regardless of residency status. The School of Education and the College of Environmental Design are examples. Also, some schools and colleges have particular program requirements and application procedures. For example, the College of Music requires an audition, and the School of Pharmacy requires the Pharmacy College Admission Test (PCAT).

#### SPECIFIC COLLEGE AND SCHOOL REQUIREMENTS

*The School of Pharmacy has established March 1 as the application deadline date for fall admission consideration. A complete application includes the application form, the \$10 nonrefundable processing fee,*

and an official transcript sent to the University Office of Admissions from each college attended. The Pharmacy College Admission Test (PACT) score results must be sent directly to the Dean's Admissions Committee, School of Pharmacy, Ekeley Chemical Laboratories, University of Colorado, Boulder, Colorado 80309.

Applicants interested in nursing who have less than the required college course work to enter the School of Nursing are considered for prenursing in the College of Arts and Sciences. Prenursing applicants apply to the Office of Admissions, University of Colorado, Boulder, Colorado 80309.

The School of Nursing at the University of Colorado Denver Medical Center, *not* the Office of Admissions in Boulder, considers all School of Nursing applicants who have or will have completed 60 semester (90 quarter) hours or more of appropriate prenursing college-level course work by the time they plan to enter the program. Prenursing students ready to enter the nursing program must apply directly to the School of Nursing, University of Colorado Medical Center, 4200 East 9th Avenue, Denver, Colorado 80220. An applicant who is not admitted to nursing and who wishes to be considered for another field of study on the Boulder Campus must request that the application and credentials be forwarded to the Office of Admissions in Boulder along with the proposed change of major.

For *physical therapy* information, refer to the earlier introductory section on Undergraduate Admission Requirements.

#### WHEN TO APPLY

Transfer applicants may submit their applications as soon as they have registered for the last term which they intend to complete at their present school. All applicants (resident and nonresident) are required to pay a \$10 processing fee. This fee, in the form of a check or money order made payable to the University of Colorado at Boulder, *must accompany the application* and is nonrefundable.

Because of enrollment restrictions at the University of Colorado at Boulder, applications and/or credentials for admission submitted after June 1 for the following fall semester or November 1 for the following spring semester are regarded as late applications and will be considered only on an individual, space-available basis.

#### CHECKLIST FOR TRANSFER APPLICANTS

A complete application should include the following required credentials:

1. The Transfer Application Form.
2. The nonrefundable \$10 application processing fee.
3. One official transcript from each college or university attended.
4. If a student has completed *less than 24* semester hours (or 36 quarter hours) of college work at the time he applies he must submit an official high school

transcript, or, if the student is not a high school graduate, he must submit *copies* of his certificate of high school equivalency and GED scores, plus an official transcript of any high school work completed. Furthermore, if the student has *less than 12* semester hours (18 quarter hours) of college work at the time he applies, he must also submit either SAT or ACT scores in addition to the above documents. (Important: College of Engineering and College of Environmental Design applicants must submit an official high school transcript *and* SAT or ACT test scores regardless of the number of hours of college course work.

5. If applicable, copies of Certificate of High School Equivalency and GED test scores.

6. A student who is claiming exemption from the College of Arts and Sciences foreign language graduation requirement on the basis of satisfactory completion of Level III (third-year high school level) foreign language in high school must submit an official high school transcript to the Office of the College of Arts and Sciences dean's office *within the first year of residency in the college*.

#### TRANSFER NOTIFICATION AND CONFIRMATION

After the Office of Admissions has received all required credentials, the applicant will be notified regarding eligibility for admission. If eligible, the applicant will receive a confirmation form and housing information and must return the confirmation form and required confirmation deposit before the enrollment limits are reached. If the confirmation is accepted, the student will be sent information regarding registration. The confirmation deposit will then be applied to the first semester's tuition and fees. Confirmation deposits received after enrollment limits are reached will be returned.

#### TRANSFER OF COLLEGE-LEVEL CREDIT

The Office of Admissions and the various deans' offices cannot make an evaluation of credits from another collegiate institution or give specific degree advisement until complete and official credentials are on file, the applicant has been admitted, and *has confirmed his or her intent to enroll*. In general, transfer credits from other *accredited* collegiate institutions will be accepted insofar as they meet the degree, grade, and other requirements of the student's chosen program of studies at UCB. *The Office of Admissions makes an initial evaluation of transfer credit. However, no assurance can be given regarding acceptance of credit to any specific degree program because course levels and graduation requirements vary from one school or college to another.*

College-level credit is considered for transfer to UCB using the following guidelines:

1. Provided it has been earned at a college or university of recognized standing, or from Advanced Placement Examinations, College Level Examination Program approved subject examinations, or in

military service or schooling as recommended by the Commission on Accreditation of Service Experiences of the American Council of Education. Official evidence must be submitted to the Boulder Campus Office of Admissions.

2. If a grade of C or higher has been attained.

3. UCB may accept up to 72 semester hours of junior college work or 102 semester hours of work from a four-year institution if appropriate to the degree sought at this institution.

4. No credit is allowed for vocational-technical or remedial courses.

5. A maximum of 60 semester hours of extension and correspondence work (not to include more than 30 semester hours of correspondence) may be allowed if the above conditions are met.

### **Readmission of Former Undergraduate Degree Students**

A former degree-seeking University of Colorado undergraduate student who is in good standing and who has not attempted 12 or more semester hours (18 or more quarter hours) at another collegiate institution must complete an application form but does not need to pay the \$10 processing fee. A transcript of any course work taken elsewhere that is not presently a part of the student's record should be sent to the Boulder Campus. If the student is changing from a previous school or college, the change should be noted on the application; otherwise, it will be assumed that the student is returning to the same field of study. If a school change is requested for which the student is not eligible, the student will automatically be considered for his or her previous program.

A former student who is in good standing and who has attempted 12 or more semester hours (18 or more quarter hours) of course work at another institution since the last attendance at the University of Colorado must submit an application and a \$10 processing fee. Official transcripts from each college or university attended for which the University has no record must also be sent. The student should follow the instructions above if changing the former field of study.

After the Office of Admissions has received all required credentials, the applicant will be notified regarding eligibility for admission. If eligible, the applicant will receive a confirmation form and must return the form and designated confirmation deposit before the enrollment limits are reached or the deadline is passed. If the confirmation is accepted, the student will be sent information regarding registration and, if desired, on-campus housing. The confirmation deposit will then be applied to the first semester's tuition and fees. Confirmation deposits received after enrollment limits are reached will be refunded.

It should be noted that enrollment limits apply to returning former students and that an application or confirmation received after the enrollment limit is reached cannot be accepted.

### **Intrauniversity Transfer**

An undergraduate student *who is enrolled on the Boulder Campus* of the University and who wishes to transfer to a different school or college on the Boulder Campus must submit a completed Intrauniversity Transfer Application to the new school or college before enrollment limits are met or deadlines are passed for the desired term and field of study. The applicant should obtain this application form from the office of the school or college in which he or she is presently enrolled and submit it to the new college or school with a Deans's Page (unofficial transcript).

An undergraduate student *who is not enrolled on the Boulder Campus* and who desires such a change must submit a Former Student Application Form to the Office of Admissions as described under Readmission of Former Undergraduate Degree Students. The school or college change may be requested on that form.

Any student who fails to enroll in the new school for the term to which accepted must reapply for future enrollment.

A graduate student wishing to change department or major must submit a new Part I and Part II of the graduate application to the new department or school and request the former department to forward recommendations and credentials.

### **Admission of Special Students**

The special student classification has been established to meet the needs of those students who wish to take University courses but who do not presently intend to work toward a degree at the University of Colorado. Permission to register for specific courses is *contingent upon the availability of space*. Special students may have difficulty obtaining course space due to class enrollment limits. Special students are not permitted to enroll for courses in the College of Business and Administration.

The possibility exists that special students may be registered through the Division of Continuing Education in the event that Boulder Campus enrollment limits have been met. Students should contact the Office of Admissions for further information.

### **ADMISSION REQUIREMENTS**

Special students must be 18 years of age or older in order to qualify for admission and must have a high school diploma or its equivalent.

Persons who have attended a college or university previously must be in good standing at all collegiate institutions attended.

### **Foreign Students**

Students holding temporary visas may not apply for admission as special students for fall and spring semesters. If they wish to attend the summer session as special students, they must submit academic credentials as well as information regarding English proficiency and financial support.

## **SPECIAL STUDENT PROVISIONS**

Special students may register for courses on a pass/fail basis. However, such courses will be counted in the hours of pass/fail permitted according to the rules of the school or college to which the student is admitted if the student changes to a degree status.

Special students may not register concurrently on more than one campus of the University of Colorado.

## **SPECIAL STUDENT ELIGIBILITY**

Once special students have attempted 6 hours of credit, they must maintain a 2.0 cumulative grade-point average. Failure to maintain the required average will result in suspension. Students may not register summers to raise grade-point averages unless suspension is released.

## **TRANSFER TO AN UNDERGRADUATE DEGREE PROGRAM AT UCB**

The special student may apply for admission to an *undergraduate degree* program by submitting an undergraduate admission application, complete academic credentials, and the application fee. An accepted applicant in the College of Arts and Sciences may transfer a maximum of 30 semester hours taken as a special student to an undergraduate degree program with the approval of the Arts and Sciences dean's office. Student accepted to all other colleges may transfer only 12 hours with the approval of the appropriate dean's office. (Acceptance of credit toward degrees at the University changed in fall 1970. Special students enrolled prior to that date may transfer credit in accordance with provisions in effect between January 1969 and August 1970.)

For information about changing from special to degree status at the undergraduate level, students should contact the Boulder Campus Office of Admissions.

## **TRANSFER TO A GRADUATE DEGREE PROGRAM AT UCB**

A special student desiring to pursue a graduate degree at UCB is encouraged to submit the complete graduate application and supporting credentials as soon as possible.

The Graduate School policy on transfer of special student credit hours is as follows:

A department may recommend to the graduate dean the acceptance of 8 hours of credit toward the requirements for a master's degree for courses taken either as a student at another recognized graduate school, as a special student at this University, or both. In addition, the department may recommend to the graduate dean the acceptance of credit for courses taken as a special student at this University during the semester or summer session for which the student has applied for admission to the Graduate School.

## **RENEWAL OF TEACHER CERTIFICATION**

A certified teacher with a baccalaureate degree who seeks only a renewal of the certificate currently held

and who does not require institutional endorsement or recommendation may qualify for the University-wide special student classification as outlined above.

## **INITIAL TEACHER CERTIFICATION**

A person who has a baccalaureate degree and who seeks initial teacher certification must submit an application for degree status to the Boulder Campus Office of Admissions and must also apply to the School of Education for the Teacher Education Program. Interested students should consult the Office of Teacher Education in the Education Building for application and deadline information.

## **TRANSFER OF CREDIT TO ANOTHER INSTITUTION**

Although special students enroll in regular university courses, and an official transcript of credit is available, the acceptance of special student credit at other institutions of higher education is within the jurisdiction of the receiving institution.

## **Members of Faculty**

No member of the faculty above the rank of instructor may receive an advanced degree from this University.

## **Auditors**

Mature persons who wish to visit classes or lectures without examination or credit may register for an auditor's ticket for either fall or spring semester. The cost of an auditor's ticket is always the minimum tuition charge. Auditors' tickets are not issued during the summer session. A person who purchases an auditor's ticket may not also register for credit in other courses. Regular degree, enrolled, graduate students may audit courses for no charge, provided they have the permission of the instructor. The course will not appear on the transcript.

Auditors do not register for specific courses, and no record is kept of the classes attended. They are entitled to listen to the lectures and class discussion but they may not enter into the class discussion or participate in any other activities of the course. Auditors may not attend laboratory courses or any courses where University equipment is used.

## **SENIOR AUDITOR PROGRAM**

The University of Colorado, Boulder, offers a Senior Auditor Program to residents of the area who are 60 years of age or over. Senior auditors attend classes on a tuition-free, space-available basis. No record is kept of attendance, no examinations are taken for credit, and class participation is at the discretion of the instructor. Senior auditor privileges include the use of the library.

## **Concurrent Enrollment**

Degree-seeking students who wish to attend two University of Colorado campuses concurrently must contact their home campus registrar.

## **Credit for Military Service and Schooling**

If copies of discharge, separation papers, and a DD Form 295 (Application for the Evaluation of Educational Experience During Military Service) are submitted to the Boulder Campus Office of Admissions at the time of application, after acceptance and subsequent confirmation, an evaluation will be made and credit awarded as recommended by the Commission on Accreditation of Service Experiences of the American Council on Education to the extent that such credit is applicable to the degree sought at this university.

Credit will be allowed for college courses satisfactorily completed through the U.S. Armed Forces Institute, subject to the usual rules involving credit of this nature.

## **College-Level Examination Program (CLEP) Subject Examinations**

By testing in University-approved Subject Examinations provided by the College-Level Examination Program (CLEP) of the College Board (CEEB), students may gain advanced standing and college-level credit to broaden their education, fulfill basic graduation requirements, and/or accelerate their program of study to graduate early.

College credit for approved CLEP examinations may be considered provided the scores are at the 67th percentile or above. Such credit will be treated as transfer credit without a grade and may be applied toward requirements at the discretion of the student's dean's office. Official test scores must be submitted to the Office of Admissions, Regent Administrative Center 125. For further information concerning University of Colorado credit by examination write to:

University of Colorado  
Counseling Services  
Willard Administrative Center 134  
Boulder, Colorado 80309

## **Advanced Standing by Examination**

Degree-seeking students have the opportunity to take examinations for credit. The fee for an advanced standing examination which is taken to pass a course without otherwise registering for or taking the course is assessed at the lowest resident tuition charge currently in effect for the Boulder Campus. Arrangements for the examinations are made through the Boulder Campus Office of Admissions. Interested students may contact this office for information on this program. The fees for the examinations are payable in advance and are nonrefundable.

## **Advanced Placement Program**

The University of Colorado, Boulder, is a cooperating member of the Advanced Placement Program of the College Entrance Examination Board which provides able high school students, while still in high school, an opportunity to take work and be examined for credit on the college level.

Advanced placement and college credit may be granted on the basis of the College Entrance Examination Board's Advanced Placement Test. For students who achieve scores of 3, 4, or 5 on the CEEB Advanced Placement Examination, advanced placement as well as college credit may be granted. Official test scores must be submitted to the Office of Admissions, Regent Administrative Center 125. College credit granted will be treated as transfer credit without a grade but will count toward graduation and will meet other specific requirements for which it may be appropriate.

## **REGISTRATION**

See Academic Calendar for time to report. There is a penalty for late registration which is explained fully under Fee Regulations.

## **Family Educational Rights and Privacy Act**

Periodically, but not less than annually, the University of Colorado informs students of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy can be found in the library on each of the campuses of the University of Colorado.

A Directory of Records which lists all education records maintained on students by this institution may be found in the Office of the Chancellor on each campus.

The following items of student information have been designated by the University of Colorado as public or directory information: name, address, telephone number, dates of attendance, registration status, class, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth. Such information may be disclosed by the institution for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received each term in the Office of the Registrar on the appropriate campus prior to the 11th day of classes. Forms requesting the withholding of directory information are available in the Office of the Registrar.

The University of Colorado assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar of the student's home campus.

### **Boulder Campus Course Load Definitions**

The following definitions classify students according to course load enrollment during the academic year.

*Undergraduate.* A full-time undergraduate student is one who is enrolled for 12 or more semester credit hours per semester.

*Graduate.* Students are considered full-time by the Graduate School if they are enrolled for 5 semester hours in course work numbered 500 or above, or at least 8 semester hours of other graduate work or thesis in a regular semester.

### **UNIFORM GRADING SYSTEM AND PROCEDURES**

The following grading system and procedures for pass/fail registration, dropping and adding courses, and withdrawal from the University were standardized for all schools and colleges of the University effective with the 1974-75 academic year.

#### **Grade Symbols**

The instructor is responsible for whatever grade symbol (*A, B, C, D, F, IF, IW, or IP*) is to be assigned. Special symbols (*NC, W, and Y*) are indications of registration or grade status and are not assigned by the instructor. Pass/fail designations are not assigned by the instructor but are automatically converted by the grade application system, explained under Pass/Fail Procedure.

*A—superior/excellent—4 credit points per credit hour*

*B—good/better than average—3 credit points per credit hour*

*C—competent/average—2 credit points per credit hour*

*D—minimum passing—1 credit point per credit hour*

*F—failing—no credit points per credit hour*

*IF—incomplete—automatic conversion after one academic year to F*

*IW—incomplete—automatic conversion after one academic year to W*

*IP—in progress—thesis or project at the graduate level only*

*P/F—pass/fail—P grade is not included in the grade point average; the F grade is included; up to 16 hours of pass/fail course work may be credited toward a bachelor's degree; a letter grade of D or above is considered passing*

*H/P/F—honors/pass/fail—intended for honors courses; credit hours count toward the degree but are not included in the grade-point average*

#### **Special Symbols**

*NC—indicates registration on a no-credit basis*

*W—indicates withdrawal without credit*

*Y—indicates the final grade roster was not received by the time grades were processed*

#### **Pass/Fail Procedure**

1. Any student who wishes to register for a course on a pass/fail basis should do so during regular registration procedures. (Up to 16 semester hours of regular course work may be taken on a pass/fail basis and credited toward the bachelor's degree). Changes to or from a pass/fail basis may be effected only during the regular drop/add period (first ten days of classes).

2. There are more stringent requirements in some colleges. The College of Engineering and Applied Science requires departmental approval before a student may enroll for any course on a pass/fail basis.

3. The record of pass/fail registration is maintained by the Boulder Campus Office of the Registrar.

4. Academic deans and faculty will not be informed of pass/fail registration. All students who register on a pass/fail basis appear on the regular class roster and a normal letter grade is assigned by the professor. When grades are received in the Office of the Registrar, those registrations which require a pass/fail designation are automatically converted by the grade application system. Grades of *D* and above convert to grades of *P*.

5. Only 6 hours of course work may be *P/F* in any given semester.

6. Exception to the pass/fail regulations is permitted for certain specified courses offered by the School of Education, the School of Law, the Division of Continuing Education, Study Abroad Programs, and Experimental Studies Program.

7. Graduate degree students can exercise the *P/F* option for undergraduate courses only. However, a grade of *P* will not be acceptable for graduate credit to satisfy any Graduate School requirement.

#### **Drop/Add Procedure**

1. Students will be allowed to drop and add during the first ten days of the semester with no signatures required on the Drop/Add form. Adds are not allowed after the first 12 days of classes.

2. After the 12th day of classes, the instructor must indicate either a drop "without discredit" or failing. An indication of drop "failing" results in a grade of *F* for the course. The dean's signature is not required. No refund is made for courses dropped after the 12th day of classes.

3. After the 10th week, courses may not be dropped unless there are circumstances clearly beyond the student's control (accident, illness, etc.). In addition to

the instructor's certification (as in 2 above), the student must petition his dean's office for approval to drop the course.

4. Students who are reported not attending a course for which they are registered NC will be administratively dropped.

### Withdrawal Policy Regarding Tuition and Fees

Payment of the registration or confirmation deposit and submission of registration materials obligate the student to pay the full amount of tuition and fees for the semester. If a student withdraws from the University prior to paying full tuition and fees, refunds of the total tuition and fee assessment are made as follows:

1. Eighty percent during the first 12 days of the semester.
2. Sixty percent from the 13th day through the 22nd day of the semester.
3. Forty percent from the 23rd day through the 32nd day of the semester.

### Withdrawal Procedure

To withdraw from the University, the student obtains approval of the academic dean's office, the Office of Financial Aid, and the Office of the Registrar.

1. Students holding a temporary visa must obtain clearance from the UCB Office of the Foreign Student Adviser.

2. Veterans must obtain clearance from the UCB Veteran's Office, Willard Administrative Center 160.

Notation is recorded on the student's permanent record page. Students who do not officially withdraw are subject to grades of F for all course work.

A graduate student who desires to withdraw from the University must apply to the dean of the Graduate School for permission to withdraw in good standing. Students who withdraw without communicating with the dean and filing the appropriate Withdrawal Form will be marked as having failed their courses for the term.

### ORIGINALITY OF WORK

In all academic areas it is imperative that either work be original or explicit acknowledgment be given for the use of other persons' ideas or language. Students should consult with instructors to learn the specific procedures appropriate in each given field. Breaches of academic honesty can result in disciplinary measures ranging from lowering of a grade to permanent compulsory withdrawal from the University.

### TRANSCRIPTS

Transcripts of academic record at the University of Colorado (all campuses) may be ordered from the UCB Office of the University Registrar transcript section, Regent Administrative Center 125, Boulder,

Colorado 80309. Official transcripts will not be available until approximately 4 weeks after final examinations. Grade reports may be obtained from the dean's office.

## EXPENSES, BOULDER CAMPUS

### Enrollment Confirmation Deposit

Confirmation deposits are required from all returning former graduate, law, and undergraduate applicants when they confirm their intent to enroll for the fall or spring semesters. Confirmation deposits are not required for the summer session, but freshman applicants are required to pay a designated advance payment, part of which is applied to housing for the following spring semester. The deposits are non-refundable. Students accepted for freshman, transfer, law, or graduate admission must confirm their intent to enroll by submitting the designated confirmation deposit, regardless of any financial aid or scholarship that may or will be received.

Confirmation deposits should be made by the date specified on the Student Confirmation Form; however, confirmation deposits will be accepted only until the enrollment limit is reached. Confirmation deposits received after enrollment limits are met will be returned.

### Matriculation Fee

There is a one-time nonrefundable matriculation fee of \$15 for new degree students. This fee will be assessed at the time of initial registration. Charges then will not be made for adding or dropping courses or for transcript orders. A special student who is admitted to degree status will be assessed a \$15 matriculation fee at the time of the student's first registration after the change has been made.

### Tuition and Fees, Per Semester<sup>1</sup>

#### BOULDER CAMPUS

Tuition and fees for 1979-80 have not yet been set. The rates per semester for the 1978-79 school year are as follows:

Credit Hours of Enrollment	Resident	Nonresident	Fees
0.0 to 3.0	\$ 99	\$1,333	\$89.50
3.1 to 4.0	132	1,333	89.50
4.1 to 5.0	165	1,333	89.50
5.1 to 6.0	198	1,333	89.50
6.1 to 7.0	231	1,333	89.50
7.1 to 8.0	264	1,333	89.50
8.1 to 9.0	297	1,333	89.50
9.1 to 18.0	333	1,333	89.50
Over 18.0	333 + \$22 per. hr.	1,333 + \$89 per. hr.	89.50

**Extra Tuition Surcharge:** For every credit hour over 18 for which a student registers, and which the student retains past the 12th school day of a semester, there will be a tuition surcharge. The amount of the surcharge is 1/15 of the full time rate (\$22 per credit hour for Colorado residents and \$89 per credit hour for non-residents).

<sup>1</sup>The Board of Regents reserves the right to change tuition and fees without prior notice.

1. Students making separate registrations on more than one campus of the University for a single term will pay tuition and fees to each campus at the rate appropriate to the number of credits for which they are registered on that campus. Students using the advance concurrent registration system to enroll for courses on more than one campus for a single term will pay the applicable tuition and fee rates of the student's home campus for the total hours enrolled for at all campuses.

2. Students Admitted to Candidacy for a doctoral degree will pay \$99.

3. Nonresident students enrolled as Candidates for Degree only to take a comprehensive examination for a master's degree will pay resident tuition for 3 credit hours.

4. Nonresident graduate and nonresident special students enrolled for 3 hours or less will pay \$266 plus appropriate fees.

5. Students taking 6 hours or less have the option of waiving the student health fee of \$44.90. There will be an additional optional coverage available from Lone Star Life Insurance Company at a cost of \$36.75 per semester. Students must pay the Student Health Fee of \$44.90 in order to have the health insurance.

6. Members of the faculty at the rank of instructor and above, members of the classified staff, and unclassified professional administrative officers who are on full-time appointment may enroll for up to 6 credit hours per term on the Boulder Campus at one-half the resident tuition rate. Persons in these categories appointed for one-half or more but less than full time are eligible for resident tuition rates. Time taken to attend classes during normal working hours shall be made up and shall be limited to a maximum of one course during any term. Persons appointed for less than full time are not eligible for release time during assigned working hours.

7. Students enrolled for one course of 4 credit hours or less must pay a minimum student fee of \$21.15 and may elect to pay either the Student Health Fee or full student fees.

Summer term tuition and fees are listed in the *Schedule of Summer Courses*, available from the Office of the Registrar after March 1.

Some courses carry transportation or other fees for associated activities. Consult the *Schedule of Courses* for special fees.

Tuition for courses taken for no credit (NC) is the same as for courses taken for credit.

Zero or fractional credit is regarded as 1 hour in assessing tuition and fee charges.

All persons attending regularly scheduled classes must be registered or must have obtained an auditor's card. There is no auditor status in summer. Auditors, whether resident or nonresident, pay resident tuition for 3 credit hours per fall or spring semester for class instruction and library privileges only.

Students should see Drop/Add and Withdrawal Procedures for specific tuition and fee policies regarding drop/add and withdrawal.

## LABORATORY BREAKAGE DEPOSIT

A \$10 or \$20 deposit is required for each laboratory course for which a student is registered. The unused portion of the deposit is returned at the end of the course.

## Fee Regulations

1. *Payment of Fees.* Students enrolling at the University of Colorado Boulder Campus are responsible for full payment of tuition, fees, and University dormitory charges. A student's initial bill will include the following charges: tuition, student fees, and University Housing charges (when applicable). The bill will include the following credits when applicable: financial aid awards, teaching assistant tuition adjustments, and advance payments or deposits. (Current deposits include confirmation deposits, tuition deposits, and housing deposits.) Failure to receive an official University billing will not relieve the student of responsibility for payment by the established due date.

2. *Registration Deposit.* Whether or not students pay their fees just prior to the beginning of classes or mail in an advance payment, all continuing students are required to pay a minimum registration deposit (\$100 for residents and \$300 for nonresidents) by the last business day in July in order to guarantee their fall registration. (The registration deposit for the spring semester is due at the time of preregistration in November.) New students and transfer students guarantee their registration through their confirmation deposit.

3. *Deferred Payment Plan.* When paying their bill, students may choose a deferred payment option by paying one-half of the total bill by the due date and the balance plus finance charges 30 days later. The deferred balance will be subject to a finance charge computed at a periodic monthly rate of 1 percent per month on the unpaid balance (equal to an annual percentage rate of 12 percent) beginning the first day of class. Payments under the deferred tuition plan are due approximately the fifth and ninth week of classes.

4. *Enforcement.* Failure to make the required payment on any due date will result in the following action:

- The student will be disenrolled from the University, becoming ineligible for all University services;
- No grades will be issued for courses in progress;
- No transcripts, diplomas, certification, or preregistration materials will be issued for the student until the bill is paid in full;
- A late payment charge in addition to the interest on the unpaid balance will be assessed according to the following schedule:

Balance Due	Late Charge
\$ 1- \$ 99.99	\$ 5
100- 299.99	10
300- 499.99	20
500- 699.99	30
700- 899.99	40
900 and over	50

When a student defaults on a payment, an official notification will be mailed by the registrar to the student's address of record. The letter will inform the student that his or her account is overdue and that he or she is disenrolled as of the date of the letter. The student will also be informed of the appeal procedure.

5. *Reinstatement.* Students who fail to make required payments and who are disenrolled may become eligible for readmission for the next term only upon full payment of the balance due as determined by the University policy, plus any finance charges which have accrued.

6. *Appeals.* Students who are disenrolled following the beginning of classes for failure to make required payments, may appeal to a Fee Payment Appeals Board for reconsideration. The board will consist of the registrar, two members of the University Board on Student Finance, and the Office of Student Affairs student administrator. Appeals must be made in writing and must be received within 10 days of the student's removal from registration or disenrollment.

7. *Personal Checks.* Any student giving a check not acceptable to the bank will be subject to disenrollment.

8. *Refunds and Withdrawal Charges.* No change of program or withdrawal is valid without the written consent of the dean of the college or school in which the student is registered. Payment of the registration or confirmation deposit and submission of registration materials obligate the student to pay the full amount of tuition and fees for the semester. If a student withdraws from the University prior to paying full tuition and fees, refunds of the total tuition and fee assessment are made as follows:

- a. Eighty percent during the first 12 days of the semester.
- b. Sixty percent from the 13th day through the 22nd day of the semester.
- c. Forty percent from the 23rd day through the 32nd day of the semester.

9. *Drop/Add Tuition Adjustment.* Complete adjustment of tuition and fees will be made on drop/add changes through the first ten days of classes only. No refunds of any changes will be made for dropping courses after the tenth day of classes. Charges will be assessed for the addition of courses.

10. *Late Registration Fee.* A late registration fee will be charged students who are authorized to register after their regular registration period. The late registration fee is \$20 for the first day, \$25 for the second day, and a maximum of \$30 beginning the third day and thereafter. The late registration fee is separate and distinct from any penalty that may be assessed for late payment of tuition and fees.

### **Classification of In-State and Out-of-State Students<sup>1</sup>**

A student is initially classified as an in-state or out-of-state registrant for tuition purposes at the time an

application and all supporting credentials have been received in the Office of Admissions. The classification is based upon information furnished by the student and from other relevant sources. After the student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary. *The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of informing the Tuition Classification Officer, Office of Admissions, in writing within 15 days after such a change occurs.*

*An unemancipated minor whose parents move their domicile from Colorado to a location outside the state is considered an out-of-state student from the date of the parents' removal from the state.* The student will be assessed nonresident tuition at the next registration. The student or parent is required to send written notification to the Tuition Classification Officer within 15 days after such a change occurs.

If an adult student or an emancipated minor establishes domicile outside Colorado, he or she is to send written notification within 15 days to the Tuition Classification Officer.

### **PETITIONING FOR CLASSIFICATION CHANGE**

Detailed instructions concerning the procedure to follow, deadline information, the necessary petition forms, and information regarding tuition classification criteria are available from the tuition classification officer, University of Colorado. Boulder Campus students should address their requests to Regent Administrative Center 125.

### **CLASSIFICATION NOTES**

1. Petitions will not be acted upon until an application for admission to the University and complete supporting credentials have been received.
2. Changes in classification are made effective at the time of the student's next registration.
3. A student who willfully gives wrong information to evade payment of the out-of-state tuition is subject to legal and disciplinary action.

### **Housing**

Living quarters are an important facet of a college student's life. The UCB residence halls provide a wide range of facilities and a variety of residential programs which contribute to the intellectual, cultural, social, and personal growth of the 5,300 students in the University residence halls.

Entering, returning, or transfer freshmen who are unmarried are required to live in the University's residence halls.<sup>2</sup>

<sup>1</sup>Classification standards conform to state statutes and judicial decisions and are applicable to all of Colorado's state-supported colleges and universities.

<sup>2</sup>Exception may be made by the director of Student Housing.

Housing rates per semester in the UCB residence halls for 1978-79 are as follows:<sup>3</sup>

Board and single room .....	\$833 to \$866
Board and double room .....	\$720 to \$752

A \$100 advance payment, which will be applied toward spring semester room and board, is required to reserve residence halls accommodations. All contracts are for the two-semester academic year. Only students entering the halls at midyear are granted one-semester contracts. A liquidated damage fee is charged if the student withdraws from the residence halls during the period of the contract.

For information concerning available housing off campus, write or contact the student-operated Off-Campus Listing Service, Room 336, University Memorial Center.

Single students desiring more information about housing should correspond with the Supervisor, Residence Halls Reservation Center, University of Colorado, Boulder 80310. Family housing information may be obtained from the Manager of Family Housing, 1350 20th Street, Boulder 80302. All new students receive, at the time of admission, an information booklet on student housing and a housing application form.

## Estimate of Expenses

Expenses for students attending the University of Colorado, Boulder, may vary according to programs of study, personal needs, and individual interests. Tuition and fees may also vary substantially for students attending the Denver Medical Center professional health service programs, the Denver Campus, or the Colorado Springs Campus.

It is difficult, therefore, to provide exact statements of total expenses. The following costs per academic year are established for undergraduate students attending the University of Colorado Boulder Campus in 1978-79; however, the Board of Regents reserves the right to change the costs for tuition and fees and room and board at any time.

	Resident	Nonresident
Tuition and fees	\$845	\$2,845
Board and room	\$1,440 to \$1,732	\$1,440 to \$1,732
(on campus)		
Total	\$2,285 to \$2,577	\$4,265 to \$4,577

The cost of attending a single fall or spring semester would be one-half of the amount shown. Students planning to attend the optional summer sessions would add the appropriate amount as stipulated in the *Schedule of Summer Courses*. Additional costs would include transportation, books, supplies, special laboratory or departmental fees, special residential program fees, entertainment, any added health insurance, and any other personal needs or interest items or services. Many students are able to work part time on and off campus to earn room and board and pay for other miscellaneous expenses, substantially reducing the amount of outside financial help needed.

## PARKING AND TRAFFIC REGULATIONS, MOTOR VEHICLES AND BICYCLES

Students who bring cars to Boulder and live on campus may purchase parking permits which entitle them to park on campus for fees ranging from \$12 to \$20 per semester. Since parking facilities are limited and distant from most dormitories, students are not encouraged to bring motor vehicles to campus. Good public transportation is available between Denver and Boulder, and within the city.

All bicycles operated or parked on University property must be registered with the University Parking and Traffic Office. The fee is \$1 for two years. All valid city licenses will be honored, provided the owner reregisters the bicycle with the Parking and Traffic Office at no charge. Any unregistered bicycle parked on campus is subject to impoundment.

Since parking and traffic regulations are frequently revised, all students should obtain copies of the latest regulations to avoid possible fines and/or impounding of their vehicles. Further information may be obtained from the Parking and Traffic Office, 1511 University Avenue, 492-7384.

## STUDENT FACILITIES AND SERVICES

### Counseling Services

The University Counseling Service is located in 134 Willard Administrative Center and has the responsibility for assisting students in the following areas:

*Individual Counseling.* Individual counseling services are offered to students who are experiencing concerns in some area of their personal, social, or educational lives. In addition, career counseling and testing are available to students through the University Counseling Service. Examples of the nature of student concerns are loneliness, family or marriage conflicts, or poor grades. Personal concerns of any type may be discussed openly, frankly, and privately with one of the professional psychologists or counselors on the staff.

*Group Counseling.* Frequently, problems and concerns which students experience are most effectively met through some method of group counseling. This form of personal assistance allows students to help one another under the direction of a group counselor or psychologist. Throughout the year, the Counseling Services offer a series of workshops designed to help students gain skills in specific areas. Examples of the workshops offered are: academic improvement, self-defeating behavior, assertiveness training, test-anxiety, career-decision making, and social skills development.

*Educational Counseling.* The Counseling Service assists students in various schools and colleges by offering educational and career exploration opportunities. These services are designed to assist the student who wants to choose a major, receive general

<sup>3</sup>The Board of Regents reserves the right to change board and room rates at any time.

academic advising, learn about careers related to majors, and develop educational goals and objectives.

**Women's Center.** The Counseling Service's Women's Center offers individual counseling; academic and job information; and testing services to University students, faculty, and staff, as well as to any mature woman or man who wishes to resume an interrupted academic program, or to change or enrich a career. Special educational, vocational, and personal insight workshops are offered several times a year both on campus and in cities throughout the state.

**Peer Counseling.** Peer counselors (undergraduate paraprofessionals) are trained to provide academic assistance in the College of Arts and Sciences and to assist in various workshops offered by the Counseling Service. The unique role served by the peer counselor is to assist students on a student-to-student basis.

**Testing and Assessment.** The Counseling Service uses achievement, interest, and personality tests as an aid to the counseling available for students. All test batteries which are assigned or administered are interpreted for students by one of the Counseling Service staff.

**Academic Skills Center.** The University Academic Skills Center helps students increase reading speed, improve comprehension, and improve personal study habits. Classes are offered each term and individual assistance is provided by a reading specialist. This service is located in Willard Administrative Center 282.

The above services are offered to University of Colorado students free, except the Reading and Study Skills Program, which requires a nominal fee. For further information about any of the Counseling Services, students may call 492-6766 or inquire in Willard Administrative Center 134.

## **Financial Aid and Student Employment Services**

Many students and parents are finding it increasingly difficult to finance a college education without some help. The role of the Financial Aid Office is to assist students financially, so they can fully participate in their educational experience here at the University of Colorado, Boulder.

About 40 percent of the student body is attending the University with some type of scholarship, grant, long-term loan, or Work-Study assistance. Students interested in applying for financial assistance should contact the Office of Financial Aid, Willard Administrative Center. Inquiries concerning graduate fellowships, scholarships, assistantships, and associateships should be directed to the Graduate Office, Regent Administrative Center, or the student's respective academic department.

Both undergraduate and graduate students seeking campus employment or part-time work in the community should make application in the Student Employment Center, Willard Administrative Center, Room 83.

Priority deadlines for financial aid administered by the Office of Financial Aid are:

February 15 — Colorado Graduate Grant (resident students only).

March 1 — Summer and academic year for entering freshmen.

April 1 — Summer and academic year for transfer and continuing students.

October 15 — Spring semester only.

*Special Note:* Students whose applications are not complete by the established priority deadline dates will be considered on a funds-available basis, when their applications are complete.

For information concerning additional funding sources contact the following offices all located in Willard Administrative Center:

Veteran's Affairs Office

Women's Center

Office for Disabled Students

## **Career Counseling and Occupational Information Services**

The Career Counseling and Occupational Information Services is located in Willard Administrative Center and assists students at all stages of their career development. No appointment is necessary and students are encouraged to drop in at any time. Activities and services are detailed below.

**Career Counseling.** A staff of professional counselors will assist students in any area of their career development from career choice to assistance with job placement.

**Career Exploration Groups.** These groups help students become more aware of themselves and the world of work. Activities include values clarification, skills analysis, receiving of occupational information, talking with individuals in occupations of interest, and decision making.

**Computerized Career Information.** A computerized system not only will help an individual select among more than 200 occupations, but also will give accurate job descriptions, salary levels, educational requirements, and information on outlooks for the future.

**Career Library.** Within the career library is a wealth of data on occupations, companies, schools and colleges, and many other types of career related information.

**Job Skills Workshops.** Workshops on resume writing, interviewing, and job search techniques teach students the most up-to-date skills in these three most crucial aspects of finding a job.

**Job Information Services.** The job information room contains current job openings throughout the United States. A *Job Vacancy Bulletin*, published weekly, lists hundreds of job openings of interest to students and alumni.

**Job Interviews.** Throughout the year companies and organizations recruit students on campus.

**Credentials Service.** Students and alumni may establish a file of references which can be mailed to prospective employers.

**Career Fair.** Each year, usually in March, the Career Services Office conducts a career fair. At this event, hundreds of companies come to campus to talk with students about careers within their organizations.

**Liberal Arts Career Program.** A job development specialist is available to assist liberal arts students in finding employment.

## Alumni

The University of Colorado, Boulder, alumni program is maintained by both alumni and University funds. No dues are charged, but all graduates and former students who wish to become members of the association and receive all mailings must keep the Alumni Office informed of their current address. Notices of local alumni meetings are sent to alumni, and *The Colorado Alumnus* newspaper is mailed 11 times a year.

The Alumni Office maintains records of alumni and plans alumni events at homecoming, at commencement, and with local groups throughout the United States; organizes student-alumni and young CU alumni groups, and arranges class reunions, awards programs, and tours.

The Alumni Office arranges programs of continuing education for alumni. The office works closely with the chancellor, faculty members, staff, and students in an effort to foster better communication between the Boulder Campus and the alumni body.

## Day Care Center

The University Family Housing Day Care Center, which includes preschool and kindergarten compatible programs, is located adjacent to the Boulder Campus. It is professionally staffed and state-licensed and serves primarily the children of University Family Housing residents. The center is open from 7:30 a.m. to 5:30 p.m. five days a week. Further information and rates may be obtained by calling 492-6185.

## Educational Opportunity Program

The Educational Opportunity Program (EOP), located in Willard Administrative Center, provides minority students with an environment conducive to academic growth. Since 1967 EOP has been divided into five separate units: the Asian American Program (AA-EOP), Black Education Program (BEP), Migrant Action Program (MAP), Native American EOP (NA-EOP), and the United Mexican American Students (UMAS-EOP). Services provide students with individual assistance in the following areas:

**Academic Support.** This program helps to improve EOP students' basic educational skills through tutoring, academic advising, curriculum development, and special courses.

**Personal and Cultural Development.** Personal counseling, social/recreational/cultural activities, housing and family relations assistance, financial advising, and exit counseling aid in the social,

emotional, and cultural development of EOP students.

**Career Development.** Career and vocational guidance, job development, and graduate and professional school advising are offered to increase career opportunities for EOP students while assisting them in career and occupational choices.

**Institutional Development.** Program activities include curriculum development, recruiting, cultural activities, instruction and institutional relations in a continual effort to assist in the development of a campus environment more responsive to the academic and cultural needs of minority students.

**Administration.** Delivery of EOP services is facilitated through program planning and development program evaluation, community relations, and secretarial/clerical support.

For more information concerning admission to the University of Colorado through the Educational Opportunity Program, students may call 492-7884 or 492-7555.

## Human Relations Center

The Human Relations Center concerns itself with both personal and intergroup relationships as they involve students, faculty, staff, and administration. The center staff attempts to affect the human environment of the Boulder Campus through a student internship program which includes ombudsperson services to students, an Information/Complaint Booth Service (SAIL), and a student leadership class. Student interns aid students with personal problems, assist the center in opening and maintaining channels of communication, and concern themselves with improving and strengthening relationships within the University community. The Human Relations Center also works closely with student organizations.

The center offers courses for student leaders and others who wish to become involved in the affairs of students. The course is directed toward providing students with skills, information, and experiences that contribute to effective leadership. For further information, contact the center at 492-5077, UMC 328.

## Services for Disabled Students

The Office of Services for Disabled Students (OSDS) is a program recently established at UCB to assist disabled students in functioning within the University setting.

The goal of the office is to remove physical barriers and to provide supportive services to permit students with disabilities to participate fully in the academic, cultural, and social activities of the University. This is accomplished by providing individualized services in the areas of admissions, registration, parking, housing, recreation, career counseling, and personal counseling, etc. A media center has been established to provide equipment and materials required by blind students. A program for deaf students is also being developed which includes interpreter services and special assistance with reading and language skills.