

Continuing Engineering Education Program (Non-Credit & Credit Schedule Adjustment Form)

Print this form, complete all three fields, and return to:

☎ Phone: 303-556-4907

☎ Fax: 303-556-6688

✉ Email: heidi.utt@ucdenver.edu

📍 Office: North Classroom, #3021

✉ Mail: University of Colorado Denver

Continuing Engineering Education Program

Campus Box 115, PO Box 173364

Denver, Colo. 80217-3364



If you decide to drop/withdraw from any course, for any reason, you must do so **IN WRITING** by mailing, faxing, or emailing our program a **COMPLETED** Schedule Adjustment Form **BEFORE THE COURSE'S DROP DEADLINE** (see our website for form, or email request to heidi.utt@ucdenver.edu). Please choose wisely, students do not receive refunds if they begin any course and then change their mind.

Revised May 2009

1. STUDENT DATA: Please PRINT or TYPE

Mr. Mrs. Ms.

MM/DD/YYYY

(Please, NO Company Mailing Addresses)

Have you ever enrolled in a Continuing Engineering Education Course?

YES NO

How did you learn about the Continuing Engineering Education Program? _____

2. COURSE DATA: Please PRINT or TYPE

Why are you dropping/withdrawing from this course?

3. SIGNATURE and DISCLOSURES: Please remember to sign your completed Schedule Adjustment form.

I understand I am academically and financially responsible for the course adjustments I request. I am responsible for knowing the Continuing Engineering Education Program's schedule adjustment deadlines and abiding by them.

To the best of my knowledge, I certify the information furnished here is true and complete without intent of evasion or misrepresentation. I understand if it is found to be otherwise, it is sufficient cause for my rejection or dismissal without refund. In signing this form, I certify I have read and understand the Continuing Engineering Education Program's drop/withdraw and refund policy, the late registration fee agreement, and have completed all necessary documents to properly process my registration, including payment.

SIGNATURE _____

DATE _____

If you do not sign here, your registration is invalid and will not be processed.