

Center for Distance Education & Independent Learning

907.479.3444 or 800.277.8060 www.distance.uaf.edu
University of Alaska Fairbanks - College of Rural and Community Development
PO BOX 756700
Fairbanks Alaska 99775-6700

LESSON GRADE: _____

SEMESTER-BASED COURSE – FALL 2009

Please attach only ONE lesson per cover sheet.

NAME: _____ COURSE NAME & NUMBER: _____
(Example: MATH 200X)
ADDR: _____ LESSON #: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE #: _____

Your complete name and mailing address must fit within the lines above to ensure proper mailing. Please print or type clearly. It will become your mailing label to mail your lesson back to you.

E-MAIL ADDRESS: _____

CDE FAX NO. 907-479-3443

- ✓ **GRADUATING?**
- ✓ **TEACHER CERTIFICATION?**

Make sure your instructor knows of your deadline well in advance.



My expected completion date is: _____ for _____.

CDE FALL 2009 SEMESTER COMPLETION DATE IS THURS DEC 3RD!

All work (including final exam) must be completed by December 3rd!

(FALL GRADS! – IT IS VERY IMPORTANT THAT YOU COMPLY WITH THIS DEADLINE.)

IMPORTANT DATES:

Last Day to Drop or Add a Class with 100% Refund: **Sept 11th**
Last Day for Fee Payment with No Late Fees: **Sept 11th**
Last Day to Drop with 50% Tuition Only Refund: **Sept 18th**
Last Day to apply for Fall Graduation: **Oct 15th**
Last Day for Student/Faculty Withdrawals: **Oct 30th**
Final Completion Date for CDE Classes: **Dec 3rd**

CRCO BOOK STORE REFUND POLICY INFORMATION:

See your receipt for detailed refund information or email:
rycdebks@uaf.edu

Please note: No refunds will be issued for computer software which has been removed from shrink-wrap!

IMPORTANT INFORMATION:

- There are NO LATE ADDS!
- You may NOT switch a semester-based course to a regular yearlong course!
- Only 2 lessons per week will be accepted for most courses. This includes lessons submitted **at the end of the semester.** See your Course Introduction for specifics that apply to your course or contact your instructor. It is very important that you meet your instructor's requirements. Failure to adhere to requirements could result in a lower grade or being withdrawn from the course by your instructor. **Take responsibility before this happens!**
- Faculty **MAY** withdraw students who do not meet the prerequisites or have not participated substantially in the course. A grade of "W" will appear on your academic record. **Not all faculty automatically W/D students. Please contact your instructor if you have any questions or concerns**

