

Withdrawal Procedures - Fall 2005 (archived 9/20/05)

If you need to withdraw from ALL of your courses, you can do one of the following:

- Fill out a withdrawal form in the registrar's office in Regent 105.
- Drop all courses via web registration (through deadline to drop without signatures) and follow-up with a withdrawal letter or e-mail.
- Write a letter to the Withdrawal Coordinator, Office of the Registrar, University of Colorado at Boulder, 20 UCB, Boulder, CO 80309-0020.
- Fax a letter of withdrawal to 303-492-8748.
- E-mail a statement of withdrawal (use your @colorado.edu e-mail account) to withdraw@colorado.edu.
- Print a copy of the Registrar's Fall 2005 withdrawal form (be sure to include the petition if you are withdrawing between September 8th and October 5th). Complete the form(s) and mail, fax, attach, or walk it to the Registrar's Office.
[Fall 2005 Withdrawal Form](#)
[Petition for Withdrawal](#)
[Withdrawal Information](#)

NOTE: The Office of the Registrar Fall 2005 Withdrawal Form must be signed by the withdrawing student. Contact the Registrar's withdrawal coordinator with questions (see below).

In all withdrawal correspondence, include your name, student ID number, the semester from which you want to withdraw, your signature, and forwarding address.

Students in the colleges/schools of Architecture, Education, Journalism, Law and the MBA program must obtain a dean's signature to withdraw after the second week of classes (after the "B" rebate deadline). Engineering and Music students must obtain their dean's signature after the 6th week of classes.

Students in the College of Arts and Sciences and the Business and Graduate Schools may withdraw through closing on the last day of classes. International students must obtain the signature of their international student advisor.

NOTE: Degree and nondegree students registered for classes through Continuing Education must withdraw through Continuing Education; <http://www.colorado.edu/ContinuingEducation>, call 303-492-5148, e-mail ceregistration@colorado.edu, visit or write 1505 University Ave., University of Colorado at Boulder, 178 UCB, Boulder, CO 80309-0178.

When you officially withdraw, you need not drop your courses; this is done for you. Also, be sure to refer to the Withdrawal Refund or Assessment Schedule below.

If you are registered for courses and do not officially withdraw from the university by contacting the registrar's office, failing grades are recorded for all of your courses.

For questions or more information about the withdrawal process, visit or call the Office of the Registrar, Regent 105, 303-492-8673, e-mail withdraw@colorado.edu.

NOTE:

- Deadlines and rules for withdrawing may vary within each college and school. Check with your dean's office concerning withdrawal rules.
- If you drop all your courses and don't reregister, you are considered withdrawn from the university and you should notify the registrar's office. (See withdrawal procedures above.)
- If you withdraw from CU-Boulder but plan to return to the Boulder main campus in the future, you must either go on the Time Out Program <http://registrar.colorado.edu/support/timeout.html>, or reapply through the Office of Admissions at <http://www.colorado.edu/prospective/freshman/apply.html>. Students remaining enrolled in only Continuing Education classes must still either reapply or go on TOP to return to Boulder main campus.

Withdrawing students who have financial aid should refer to the [Financial Aid](#) office for tuition assessment information.

Withdrawing students (including students applying for the Time Out Program) with Federal Perkins loans must complete a loan exit interview before leaving the University. Failure to do so results in a stop on your record. This stop prevents you from receiving a diploma or an academic transcript of work at the university and from registering for any future terms. Complete the exit counseling online at <http://www.mapping-your-future.com/>, or contact the Student Loan Department in the Bursar's Office at 303-492-5571 or 1-800-925-9844, or e-mail bursar@colorado.edu.

Withdrawing students with extenuating circumstances should also see Dispute Rights under the [Bursar's Office](#).

Fall 2005 Withdrawal Dates	Refund/Assessment Schedule
March 28 - August 12th at Midnight	Full refund of the \$200 enrollment deposit (continuing students only). Note: The deadline to withdraw and receive a deposit refund also applies to students planning to go on the Time Out Program. New, readmitted, and transfer students are not eligible for a refund.
August 13 - September 7th, at 5 PM	A \$200 withdrawal processing fee is assessed. (The enrollment deposit is applied to this charge.) Note: Non-degree students are not assessed a financial penalty if they withdraw by September 7.
September 8 - September 21, at 5 PM*	100 percent of full tuition and fees is assessed. HOWEVER, if students have circumstances that may warrant a tuition adjustment, they may petition to be assessed 40 percent of their total tuition and fees* or the \$200 enrollment deposit, whichever is greater. Students may link to the printable "Office of the Registrar Fall 2005 Withdrawal Form" and complete the form and the petition on the reverse.
September 22 - October 5, at 5 PM*	100 percent of full tuition and fees is assessed. HOWEVER, if students have circumstances that may warrant a tuition adjustment, they may petition to be assessed 60 percent of their total tuition and fees* or the \$200 enrollment deposit, whichever is greater. Students may link to the printable "Office of the Registrar Fall 2005 Withdrawal Form" and complete the form and the petition on the reverse.
October 6 - December 8 (Last Day of Class) at 5 PM*	No refund: 100 percent of tuition and fees due.
* "Fees" refers to UCSU student fees and the athletic fee.	