

## Withdrawal Checklist for Boulder Main Campus Students

### **Before You Withdraw – Discuss Your Options**

- ☐ Talk to [your academic advisor](#) about how withdrawing will impact your academic requirements.
- ☐ Check the semester or session's [withdrawal calendar](#) to determine the financial impact of withdrawing.
- ☐ If you have financial aid, review the [financial aid refund policy](#) to find out how withdrawing will impact your aid.
- ☐ If you're an international student, contact [International Student & Scholar Services](#).
- ☐ If you're a student athlete, contact the [Herbst Academic Center](#).
- ☐ If you're receiving veteran's education benefits, contact [Veteran & Military Affairs](#) before you withdraw to ensure they're aware of your situation.
- ☐ If you're a reservist, National Guard member or natural disaster emergency worker ordered to active duty, contact the [Office of the Registrar](#).
- ☐ If you could use some additional support, consider making an appointment with one or more counseling services:
  - [Center for Inclusion & Social Change](#)
  - [Counseling & Psychiatric Service \(CAPS\)](#)
  - [Office of Victim Assistance](#)
  - [Student Support & Case Management](#)

### **How to Withdraw**

- ☐ Visit our [Withdraw from the Semester](#) webpage for step-by-step instructions.
- ☐ If you're withdrawing from Main Campus classes but remaining in Continuing Education classes, contact [Continuing Education](#) for more information.
- ☐ If you're withdrawing from a prior semester, contact [your advisor or your school's advising office](#) for more information on your college, school or program's policies.

### **After You Withdraw**

- ☐ Check [Buff Portal](#) and your CU Boulder email frequently for the next six months. Important communications about your withdrawal will be sent to your CU Boulder email account.
- ☐ Check to see if you owe money by checking your [tuition & fees card](#). Additional charges may appear up to six weeks after you withdraw. Contact the [Bursar's Office](#) with account questions.
- ☐ Update your [permanent address](#).
- ☐ If you've accepted financial aid, contact the [Office of Financial Aid](#) to let them know you've been withdrawn. If you're going on a leave of absence for fall and plan to return in spring, ask whether you can secure your aid package now for spring semester.
- ☐ If you've accepted a scholarship, contact the [Office of Scholarship Services](#) to adjust your scholarship.
- ☐ If you have a Federal Perkins or short-term loan, or if you need debt counseling to pay an outstanding balance, contact [Student Loans & Debt Management](#).
- ☐ If you're an undergraduate student employee, you must stop working as of the date you withdraw, unless you have a non-work-study position and have applied for a [leave of absence](#). Contact the [Student Employment Office](#) with questions. Update your address by contacting your payroll liaison.
- ☐ If you're a graduate student with an RA or TA appointment, you must stop working as of the date you withdraw. Contact [Gretchen O'Connell](#) for more information.

- ☐ If you signed a housing contract, officially check out of your residence hall and turn in your key. Contact [University Housing](#) for more information.
- ☐ If you're in a [Residential Academic Program \(RAP\)](#), contact your RAP coordinator or call 303-492-6673 to be withdrawn from your RAP and to request an account adjustment.
- ☐ If you signed a lease for on-campus family housing, contact [Graduate & Family Housing](#).
- ☐ If you purchased [CU health insurance](#), contact [Health & Wellness Services](#) for health plan coverage options.
- ☐ If you've been a [Medical Services](#) patient and have questions about your bill, contact the [Billing Office](#).
- ☐ If you want to return textbooks, see the [CU Book Store FAQs](#).
- ☐ If you purchased a parking permit or have unpaid citations, contact [Parking Services](#).
- ☐ If you need to return library books or pay overdue book fines, contact [University Libraries](#).
- ☐ If you signed up for an instruction program, email the [Rec Center](#) to see if you qualify for a refund.
- ☐ If you purchased athletic tickets, contact the [Ticket Office](#) for a refund.
- ☐ If you want to order an official transcript, visit our [Transcripts](#) webpage.

### **How to Return to the University**

Undergraduate degree-seeking students are eligible to take a leave of absence from the university for up to two semesters plus one summer from their last graded semester without having to reapply. View the [return chart](#).

To access [certain benefits](#) while away, undergraduates can apply for a [leave of absence](#).

Graduate students must receive a grade every fall and spring semester (W grades count) or apply for a [leave of absence](#) in order to return to CU Boulder in the future without reapplying. A leave of absence is not required for summer semester; graduate students not taking summer classes are considered active students.

### **Contact Information**

#### **Boulder Main Campus Students**

Office of the Registrar  
University of Colorado Boulder  
20 UCB  
Boulder, CO 80309-0020  
Phone: 303-492-6970  
[withdraw@colorado.edu](mailto:withdraw@colorado.edu)

#### **Continuing Education Students**

Continuing Education  
University of Colorado Boulder  
178 UCB  
Boulder, CO 80309-0178  
Phone: 303-492-5148  
[ceregistration@colorado.edu](mailto:ceregistration@colorado.edu)