

# How to Withdraw From Courses

[Students](#) » How to Withdraw From Courses

[How to Withdraw](#) from all semester classes (Boulder Main Campus Students)

[Financial Concerns and Tuition Assessment](#)

[How to Withdraw for Students ordered to Active Duty or volunteering for National Emergency Relief Service](#)

[Withdrawal Calendars](#)

[Questions?](#)

There are two ways to withdraw from the University of Colorado: Students must either complete the registrar's withdrawal procedures listed below, or withdraw by default (by never registering or not re-registering after dropping all Boulder main campus classes). Students that are enrolled through the [Division of Continuing Education and Professional Studies](#) must withdraw from that campus separately. Nonattendance DOES NOT constitute withdrawal, nor is it the responsibility of a professor to drop a student from a class for nonattendance. If a student stops attending a class, the student remains liable for all applicable tuition and fees and will receive a failing grade.

Students that are considering withdrawing from a semester should:

- First check with your [advisor](#).
- View [drop/add](#) information if you want to drop one or two of your classes rather than ALL of your classes.
- For Spring 2010 withdrawal information, look over the [Spring 2010 Withdrawal Information](#) 
- For detailed information regarding withdrawal refer to our brochure, [Withdrawing from CU-Boulder](#) 
- Use the [Withdrawal Checklist](#)

Deadlines and rules for withdrawing may vary with each college and school. Students should check with their dean's office concerning their college or school's withdrawal policies.

Once withdrawn from the university, students must either readmit through the [Office of Admissions](#) or apply for the Time Out Program [Time Out Program \(TOP\)](#) to return to Boulder Main Campus.

## STUDENTS TAKING COURSES THROUGH THE DIVISION OF CONTINUING EDUCATION AND PROFESSIONAL STUDIES

Boulder main campus students who are taking classes solely through the Division of Continuing Education and Professional Studies who plan to return to Boulder main campus in the future must either go on the [Time Out Program \(TOP\)](#) or reapply through the [Office of Admissions](#).

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### How to Withdraw

*In all withdrawal correspondence, include your name, student ID number, the semester from which you are withdrawing, the reason for your withdrawal, a forwarding address, and your signature.*

Military members ordered to active duty or national or state emergency relief workers, see “Official withdrawal for Students ordered to Active Duty or Volunteering for National Emergency Relief” below.

### OFFICIALLY WITHDRAW:

1. Print and complete the appropriate form(s):

- [Spring 2010 Petition & Withdrawal Form](#) 

2. Mail, fax, e-mail, or walk it to the registrar's office:

- ***Mail or Walk-in:***

Withdrawal Coordinator  
Office of the Registrar  
University of Colorado at Boulder  
20 UCB  
Boulder, CO 80309-0020

- ***Fax:*** 303-492-8748
- ***E-mail:*** [withdraw@colorado.edu](mailto:withdraw@colorado.edu) (use your @colorado.edu e-mail account)
- Drop all courses via web registration (during the [Drop/Add](#) period) and follow-up with a withdrawal letter.

## EXCEPTIONS:

There are exceptions dependant on the school or college. Please note that these exceptions do not apply to students ordered to active duty or volunteer for emergency relief.

- **Architecture, Education, Journalism, Law and MBA program:** Students must obtain a dean's signature to withdraw after the second week of classes.
- **Engineering and Music:** Students must obtain their dean's signature after the 6th week of classes.
- **International Students:** Students must obtain the signature of their international student advisor **before** they withdraw.
- **College of Arts and Sciences, Business and Graduate Schools:** Students may withdraw through closing on the last day of classes.
- **Degree and nondegree students registered for classes through Continuing Education:** Students must withdraw through [Continuing Education](#); call 303-492-5148, e-mail [ceregistration@colorado.edu](mailto:ceregistration@colorado.edu), visit 1505 University Ave. or write to University of Colorado at Boulder, 178 UCB, Boulder, CO 80309-0178.

[Return to Top](#)

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## Financial Concerns and Tuition Assessment

Withdrawing students who have received [financial aid](#) should review the Office of Financial Aid's [Withdrawal Policy](#).

- **Loans:** 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.colorado.edu/bursar/>, 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](mailto:bursar@colorado.edu).
- **Disputes:** Withdrawing students with extenuating circumstances should also see [Tuition Dispute Information](#).
- **Enrollment Deposit:** The Student's \$200 [Enrollment Deposit](#) may be returned after withdrawal.

- **New Student Fee:** The \$182 one time new student fee is non-refundable.

## OFFICIAL WITHDRAWAL FOR STUDENTS ORDERED TO ACTIVE DUTY OR VOLUNTEERING FOR NATIONAL EMERGENCY RELIEF

- **Restriction:** These procedures are to be used ONLY by military personnel ordered to active duty or fire fighters and police officers who help with state or natural disasters.
- [Withdrawal and Time Out Procedures for Students Ordered to Active Duty or for State or National Emergency Relief Workers](#)

## Withdrawal Calendars / Refund and Assessment Schedule(s)

[Return to Top](#)

### Spring 2010

Spring 2010 Withdrawal Dates	Refund/Assessment Schedule
December 31 at midnight	Full refund of tuition and fees and the \$200 enrollment deposit (continuing students only). New, readmitted, and transfer students are not eligible for a deposit refund and are also responsible for the matriculation fee if the student attended orientation and/or registered for classes.
January 1 - January 27 at 5 PM	\$200 in tuition and fees is assessed. (The enrollment deposit is applied to this charge.) Note: Non-degree students are not assessed a financial penalty if they withdraw by January 27.
January 27 after 5 PM - February 10 at 5 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if a reason for withdrawing is provided on the withdrawal petition, 40% of tuition* and fees will be assessed (60% refund).
February 10 after 5 PM – February 24 at 5 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if a reason for withdrawing is provided on the withdrawal petition, 60% of tuition* and fees will be assessed (40% refund).
February 24 after 5 PM - April 30 at 5 PM (last day of classes)	No refund: 100 percent of tuition and fees is assessed and W grades are posted.
*Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate.	

## Questions?

For questions or more information about the withdrawal process, visit or call the Office

of the Registrar, Regent 105, 303-492-8673, or e-mail [withdraw@colorado.edu](mailto:withdraw@colorado.edu).

[Return to Top](#)

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