

## How to Withdraw From Courses – Archived 10/6/08

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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 their [advisor](#).
- View [drop/add](#) information if you want to drop one or two of your classes rather than ALL of your classes.
- For Fall 2008 withdrawal information, look over the [Fall 2008 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Once withdrawn from the university, students must either readmit through the [Office of Admissions](#) or apply for the Time Out Program [Time Out Program \(TOP\)](#) to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):
  - [Fall 2008 Withdrawal Form](#)  Also complete the *Office of the Registrar Petition Process* below if you're withdrawing September 10th after 5 PM – October 8th by 5 pm.
  - [Office of the Registrar Petition Process – Fall 2008 Withdrawal for September 10th after 5 PM – October 8th by 5 pm](#)  Also complete the *Fall 2008 Withdrawal Form* above.
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:** (use your @colorado.edu e-mail account) to [withdraw@colorado.edu](mailto:withdraw@colorado.edu).
- Drop all courses via web registration (during the [Drop/Add](#) period) and follow-up with a withdrawal letter.

## 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](#)

### 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 or write 1505 University Ave., University of Colorado at Boulder, 178 UCB, Boulder, CO 80309-0178.

\*Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate.

\*\*"Fees" refers to UCSU Student fees and the athletic fee.

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**Financial Concerns and Tuition Assessment**

## Withdrawal Refund and Assessment Schedule(s)

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

- **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.mapping-your-future.org>, 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.

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## Withdrawal Calendars

### Fall 2008

Fall 2008 Withdrawal Dates	Refund/Assessment Schedule
August 15 at midnight	Continuing and returning Time Out Program (TOP) students will receive a full (no penalty) refund of the \$200 enrollment deposit less any outstanding charges. <b>New, readmitted, and transfer students are not eligible for a refund.</b> If you are a new student who attended orientation and registered for classes, you are also responsible for the \$108 matriculation fee in addition to the \$200.00 enrollment deposit
August 16 - September 10 at 5 PM	A \$200 withdrawal processing fee is assessed. (The enrollment deposit is applied to this charge.) This charge applies to all registered students withdrawing during this period, including students applying for the Time Out Program. <b>Note:</b> Non-degree students enrolled through the Division of Continuing Education and Professional Studies are not assessed a financial penalty if they withdraw by September 10.
September 11 - September 24 at 5 PM	100% of full tuition* and fees is due and "W" grades are recorded. HOWEVER, if you withdraw during this time period and have circumstances that may warrant a tuition adjustment, <b>you may petition to be assessed 40% of your total tuition* and fees</b> or the \$200 enrollment deposit, whichever is greater. Complete the appropriate half of the Office of the Registrar Petition Process – Fall 2008 Student Withdrawal (see link above) or send your

	request and reason for withdrawal to "Withdrawal Coordinator".
September 25 - October 8 at 5 PM	100% of full tuition* and fees is due and "W" grades are recorded. HOWEVER, if you withdraw during this time period and have circumstances that may warrant a tuition adjustment, <b>you may petition to be assessed 60% of your total tuition* and fees</b> or the \$200 enrollment deposit, whichever is greater. Complete the appropriate half of the Office of the Registrar Petition Process – Fall 2008 Student Withdrawal (see link above) or send your request and reason for withdrawal to "Withdrawal Coordinator".
October 9 - December 12 (last day of classes) at 5 PM	100% of full tuition* and fees is due and "W" grades are recorded
*Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate.	