

## Summer 2016 Assessment Schedule

Students are responsible for knowing the withdrawal and assessment schedule, and for paying tuition and fees. Faculty and staff using the tuition benefit have a different schedule; see the [Bursar's Office](#) website.

### Summer 2016 Withdrawal and Assessment Calendar

Term	No Fee	No Refund, W Grade	Last Day to Withdraw	Dean's Signature Required After
Maymester	May 10	May 11 – 25	May 25	May 19
BS1 (1 <sup>st</sup> 6 weeks)	May 25	May 26 – June 30	June 30	May 27
A	June 3	June 4 – June 30	June 30	June 20
B	July 8	July 9 – August 4	August 4	July 25
C	June 7	June 8 – July 21	July 21	July 1
D	June 9	June 10 – August 4	August 4	July 13
BS2 (2 <sup>nd</sup> 6 weeks)	July 7	July 8 – August 11	August 11	July 11
D (900–999)	July 8	July 9 – August 4	August 4	July 25
E & F Intensives	See catalog for dates	See catalog for dates	See catalog for dates	See catalog for dates
G	August 2	August 3 – August 17	August 17	August 11

#### How to Withdraw

Summer withdrawals are unique: Students may withdraw from summer sessions separately. To withdraw from a summer session:

1. Complete the Office of the Registrar's [withdrawal form](#).
2. Read this publication and the [withdrawal checklist](#) for the possible impacts of withdrawing.
3. Use the calendar above to find related deadlines dates.

#### Requirements

Students in Arts and Sciences, Business, Education, Engineering, Journalism and the Graduate School **do not** require a dean's signature in order to withdraw from a session. Students in Environmental Design, Music, Law and MBA require a dean's signature from a session after the date marked in the **Dean's Signature Required After** column.

#### Deadlines

Refer to the summer withdrawal assessment calendar above for financial penalty periods, deadlines to withdraw without a W grade, dean signature requirement dates and the last day to withdraw. The last day to withdraw is always the day before the last day of class; the last day of class is reserved for finals. No exceptions are made for missing these deadlines.

## Summer 2016 Withdrawal Information

### Withdrawal Procedure

To officially withdraw, students may submit [an online withdrawal request](#) to the Office of the Registrar. For more information, see [Withdraw from CU](#).

### Withdrawal Checklist

To ensure a withdrawal is complete, refer to the [withdrawal checklist](#).

### International Students

International students **MUST** consult with International Student and Scholar Services (ISSS) **BEFORE** they withdraw. Failure to check with ISSS could endanger the student's immigration status. Contact information: 303-492-8057.

### Student Athlete

Student athletes must contact the [Herbst Academic Center](#) **BEFORE** withdrawing. Contact information: 303-492-6591.

### Continuing Education (CE)

Students enrolled only in CE classes must contact CE to withdraw. Contact information: 303-492-5148 or [ceregistration@colorado.edu](mailto:ceregistration@colorado.edu).

### Students Ordered to Active Duty or Emergency Personnel

Students called to active duty for military or emergency services should contact the withdrawal coordinator and provide a copy of their orders. After providing orders, the student may be placed on a leave of absence.

### Health and Wellness Information

For information about insurance or billing, contact the [Wardenburg Health Center](#), 303-492-5101.

*The following offices offer counseling services and information to all CU Boulder students:*

### Counseling & Psychological Services

[CAPS](#) offers free and confidential counseling up to 30 days from the official withdrawal date. Contact information: Center for Community S440, 303-492-6766.

### Cultural Unity & Engagement Center

[CUE](#) offers free counseling. Contact information: Center for Community N320, 303-492-5667.

### The Office of Victim Assistance (OVA)

[OVA](#) offers free and confidential counseling. Contact information: Center for Community S440, 303-492-8855.

### Financial Information

#### Refund/Assessment Schedule

A withdrawal refund/assessment schedule for Main Campus classes is available in the term-specific withdrawal information; see [Withdraw from CU](#).

#### Tuition Dispute Process

The [tuition dispute process](#) is available for students with extenuating circumstances. The deadline to dispute charges is the last day of classes. Contact information: 303-492-5381 or [bursar@colorado.edu](mailto:bursar@colorado.edu).

#### Federal Perkins Loans

Students with Federal Perkins loans or a short-term loan must complete the [loan exit interview](#). Contact information: Student Loan Department, 303-492-5571.

#### College Opportunity Fund

In-state undergraduate students who withdraw by the drop deadline will not have authorized COF hours deducted from their lifetime hours. After the drop deadline, authorized COF hours will be deducted from the student's 145 lifetime hours.

#### Out-of-State Guaranteed Tuition Rate

Out-of-state students who withdraw from the term do not have their [four-year guaranteed tuition period](#) extended. Contact information: 303-492-5381 or [bursar@colorado.edu](mailto:bursar@colorado.edu).

#### Financial Aid

Students who received financial aid may be responsible for returning some or all funding. Students with aid should contact the Office of Financial Aid before withdrawing. Contact information: 303-492-5091 or [financialaid@colorado.edu](mailto:financialaid@colorado.edu).

#### RA's and TA's

Graduate students who receive an RA/TA appointment and withdraw within the first 12 weeks of the term will have their RA/TA appointment reversed, and will be responsible for tuition charges according to the assessment schedule.

#### Faculty and Staff

Faculty/staff who used the tuition waiver benefit should contact the Office of the Registrar and Bursar's Office about withdrawing. Contact information: 303-492-5381 or [bursar@colorado.edu](mailto:bursar@colorado.edu).

#### VA Education Benefits

Students who receive VA education benefits should contact the Veterans Educational Benefits Office. Contact information: 303-492-7322 or [veterans@colorado.edu](mailto:veterans@colorado.edu).

### Housing Information

- **Residence hall** residents must notify the residence hall director of their withdrawal and complete the housing checkout procedure within 48 hours of withdrawing. For more information, call the Occupancy Management Office, 303-492-6673 or [reservations@colorado.edu](mailto:reservations@colorado.edu).
- **Bear Creek** residents must notify the Bear Creek office of their withdrawal at 303-735-2275.
- **Family housing** residents must notify the Family Housing Office of their withdrawal at 303-492-6384, and provide 45 days' notice before they move out.

#### Residential Academic Program (RAP)

Students in a residential academic program (RAP) must contact their RAP advisor to withdraw from their RAP.

#### Student-Selected Opportunities

##### Athletic Tickets

Purchased athletic tickets remain valid for the semester. To return tickets, contact the athletic ticket box office at 303-492-8337.

##### Student Opportunity Fees

Students who selected student opportunities will be billed based on their selections. The deadline to request a refund of fees is the drop deadline. To request a refund, contact the office providing the service.

##### CU Recreation Center

Withdrawn students are not eligible to use the Recreation Center. Students on an official leave of absence may purchase a Recreation Center pass. For refunds or exceptions, contact the CU Recreation Center at 303-492-6880.

##### Planning to Return to CU?

Degree-seeking undergraduate students may take a leave of absence of up to two semesters plus one summer from their last graded semester without reapplying. Please refer to the [return chart](#). While away, students can register with the same priority as before and CU email and MyCUInfo accounts remain active. Undergraduate students may access certain CU Boulder benefits while away by applying for [leave of absence benefits](#). For more information, call 303-492-6970 or see [Withdraw from CU](#).

**Graduate, Law and MBA** students who withdraw during a summer semester need not apply for a leave of absence. However, they must either attend a fall or spring semester or apply for a leave of absence.