

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 information](#) to determine the financial impact of withdrawing.
- If you have financial aid, check with the [Office of Financial Aid](#) (303-492-5091, financialaid@colorado.edu) to find out how withdrawing will impact your aid.
- If you're an international student, contact [International Student & Scholar Services](#) (303-492-8057).
- If you're a student athlete, contact the [Herbst Academic Center](#) (303-492-6591).
- If you're receiving veteran's education benefits, contact [Veteran & Military Affairs](#) (303-492-7322, veterans@colorado.edu) 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](#) (303-492-6970, withdraw@colorado.edu).
- If you could use some additional support, consider making an appointment with one or more counseling services:
 - [Center for Inclusion & Social Change](#), C4C N320, 303-492-0272.
 - [Counseling & Psychiatric Service \(CAPS\)](#), C4C N352, 303-492-2277.
 - [Office of Victim Assistance](#), C4C N352, 303-492-8855.
 - [Student Support & Case Management](#), C4C N460, 303-492-7348.

How to Withdraw

- Visit the [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 (303-492-5148, ceregistration@colorado.edu) for more information.
- If you're withdrawing from a prior semester, contact your school's advising office or advisor for more information on your college, school or program's policies.

After You Withdraw

- Check [MyCUInfo](#) 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 clicking on the Billing Information tab in [MyCUInfo](#). Additional charges may appear up to six weeks after you withdraw. Contact the [Bursar's Office](#) (303-492-5381, bursar@colorado.edu) with account questions.
- Update your permanent address in [MyCUInfo](#).
- If you've accepted financial aid, contact the [Office of Financial Aid](#) (303-492-5091, financialaid@colorado.edu) 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 [Scholarship Services](#) (303-492-4533, scholarships@colorado.edu) 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](#) (303-492-5571, studentdebtmanagement@colorado.edu).
- 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](#) (303-492-7349) 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 (303-492-6143, gretchen.oconnell@colorado.edu) for more information.
- If you signed a housing contract, officially check out of your residence hall and turn in your key. Contact Occupancy Management (303-492-6673, studenthousing@colorado.edu) 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 (303-492-6384, graduatefamilyhousing@colorado.edu).
- If you purchased CU health insurance (check your selection in [MyCUInfo](#)), contact [Patient Services](#) (303-492-5107, patientservices@colorado.edu) for your health plan coverage options.
- If you've been a Medical Services patient and have questions about your bill, contact the [Billing & Payments Office](#) (303-492-4196).
- If you want to return textbooks, read the book return policy at the [CU Book Store](#) (303-492-6411).
- If you've purchased a parking permit or have unpaid citations, contact [Parking Services](#) (303-492-7384).
- If you need to return library books or pay overdue book fines, contact [University Libraries](#) (303-492-8705).
- Check with the [OIT Help Desk](#) (303-735-4357, help@colorado.edu) regarding computer accounts.
- If you signed up for an instruction program, call the [Rec Center](#) (303-492-6561) to see if you qualify for a refund.
- If you purchased athletic tickets, contact the [Ticket Office](#) (303-492-8337) for a refund.
- If you selected any [student opportunities](#) and want a refund, contact the office you supported.
- If you want to order an official transcript, visit the [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 submit an [Undergraduate Leave of Absence Optional Benefits Application](#). For a list of benefits, see the [Leave of Absence](#) page.

Graduate students must receive a grade every fall and spring semester (W grades count) or submit a [Graduate Leave of Absence Application](#) 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

Continuing Education Students

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