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☐ If you’ve accepted financial aid, contact the Office of Financial Aid to let them know you’ve been withdrawn.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 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 Occupancy Management 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, contact 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

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