

How to Withdraw From Courses

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Two Ways to Withdraw:

There are two ways to withdraw from the University of Colorado: Degree seeking students must either complete the Registrar's withdrawal procedures listed below, or withdraw by default (by never registering or by dropping all classes before first drop deadline).

Non-degree students that are enrolled only 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 just one or two of your classes rather than ALL of your classes.
- For Fall 2012, look over the [Fall 2012 Withdrawal Information](#) 
- Use the [Withdrawal Checklist](#)

Deadlines and rules for withdrawing may vary with each college or school. The Office of the Registrar only processes withdrawals for those who meet the deadlines. Students should check with their dean's office concerning their college or school's withdrawal policies if they have missed a deadline.

Withdrawing for Medical Reasons:

Any student may withdraw from the University for medical reasons. The student may fill out the standard withdrawal form, obtain the required signatures if needed, and in the "Reason" section of the form, write "Medical." Withdrawals submitted for medical reasons are subject to

University policy and deadlines. All withdrawals are processed according to the [Withdrawal Refund/Assessment Schedule](#).

Students with Private Medical Providers

Students, who wish to withdraw for a medical condition and have been seen by their own private medical provider, may fill out the standard withdrawal form. Under the “Reason” section, the student may put “Medical.” After withdrawn, if the student meets certain criteria, the student may then submit a [Tuition Dispute petition](#) to the Bursar’s Office. Please see the [Bursar’s webpage](#) for the conditions under which a student may petition.

Students May be Seen at Wardenburg:

If a student is experiencing medical difficulties, they may be seen at the [Wardenburg Health Center](#) at their own discretion. If the student wishes to withdraw, they may fill out a standard withdrawal form. Under the “Reason” section, the student may put “Medical.”

If deemed by a Wardenburg physician, the Wardenburg physician may mandate a student’s withdrawal by notifying the Withdrawal Coordinator in the Registrar’s office on behalf of the student. A health stop may be placed on the student’s record which prevents registration until the doctor approves the student’s return. After withdrawn, if the student meets certain criteria, the student may then submit a [Tuition Dispute petition](#) to the Bursar’s Office. Please see the [Bursar’s webpage](#) for the conditions under which a student may petition.

Returning to CU-Boulder After Withdrawing:


Beginning with the fall 2010 semester, continuing undergraduate degree-seeking students who temporarily withdraw will be automatically eligible to return within a given time period without having to readmit. Review the [Return Chart](#) for more information. (Degree-seeking students who are taking classes only through the Division of Continuing Education and Professional Studies [CEPS] are considered enrolled students.)

During the semesters of non-enrollment, students’ CU e-mail and portal accounts remain open. To return, students need to register for classes during the regular enrollment period for the returning term. If the student’s confirmation deposit was refunded, they must repay the confirmation deposit when returning.

Exceptions: To avoid having to reapply for admission, continuing graduate, law and MBA students must apply for the [Time Off Program \(TOP\)](#). New/transfer students who withdraw by the drop deadline of their first semester are not eligible for this program and must reapply through Admissions to return.

How to Officially Withdraw:

Military members ordered to active duty or national or state emergency relief workers, [see below](#).

1. Print and complete the appropriate form(s):
 - [Fall 2012 Withdrawal Form](#) 
2. Email, mail, hand-deliver, or fax to the registrar's office:
 - **Email:**
Email Withdrawal Form: scan and email withdrawal form to:
withdraw@colorado.edu
-OR-
Using ONLY your official colorado.edu email account, you may email a request to withdraw (no need for the form).
 - Include your full name and identifying information (last4 digits of your student ID number)
 - Semester or semesters for which you are withdrawing
 - Reason for withdrawal (without reason we may deny any refunds)
 - Permanent address and telephone number
 - **Mail Withdrawal Form:**
Withdrawal Coordinator
Office of the Registrar
University of Colorado Boulder
Regent Administrative Center 105
20 UCB
Boulder, CO 80309-0020
 - **Walk-in Withdrawal Form:**
Office of the Registrar
Regent Administrative Building, Room 105
[Campus Map](#)
 - **Fax Withdrawal Form:** 303-492-8748
 - **Drop all courses via web registration** (during the [Drop/Add](#) period)

Exceptions:

There are exceptions depending on your college or school. Please note these exceptions do not apply to students ordered to active duty or volunteering for emergency relief.

- **Environmental Design, 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 5:00 PM on the last day of classes.
- **Non-degree students registered for classes through Continuing Education:** Students must withdraw through [Continuing Education](#); call 303-492-5148, e-mail ceregistration@colorado.edu, visit 1505 University Ave or write to the University of Colorado Boulder, 178 UCB, Boulder, CO 80309-0178.

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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 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 the [Bursar's Office](#), 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.
- **Disputes:** Withdrawing students with extenuating circumstances should also see [Tuition Dispute Information](#).
- **Confirmation Deposit:** The Student's \$200 [Confirmation Deposit](#) may be returned after withdrawal.
- **New Student Fee:** The \$62-\$225 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 Off Program \(TOP\) Procedures for Students Ordered to Active Duty or for State or National Emergency Relief Workers](#)

Withdrawal Calendars / Refund and Assessment Schedule(s):

Fall 2012

Fall 2012 Withdrawal Dates	Refund/Assessment Schedule
By August 17 at 11:59 PM	Upon withdrawal, full refund of tuition, fees, and confirmation deposit is granted for continuing students only. If a new, readmitted, or transfer student attended orientation and/or registered for classes, the matriculation fee (or new student fee) will not be refunded. New, readmitted, and transfer students are not eligible for a confirmation deposit refund.
August 18 - September 12 at 11:59 PM	\$200 in tuition and fees is assessed. (The refunded confirmation deposit is applied to this charge.) Note: Non-degree students are not assessed a financial penalty if they withdraw by September 12.
September 13 - September 26 at 11:59 PM	100% of full tuition and fees is assessed and W grades are posted (\$0 refund). However, if a reason for withdrawing is provided on the withdrawal petition, 40% of tuition and fees* will be assessed (60% refund).
September 27 - October 10 at 11:59 PM	100% of full tuition and fees is assessed and W grades are posted (\$0 refund). However, if a reason for withdrawing is provided on the withdrawal petition, 60% of tuition and fees* will be assessed (40% refund).
October 11 - December 14 at 5 PM (last day of classes)	100% of tuition and fees is assessed and W grades are posted (\$0 refund).
*Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate. Only the following fees will be partially refunded: student fee, capital construction fee and athletic fee. All other mandatory fees are assessed in full.	

Previous Schedules: [Summer 2012](#), [Spring 2012](#), [Fall 2011](#), [Spring 2011](#)

Questions?:

For questions or more information about the withdrawal process, visit or call the Office of the Registrar, Regent 105, 303-492-6970, or e-mail withdraw@colorado.edu.