

# How to Withdraw From Courses

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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 Spring 2009 withdrawal information, look over the [Spring 2009 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Once withdrawn from the university, students must either readmit through the [Office of Admissions](#) or apply for the Time Out Program [Time Out Program \(TOP\)](#) to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):

- Spring 2009 Withdrawal Form 

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:** [withdraw@colorado.edu](mailto:withdraw@colorado.edu) (use your @colorado.edu e-mail account)
- Drop all courses via web registration (during the Drop/Add period) and follow-up with a withdrawal letter.

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

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## Financial Concerns and Tuition Assessment

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.
- **Matriculation Fee:** The \$112 one time matriculation fee is non-refundable.

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**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

## Withdrawal Calendars / Refund and Assessment Schedule(s)

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### Spring 2009

Spring 2009 Withdrawal Dates	Refund/Assessment Schedule
January 2 at midnight	Full refund of tuition and the \$200 enrollment deposit (continuing students only). New, readmitted, and transfer students are not eligible for a deposit refund and are also responsible for the \$112 matriculation fee if you attended orientation and/or registered for classes. Note: The deadline to withdraw and receive a deposit refund also applies to students planning to go on the Time Out Program.
January 3 - January 28 at 5 PM	\$200 in tuition and fees is assessed. (The enrollment deposit is applied to this charge.) Note: Non-degree students are not assessed a financial penalty if they withdraw by January 28.
January 29 - February 11 at 5 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if students provide a reason for withdraw on the petition, they will be assessed 40 percent of their total tuition* and fees or the \$200 enrollment deposit, whichever is greater.
February 12 – February 25 at 5 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if students provide a reason for withdraw on the petition, they will be assessed 60 percent of their total tuition* and fees or the \$200 enrollment deposit, whichever is greater.
February 26 - May 1 at 5 PM (last day of classes)	No refund: 100 percent of tuition and fees is assessed and W grades are posted.
*Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate.	

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### Questions?

For questions or more information about the withdrawal process, visit or call the Office of the Registrar, Regent 105, 303-492-8673, or e-mail [withdraw@colorado.edu](mailto:withdraw@colorado.edu).