

# How to Withdraw From Courses

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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 not re-registering after dropping all classes).

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 one or two of your classes rather than ALL of your classes.
- For Fall 2010 withdrawal information, look over the [Fall 2010 Withdrawal Information](#) 
- Use the [Withdrawal Checklist](#)

Deadlines and rules for withdrawing may vary with each college or school. Students should check with their dean's office concerning their college or school's withdrawal policies.

Once withdrawn from the university for the Fall 2010 semester, continuing undergraduate degree-seeking students may return to Boulder main campus by Fall 2011 if never registered for classes and by Spring 2012 if registered before withdrawing.

Continuing graduate students must apply for the [Time Off Program \(TOP\)](#) or reapply through their department to return.

New/transfer students for the Fall 2010 who withdraw by the drop deadline of September 8 must reapply to return.

Degree-seeking students who completed the Boulder main campus Spring 2010 semester and are now taking fall classes only through the Division of Continuing Education and Professional Studies (CEPS) are considered an enrolled student.

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## How to Withdraw

*In all withdrawal correspondence, include your full name, the semester from which you are withdrawing, the reason for your withdrawal, permanent address, and 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):

- [Fall 2010 Withdrawal Form](#) 

2. Mail, fax, e-mail, or walk it to the registrar's office:

- *Mail:*

Withdrawal Coordinator  
Office of the Registrar  
University of Colorado at Boulder  
20 UCB  
Boulder, CO 80309-0020

- *Walk-in:*

Office of the Registrar  
Regent Administrative Building, room 105

- 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)

## 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.

- **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 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](mailto:ceregistration@colorado.edu), visit 1505 University Ave or write to the University of Colorado at 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 <http://www.colorado.edu/bursar/>, 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.
- **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)

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### Fall 2010

Fall 2010 Withdrawal Dates	Refund/Assessment Schedule
August 13 at midnight	Full refund of tuition and fees and the \$200 confirmation deposit (continuing students only). New, readmitted, and transfer students are not eligible for a deposit refund and are also responsible for the matriculation fee if the student attended orientation and/or registered for classes.
August 14 – September 8 at 11:59 PM	\$200 in tuition and fees is assessed. (The confirmation deposit is applied to this charge.) Note: Non-degree students are not assessed a financial penalty if they withdraw by September 8.
September 9 – September 22 at 11:59 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if a reason for withdrawing is provided on the withdrawal petition, 40% of tuition and fees* will be assessed (60% refund).
September 23 – October 6 at 11:59 PM	100 percent of full tuition and fees is assessed and W grades are posted. However, if a reason for withdrawing is provided on the withdrawal petition, 60% of tuition and fees* will be assessed (40% refund).
October 7 – December 10 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. Only the following fees will be partially refunded: student fee, capital construction fee and athletic fee. All other mandatory fees are assessed in full.	

## 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](mailto:withdraw@colorado.edu).

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