

# How to Withdraw From Courses (Archived 3/2/06)

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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
- Look over the registrar's [Spring 2006 Withdrawal Information](#) [PDF](#).
- For detailed information regarding withdrawal refer to our brochure, [Withdrawing from CU-Boulder](#) [PDF](#).
- 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.

Boulder main campus students and Continuing Education students 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.*

### Officially Withdraw:

1. Print and complete the form(s):
  - [Spring 2006 Withdrawal Form](#) [PDF](#): Must be signed by the withdrawing student.

- [Petition for Withdrawal](#) PDF: Use this if withdrawing between February 2th and March 1st, 2006.
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:* (use your @colorado.edu e-mail account) to [withdraw@colorado.edu](mailto:withdraw@colorado.edu).
- 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.

- **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 or write 1505 University Ave., 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.com/>, 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 Dispute Rights under the [Bursar's Office](#).
- **Enrollment Deposit:** The Student's \$200 [Enrollment Deposit](#) may be returned after withdrawal.

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| Spring 2006 Withdrawal Dates      | Refund/Assessment Schedule  |
|-----------------------------------|---|
| October 31-January 6, at Midnight | - Full refund of the \$200 enrollment deposit (continuing students only).<br>- The deadline to withdraw and receive a deposit refund also applies to students planning to go on the Time Out Program. New, readmitted, and transfer students are not eligible for a refund. |
| January 7-February 1, at 5 PM     | - A \$200 processing fee is assessed. (The enrollment deposit is applied to this charge.)<br>- Nondegree students are not assessed a financial penalty if they withdraw by February 1.  |
| February 2-February 15, at 5 PM   | 100 percent of full tuition and fees is assessed. HOWEVER, if students have circumstances that may warrant a tuition adjustment, they may petition to be assessed 40 percent of their total tuition and fees* or the \$200 enrollment deposit, whichever is greater.        |
| February 16-March 1, at 5 PM      | 100 percent of full tuition and fees is assessed. HOWEVER, if students have circumstances that may warrant a tuition adjustment, they may petition to be assessed 60 percent of their total tuition and fees* or the \$200 enrollment deposit, whichever is greater.        |
| March 2-May 5, at 5 PM            | No refund: 100 percent of tuition and fees due.   |