

Withdrawal Procedures (archived 3/1/05)

If you need to withdraw from **ALL** of your courses, you can do one of the following:

- Fill out a withdrawal form in the registrar's office in Regent 105.
- Drop all courses via web registration (through deadline to drop without signatures) and follow-up with a withdrawal letter or e-mail.
- Write a letter to the Withdrawal Coordinator, Office of the Registrar, University of Colorado at Boulder, 20 UCB, Boulder, CO 80309-0020.
- Fax a letter of withdrawal to 303-492-8748.
- E-mail a statement of withdrawal (use your @colorado.edu e-mail account) to withdraw@colorado.edu.

In all withdrawal correspondence, be sure to include your name, student ID number, the semester from which you want to withdraw, your signature, and forwarding address.

NOTE: Degree and nondegree students registered for classes through Continuing Education must withdraw through Continuing Education; <http://www.colorado.edu/ContinuingEducation>, call 303-492-5148, e-mail cewww@colorado.edu, visit or write 1505 University Ave., University of Colorado at Boulder, 178 UCB, Boulder, CO 80309-0178.

When you officially withdraw, you need not drop your courses; this is done for you. Also, be sure to refer to the Withdrawal Refund or Assessment Schedule below.

If you are registered for courses and do not officially withdraw from the university by contacting the registrar's office, failing grades are recorded for all of your courses.

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

NOTE:

- Deadlines and rules for withdrawing may vary within each college and school. Check with your dean's office concerning withdrawal rules.
- If you drop all your courses and don't reregister, you are considered withdrawn from the university and you should notify the registrar's office. (See withdrawal procedures above.)

- If you withdraw from CU-Boulder but plan to return to the Boulder main campus in the future, you must either go on the Time Out Program <http://registrar.colorado.edu/support/timeout.htm>, or reapply through the Office of Admissions at <http://www.colorado.edu/prospective/freshman/apply.html>. Students remaining enrolled in only Continuing Education classes must still either reapply or go on TOP to return to Boulder main campus.

Withdrawing students who have financial aid should refer to the [Financial Aid](#) office for tuition assessment information.

Withdrawing students (including students applying for the Time Out Program) with Federal Perkins/NDSL 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. In order to complete a loan exit interview, contact the Student Loan Department in the Bursar's Office at 303-492-5571 or 1-800-925-9844, or e-mail finaid@colorado.edu.

Withdrawing students with extenuating circumstances should also see Dispute Rights under the [Bursar's Office](#).

| Spring 2005 Withdrawal Dates | Refund/Assessment Schedule |
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| November 1 - December 31, at Midnight | Full refund of the \$200 enrollment deposit (continuing students only). Note: 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 1-26, at 5 PM | \$200 in tuition and fees are assessed. (The enrollment deposit is applied to this charge.) Note: Nondegree students are not assessed a financial penalty if they withdraw by January 26. |
| January 27 - | 40 percent of tuition and |

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| February 9, at 5 PM | fees* is assessed or the \$200 enrollment deposit, whichever is greater. |
| February 10-23, at 5 PM | 60 percent of full tuition and fees* is assessed or the \$200 enrollment deposit, whichever is greater. |
| February 24 - April 29, at 5 PM | No refund: 100 percent of tuition and fees due. |
| * "Fees" refers to UCSU student fees and the athletic fee. | |