

## Student Withdrawal Information Sheet & Checklist

Please go through the following information sheet and checklist. It includes information that will insure that you understand the ramifications of withdrawing from the University of Denver, how to complete your official withdrawal, what to do after you withdraw and what you need to do to return to the University.

### Before You Withdraw or Drop all Your Classes,

<input type="checkbox"/>	Discuss your decision. If needed, make an appointment with one or more of the advising, counseling or health centers, <ul style="list-style-type: none"> <li>▪ Health and Counseling Center, 303.871.2205</li> <li>▪ Undergraduate Academic Advising, 303.871.2455</li> <li>▪ University Disability Services, 303.871.2372</li> </ul>
<input type="checkbox"/>	Check the tuition and fee refund schedule ( <a href="http://www.du.edu/registrar">http://www.du.edu/registrar</a> ) to determine the financial consequences of withdrawing, 303.871.4095.
<input type="checkbox"/>	Check Important Dates and Deadlines ( <a href="http://www.du.edu/registrar">http://www.du.edu/registrar</a> ) for withdrawal deadlines and to determine if you are within the automatic withdrawal period (instructor approval not required).
<input type="checkbox"/>	If you purchased insurance check to see the impact the withdrawal will have on your health insurance coverage, 303.871.4136.
<input type="checkbox"/>	If you are not enrolled in at least one University of Denver class, you will not be verified as a student at the University of Denver.
<input type="checkbox"/>	<b>Student Athletes</b> must contact Student Athlete Support Services, 303.871.4406 for advising before withdrawing.
<input type="checkbox"/>	If you are a student in the Learning Effectiveness Program, you should speak with your LEP adviser (303.871-2372).

Are you an **International Student** who is in the United States with an F-1 or J-1 visa?

<input type="checkbox"/>	<b>International Students</b> must contact the Office of Internationalization 303.871.4912 for advising before withdrawing
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Do you have **Financial Aid**?

<input type="checkbox"/>	Check with the Office of Financial Aid about loan, scholarship and other financial aid consequences, 303.871.4020.
<input type="checkbox"/>	<b>Student employees</b> must stop working as of the date of their withdrawal. Contact student employment services in the Office of Financial Aid with questions, 303.871.4020.

Are you an **Undergraduate Student**?

<input type="checkbox"/>	Undergraduate students are encouraged to meet with your major adviser or first-year mentor.
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<input type="checkbox"/>	Undergraduate students (except University College and Women's College) may also meet with an adviser at The Center for Academic and Career Development (303.871.2455).
<input type="checkbox"/>	Students in the Women's College or University College should speak with an adviser at their college.

### Are you a **Graduate Student**?

<input type="checkbox"/>	Because each graduate unit may have its own requirements regarding withdrawal for one or more terms, you are encouraged to meet with your college, school or program adviser to discuss your intent to withdraw.
<input type="checkbox"/>	Students with <b>GRA's</b> or <b>GTA's</b> , should contact the <b>Office of Graduate Studies</b> at 303.871.2649.

## Withdraw from the University:

**All Students** (except those in the College of Law, Graduate School of Social Work, Graduate Tax Program, University College and Women's College) must notify the Office of the Registrar of their intent to withdraw in order to officially withdraw and drop all classes for a given term. Once the Office of the Registrar receives the notification classes will be dropped effective the date the notification is received. Because the excepted units listed above have additional procedures in place, students in these schools, colleges or programs are expected to notify a registration authority within their unit and the withdrawal will be processed by said unit. Regardless of college, school or program, all students who do not submit their intent to withdraw online must complete the Withdrawal Form available from the Office of the Registrar web site. Fax and telephone numbers follow.

<input type="checkbox"/>	Complete the online <b>Intent to Withdraw</b> form available via the MyWeb tab on webCentral or print and complete the <b>Withdrawal Form</b> available at <a href="http://www.du.edu/registrar">http://www.du.edu/registrar</a> and submit it to: <b>Office of the Registrar</b> at 2197 S. University Boulevard (Fax 303.871.4300, Phone 303.871.4095)
<input type="checkbox"/>	<b>College of Law Registrar</b> Fax 303.871.6915, Phone 303.871.6132
<input type="checkbox"/>	<b>Graduate School of Social Work Registrar</b> Fax 303.871.2845, Phone 303.871.2843
<input type="checkbox"/>	<b>Graduate Tax Program</b> Fax 303.871.6358, Phone 303.871.6239
<input type="checkbox"/>	<b>University College Registration Office</b> Fax 303.871.3033, Phone 303.871.2291 or 1.800.347.2042
<input type="checkbox"/>	<b>Women's College</b> Fax 303.871.6897, Phone 303.871.6032

## After You Withdraw or Drop all Your Classes

<input type="checkbox"/>	<b>Update your mailing address</b> via the MyWeb tab on webCentral. This is where refunds and future registration information will be mailed.
<input type="checkbox"/>	<b>Do you need transcripts?</b> Order <b>official transcripts</b> on line via <a href="http://www.du.edu/registrar">http://www.du.edu/registrar</a> and click on "Transcripts." If you have questions about your transcript order call, 303.871.2284.
<input type="checkbox"/>	Your University of Denver <b>email</b> account will expire 290 days after you withdraw. Plan accordingly.

### Undergraduate Students

<input type="checkbox"/>	Undergraduates, except those in University College or the Women's College, planning to return in one year or less must contact The Center for Academic and Career Development, 303.871.2455 to apply for Leave of Absence.
<input type="checkbox"/>	Undergraduate students needing a medical leave of absence may apply for a Medical Leave of Absence

	at The Center for Academic and Career Development (303.871.2455).
<input type="checkbox"/>	If you are a <b>Women's College</b> student who intends to return in one year or less, you should complete the online stop out form in order to ensure that you receive timely communications from the Women's College advising and enrollment staff. The form is available at <a href="http://www.womenscollege.du.edu">http://www.womenscollege.du.edu</a> .

## Graduate Students

<input type="checkbox"/>	Graduate students needing a medical leave of absence may apply for a Medical Leave of Absence at the Office of Graduate Studies 303.871.2706. Check the Graduate Studies web site at <a href="http://www.du.edu/grad">http://www.du.edu/grad</a> for more information regarding Medical Leave of Absence.
<input type="checkbox"/>	<b>Graduate students with GRA's or GTA's</b> , should contact the <b>Office of Graduate Studies</b> at 303.871.2649.
<input type="checkbox"/>	Notify your college, school or department that you have withdrawn.

## Do you live in **University Housing**?

<input type="checkbox"/>	Contact the <b>Office of Housing and Residential Education</b> , 303.871.2246, if you signed a contract. You will need to check out of the residence halls and turn in your key.
<input type="checkbox"/>	Contact <b>Office of Housing and Residential Education</b> , 303.871.2246, if you signed a lease.

## Are you a **Veteran**?

<input type="checkbox"/>	Contact Veterans' Services in the Office of the Registrar, 303.871.4083, if you are receiving <b>veterans' benefits</b> .
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## Are your **Financial Affairs** in order?

<input type="checkbox"/>	Check your account via the MyWeb tab on webCentral, to see <b>if you owe money</b> to the University. Additional charges may appear up to 6 weeks after you withdraw.  You may check your balance and accounts through webCentral. Students with a credit balance may request a refund from the Bursar's office. Contact 303.871.4994 with billing questions.
<input type="checkbox"/>	Contact a student debt management adviser in the <b>Bursars Office</b> , 303.871.4901, if you have a Federal <b>Perkins loan</b> , a <b>short term loan</b> , or if you need <b>debt counseling</b> to pay an outstanding account balance.
<input type="checkbox"/>	Contact the <b>Office of Financial Aid</b> , 303.871.4020, to have an exit interview and to adjust your aid.
<input type="checkbox"/>	Check the <b>book return policy</b> at the DU Bookstore, if you want to return books purchased at the University of Denver Bookstore, 303.871.3251.
<input type="checkbox"/>	Contact the student health billing office, 303.871.4129, if you have been a patient at the Health and Counseling Center and have questions about your bill.
<input type="checkbox"/>	Contact Parking Services 303.871.3210, regarding <b>parking permits</b> or holds due to <b>unpaid citations</b> .
<input type="checkbox"/>	Contact Penrose Library, 303.871.3707, to <b>return library books</b> and take care of <b>overdue book fines</b> .
<input type="checkbox"/>	<b>Student's Financial Liability:</b> It is the student's responsibility to know and abide with the University's payment and refund policies. By completing registration, you agreed to pay the total amount of tuition and other charges set forth, whether or not you attended these courses. It is your responsibility to drop any courses you do not attend, or do not plan to complete.

# How to Return to the University

## Undergraduate Students

<input type="checkbox"/>	Undergraduates, except those in University College and Women's College, contact The Center for Academic and Career Development (303.871.2455). (If you did not apply for a Leave of Absence and are in good standing, you may apply for readmission at The Center for Academic and Career Development.)
<input type="checkbox"/>	If you are on an approved medical Leave of Absence, you must submit a completed <i>Treating Health Care Provider Questionnaire</i> with written approval from an appropriate health care provider to The Center for Academic and Career Development before you will be allowed to return. The letter must be signed, dated and on the provider's letterhead and must indicate that you are medically able to resume study at the University.
<input type="checkbox"/>	Students in University College contact an academic adviser at 303.871.3367
<input type="checkbox"/>	If you are a Women's College student, you should fill out the online re-entry form available at <a href="http://www.womenscollege.du.edu">http://www.womenscollege.du.edu</a> and speak with an enrollment adviser at 303.871.6032.

## Graduate Students

<input type="checkbox"/>	With the exception of students in the College of Law, Daniels College of Business, Graduate School of International Studies, Graduate School of Social Work, Graduate Tax Program, and University College, you should contact the <b>Office of Graduate Studies</b> to apply for readmission  If you are in a degree program in one of the colleges or schools listed as an exception, apply directly to the student services or admission office of said college school or program. Contact phone numbers follow
<input type="checkbox"/>	If you are on an approved Medical Leave of Absence, you must submit a completed <i>Treating Health Care Provider Questionnaire</i> with written approval from an appropriate health care provider to The Office of the Vice Provost for Graduate Studies and Research before being allowed to return. The letter must be signed, dated and on the provider's letterhead and must indicate that you are medically able to resume study at the University.
<input type="checkbox"/>	Students in the College of Law refer to <a href="http://www.law.du.edu">http://www.law.du.edu</a> .
<input type="checkbox"/>	Students in a Daniels College of Business graduate program contact 303.871.3416.
<input type="checkbox"/>	Students in the Graduate School of International Studies contact 303.871.2534.
<input type="checkbox"/>	Students in the Graduate School of Social Work contact the school's registrar at 303.871.2843.
<input type="checkbox"/>	Students in the Graduate Tax Program contact 303.871.6209 or 1.800.426.8802.
<input type="checkbox"/>	Students in University College contact 303.871.2291.