# 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,

- Discuss your decision. If needed, make an appointment with one or more of the advising, counseling or health centers,
  - Health and Counseling Center, 303.871.2205
  - Undergraduate Academic Advising, 303.871.2455
  - University Disability Services, 303.871.2372

- Check the tuition and fee refund schedule ([http://www.du.edu/registrar](http://www.du.edu/registrar)) to determine the financial consequences of withdrawing, 303.871.4095.

- Check Important Dates and Deadlines ([http://www.du.edu/registrar](http://www.du.edu/registrar)) for withdrawal deadlines and to determine if you are within the automatic withdrawal period (instructor approval not required).

- If you purchased insurance check to see the impact the withdrawal will have on your health insurance coverage, 303.871.4136.

- 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.

- **Student Athletes** must contact Student Athlete Support Services, 303.871.4406 for advising before withdrawing.

- 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 in F-1 or J-1 visa status?

- **International Students** must contact the International Student and Scholar Services at 303.871.4912 for advising before withdrawing.

## Do you have Financial Aid?

- Check with the Office of Financial Aid about loan, scholarship and other financial aid consequences, 303.871.4020.

- **Student employees** 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?

- Undergraduate students are encouraged to meet with your major adviser or first-year mentor.
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).

Students in the Women’s College or University College should speak with an adviser at their college.

Are you a **Graduate Student**?

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.

Students with **GRA’s or GTA’s**, should contact the **Office of Graduate Studies** 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.

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

**After You Withdraw or Drop all Your Classes**

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

**Undergraduate Students**

- 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.
- Undergraduate students needing a medical leave of absence may apply for a Medical Leave of Absence.
If you are a **Women’s College** 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 [http://www.womenscollege.du.edu](http://www.womenscollege.du.edu).

### Graduate Students

- 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 [http://www.du.edu/grad](http://www.du.edu/grad) for more information regarding Medical Leave of Absence.
- **Graduate students** with **GRA’s or GTA’s**, should contact the **Office of Graduate Studies** at 303.871.2649.
- Notify your college, school or department that you have withdrawn.

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

- Contact the **Office of Housing and Residential Education**, 303.871.2246, if you signed a contract. You will need to check out of the residence halls and turn in your key.
- Contact **Office of Housing and Residential Education**, 303.871.2246, if you signed a lease.

### Are you a **Veteran?**

- Contact Veterans’ Services in the Office of the Registrar, 303.871.4083, if you are receiving **veterans’ benefits**.

### Are your **Financial Affairs** in order?

- Check your account via the MyWeb tab on webCentral, to see if **you owe money** 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.
  - Contact a student debt management adviser in the **Bursars Office**, 303.871.4901, if you have a Federal **Perkins loan**, a **short term loan**, or if you need **debt counseling** to pay an outstanding account balance.
- Contact the **Office of Financial Aid**, 303.871.4020, to have an exit interview and to adjust your aid.
- Check the **book return policy** at the DU Bookstore, if you want to return books purchased at the University of Denver Bookstore, 303.871.3251.
- 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.
- Contact Parking Services 303.871.3210, regarding **parking permits** or holds due to **unpaid citations**.
- Contact Penrose Library, 303.871.3707, to return **library books** and take care of **overdue book fines**.

**Student’s Financial Liability:** 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

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<td>Undergraduates, except those in University College and Women’s College, contact The Center for Academic and Career Development (303.871.2455).</td>
<td>(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.)</td>
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<td>If you are on an approved medical Leave of Absence, you must submit a completed Treating Health Care Provider Questionnaire with written approval from an appropriate health care provider to The Center for Academic and Career Development before you will be allowed to return.</td>
<td>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.</td>
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<td>Students in University College contact an academic adviser at 303.871.3367</td>
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<td>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.</td>
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## Graduate Students

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<td>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 Office of Graduate Studies to apply for readmission.</td>
<td>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.</td>
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<td>If you are on an approved Medical Leave of Absence, you must submit a completed Treating Health Care Provider Questionnaire 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.</td>
<td>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.</td>
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<td>Students in the College of Law refer to <a href="http://www.law.du.edu">http://www.law.du.edu</a>.</td>
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<td>Students in a Daniels College of Business graduate program contact 303.871.3416.</td>
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<td>Students in the Graduate School of International Studies contact 303.871.2534.</td>
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<td>Students in the Graduate School of Social Work contact the school’s registrar at 303.871.2843.</td>
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<td>Students in the Graduate Tax Program contact 303.871.6209 or 1.800.426.8802.</td>
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<td>Students in University College contact 303.871.2291.</td>
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