



DU LEAVE OF ABSENCE POLICY

A student may elect to withdraw and take a leave of absence from the University up to one academic year. This document describes the circumstances under which this procedure is appropriate and the procedures the student must follow.

WITHDRAWAL PROCEDURES

1. Leave of Absence and Withdrawal: these terms both refer to a process by which a student officially withdraws from the University. The Leave of Absence Program assumes that the student will be returning to the University within four quarters, though the student is not obligated to do so. The Withdrawal Program assumes that the student will not be returning, though the student may do so if otherwise eligible.
2. Any course that is dropped after the first week of the quarter will result in "Ws" on the student's transcript regardless of the reason for the drop. A "W" is an appropriate registration status indicating that a student withdrew after the first week of the quarter. "Ws" are not factored into a student's G.P.A.
3. Appropriate documentation, outlined below, must be submitted to both the Office of the Registrar and Academic Resources. Documentation should include the following:
 - a. From weeks 1-6, complete an intent to withdraw via webCentral. When you select submit, please make sure that you receive confirmation of your request.
 - b. From weeks 7-8, complete a withdrawal form found at <http://www.du.edu/registrar/forms/MajorChange.pdf> and complete a drop slip signed by all of your instructors. Then submit both of these forms to the Office of the Registrar.
 - Add/drop deadlines are posted well in advance and found at <http://www.du.edu/registrar/calendar/importantdates.html> It is your responsibility to know these deadlines.
 - After the deadline to drop classes, you will need to submit a petition to the Academic Exceptions committee. Please schedule a meeting with Academic Advising by calling 303-871-2455. Please continue to attend your classes because there is no guarantee for approval to your request. Information on the Academic Exceptions process can be found at http://www.du.edu/studentlife/advising/documents/AcademicExceptions_2010.pdf
4. Information provided to the University as part of a Leave of Absence will be considered confidential and will be released only in circumstances described by the Family Educational Rights and Privacy Act (FERPA).
5. If able to do so, the student should complete the Leave of Absence Form. If the student is unable to complete the form, an Academic Advisor may do so only with the permission of the student via email to do so.
6. The student will be responsible for meeting all financial obligations to the University by published deadlines. Failure to do so could mean that the student would not be eligible to register and/or to have transcripts/diplomas released until the obligation has been met.
7. Students who complete a Leave of Absence will have "Ws", a registration status indicating the student withdrew from courses, recorded for their courses for the term. "Ws" are not factored into a student's G.P.A.

RETURNING TO THE UNIVERSITY

1. Students must also complete an Application to Re-Enter found at <http://www.du.edu/studentlife/advising/forms/reentry.html> If the student attends other colleges or universities while away from DU, transcripts from each institution must be submitted.

2. If students have elected to take a Leave of Absence, Academic Advising will send registration materials to them the quarter before the scheduled return.
3. If students have elected not to return within one year, they remain eligible to return to the University, as long as they are not otherwise barred from doing so (e.g. by having been suspended or dismissed). However,
 - a. The University cannot guarantee that merit-based financial aid will be awarded.
 - b. If students are away from DU for an extended period, it may be difficult for you to finish the initial degree program, since the curriculum changes over time.

TUITION APPEAL PROCESS

1. If students take a Leave of Absence after the Tuition Refund deadlines, they may pursue a Tuition Appeal through the Office of the Bursar. The Tuition Appeal form can be found at <http://www.du.edu/bursar/forms/Tuition%20Appeal%20Form0808.pdf>

Please understand that there are no guarantees for approval to your request.