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,

1. **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, 303.871.3241
   - Graduate students should consult their academic units

2. **Check the tuition and fee refund schedule** (https://www.du.edu/registrar/registration/tuition.html) to determine the financial consequences of withdrawing, 303.871.4095.

3. **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).

4. If you purchased insurance, check to see the impact the withdrawal will have on your health insurance coverage, 303.871.2205.

5. If you are not enrolled in at least one University of Denver class, you will not be verified as currently enrolled as a student at the University of Denver.

6. **Student Athletes** must contact Student Athlete Support Services, 303.871.4637 for advising before withdrawing.

7. If you are a student in the Learning Effectiveness Program, you should speak with your LEP adviser (303.871-2372).

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

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

**Do you have Financial Aid?**

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

2. **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) may also meet with an adviser at Academic Resources (303.871.2455).
- Students in University College should speak with an advisor 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 academic unit and Office of Graduate Education at 303.871.2706 if they have health insurance scholarship.

Withdraw from the University for a given term:

All Students (except those in the College of Law, Graduate Tax Program, and University 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 Student tab on PioneerWeb (Student, Advising and Registration Tools and then Withdraw from DU) or print and complete the Withdrawal Form available at 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 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

After You Withdraw or Drop all Your Classes

- Update your mailing address via the Student tab on PioneerWeb (Student, Student Information, Personal, Update Addresses and Phones). This is where refunds and future registration information will be mailed.
- Your University of Denver email account will expire 90 days after you withdraw. Plan accordingly.

Undergraduate Students

- Undergraduates, except those in University College, planning to return in one year or less must contact Academic Resources (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
Graduate Students

- Graduate students needing a medical leave of absence may apply for a Medical Leave of Absence at the Office of Student Outreach and Support [https://cm.maxient.com/reportingform.php?UnivofDenver&layout_id=56](https://cm.maxient.com/reportingform.php?UnivofDenver&layout_id=56)
- Graduate students with GRA’s or GTA’s, should contact their academic unit and Office of Graduate Education at 303.871.2706 if they have a health insurance scholarship.
- Graduate students planning to return and not applying for a medical leave of absence should complete the personal leave of absence form.
- 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. The housing rate may be prorated depending on when you withdrawal.
- 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, 303.871.4878, if you are receiving veterans’ benefits.

Are your Financial Affairs in order?

- Check your account via DUPay, 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 DUPay. Students with a credit balance may request a refund from the Bursar’s office. Contact 303.871.4994 with billing questions.
- Contact 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, 303.871.2205, if you have been a patient at the Health and Counseling Center and have questions about your bill.
- Contact Parking and Mobility Service 303.871.3210, regarding parking permits or holds due to unpaid citations.
- Contact Academic Commons 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. Please review your signed Billing Responsibility Agreement on Pioneerweb.

### How to Return to the University

#### Undergraduate Students

- Undergraduates, except those in University 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.)*

- 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. 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.

- Students in University College contact an academic adviser at 303.871.3367

#### Graduate Students

- If you are on an approved Medical Leave of Absence, you must submit a completed the **Reentry from Medical Leave of Absence form** and **Treating Health Care Provider Questionnaire** with written approval from an appropriate health care provider to The Office of Student Outreach and Support 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. More information is available in the **medical leave of absence policy**.

- With the exception of students in the JD College of Law, and University College, contact the **Office of Graduate Education** to apply for readmission:
  - Students who are on an approved personal leave of absence do not have any additional requirements. If you are unable to register after returning from a personal leave of absence, please contact the Office of Graduate Education at 303.871.2706
  - Students who have permanently withdrawn from the university and would like to return must meet the following criteria:
    - Date of withdrawal cannot be more than five years
    - The student must still be within their time to degree completion per the quarter of matriculation

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

- JD Students in the College of Law refer to [http://www.law.du.edu](http://www.law.du.edu).
- Students in University College contact 303.871.2291.