

- **College of Arts & Media majors are required to submit a petition to the Advising/Dean's Office for any Withdrawal requests after Census Date (12th day of classes, last day to add/drop for the semester).**
(Students majoring in other Schools/Colleges should check with their advisor for dates and policies.)
- If a student chooses to withdraw for the semester after Census Date (12th day of classes, last day to add/drop), they will likely be financially responsible for all courses. Students should check with the Bursar's Office for details: 303-556-2710 or NC 1003.
- Courses dropped after Census Date will be posted on the official University of Colorado Denver transcript with a 'W' grade.
- **The College of Arts & Media will consider petitions for Late Withdrawal through the 12th week of the semester.**
- Petitions submitted after the 12th week of the semester must include documentation of circumstances outside the student's control (e.g. change in work hours, death in family, etc.). Further, students who submit petitions with documentation after the 12th week of courses *may* qualify for an Incomplete – consult a CAM advisor for details (CAMadvising@ucdenver.edu).
- It is important for Colorado residents to be aware that if students drop a course(s) after census date that the College Opportunity Fund (COF) hours are deducted from your COF balance, in the same way as if you completed that course(s). It is very important for students to maintain a record of your COF lifetime hours. If you have questions or concerns about COF, please contact UC Denver Bursar's Office at (303) 556-2710 or via email at bursar@ucdenver.edu.
- **Please consult the UCD website, official catalog and student handbooks for complete requirements and policies.**

Deadlines and Procedures for Withdrawing From All Courses – FALL/SPRING semester	
First day of classes through Census Date (12 th day of classes)	<ul style="list-style-type: none"> • Students may drop all courses using SMART or manual registration (Schedule Adjustment Form - SAF); • No faculty or administrative approvals required; • No tuition assessed; • \$100 drop fee assessed for EACH course dropped after 5th day of classes through Census Date. • No course notation on student's transcript.
13 th day through 12 th week of classes	<ul style="list-style-type: none"> • Withdrawing for poor academic performance is allowed. • CAM students must submit completed Late Withdrawal Petition form and include all required documentation, per instructions on form; • No drop fees assessed, but student is responsible for tuition assessed for all courses; • Faculty and Advising/Dean's level signature required on SAF (in conjunction with petition form).
after 12 th week of classes	<ul style="list-style-type: none"> • CAM students must submit completed Late Withdrawal Petition form and include all required documentation, per instructions on form; • No drop fees assessed, but student is responsible for tuition assessed for all courses; • Faculty and Advising/Dean's level signature required on SAF (in conjunction with petition form); • Withdrawing for poor academic performance is generally not approved.

- Above dates are for full-semester, 16-week courses (Fall/Spring semesters). Exact dates for a particular semester or term are provided by the UCD Registrar: www.cudenver.edu > Registrar/SMART.
- Students should consult the CAM Advising Office (ARTS 177) for Summer semester deadlines.
 Drop deadlines for courses not starting at the beginning of the semester may vary; see Academic Calendar.

Student Responsibilities:

- **Ensuring that his/her semester's schedule is accurate, including add, drop and waitlist adjustments, before Census Date.**
- Knowing policies relating to registration, drop deadlines, and drop procedures as outlined in the University catalog, CAM Syllabus Addendum and the departmental Student Handbooks.
- Deciding to drop a course or withdraw from all courses for poor academic performance before the 12th week deadline. Please note that this decision must be independent of faculty advice and the date of course exams and assignments.
- Communicating with faculty about your academic performance in order to drop before the 12th week deadline, if necessary.
- Obtaining all required signatures and processing a Schedule Adjustment Form by the posted deadline.
- Ensuring information is received at their University-assigned email address. It is expected that official email will be read in a timely fashion.

NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

FOR OFFICE USE ONLY
Date received in AR 177: _____
Received by: _____

- Name _____ Date _____
Please print clearly
- Student Number _____
- University-Assigned Email Address _____
(Petition decision will be sent to your University email address – typically <firstname.lastname@email.cudenver.edu>)
NOTE: The University is not responsible for email forwarded to any address other than the University-assigned email account.

- Please initial

_____ I am requesting to withdraw from ALL COURSES for the current semester.

- Please note: the following reasons for requesting withdrawal **AFTER THE 12th WEEK** are not valid and will not be considered.
 - You were not aware of the deadlines.
 - You failed to verify that your semester schedule was accurate, including waitlist adjustments, before Census Date.
 - You have poor academic performance.
 - You have completed the final exam and/or final week is in progress.
 - You waited until the Financial Aid deadline passed so that you will not have to pay back any grants/loans.
- STEPS FOR LATE WITHDRAWAL PETITION. All steps must be completed and initialed before a Late Withdrawal Petition is reviewed.**

_____ I have submitted a written statement (1-2 pages, typed and double spaced) that includes the following:
(Petitions that do not include all of the following information will not be reviewed):

- ◆ My complete contact information: name, student ID number, mailing address, University email, and phone.
- ◆ A *detailed* explanation of the circumstances leading to your request to withdraw.
 - *Consult the Writing Center as needed. Poorly written statements will be returned to student to re-write and then re-submit.*
- ◆ An indication as to whether this is/was my first semester at UC Denver.

_____ If applicable, I have attached documentation that verifies the circumstances beyond my control.
E.g. note(s) from instructor, medical provider, employer, financial aid, etc.

_____ I have filled out Parts I and III of the UCD Schedule Adjustment Form.

_____ I have included the Late Withdrawal petition form, written statement, supporting documentation (if applicable), and signed Schedule Adjustment Form.

_____ I understand that submission of this petition does not guarantee approval.

- By signing below, I confirm that I have read, understand, and meet the Late Withdrawal policies on the reverse side as well as the above listed statements.

Student Signature: _____ Date: _____

- Petition decisions will be sent to the student's University-assigned email address.

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE

Decision: _____
Advising Office/Associate Dean or Designee

_____ Date _____