Faculty Responsibilities  Faculty are responsible for:
- Distributing a course syllabus that contains detailed grading policies for their course.
- Identifying on the syllabus their decision to retain 10th-week deadline, as the 12th-week deadline is assumed.
- Scheduling, grading and returning graded assignments consistent with the withdrawal deadline.
- Providing students with regular evaluations of their course performance throughout the semester.

Student Responsibilities  Students are responsible for:
- Knowing policies relating to registration, withdrawal deadlines and withdrawal procedures as they are printed in a course syllabus or the University of Colorado Denver website and/or Catalog.
- Verifying an accurate semester registration prior to the 12th day of the semester.
- Deciding to withdraw from a course for poor academic performance before the withdrawal deadline. Please note that this decision must be independent of faculty advice and the date of course exams and assignments.
- Communicating with faculty on academic performance in order to meet the withdrawal deadlines.
- obtaining all required signatures and processing a Schedule Adjustment Form by the posted deadline

It is important for Colorado residents to be aware that if students withdraws from a course(s) after last day to drop/add full term courses 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 CU- DENVER Bursar’s Office at (303) 315-1800 or via email at bursar@ucdenver.edu.

Very Important: PLEASE READ

You may petition to withdraw individual course(s) or withdraw from all courses in the semester ONLY if you have unexpected circumstances that have come up AFTER the published withdrawal deadlines. Pre-existing circumstances (those that existed prior to the published withdrawal deadlines) do not qualify as petitionable circumstances and will not be considered adequate evidence for withdrawing after the published withdrawal deadlines established by the College and/or University have passed.

Please note that the College has determined that the following reasons for requesting a withdrawal ARE NOT valid and WILL NOT be considered under any circumstances:

1. You were not aware of the deadlines.
2. You have poor academic performance in the course and want to avoid a bad grade.
   a. Poor academic performance will not be considered a valid reason for a late withdrawal, regardless of the academic requirements of your major/graduation/financial aid/student visa/et cetera.
3. You had difficulty submitting the required forms by the deadline and/or difficulty obtaining the required instructor’s signature by the deadline.
4. You do not have permission from the instructor to withdraw from the course.
5. You did not notice that you were enrolled in a class, did not realize you were added from the waitlist, or incorrectly thought you had dropped a class.
6. You noticed after the deadline that you are in the wrong section of the course.
7. You have been dealing with an ongoing or chronic illness prior to the withdrawal deadline but decided after the deadline to withdraw from your classes.
8. You have been dealing with an ongoing issue or conflict with work/home/family prior to the withdrawal deadline but decided after the deadline to withdraw from your classes.
9. You could not access Canvas/CU Online during all or part of the term and/or had ongoing technical difficulties with an on campus/online class.
10. You have completed the final exam or finals week for the term has begun (whichever comes first).

Revised July 2015
It is the intent of the College of Liberal Arts and Sciences (CLAS) that students complete all courses for a letter grade. Students may occasionally find it necessary to withdraw from a course because of special circumstances that interfere with academic performance after the published withdrawal date. However, it is assumed that students remaining in a course past the published withdrawal deadline will complete the course for a letter grade. Students withdrawing all courses because of special circumstances must complete the College procedures. Students withdrawing courses under special circumstances may be eligible for a tuition adjustment through the Office of the Registrar.

The University of Colorado Denver (CU Denver) campus established a 10th-week deadline for students to withdraw from a course or withdrawal from all courses. The CLAS has extended this deadline for CLAS students through the 12th week of the semester. A Dean's approval is required to drop a course after the 10th week, but a petition is not required through the 12th week of the semester.

**Drop Policies:** Within the registration dates established each semester by the Registrar, students may drop courses through the web-based UCDAccess system, or manually using the CU Denver Schedule Adjustment Form (SAF). Students who withdraw from all of their courses prior to the on first day of the term will receive a refund of the registration advance deposit and no tuition is assessed. First day of the term through the following Monday – If the student withdraws from all classes for the term, he/she will forfeit $200, which corresponds to the $200 registration advance payment. Beginning the second Tuesday of the fall and spring terms until census date; if a student drops a course, a $100 drop charge will be assessed. If a student withdraws during this time frame (therefore dropping all classes), all tuition and other fees will be removed, but a drop charge of $100 will be assessed for each course.

Courses dropped through the 12th-day of the semester are not posted on an official transcript and may eligible for a financial adjustment of tuition and fees refund. Students withdrawing from courses after the 12th-day deadline are both financially and academically responsible for the course. Courses that are withdrawn from after the 12th-day deadline will be posted on the official University of Colorado transcript with a ‘W’ grade. All manual course adjustments must be processed by the withdrawal deadlines established by the Registrar.

The 12th-week deadline is treated as an absolute deadline. Students may petition the College to withdraw from courses after the 12th-week deadline, but only upon providing evidence of extenuating circumstances that have come up after the 12th week drop deadline has passed such as unexpected illness, change in work schedules, family crisis’ or other unplanned events. Circumstances that existed prior to the 12th week withdrawal deadline are not acceptable support for withdrawing from courses after the 12th week deadline has passed. It is assumed that if a student was ill, had work conflicts or other extenuating circumstances prior to the 12th week withdrawal deadline that were making it difficult to complete a course, that they had sufficient time to withdraw from the course prior to published deadlines.

It is important for Colorado residents to be aware that if students withdraws from 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 your COF lifetime hours. If you have questions or concerns about COF, please contact CU Denver Bursar's Office at (303) 315-1800 or via email at bursar@ucdenver.edu.

<table>
<thead>
<tr>
<th>Deadlines and Procedures for Dropping Courses (Notes 1 and 2)</th>
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<tbody>
<tr>
<td>through 7th day</td>
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<tr>
<td>8th to 12th day - Census day</td>
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<tr>
<td>After census through 10th week</td>
</tr>
<tr>
<td>11th through 12th week</td>
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<tr>
<td>after 12th week</td>
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1. Dates are for full-semester, 16-week courses. Exact dates for a particular semester or term are provided by the UC Denver Registrar, [www.ucdenver.edu](http://www.ucdenver.edu) Click on Current Students>Academic Resources>Academic Calendars links.
2. Withdrawal deadlines for courses not starting at the beginning of the semester are established by the UC Denver Registrar.

Revised July 2015
# Late Withdrawal Petition Steps

All of the documents listed below must be submitted in order for your petition to be reviewed. Please initial each line and attach this page to the front of your petition.

- I have read the withdrawal policies on the previous pages and I understand that submission of this petition does not guarantee approval.
- I affirm that the circumstances outside my control which are contributing to my desire to withdraw from individual courses or all courses in the semester have arisen after the established withdrawal deadlines of the University of Colorado Denver (CU Denver) and the College of Liberal Arts and Sciences (CLAS).
- I have submitted a written statement (typed and double spaced) which includes the following:
  1. Whether this is my first semester at UC Denver
  2. Explanation of the circumstances outside my control that have arisen after the published withdrawal deadlines that prevented me from withdrawing from my class(es) by the 12th-week deadline
     a. If the special circumstances did not affect all classes, this must be explained in the petition. It is strongly recommended that students include any specific evidence/examples that demonstrate how the special circumstances did not affect all classes.
- I attached documents and/or letters that verify the circumstances outside my control.
  - **Independent verification is required for all petitions.** All documents must be on official letterhead, dated, and include original signatures.
- I have attached copies of the course syllabi for each course that I am enrolled in (not just the course I wish to withdraw from).
  - **Not required for complete term withdrawal (withdrawing from all classes)**
- I reviewed the attached special circumstances with the course instructor and attached a **written notice** from the instructor indicating my current grade and participation in class.
  - **Not required for complete term withdrawal (withdrawing from all classes)**
- I obtained the instructor’s dated signature within the last five business days on the [CU Denver Schedule Adjustment Form (SAF)](http://www.registrar.uccs.edu/scheduleadjustmentform)
  - **Not required for complete term withdrawal (dropping all classes)**
  - **On-Line Courses Only** - An email from the instructor (official CU Denver email-only) may substitute for an actual signature.
- I have obtained the signature of the Financial Aid Office on the SAF (required if a student has accepted any form of financial aid).
- I submitted the completed petition documents, including my petition statement, verification, and signed SAF, to CLAS Advising, NC 1030.
- I understand that the petition decision will be sent to my CU Denver email.
- I understand that if my petition is approved I must pick up the signed SAF in CLAS Advising Office (NC 1030) and bring the original form to the Registrar’s Office, Student Commons Building, Suite 5005 or call them at 303-315-2600, or you may email a scanned copy to registrar@ucdenver.edu by the appropriate deadline or within 5 business days, whichever comes first.

Student Signature: ____________________________ Date: ________________

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**OFFICE USE ONLY:** Student Notified via phone email letter

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<th>Approved</th>
<th>Denied</th>
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CLAS Associate or Assistant Dean ________________ Date ________________

Revised July 2015