Student Withdrawal from the University

Withdrawing (Temporary or Permanent)

Students considering time away from graduate study must communicate with the University prior to taking time off from the graduate program and fill out the appropriate paperwork. There are two types of withdrawals, temporary and permanent. Regardless of withdrawal type, the first step for students enrolled in courses is to officially drop courses.

Temporary Withdrawal

This is for students planning to resume studies at the University of Denver. This type of withdrawal includes personal and medical leaves. The approved Leave of Absence form must be submitted to the Office of Graduate Studies (students in Law, Business, Social Work, UCOL and International Studies return the form to the college’s student service office instead of the Office of Graduate Studies) prior to any leave.

Permanent Withdrawal

Students wishing to discontinue graduate study must communicate the decision to permanently withdraw from the graduate program in writing to the University.

Things to Consider Prior to Withdrawing

Students who wish to drop all courses in a term and take a leave of absence or withdraw permanently from their programs are advised to consider the impact on the following items:

Timeline for Degree Completion, Cohort Placement and Degree Requirements

While on an approved leave of absence, students are guaranteed a place in their current program when they return to the University, provided all deadlines and rules are observed. Some units may have more restrictive guidelines for a leave of absence. Students should consult with their unit and program for more information before deciding to take leave. Students returning from leave have the same registration priority as continuing students. It is important to note that students are still held to the original timeline for completion of the degree, unless a student is on an approved medical leave of absence. Special Status, or non-degree seeking, students or students who are beyond the time limit to complete their degrees are not eligible for a leaves of absence.

Students who permanently withdraw may not re-enter the program without applying for and being re-admitted to the academic program. They are accepted under the newest bulletin requirements.

Tuition and Fee Payment and Refund Schedule

Outstanding debts must be cleared with the Bursar’s Office. A student’s leave application will be accepted even if they owe money to the University. However, students will not be allowed to register for future terms if they have any outstanding debts to the University. In the case of extenuating circumstances that are beyond the student’s control, a student may appeal for an exception to the University’s refund policy.

Withdrawal Deadlines

Enrolled students should review the academic calendar (http://www.du.edu/registrar/calendar) and be aware of the important dates and term specific withdrawal deadlines.

Health Insurance Coverage

University of Denver Health Insurance coverage may be interrupted or discontinued. To learn more about the coverage, students should consult with the staff in the Health and Counseling Center (http://www.du.edu/health-and-counseling-center) at 303-871-2205.

Financial Aid, Scholarships, Work-Study, GTA/GRA and Loan Repayment Terms

Students should be clear about the impact of withdrawal on loan repayment requirements as well as scholarships, teaching assistantships and other forms of University aid. While on a leave of absence, students are not eligible to receive financial aid, including work-study. Some forms of University aid (i.e. GRA and GTA positions and other scholarships or fellowships) are not guaranteed to be reinstated if a student takes a leave of absence. In addition, student loan repayment terms may be impacted and in some cases repayment may begin when a student goes on Leave. It is the students’ responsibility to notify their lender they are taking a leave of absence and will not be enrolled in school.

Students should apply for financial aid well in advance of the term they expect to return to school so their disbursement is available at the beginning of the term. Contact the Office of Financial Aid (http://www.du.edu/financialaid) for additional information.

F-1 or J-1 Visa Immigration Status for International students

International students who are interested in withdrawing should be aware of certain restrictions in the immigration laws. Nonimmigrant students may not remain in the United States in F-1 or J-1 immigration status if they are not enrolled full-time in school unless they meet certain criteria and have approval
from International Student and Scholar Services (ISSS). In order to take a Leave, international students may need to either leave the United States while out of school or change to another non-immigrant status. Before withdrawing and applying for a Leave, international students should consult with an adviser in the ISSS office.

**University Housing Contract**

Housing contracts are for the entire academic year; please see housing policy to understand approved reasons for checking out during the academic year. Students must check out of the apartment within 24 to 48 hours of withdrawing.

**Benefits for Veterans**

For students receiving veterans' benefits, Veteran Services in the Office of the Registrar should be notified of withdrawal plans.

**Parking Permits and Unpaid Citations**

Unpaid citations must be cleared with Parking Services and parking permits should be returned to avoid additional costs.

**University Libraries Books and Overdue Book Fines**

All library books should be returned and overdue book fines should be paid prior to withdrawing.

**Contact Information**

It is university policy that students maintain a preferred off-campus address and email account. It is each student’s responsibility to keep both a current mailing address and email address updated while on leave. If a student’s address changes while on Leave, the address should be updated through PioneerWeb (https://PioneerWeb.du.edu).

**Personal Leave of Absence**

A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. For medical circumstances, see Section medical leave of absence. Students who wish to withdraw permanently from their programs should notify the University in writing. A graduate student who wants to take time off from the University must fill out the Application for Leave of Absence for Graduate Students. The form must be signed by the student’s advisor and turned into the Office of Graduate Studies by the Registrar’s published deadline to drop classes. Students who are currently enrolled for the quarter during which they wish to begin a leave of absence must first withdraw from courses for the quarter during which they apply for Leave. Students who fail to withdraw will be liable for full tuition and fee charges, and a failing grade may be recorded for every course for which the student is registered.

In general, Leaves of Absence are for students who want to take a period of time away from the University (excluding summer) with the intent to return. The maximum period of time for a single leave of absence is three consecutive quarters, excluding summers. Students who need an additional leave of absence should file a new application for a leave of absence. While on an approved leave of absence, students are guaranteed a place in their current program when they return to the University, provided all deadlines and rules are observed. Some units may have more restrictive guidelines for a leave of absence. Students should consult with their unit and program for more information before making a decision about whether to take a leave. Returning students have the same registration priority as continuing students. It is important to note that students are still held to the original timeline for completion of the degree.

Students who are called to active military duty while enrolled should apply for a leave of absence. Active Peace Corps volunteers may apply for a leave of absence for the term of their Peace Corps service.

Students who have outstanding judicial sanctions or actions due to violations of the Honor Code will not be considered in good standing with the University of Denver and must first be cleared by Student Conduct before they may be readmitted to DU. Please contact Student Conduct (http://www.du.edu/studentlife/studentconduct) with any questions before applying for a leave of absence.

Prior to returning to the University, students should contact their advisers for information on choosing courses appropriate for their academic program. Please contact the appropriate student services office with questions about returning to the university and registering for courses. International students must contact ISSS (http://www.du.edu/intl/isss/about.html) to obtain proper immigration documents before returning.

**Medical Leave of Absence**

A medical leave of absence may be requested for serious mental and/or physical conditions that prevent a student from functioning successfully or safely as a member of the University community. A medical leave of absence provides students up to one year of relief from coursework and time-to-degree requirements (except for the Sturm College of Law students). Generally, a student may request a medical leave of absence a total of two times while enrolled in an educational program at DU. Students may apply up to the last published day of classes. In addition, if the medical leave is approved, tuition for the quarter in which the student begins the leave may be refunded. Medical withdrawal is not intended as a strategy to shield a student from
unsatisfactory progress or any other academic irregularity. Any student on a medical leave of absence may not enroll for any courses at any institution unless required as a part of the health care plan.

Transfer of credit toward a DU degree for courses taken while on leave is not guaranteed. A medical leave of absence is only allowed for students who are dealing with their own personal health circumstances. Students seeking a leave of absence for other reasons may apply for a personal leave of absence and refer to the forms and polices for a leave of absence.

**Processing a Medical Leave of Absence**

- The complete Application for a Medical Leave of Absence for Graduate Students (http://www.du.edu/media/documents/graduates/medical.pdf) and all relevant medical documentation must be submitted within two weeks of the last date the student attended classes and no later than the published last day of classes.
- If the documents (Application for a Medical Leave of Absence for Graduate Students (http://www.du.edu/media/documents/graduates/medical.pdf) and official medical documentation) are completed and submitted before the end of the sixth week of the term, all courses will be dropped, the relevant departments will be notified on the student’s behalf, and tuition refunded.
- If the completed application and supporting medical documentation are submitted after the sixth week of the regular academic term and before the published last day of classes, the student may be required to petition separately for a late withdrawal from courses and file a formal appeal for a tuition refund. For summer, interterm or intensive short courses, please refer to the Academic Calendar (http://www.du.edu/registrar/calendar) on the Office of the Registrar’s (http://www.du.edu/registrar) website for current add/drop dates.
- Students may not apply for a Medical Leave of Absence for a term which has ended. Please contact the Office of the Graduate Studies (http://www.du.edu/learn/graduates/studentresources.html) to discuss what options might be available for future terms.

**Medical Documentation**

Appropriate medical documentation must be submitted with the Application for a Medical Leave of Absence for Graduate Students (http://www.du.edu/media/documents/graduates/medical.pdf) and must include the following:

- a signed and dated letter, on clinic letterhead, from a medical care provider appropriate for the medical condition indicated
- diagnosis of the condition and how the condition prohibits the student from attending classes and/or completing coursework and indicating confirmation of significant functional impairments that warrant withdrawing from all courses for the term

**Returning from a Medical Leave of Absence**

As a condition of accepting a medical leave of absence, students agree to obtain appropriate medical treatment before returning to the University. To be eligible to return, students must submit documentation from an appropriate health care provider. At least two weeks before the start of the term a student plans to return to classes, the following items must be submitted:

- a signed and dated letter, on clinic letterhead, from a medical care provider appropriate for the medical condition indicating the student, at the time of the evaluation by the health care provider, is medically able to resume study at the University
- the health care provider must also submit a completed Health Care Provider Questionnaire, available from the Office of Graduate Studies (http://www.du.edu/learn/graduates/studentresources.html).

The Associate Provost for Graduate Studies, or the Associate Provost’s designee, has final determination as to whether the documentation the student has submitted is sufficient.

It is the student’s responsibility to submit medical documentation and necessary letters/forms with sufficient time to allow for processing and priority registration if approved to return. All other provisions for returning to the University apply (e.g., registration holds, etc.).

If a graduate student has not been approved to return to study within one calendar year of taking the Leave, the degree time limit is reinstated, and the student will be placed on inactive status until the time to degree expires and/or the appropriate documentation is submitted to the Office of Graduate Studies required to return from a medical leave of absence. Students may be eligible to reapply.

All other provisions and procedures for non-medical Leaves of Absence apply. Please review the general (personal) leave of absence policies for more information.

Students may also seek grades of “Incomplete” in their course(s), if eligible.