

# Abridged Leave of Absence Process in MyDU

- The full withdraw process, per the DU Registrar, can be found [here](#)
- The GSSW Student Leave of Absence guide can be found [here](#) > under “Leave of Absence”
- If you are seeking a Medical Leave of Absence, the below process will direct you to this information, which can also be found [here](#)

## KEY STEP:

**To withdraw and submit a leave request:** Students can complete withdraw and leave of absence requests via [MyDU](#) > **Student Resources (on left side) > Records and Requests > Withdraw from DU**. During the withdraw process, you will be prompted to provide additional information for the leave as applicable. More on this below.

## KEY STEP:

If you click “withdraw – intend to return,” you are notifying the University of Denver that you are withdrawing temporarily from the university and plan to return.

### ^ What type of withdrawal/leave are you submitting?

Withdraw - not returning

Withdraw - intend to return

Selecting this option means you are temporarily withdrawing from the university and plan to return. By selecting this option you will be placed on a personal leave of absence.

## KEY STEP:

Under “Additional Information,” select the term you plan to return, which can be up to one year at a time.

### When do you plan to return?

 Spring Quarter 2021 (starts Mar 29 2021) ▼


Students are permitted to go on a personal leave of absence for up to a year at a time

## KEY STEP:

Select the Primary reason for withdraw and, if applicable, secondary reason for withdraw.

### ▼ Additional Information

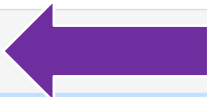
Primary reason for withdraw request:

 Academic Reasons ▼

Secondary reason for withdraw request (if applicable):

 - select - ▼

Continue



Click “Continue.”

**KEY STEP:**

Please review your address, telephone number and email. If necessary, please update your contact information.

If necessary, please update your contact information using [this link.](#)



**KEY STEP:**

Read the withdrawal policies, and click “Agree and Submit”.

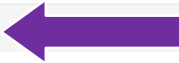
Having read the withdrawal policies of the University of Denver, I understand by submitting this request I will be dropped from all of my classes for the term listed above and am responsible for tuition and fees assessed according to the posted refund schedule. This withdrawal will affect my eligibility to remain in student housing, to use campus facilities and to retain health insurance benefits. My current and future financial aid awards will be affected and I may be liable for tuition owed as a result of the return of financial aid funds.

**Important:** For the standard ten week term, you CANNOT withdraw from all courses without instructor approval for each course after the **sixth week**. If it has passed the sixth week for a ten week term, this withdrawal process is not sufficient and will not be processed if you proceed. You will need to complete an add/drop form with instructor approval for each course dropped after the sixth week. Please review the Drop/Add Schedule <http://www.du.edu/registrar/calendar/index.html>.

**If you are an F-1 or J-1 student, this may have serious consequences for your student immigration status. If you have not already done so, please contact International Student and Scholar Services immediately at [iss@du.edu](mailto:iss@du.edu) or 303.871.4192.**

**You will be placed on a leave of absence, your student status will remain active through the quarter you intend to return. You will receive information about registration prior to registration opening for the quarter you plan to return.**

Agree and Submit



**KEY STEP:**

You will receive the following confirmation. **Please note that you cannot withdraw from all courses without instructor approval for each course after the sixth week of the term and will be asked to submit instructor-signed [add/drop forms](#) for each class.**

✓ Your request to withdraw has been received. Your classes will be dropped within 24 hours, effective today. You will receive email notification to your DU email address when your withdrawal is complete. Contact the Office of the Registrar at 303.871.4095 with questions.

**Important:** For the standard ten week term, you CANNOT withdraw from all courses without instructor approval for each course after the **sixth week**. If it has passed the sixth week for a ten week term, this withdrawal process is not sufficient and will not be processed if you proceed. You will need to complete an [add/drop form](#) with instructor approval for each course dropped after the sixth week. Please review the Drop/Add Schedule <http://www.du.edu/registrar/calendar/index.html>.

**If you are an F-1 or J-1 student, this may have serious consequences for your student immigration status. If you have not already done so, please contact International Student and Scholar Services immediately at [iss@du.edu](mailto:iss@du.edu) or 303.871.4192.**

**KEY STEP:**

Please check your email because you will receive the following email.

This email is to confirm our receipt of your intent to withdraw from the University of Denver for the following term:

**Term:** Spring Quarter 2020  
**Effective Date:** May 01, 2020  
**Withdraw Reason:** Academic Reasons  
**Withdraw Type:** Intend to return  
**Return Term:** Spring Quarter 2021

**You will be placed on a leave of absence, your student status will remain active through the quarter you intend to return. You will receive information about registration prior to registration opening for the quarter you plan to return.**

Sincerely,  
The Office of the Registrar, University of Denver



The office of the Registrar will then drop or withdraw you from all of your courses within 2-3 business days. You will receive an email once it has been processed.