

Colorado Women's College of the University of Denver

Withdrawal, Re-Entry and Grading Policies

Colorado's Women's College at the University of Denver adheres to the policies and procedures of University of Denver as stated in the Undergraduate Bulletin, including these policies regarding withdrawal, re-entry and grading.

Course Withdrawal and Refund Policies

Colorado Women's College students who wish to withdraw from a course may do so online via [MyWeb](#). After signing-on, click "Student and Financial Aid" then "Registration" then "Add/Drop Classes".

However, a student withdrawing from *all courses* must also contact an academic advisor from Colorado Women's College (CWC) by calling 303.871.6032 or 303.871.6430 or visiting the office in room 111 of The Chambers Center and **must also withdraw online** by signing on to [MyWeb](#) then click "Student and Financial Aid" then "Registration" then "Withdraw from DU". You will be asked to read and "Agree" to the statement then click "submit". Confirmation will be emailed to you within 24 hours.

Refund of tuition and fees is dependent on the time in which the student officially withdraws. Students should contact the Office of Financial Aid for details regarding repayment and refunds. Students should not assume they withdrew from a course for missing the payment deadline, telling the instructor they are dropping, or for not attending. Any student withdrawing from all courses for the quarter must contact a CWC academic advisor.

Deadlines for Withdrawal with Tuition Refund

Regular Courses

Fall Quarter 2014

- 100% refund to September 14, 2014 by 4:30 pm
- 75% refund to September 21, 2014 by 4:30 pm
- 50% refund to September 28, 2014 by 4:30 pm
- Zero refund after September 28 through the end of the term

The last day to withdraw from any regular session course, with instructor approval, is November 3, 2014 by 4:30 pm. The refund allowed is 0% and the grade is recorded as a withdrawal (W).

Winter Quarter 2015

- 100% refund to January 11, 2015 by 4:30 pm
- 75% refund to January 18, 2015 by 4:30 pm
- 50% refund to January 25, 2015 4:30 pm
- Zero refund after January 25 through the end of the term

The last day to withdraw from any regular session course, with instructor approval, is February 25, 2015 by 4:30 pm. The refund allowed is 0% and the grade is recorded as a withdrawal (W).

Spring Quarter 2015

- 100% refund to March 30, 2015 by 4:30 pm
- 75% refund to April 5, 2015 by 4:30 pm
- 50% refund to April 12, 2015 by 4:30 pm
- Zero refund after April 12 through the end of the term

The last day to withdraw from any regular session course, with instructor approval, is May 15, 2015 by 4:30 pm. The refund allowed is 0% and the grade is recorded as a withdrawal (W).

Summer Quarter 2014

- 100% refund to June 21, 2015 by 4:30 pm
- 75% refund to June 26, 2015 by 4:30 pm
- 50% refund to June 30, 2015 by 4:30 pm
- Zero refund after June 30 through the end of the term

The last day to withdraw from any regular session course, with instructor approval, is July 24, 2015 by 4:30 pm. The refund allowed is 0% and the grade is recorded as a withdrawal (W).

Students who have extenuating circumstances that make it necessary to drop classes after the withdrawal/drop deadline may contact a CWC academic advisor for instructions to file a Petition for Exception to Academic Policy to request a late withdrawal. If the exception is granted, approval to drop courses after the withdrawal deadline does not automatically grant a tuition refund. Students will need to complete a tuition appeal form found at <http://www.du.edu/registrar/registration/tuitionappeal.html> and submit it to the Bursar's Office.

Accelerated Courses, 5 week, 4 week and 3 week sessions

- 100% refund - Class withdrawal until 4:30 p.m. six (6) days after the first class session. Class will not appear on transcript.
- 0% refund - Class withdrawal beginning the seventh (7th) day after the first class session. Grade is recorded as a withdrawal (W) on transcript.

The last day to withdraw from a 5-week session course is seven (7) days before the last class session. The last day to withdraw from a 4-week and 3-week session course is three (3) days before the last class session.

Interterm Courses

- 100% refund - Class withdrawal **until 4:30 p.m. prior** to the first class meeting. Class will not appear on transcript.
- 0% refund - Class withdrawal after the first class meeting. Grade is recorded as a withdrawal (W) on transcript.

The last day to withdraw from an interterm course is three (3) days before the last class session. Contact the Financial Aid Office for tuition refund information for courses that do not fit into the above session configuration.

Financial Responsibility

Students have financial responsibility for courses in which they register. Failure to attend a class or pay tuition does not constitute an official drop or cancellation of tuition or associated fees. A student must officially drop a course or an "F" grade will be assigned for courses never attended. Withdrawal after a grade of "F" has been assigned is not an option. Tuition must be paid if a class has not been officially dropped. A student who never attended a course should email the Registrar's Office to request a grade change to a W from an F.

A student who withdraws from all classes during any term at the Colorado Women's College at University of Denver must follow the withdrawal procedures stated at the top portion of this page.

Any student, who begins classes at CWC, applies for financial aid, completes all of the requirements to obtain aid, and then withdraws from classes may have her financial aid adjusted according to federal, state, and institutional regulations.

Students who withdraw during the 100% refund (add/drop) period for any term will have all of their aid for that term cancelled and returned. Students who drop below the number of hours reflected in their financial aid budget during the add/drop period may also have their budget adjusted to reflect the new hours and aid adjustment.

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 agree to pay the total amount of tuition and other charges set forth, whether or not you attend these courses. It is your responsibility to drop any courses you do not attend, or do not plan to complete.

Withdrawal from the University

The decision to withdraw from Colorado Women's College is a decision to withdraw from the University of Denver. The decision to withdraw can have an impact beyond the current quarter you are enrolled, including tuition reimbursement, your financial aid package, and your future status as a student. Before completing the withdrawal process, it is important that you review your decision with your academic advisor at CWC.

Colorado Women's College students who wish to withdraw from a course may do so online by signing on to [MyWeb](#) then clicking "Student and Financial Aid" then "Registration" then "Add/Drop Classes". You will be asked to read and "Agree" to the statement then click "submit". Confirmation will be emailed to you within 24 hours.

Students who have received federal or state funds through financial aid programs must also have an exit interview with the Financial Aid Office. CWC recognizes that students sometimes must

take a leave from the university. Below are policies regarding other types of withdrawal and leaves.

Leave of Absence

The CWC Leave of Absence program allows undergraduate students to take a leave of absence for up four quarters or one academic year. A Leave of Absence allows students to formally withdraw from the University, but are guaranteed re-admittance if they return within four academic quarters, as long as the student has not been suspended or dismissed for judicial or academic reasons. Follow the same procedure for “Withdrawal from DU” by signing on to [MyWeb](#) then clicking “Student and Financial Aid” then “Registration” then “Add/Drop Classes”. You will be asked to read and “Agree” to the statement then click “submit”. Confirmation will be emailed to you within 24 hours.

One quarter before the scheduled return, students should contact a CWC academic advisor. The process of notifying the academic advisor of return from Leave of Absence ensures that students receive appropriate advising and understand financial aid implications, as applicable to each student.

Medical Leave of Absence

A student with a serious medical condition may elect to withdraw and take a Medical Leave of Absence from the University with appropriate medical documentation. The Medical Leave of Absence process also begins by completing a [Withdrawal Form](#). Please review the [Withdrawal Information Sheet and Checklist](#) in order to understand the impact of leaving the University. Please review the [Medical Leave of Absence policy](#) and **complete** the [Medical Leave of Absence Application with an Academic Advisor at the Colorado Women’s College](#).

Re-Entry

Whether you have taken a Leave of Absence, withdrawn from DU, or left DU without formally withdrawing, you will need to review and complete the online [Re-entry Form](#).

A Medical Leave of Absence requires the [Medical Re-entry](#) forms below:

- [STUDENTS - Medical Re-entry Questionnaire](#)
- [HEALTHCARE PROVIDERS -Medical Re-entry for HealthCare Providers](#)

A student who is not in academic good standing at the time of withdrawal must contact a CWC academic advisor before readmission.

Students who are away from CWC for five (5) years must re-apply for admission to CWC and may be required to follow the degree plan in place at the time of readmission.

Disciplinary and Academic Suspension and Dismissal

Information regarding policies and processes pertaining to the University of Denver Honor Code, Code of Student Conduct and code of conduct violations is available on the Student Conduct

website at <http://www.du.edu/studentlife/studentconduct/>. Students withdrawn from classes as a result of disciplinary sanctions will be liable for tuition and fees based on the University's refund policy based on the effective date of the suspension or dismissal.

Information on policies and processes regarding academic standing and actions is available at [the Center for Academic and Career Development](#) website. The Chair of the Academic Standards Committee will notify students of academic suspension or dismissal prior to the upcoming term. Students who have registered for the upcoming term will be dropped from all their classes upon notification of the suspension or dismissal.

Return from Academic Suspension

Students who have been academically suspended are not eligible to return for three (3) quarters and must adhere to the following re-entry process. These items must be submitted at least six weeks before the first day of the intended return quarter.

1. A letter must be written addressed to the Director of Enrollment Management and Student Services at CWC describing your activities during your time away and your plan for a successful return to Colorado Women's College,
2. Creation of an action plan with your CWC academic advisor that includes a specific description of the deficiencies in your performance and a set of objectives and activities that will enable you to overcome these deficiencies.

Coursework taken at another college or university during the suspension period will not be accepted in transfer upon return to CWC.

Grading Policies

Incomplete "I" Grade Policy

An Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;

- The instructor and student complete the “Application for Incomplete Grade” form before the end of the academic term found at this link:
http://www.du.edu/registrar/media/documents/incomplete_application.pdf

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

Grades

Students may access grades via [WebCentral](#) and/or [MyWeb](#) tab. Please note that privacy regulations do not permit the release of grades over the telephone or email.

Pertinent Registration Information

Residency Requirement

The last 45-quarter hours earned prior to granting an undergraduate degree must be completed at Colorado Women’s College at the University of Denver. Students who take classes at another institution while on leave must submit transcripts upon their return to the University. Regardless of degree requirements (course work and credit hours) satisfied by transfer work, the 45 quarter-hour residency requirement must also be satisfied.

Waitlist

If a class is full, students may place themselves on the “waitlist” by using Web registration. After selecting “Add/Drop Courses”, use the action drop down box at the selected course and choose "waitlist". If a seat opens in the class, students will be notified by an academic advisor in the order of their position on the waitlist. After notification of an open position, students must register within 24 hours or lose their place on the waitlist.

Course Cancellation

Courses may be cancelled when enrollment is insufficient to provide appropriate instruction. If a course is cancelled, students will be notified in time to register for other courses. CWC academic advisors are available to assist students in selecting alternative courses.