



Operational Area:	Student Affairs
Responsible Executive:	Chief Student Affairs Officer
Responsible Office:	Registrar's Office
Effective:	July 1, 2019

## Emergency Withdrawal

### Student Affairs

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### I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy outlines a student's responsibilities when withdrawing from course work due to an emergency or unforeseen circumstance.
- C. **Scope:** This policy applies to MSU Denver students.

### II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Student Affairs Officer
- B. **Responsible Administrator:** Registrar
- C. **Responsible Office:** Registrar's Office
- D. **Policy Contact:** Registrar's Office, 303-556-3991



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### III. Policy Statement

Students who must withdraw during a semester due to unforeseen or extenuating circumstances, including state or national emergency, should contact the Office of the Registrar. The Office of the Registrar will make the final determination for administrative withdrawal on a case-by-case basis according to the administrative withdrawal policy. Students who request an administrative withdrawal may also request a tuition refund by filing a Tuition and Fees Appeal through the Office of the Bursar.

### IV. Related Information

- A. Grades and Notations (Administrative Withdrawal) Policy
- B. Registrar's Office Webpage
- C. Tuition and Fees Appeal Information

### V. Policy History

- A. **Effective:** July 1, 2019
- B. **Revised:** 2013; 2012
- C. **Review:** This policy will be reviewed every three years or as deemed necessary by University leadership.



**President's**  
Policy Statement  
University Policy Library

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#### VI. Policy Approval

A handwritten signature in black ink that reads "Janine Davidson".

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Janine Davidson, Ph.D.  
*President, Metropolitan State University of Denver*

N/A

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*Chair, Board of Trustees, Metropolitan State University of Denver*