

## CBUS Advising Team information on Withdrawing/the Withdrawal Deadline

- **The Withdraw Deadline for full semester Spring classes is 29 March.**
- **Why should I consider withdrawing from my class or classes?** A course grade of “W” (for withdraw) doesn’t impact your Grade Point Average (GPA) and Academic Standing with the University whereas a course grade of F can negatively impact both. If you are currently failing a class and not able to pass it, you should consider withdrawing instead of failing it.
- **What should I do first if I’m considering withdrawing?**
  - **We recommend discussing your course grade/remaining course requirements with your Professor first.** You may still be able to pass the course and/or turn in work late.
  - **Remember you have tutoring and resources available to you.** You can find **Tutoring Resources** here (including 8 hours/week of on-line Free Tutoring): <https://www.msudenver.edu/student-academic-services/tutoring/>; **Academic Success Coaching** here: <https://www.msudenver.edu/student-academic-services/academic-success-coaching/> and **Support Services** here: <https://www.msudenver.edu/industrial-design/student-services/>
  - **You should talk with the Financial Aid/Scholarship Office or the Veteran’s Office if you are using FAFSA, CAFSA, scholarships, or the 9/11 GI Bill BEFORE you make your decision to withdraw.** These offices will be open during Spring Break next week.
    - For Veterans/Active Duty, it is generally better for you to take a low course grade rather than withdraw from a class (otherwise you will owe money back)
  - **If you have any questions, especially if you are currently on Academic Probation, you should make an academic advising appointment immediately.** Please make an appointment in Navigate instead of emailing your advisor. You can find instructions for making an appointment here: <https://www.msudenver.edu/advising/>. You may also use drop-in advising. You can find the drop-in schedule here: <https://www.msudenver.edu/business/advising/> (drop-in hours aren’t guaranteed!)
- **How do I withdraw from my class or classes?** You can find instructions for withdrawing from classes here: <https://www.msudenver.edu/registrar/student/drop-and-withdrawal/>
  - **Do not wait until the last minute to withdraw in case you run into technical issues.** If you run into problems, email [Regquery@msudenver.edu](mailto:Regquery@msudenver.edu) **BEFORE** the midnight deadline and explain your situation. You will want to include screenshots.
  - **Academic Advisors cannot make registration changes and are not responsible for withdrawing you from a class or classes.**
  - **If you have a hold preventing you from withdrawing from your class or classes, you need to contact the office responsible for placing the hold on your account.** They will temporarily remove the hold so that you can withdraw. You can find the holds/offices contact information here: <https://www.msudenver.edu/registrar/student/holds/>. Again do not wait until the last minute.
- If you miss the withdraw deadline, you missed the deadline. For students with extenuating circumstances (for example, a death in the family, hospitalization, etc.), you may be eligible for an Administrative Withdrawal (AW) after the Withdrawal Deadline. You can learn about the AW policy here: <https://www.msudenver.edu/registrar/student/administrative-withdrawal/>