

Withdrawal Policy

School of Extended Studies – 8 Week Terms Effective Fall Term I, 2006

Between Weeks 2-5, withdrawals and subsequent refunds follow the Withdrawal policy. No withdrawals are permitted after the fifth week of the term.

Appeals for withdrawals after the fifth week of the term are considered only under the following circumstances:

1. Institutional Error (student notified of non-attendance and was not withdrawn; financial aid and/or registration problems)
2. Medical Circumstances (non-routine, serious medical concerns; documentation required)
3. Family Emergency (specific written explanation required)
4. Unusual Circumstance (specific written documentation required)

Each request must be submitted directly to the Site Director. All decisions of the Site Director are final.

Information Regarding the Add/Drop Period...

Can I make changes to my registration?

Absolutely! Each term, students have the opportunity to add or drop courses without penalty through Week One. To add/drop, use the Banner Web tools or contact your advisor. If you have questions about this process, speak with your advisor.

What happens if I want to drop a course AFTER the add/drop deadline?

After Week One, you must formally contact your advisor to initiate a course withdrawal. Requests are reviewed and processed according to the day they are received by your advisor. Please note that you will receive a “W” (withdraw) on your transcript which counts against your completion rate. You will also be held to the refund rate according to the day you withdraw, and you will have to repeat the class if it is a requirement. If you have questions about this process, speak with your advisor.

What is your tuition refund policy?

If you withdraw from a course, you will be refunded according to the tuition refund schedule. No refunds are given after a specific date each term. For a copy of the refund schedule, please contact Student Accounts (1-800-447-5444) on the main campus for more information.