

Course Withdrawals

Upon deciding to withdraw from a class, students are responsible for the following:

- awareness of the academic and financial consequences of the withdrawal (see below)
- notification of the Registrar
- notification of the Course Instructor or Faculty
- completion and submission of the course withdrawal form to the Registrar

Program students must obtain the approval of their Faculty Advisor to drop a class. Students should ensure that they keep a copy of the approval document.

Occasional students should contact the Registrar directly.

Notification: Students choosing to withdraw from courses must notify the Registrar before the end dates specified below to be eligible for refunds.

Course cancellation due to insufficient registration will result in a full refund of the student's course payment.

Course change: This policy also applies for students wishing to withdraw from one course and enroll in a different course. Students will be charged a \$50 per credit unit transfer fee instead of a withdrawal fee.

Intensive Courses:

One-Week:

- Credit and audit - 100% refundable up to the end of class time of the first day of the course with a \$150 withdrawal fee. No "W" on transcript.
- Credit and audit - 50% refundable up to the end of class time of the second day of the course with a \$150 withdrawal fee. "W" on transcript.
- After the second day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- up to end of class time of the first day of the course – 50% refund
- up to end of class time of the second day of the course – 25% refund
- after the second day of the course - no refund

Two-Weeks:

- Credit and audit – 100% refundable up to the end of class time of the second day of the course with a \$150 withdrawal fee. No "W" on transcript.
- Credit and audit - 50% refundable up to the end of class time of the fourth day of the course with a \$150 withdrawal fee. "W" on transcript.
- After the fourth day, there is no refund, and the transcript will show "Withdraw-Fail" for credit students.

Switching from credit to audit:

- up to end of class time of the second day of the course – 50% refund
- up to end of class time of the fourth day of the course – 25% refund
- after the fourth day of the course - no refund

Three-Weeks:

- Credit and audit – 100% refundable up to the end of class time of the third day of the course with a \$150 withdrawal fee. No “W” on transcript.
- Credit and audit - 50% refundable up to the end of class time of the sixth day of the course with a \$150 withdrawal fee. “W” on transcript.
- After the sixth day, there is no refund, and the transcript will show “Withdraw-Fail” for credit students.

Switching from credit to audit:

- up to end of class time of the third day of the course – 50% refund
- up to end of class time of the sixth day of the course – 25% refund
- after the sixth day of the course - no refund

Learning Circles (10-day):

- Credit and audit - 100% refundable up to the end of class time of the first day of the course with a \$150 withdrawal fee. No “W” on transcript.
- Credit and audit - 50% refundable up to the end of class time of the third day of the course with a \$150 withdrawal fee. “W” on transcript.
- After the third day, there is no refund, and the transcript will show “Withdraw-Fail” for credit students.

Switching from credit to audit:

- up to end of class time of the first day of the course – 50% refund
- up to end of class time of the third day of the course – 25% refund
- after the third day of the course - no refund

Full Semester Courses:

- up to Friday at noon of the second week of the course – 100% refund with a \$150 withdrawal fee – No “W” on transcript
- up to Friday at noon of the fourth week of the course – 75% refund with a \$150 withdrawal fee – “W” on transcript
- up to Friday at noon of the seventh week of the course – 50% refund with a \$150 withdrawal fee – “W” on transcript
- up to Friday at noon of the eighth week of the course – 25% refund with a \$150 withdrawal fee – “W” on transcript
- after the eighth week of the course – no refund - “Withdraw-Fail” on transcript for credit students.
- Auditing the course: Non-refundable after the second week

Switching from credit to audit:

- up to Friday at noon of the second week of the course – 50% refund
- up to Friday at noon of the seventh week of the course – 25% refund
- after the seventh week – no refund