

Tuition Refund and Grade Policy for Dropped/Withdrawn Courses

Refund provisions apply to students who change enrollment, i.e. drop an overload, drop from full-time to part-time, or drop hours within part-time status. To receive a tuition refund, students must drop classes within the following time frames:

The tuition refund policy for **Fall and Spring Semesters** allows for:
 100% tuition refund if the class is last attended on days 1-4 of the term,
 75% tuition refund if the class is last attended on days 5-7, and
 50% tuition refund if the class is last attended on days 8-10
 0% tuition refund beginning on the 11th day

The tuition refund policy for **January** (when tuition has been charged) **and Summer Terms** allows for:
 100% tuition refund if the class is last attended on day 1 of the term
 75% tuition refund if the class is last attended on day 2 of the term
 50% tuition refund if the class is last attended on day 3 of the term
 0% tuition refund beginning on the 4th day

During the above listed period of time there is not a grade associated with the dropped course. However, withdrawing from courses after these time frames will result in the following grades:

- **Beginning on the 11th Class day:** "W" grades are assigned to classes from which a student has withdrawn
- **Beginning on the 4th day following the posting of mid-term grades:** Students may withdraw from courses for extenuating circumstances only, requiring the approval of the Associate Vice-President for Academic Administration and will receive a "WF" or a "WP" grade. Without approval to withdraw, the grade earned will be posted at the end of the semester if sufficient work has been completed to earn credit. Otherwise an "X" grade will be assigned with no credit earned.

Fall Semester 2009	
Date	Description
9/1 - 9/4	100% Tuition Refund
9/7 - 9/9	75% Tuition Refund
9/10-9/14	50% Tuition Refund
9/15	0% Tuition Refund
9/10	Last day to add a class
9/14	Last day to drop w/o a "W" grade
10/26	Last day to withdraw with a "W" grade

Spring Semester 2010	
Date	Description
2/4-2/9	100% Tuition Refund
2/10-2/12	75% Tuition Refund
2/15-2/17	50% Tuition Refund
2/18	0% Tuition Refund
2/15	Last day to add a class
2/17	Last day to drop w/o a "W" grade
3/29	Last day to withdraw with a "W" grade

January Term 2010	
Date	Description
1/6	100% Tuition Refund
1/7	75% Tuition Refund
1/8	50% Tuition Refund
1/11	0% Tuition Refund
1/8	Last day to add a class
1/8	Last day to drop w/o a "W" grade
1/14	Last day to withdraw with a "W" grade

Financial Aid may be adjusted during the drop/add period. Please consult with the Financial Aid Office for more details.