

Refund Policy for Dropping and Withdrawing from Courses

This policy applies to students who drop and/or withdraw from individual courses in a semester while maintaining a status of being an enrolled student. ^{1, 2, 3}

Traditional and Trimester Academic Calendars:

- Prior to start of sessions and through the Add/Drop period: 100% refund of tuition and the comprehensive fee
 - After add/drop: No Refund of Tuition or the comprehensive fee
- *Traditional Calendar Summer Sessions: after Add/Drop and through day #15 of the session: 50% refund of tuition

7 Week Modular and School of Education 8 Week Cohort Academic Calendars:

- Prior to start of the term and through the Add/Drop period: 100% refund of tuition. The comprehensive fee is 100% refunded only if all courses for all sessions within the term are dropped within the add/drop period.
- After add/drop and through day #18 of the session: 50% refund of tuition. The comprehensive fee will not be prorated.

How to Count the Days:

All days are counted, including weekends and holidays. If a class begins on a Monday, then Monday is day #1, Tuesday is day #2, Wednesday is day #3, and so on.

Dates are based on the start date and end dates for the entire semester of the academic period as per the academic calendar. For modular programs, each session is calculated separately and the start and end dates for each session is utilized. The dates used are the semester/session dates and NOT individual course start and end dates. The dates are calendar based and include weekdays, weekends, and holidays.

Notations:

¹An unofficial withdrawal may occur if a student drops/withdraws from all courses in a semester or withdraws from all courses in a session within a semester and then the withdrawal refund policy will apply.

²Military Personnel please refer to the Service Members section of the withdrawal policy for special accommodations for service members who must withdraw from all courses due to military orders.

³Courses that are facilitated through a contractual agreement with another college or via a vendor are subject to the withdrawal policies of the agreement/vendor. In most cases, this means that if a course is not dropped prior to the start date of the course, then no refund will be issued.