Withdrawal & Drop/Add Policy

General Institutional Withdrawal Policy

The following refund policy will be in effect for students enrolled in standard Terms:

• If a student drops* a course before the first week of class or during the drop/add period, the student will not be charged for tuition or fees.
• If a student drops* a course after the last drop/add date, the student will be charged the full tuition rate and fees for that course.

The following refund policy will be in effect for students in non-standard Terms:

• If a student drops* a course before the second class meeting, the student will not be charged for tuition, but will be charged a $50.00 drop/add processing fee.
• If a student drops* a course after the second class meeting, the student will be charged the full tuition rate and fees for that course.

*It is the responsibility of the student to officially drop a course by notifying her or his academic advisor and completing a properly executed Drop/Add Form. If a form is not submitted, the student will be charged in full for the course and related fees, and the student will earn a grade for the course, or in the case of non-attendance, a WF.