

Business Office Drop Policy

| <u>Term Length</u> | <u>Days*</u> | <u>Refund %</u> |
|--------------------|--------------------------|-----------------|
| 16 weeks | Until 5th business day | 100% refund |
| | 6th - 10th business day | 75% refund |
| | 11th - 20th business day | 50% refund |
| | 21st business day onward | No refund |
| 8 weeks | Until 5th business day | 100% refund |
| | 6th - 10th business day | 75% refund |
| | 11th - 15th business day | 50% refund |
| | 16th business day onward | No refund |

Academic Records Office Drop Policy

| <u>Term Length</u> | <u>Days*</u> | <u>Transcript Notation</u> |
|--------------------|--------------------------|----------------------------|
| 16 weeks | Until 5th business day | No W on transcript |
| | 6th - 60th business day | W on transcript |
| | 61st business day onward | Cannot drop |
| 8 weeks | Until 5th business day | No W on transcript |
| | 6th - 30th business day | W on transcript |
| | 30th business day onward | Cannot drop |

Summer Enrollment Program Special Drop Policy

For the Summer Enrollment Program (only entering first time first year students in special Summer Enrollment classes), students may drop without academic penalty (no notation on transcript) through the end of the summer term.

*Business days are counted from the first day of the term, not the first day of the class (e.g., if the term starts on Monday, but your class doesn't start until Tuesday, the first business day is Monday).