

Withdrawal from a Course

Withdrawal without Academic Penalty

An individual is permitted to withdraw from a course for any reason by the deadline for authorized withdrawal listed in the [academic calendar](#). The student receives a grade of WX for the course **without academic penalty. However, the student is still responsible for the tuition costs as per the university's refund policy.** The [WX form must be submitted online](#) to the Office of Graduate Studies for approval.

Withdrawal after the Deadline

Requests for authorized withdrawals after the WX deadline will rarely be approved, and must be based on non-academic reasons. The student must submit a written request to the Dean of Graduate Studies. The student must also provide documentation regarding the non-academic reasons for the withdrawal. The Dean may request additional information regarding the case from the department. The Dean has the sole authority to grant withdrawals without academic penalty. Withdrawals from a course made without prior approval after the deadline are not authorized, and the student will receive a grade of F.

Refund

If a student is given permission to withdraw from a course, the student is still responsible for the tuition costs as per the university's [refund policy](#).

HRD Program Four-week Courses

Students enrolled in four-week courses in the HRD program should follow this withdrawal and refund policy.

Week	Withdrawal Permitted	Deadline
1	Yes - course dropped	By Sunday at 11:59 ET of week 1
2	Yes - grade of WX	By Sunday at 11:59 ET of week 2
3	Yes - grade of WX	By Sunday at 11:59 ET of week 3
4	No	By Sunday at 11:59 ET of week 4