

# To withdraw from the college or request a leave of absence

To withdraw from the College or to request a leave of absence, the student must notify the Dean of their Graduate School. Resident students must also notify the Office of Residence Life.

Students required to withdraw from a class or the College for disciplinary reasons are not entitled to any adjustment to tuition or room charges.

**Tuition Adjustment Schedule** (for classes that meet regularly throughout a fall/spring semester, a full semester class with both in-class and online components, or a full semester class that is fully online)

<b>Withdrawal Date</b>	<b>Adjustment</b>
Prior to the start of the second week of classes	100 %
Prior to the start of the third week of classes	75 %
Prior to the start of the fourth week of classes	50 %
Prior to the start of the fifth week of classes	35 %
Prior to the start of the sixth week of classes	25 %
After the start of the sixth week of classes	0 %
No adjustments will be made after the start of the sixth week of classes.	

Tuition Adjustment Schedule (for classes that do not meet regularly throughout a fall or spring semester and do not have an online component)

<b>Withdrawal Date</b>	<b>Adjustment</b>
Prior to the start of the fourth class hour	100 %
Prior to the start of seventh class hour	75 %
Prior to the start of 10th class hour	50 %
Prior to the start of 13th class hour	35 %
Prior to the start of 16th class hour	25 %
After the start of the 16th class hour	0 %
No adjustments will be made after the start of the 16th class hour	

## Room Adjustment Schedule

<b>Withdrawal Date</b>	<b>Adjustment</b>
Prior to the start of the second week of classes	100 % (less \$200 contract breakage fee)
After the start of the second week of classes	0 %
No adjustments will be made after the start of the second week of classes	

## Board Adjustment Schedule

<b>Withdrawal Date</b>	<b>Adjustment</b>
Prior to the first day of classes	100%
Prior to the start of the second week of classes	85%
Prior to the start of the third week of classes	80%
Prior to the start of the fourth week of classes	70%
Prior to the start of the fifth week of classes	65%
Prior to the start of the sixth week of classes	60%
Prior to the start of the seventh week of classes	50%
Prior to the start of the eighth week of classes	45%
Prior to the start of the ninth week of classes	40%
Prior to the start of the 10th week of classes	30%
Prior to the start of the 11th week of classes	25 %
Prior to the start of the 12th week of classes	20 %

Prior to the start of the 13th week of classes	10 %
After the start of the 13th week of classes	0 %
No adjustments will be made after the start of the 13th week of classes.	