

SGS-BHS POLICY

SUBJECT: Registration	TITLE: Course Withdrawals	AMENDED: April 2022
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I. PURPOSE

This policy specifies the procedure and limits for withdrawing from courses.

II. ACCOUNTABILITY

Under the direction of the GSBS Dean, the Manager of Enrollment and Student Academic Services shall have responsibility for this policy.

III. POLICY

The withdrawal period begins immediately following the drop period and continues through the first 2/3 of the course. (The drop period is defined as 1-10 *academic days from the beginning of a course.) Students withdrawing from a course between 11 and 15 academic days after the course begins will receive an 80% tuition refund. No tuition will be refunded beyond 15 academic days after the course has begun. Withdrawals will be noted as “W” on the transcript. Withdrawals will NOT be granted during the final third of a course. A student wishing to withdraw from a course beyond 10 academic days of the beginning of the course must submit an “Add/Drop/Withdraw” form and have appropriate approval of the course instructor (when required) and program director. Completed and approved “Add/Drop/Withdraw” forms must be received by the Registrar’s office within the time periods set forth above in order for a course withdrawal to be processed.

***An academic day is defined as a day that the GSBS campus at which the student is enrolled is open for business.**