

Drops and Withdrawals Policy

During Week...	Action	Outcome	Tuition
Prior to Week 1	To drop for full refund, the learner must email advisor, program coordinator, or program director with stated intent to drop prior to start of Week 1	Drop	100% Refund
Week 1 of any course*	If the learner attended Week 1 but wants to drop, the learner must email the advisor, program coordinator, or program director with stated intent to drop prior to start of Week 2	Drop	100% Refund
Week 2 of any course – nonattendance*	If the learner did not attend Week 1 and 2, the learner is administratively dropped from the course.	Administrative Drop	100% Refund
Week 2 or 3 of any course*	If the learner wants to withdraw during Week 2 or Week 3 on any course, the learner must email the advisor, program coordinator, or program director with stated intent to drop prior to start of Week 4	Withdrawal	No refund
Week 4 of an eight-week course	To withdraw from an eight-week course during Week 4, the learner must email the advisor, program coordinator, or program director with stated intent to drop prior to start of Week 5	Withdrawal	No refund
Week 4 and thereafter for a five- or six-week course*	Cannot withdraw; course grade calculated using zeros for any uncompleted work	Grade given on transcript	No refund
Week 5 and thereafter for an eight -week course	Cannot withdraw; course grade calculated using zeros for any uncompleted work	Grade given on transcript	No refund

* For a first course in undergraduate degree completion programs and graduate programs that are extended one week to include orientation and course introduction, the timeframes given here are extended one week beyond what is listed in the table.

Drop/Administrative Drop = no credit, not transcribed; **Withdrawal** = grade of W on transcript, no credit, no GPA impact

Attendance: Two absences result in an "F" for the course unless the learner is absent the first two weeks, which results in an administrative drop.

Books/Fees: Learners are responsible for book charges if books are not returned in accordance with Tree of Life's book cancellation and return policy. To drop for full refund of fees, the learner must email the advisor, program coordinator, or program director with stated intent to drop prior to the start of Week 1. An **incomplete grade ("I")** is given when a learner lacks some essential requirements of the course and is only allowed in special cases where learners come to the end of the course and experience illness or an unavoidable crisis. A grade of "I" must be requested by the learner to the program director in cooperation with the course instructor and must have the approval of the VPAA of PGS. The incomplete form, signed by the learner or verified by email, must be submitted to the Registrar's Office within two weeks of the close of the course. An "I" is not to be given to allow extra time to complete coursework that should have been completed during the length of the course. Incomplete work must be submitted according to the schedule determined by the course instructor and within six months from the last date of the course. Extension of the completion period requires approval by the VPAA of PGS.

Exceptions may be granted to this policy through the Extraordinary Circumstance Request form. Learners should contact their academic advisor or program coordinator for more information.

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