

## Withdrawal Policy

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

**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 student is absent the first two weeks which results in an administrative drop.

**Books/Fees:** Students are responsible for book charges if books are not returned in accordance with Tree of Life's book cancellation and return policy. In order to drop for full refund of fees, the student 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 student lacks some essential requirements of the course and is only allowed in special cases where students come to the end of the course and experience illness or an unavoidable crisis. A grade of "I" must be requested by the student to the program director in cooperation with the course instructor. The incomplete form 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. Students should contact their academic advisor or program coordinator for more information.