

# DUQUESNE UNIVERSITY

## SUMMER 2018

### DROP/WITHDRAWAL DEADLINES

Students registered for summer who decide not to attend must give written notice to their Academic Advisor no later than the **Latest Date to Drop** based on the drop/withdrawal schedule below. Students will receive a 100% refund of tuition up to this date. After this date, a student may withdraw from a course up to the time specified for a **0% Refund**. Course withdrawals after this withdrawal deadline must be authorized by the Committee of Student Standing or the Dean of the student's school. Whether a refund will be issued or whether a payment will be due will be based on the refund schedule below in accordance with any outstanding student account balance.

The effective date of a drop or withdrawal is that on which the student signs and submits the Request for Student Schedule Change or the Notice of Complete Withdrawal. A student is considered enrolled until he or she gives official notice. Under no circumstance may a student withdraw from a course after it has ended or after the final exam has been given. Students who fail to officially withdraw or whose withdrawal requests are not approved are still considered to be enrolled, are responsible for payment, and will receive final grades.

When a student's attendance is involuntarily terminated in a semester because of personal disability arising from injury or illness, any remission of tuition beyond the limits prescribed by the withdrawal refund policy is subject first to the approval of the Academic Dean, then the Vice President for Academic Affairs, and finally, the Vice President for Management and Business.

#### DROP/WITHDRAWAL DEADLINES

Length of Summer Course	Latest Date To Drop	Latest Date to Withdraw With a "W" Grade			
		100% Refund	60% Refund	20% Refund	0% Refund
Weeks					
At the conclusion of:					
8-12	1 <sup>st</sup> week	2 <sup>nd</sup> week	4 <sup>th</sup> week	5 <sup>th</sup> week	
6-7	1 <sup>st</sup> week	2 <sup>nd</sup> week	3 <sup>rd</sup> week	4 <sup>th</sup> week	
5	Day after 1 <sup>st</sup> class day	1 <sup>st</sup> week	2 <sup>nd</sup> week	3 <sup>rd</sup> week	
4	Day after 1 <sup>st</sup> class day	3 <sup>rd</sup> class	1 <sup>st</sup> week	2 <sup>nd</sup> week	
3	Day after 1 <sup>st</sup> class day	N/A	3 <sup>rd</sup> class day	1 <sup>st</sup> week	
2	1 <sup>st</sup> class day	N/A	3 <sup>rd</sup> class day	4 <sup>th</sup> class day	
1	1 <sup>st</sup> class day	N/A	N/A	2 <sup>nd</sup> class day	