PEPPERDINE UNIVERSITY

Fall 2026 Course Withdrawal Information Part-Time Programs

The withdrawal schedule outlines the percentage of tuition refunds and the grade you will receive based on when the official request is submitted to the Program Office. Before officially withdrawing from a course, we strongly recommend contacting the financial aid office and a program advisor to discuss the financial aid and academic impact. Students who wish to withdraw from a course or courses must email pgbs.ptprograms@pepperdine.edu the request via their Pepperdine email account.

Enrollment confirmation deposits for new students are non-refundable. If all courses are dropped before the Add/Drop deadline, students will receive a 100% tuition refund. If all courses are dropped after the Add/Drop deadline, students will be responsible for the percentage outlined in the withdrawal schedule below. The permanent record will indicate a grade of "W" for such withdrawals. ***After the eighth week of a trimester, a grade of "W" or "WF" will be assigned*** *based upon the instructor's indication of the student's academic status at the time of withdrawal. No tuition or fee adjustment will be made for withdrawals after the eighth week of a trimester.* ***The withdrawal period for courses not meeting on a regular trimester schedule, such as seven-week or weekend mode courses, is proportionally adjusted.***

Students who drop all of their courses after the initial registration through the last day of add/drop will be charged a $150 withdrawal fee. The $150 withdrawal fee will also be applied to the accounts of students who register and are subsequently dropped from all courses for non-attendance.

4-unit Weeknight Course and STGY 612 Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1 - 2	August 31 - September 12	100% tuition refund & no letter grade
3	September 13 - September 19	75% tuition refund & "W" grade
4	September 20 - September 26	50% tuition refund & "W" grade
5 - 8	September 27 - October 24	25% tuition refund & "W" grade
9 - 13	October 25 - December 4th	0% tuition refund & "W" or "WF" grade*

Session A 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	August 31 - September 5	100% tuition refund & no letter grade
2	September 6 - September 12	75% tuition refund & "W" grade
3	September 13 - September 19	50% tuition refund & "W" grade
4	September 20 - September 26	25% tuition refund & "W" grade
5 - 6	September 27 - October 12	0% tuition refund & "W" or "WF" grade*

Session B 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	October 22 - October 31	100% tuition refund & no letter grade
2	November 1 - November 7	75% tuition refund & "W" grade
3	November 8 - November 14	50% tuition refund & "W" grade
4	November 15 - November 21	25% tuition refund & "W" grade
5 - 6	November 22 - December 4	0% tuition refund & "W" or "WF" grade*

3-unit Weeknight Course Withdrawal Schedule		
Week(s)	**Dates**	**Tuition refund percentage & grade assigned**
1	August 31 - September 5	100% tuition refund & no letter grade
2	September 6 - September 12	75% tuition refund & "W" grade
3	September 13 - September 19	50% tuition refund & "W" grade
4	September 20 - September 26	25% tuition refund & "W" grade
5 - 6	September 27 - November 9	0% tuition refund & “W” or “WF” grade*

1-unit Course (BSCI 650, OTMT 685.01OL and PGBS 694) Workshop Withdrawal Schedule	
On or before the day before your workshop begins	100% tuition refund & no letter grade
On or after the day your workshop begins	0% tuition refund & “W” or “WF” grade*

PGBS 693.36 & PGBS 485.36: Global Business Intensive		
Week(s)	**Dates**	**Tuition refund percentage & grade assigned**
1	November 7 - November 14	100% tuition refund & no letter grade
5 - 6	November 15 - December 18	0% tuition refund & “W” or “WF” grade*