



# PEPPERDINE UNIVERSITY

## Spring 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 your program advisor to discuss the financial aid and academic impact. Students who wish to withdraw from a course or courses must email their program advisor 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 student may not withdraw from any course without obtaining written permission from the Petitions Committee. No petition for special withdrawal will be considered during or after the final week of the trimester.**

Continuing students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if all courses are withdrawn on or after the first day of instruction of their Spring 2026 enrollment and through the end of the 100% tuition refund period reflected below for the appropriate course type designation.

### 4-unit Weeknight Course, PGBS 611, and PGBS 694 Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1 - 2	January 12 – January 24	100% tuition refund & no letter grade
3	January 25 - January 31	75% tuition refund & "W" grade
4	February 1 - February 7	50% tuition refund & "W" grade
5 - 7	February 8 - February 28	25% tuition refund & "W" grade
8 - 13	March 1 - April 10	0% tuition refund & "W" or "WF" grade*

### 3-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	January 12 – January 17	100% tuition refund & no letter grade
2	January 18 – January 24	75% tuition refund & "W" grade
3	January 25 – January 31	50% tuition refund & "W" grade
4	February 1 – February 7	25% tuition refund & "W" grade
5 - 10	February 8 – March 20	0% tuition refund & "W" or "WF" grade*

### Session A 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	January 12 – January 17	100% tuition refund & no letter grade
2	January 18 - January 24	75% tuition refund & "W" grade
3	January 25 - January 31	50% tuition refund & "W" grade
4	February 1 - February 7	25% tuition refund & "W" grade
5 - 6	February 8 - February 20	0% tuition refund & "W" or "WF" grade*

### Session B 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	March 2 - March 7	100% tuition refund & no letter grade
2	March 8 - March 14	75% tuition refund & "W" grade
3	March 15 - March 21	50% tuition refund & "W" grade
4	March 22 - March 28	25% tuition refund & "W" grade
5 - 6	March 29 - April 10	0% tuition refund & "W" or "WF" grade*

### STGY 612.01OL Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	January 12 – January 17	100% tuition refund & no letter grade
2	January 18 – January 24	75% tuition refund & "W" grade
3	January 25 – January 31	50% tuition refund & "W" grade
4	February 1 - February 7	25% tuition refund & "W" grade
5 - 6	February 8 - March 13	0% tuition refund & "W" or "WF" grade*

### 1-unit Course (BSCI 650 and OTMT 601) 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*

### OTMT 685 Withdrawal Schedule

March 19 - March 23	100% tuition refund & no letter grade
March 24 - April 10	0% tuition refund & "W" or "WF" grade*

### PGBS 693.35 Course Withdrawal Schedule

March 7 - March 14	100% tuition refund & no letter grade
March 15 - April 17	0% tuition refund & "W" or "WF" grade*

### PGBS 693.28 Course Withdrawal Schedule

March 21 - March 28	100% tuition refund & no letter grade
March 29 - April 24	0% tuition refund & "W" or "WF" grade*

### PGBS 693.46 Course Withdrawal Schedule

March 28 - April 4	100% tuition refund & no letter grade
April 5 - April 24	0% tuition refund & "W" or "WF" grade*