



PEPPERDINE UNIVERSITY

Summer 2025 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students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if all courses are withdrawn on or after the first day of instruction of their Spring 2025 enrollment and through the end of the 100% tuition refund period reflected below for the appropriate course type designation.

4-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1 - 2	May 5 – May 17	100% tuition refund & no letter grade
3	May 18 – May 24	75% tuition refund & "W" grade
4	May 25 – May 31	50% tuition refund & "W" grade
5 - 7	June 1 – June 28	25% tuition refund & "W" grade
8 - 15	June 29 - August 8	0% tuition refund & "W" or "WF" grade*

3-unit Weeknight Course and STGY 612 Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	May 5 - May 10	100% tuition refund & no letter grade
2	May 11 - May 17	75% tuition refund & "W" grade
3	May 18 - May 24	50% tuition refund & "W" grade
4	May 25 - May 31	25% tuition refund & "W" grade
5-11	June 1 - July 18	0% tuition refund & "W" or "WF" grade*

Session A 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	May 5 - May 10	100% tuition refund & no letter grade
2	May 11 - May 17	75% tuition refund & "W" grade
3	May 18 - May 24	50% tuition refund & "W" grade
4	May 25 - May 31	25% tuition refund & "W" grade
5-7	June 1 - June 26	0% tuition refund & "W" or "WF" grade*

Session B 2-unit Weeknight Course Withdrawal Schedule

Week(s)	Dates	Tuition refund percentage & grade assigned
1	June 27 - July 5	100% tuition refund & no letter grade
2	July 6 - July 12	75% tuition refund & "W" grade
3	July 13 - July 19	50% tuition refund & "W" grade
4	July 20 - July 26	25% tuition refund & "W" grade
5-7	July 27 - August 15	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*