



Spring 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.

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students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if **all** courses are withdrawn on or after the first day of instruction of their Spring 2025 enrollment and through the end of the 100% tuition refund period reflected below for the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	January 13 – January 25	100% tuition refund & no letter grade
3	January 26 – February 1	75% tuition refund & "W" grade
4	February 2 – February 8	50% tuition refund & "W" grade
5 - 7	February 9 – March 1	25% tuition refund & "W" grade
8 - 15	March 2 – April 18	0% tuition refund & "W" or "WF" grade*

3-unit Weeknight Course Withdrawal Schedule		
Week(s)	Dates	Tuition refund percentage & grade assigned
1	January 13 – January 18	100% tuition refund & no letter grade
2	January 19 – January 25	75% tuition refund & "W" grade
3	January 26 – February 1	50% tuition refund & "W" grade
4	February 2 – February 8	25% tuition refund & "W" grade
5 - 11	February 9 – March 29	0% tuition refund & "W" or "WF" grade*

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2-unit Weeknight Course Withdrawal Schedule			
Week(s)	Session A Dates	Session B Dates	Tuition refund percentage & grade assigned
1	January 13 – January 18	March 3 – March 8	100% tuition refund & no letter grade
2	January 19 – January 25	March 9 – March 15	75% tuition refund & "W" grade
3	January 26 – February 1	March 16 – March 22	50% tuition refund & "W" grade
4	February 2 – February 8	March 23 – March 29	25% tuition refund & "W" grade
5 - 7	February 9 – March 1	March 30 – April 18	0% tuition refund & "W" or "WF" grade*

1-unit Course (BSCI 650) 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 600) Strengths-Based Leadership Workshop Withdrawal Schedule	
On or before February 14	100% tuition refund & no letter grade
On or after February 15	0% tuition refund & "W" or "WF" grade*

(OTMT 685) Human Resources Capstone Withdrawal Schedule	
March 20 - March 22	100% tuition refund & no letter grade
March 23 – April 18	0% tuition refund & "W" or "WF" grade*

STGY 612.010L Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
January 13 – January 18	100% tuition refund & no letter grade
January 19 – January 25	75% tuition refund & "W" grade
January 26 – February 1	50% tuition refund & "W" grade
February 2 – February 8	25% tuition refund & "W" grade
February 9 – March 20	0% tuition refund & "W" or "WF" grade*

STGY 612 - 25HY Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
January 13 – January 18	100% tuition refund & no letter grade
January 19 – January 25	75% tuition refund & "W" grade
January 26 – February 1	50% tuition refund & "W" grade
February 2 – February 8	25% tuition refund & "W" grade
February 9 – March 29	0% tuition refund & "W" or "WF" grade*

PGBS 693.18 / PGBS 485.18	
Dates	Tuition refund percentage & grade assigned
March 8 – March 15	100% tuition refund & no letter grade
March 16 – May 2	0% tuition refund & “W” or “WF” grade *

PGBS 693.44 / PGBS 485.44	
Dates	Tuition refund percentage & grade assigned
February 22 – March 1	100% tuition refund & no letter grade
March 2 – May 2	0% tuition refund & “W” or “WF” grade *

PGBS 693.29 / PGBS 485.29	
Dates	Tuition refund percentage & grade assigned
March 15 – March 22	100% tuition refund & no letter grade
March 23 – May 2	0% tuition refund & “W” or “WF” grade *

**A grade of “W-Withdraw” or “WF-Withdrawal Fail” will be assigned based on your academic in the course at the time of the withdrawal.*