

# PEPPERDINE | GRAZIADIO

## BUSINESS SCHOOL

### Fall 2023 Course Withdrawal Information-Part-Time Programs

The withdrawal schedule outlines the percentage of tuition refund 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students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if **all** courses are withdrawn on or after the first day of instruction of their Fall 2023 enrollment and through the end of the 100% tuition refund period reflected below for the appropriate course type designation.

4-unit Weeknight or Weeknight/Weekend Hybrid Course Withdrawal Schedule		
Week(s)	Dates	Tuition refund percentage & grade assigned
1 - 2	Aug 28 – Sept 9	100% tuition refund & no letter grade
3	Sept 10 – Sept 16	75% tuition refund & "W" grade
4	Sept 17 – Sept 23	50% tuition refund & "W" grade
5 - 8	Sept 24 – Oct 21	25% tuition refund & "W" grade
9 - 15	Oct 22 – Dec 10	0% tuition refund & "W" or "WF" grade*

2-unit Weeknight or Weeknight/Weekend Hybrid Course Withdrawal Schedule			
Week(s)	Session A Dates	Session B Dates	Tuition refund percentage & grade assigned
1	Aug 28 – Sept 2	Oct 19 – Oct 28	100% tuition refund & no letter grade
2	Sept 3 – Sept 9	Oct 29 – Nov 4	75% tuition refund & "W" grade
3	Sept 10 – Sept 16	Nov 5 – Nov 11	50% tuition refund & "W" grade
4	Sept 17 – Sept 23	Nov 12 – Nov 18	25% tuition refund & "W" grade
5 - 7	Sept 24 – Oct 16	Nov 19 – Dec 10	0% tuition refund & "W" or "WF" grade*

### REVISED Refund Schedule

#### 1-unit (BSCI 650) Personal & Leadership Development Workshop Withdrawal Schedule

On/before the Wednesday prior to the first day of the workshop	100% tuition refund & no letter grade
On/after the Thursday of the workshop	0% tuition refund & "W" or "WF" grade*

### Additional Course Withdrawal Periods

PGBS 694.200G Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Sept 1 – Sept 7	100% tuition refund & no letter grade
Sept 8 – Sept 22	0% tuition refund & "W" or "WF" grade*

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<b>PGBS 670J 45HY/PGBS 670J75/PGBS 670J02OL Withdrawal Schedule</b>	
<b>Dates</b>	<b>Tuition refund percentage &amp; grade assigned</b>
Aug 28 – Sept 2	100% tuition refund & no letter grade
Sept 3 – Sept 9	75% tuition refund & "W" grade
Sept 10 – Sept 16	50% tuition refund & "W" grade
Sept 17 – Sept 23	25% tuition refund & "W" grade
Sept 24 – Oct 26	0% tuition refund & "W" or "WF" grade*

<b>PGBS 670J25/PGBS 670J 01OL Withdrawal Schedule</b>	
<b>Dates</b>	<b>Tuition refund percentage &amp; grade assigned</b>
Aug 28 – Sept 2	100% tuition refund & no letter grade
Sept 3 – Sept 9	75% tuition refund & "W" grade
Sept 10 – Sept 16	50% tuition refund & "W" grade
Sept 17 – Sept 23	25% tuition refund & "W" grade
Sept 24 – Nov 2	0% tuition refund & "W" or "WF" grade*

<b>PGBS 485.42 Withdrawal Schedule</b>	
<b>Dates</b>	<b>Tuition refund percentage &amp; grade assigned</b>
Nov 11 – Nov 16	100% tuition refund & no letter grade
Nov 17 – Dec 15	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.*

