

PEPPERDINE | GRAZIADIO
BUSINESS SCHOOL

Spring 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students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if **all** courses are withdrawn between the first day of the Spring 2023 term and the end of the 100% tuition refund period reflected below for the appropriate course type designation.

4-unit Weeknight or Hybrid Course Withdrawal Schedule		
Week(s)	Dates	Tuition refund percentage & grade assigned
1 - 2	Jan 3 – Jan 14	100% tuition refund & no letter grade
3	Jan 15 – Jan 21	75% tuition refund & "W" grade
4	Jan 22 – Jan 28	50% tuition refund & "W" grade
5 - 8	Jan 29 – Feb 25	25% tuition refund & "W" grade
9 - 15	Feb 26 – Apr 16	0% tuition refund & "W" or "WF" grade*

2-unit Weeknight or Hybrid Course Withdrawal Schedule			
Week(s)	Session A Dates	Session B Dates	Tuition refund percentage & grade assigned
1	Jan 3 – Jan 11	Feb 25 – Mar 4	100% tuition refund & no letter grade
2	Jan 12 – Jan 14	Mar 5 – Mar 11	75% tuition refund & "W" grade
3	Jan 15 – Jan 21	Mar 12 – Mar 18	50% tuition refund & "W" grade
4	Jan 22 – Jan 28	Mar 19 – Mar 25	25% tuition refund & "W" grade
5 - 7	Jan 29 – Feb 21	Mar 26 – Apr 16	0% tuition refund & "W" or "WF" grade*

4-unit Weekend Hybrid Withdrawal Schedule	
On/before the Thursday following the first-weekend class session	100% tuition refund & no letter grade
On/after the Friday following the first-weekend class session	0% tuition refund & "W" or "WF" grade*

2-unit Weekend Course Withdrawal Schedule	
On/before the Thursday following the first-weekend class session	100% tuition refund & no letter grade
On/after the Friday following the first-weekend class session	0% tuition refund & "W" or "WF" grade*

1-unit Weekend Course (BSCI 650) Withdrawal Schedule	
On/before the Thursday prior to the weekend class session	100% tuition refund & no letter grade
On/after the Friday of the weekend class session	0% tuition refund & "W" or "WF" grade*

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PGBS 670J 25HY Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 9 – Jan 14	100% tuition refund & no letter grade
Jan 15 – Jan 21	75% tuition refund & "W" grade
Jan 22 – Jan 28	50% tuition refund & "W" grade
Jan 29 – Feb 4	25% tuition refund & "W" grade
Feb 5 – Mar 27	0% tuition refund & "W" or "WF" grade*

PGBS 670J 45HY Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 3 – Jan 7	100% tuition refund & no letter grade
Jan 8 – Jan 14	75% tuition refund & "W" grade
Jan 15 – Jan 21	50% tuition refund & "W" grade
Jan 22 – Jan 28	25% tuition refund & "W" grade
Jan 29 – Feb 23	0% tuition refund & "W" or "WF" grade*

PGBS 670J 75HY Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 3 – Jan 7	100% tuition refund & no letter grade
Jan 8 – Jan 14	75% tuition refund & "W" grade
Jan 15 – Jan 21	50% tuition refund & "W" grade
Jan 22 – Jan 28	25% tuition refund & "W" grade
Jan 29 – March 2	0% tuition refund & "W" or "WF" grade*

PGBS 670J 01OL/PGBS 670J 02OL ONLINE MBA Program Withdrawal Sch.	
Dates	Tuition refund percentage & grade assigned
Jan 3 – Jan 7	100% tuition refund & no letter grade
Jan 8 – Jan 14	75% tuition refund & "W" grade
Jan 15 – Jan 21	50% tuition refund & "W" grade
Jan 22 – Jan 28	25% tuition refund & "W" grade
Jan 29 – Mar 16	0% tuition refund & "W" or "WF" grade*

PGBS 670J 03OL ONLINE MBA Program Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 3 – Jan 7	100% tuition refund & no letter grade
Jan 8 – Jan 14	75% tuition refund & "W" grade
Jan 15 – Jan 21	50% tuition refund & "W" grade
Jan 22 – Jan 28	25% tuition refund & "W" grade
Jan 29 – Mar 23	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.