

PEPPERDINE | GRAZIADIO

BUSINESS SCHOOL

Spring 2024 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students will be charged a \$150 withdrawal fee reflected in their WaveNet student account if **all** courses are withdrawn on or after the first day of instruction of their Spring 2024 enrollment and through the end of the 100% tuition refund period reflected below for the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	Jan 8 – Jan 20	100% tuition refund & no letter grade
3	Jan 21 – Jan 27	75% tuition refund & "W" grade
4	Jan 28 – Feb 3	50% tuition refund & "W" grade
5 - 8	Feb 4 – Feb 24	25% tuition refund & "W" grade
9 - 15	Feb 25 – Apr 14	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	Jan 8 – Jan 13	Feb 26 – Mar 2	100% tuition refund & no letter grade
2	Jan 14 – Jan 20	Mar 3 – Mar 9	75% tuition refund & "W" grade
3	Jan 21 – Jan 27	Mar 10 – Mar 16	50% tuition refund & "W" grade
4	Jan 28 – Feb 3	Mar 17 – Mar 23	25% tuition refund & "W" grade
5 - 7	Feb 4 – Feb 25	Mar 24 – Apr 14	0% tuition refund & "W" or "WF" grade*

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*

PGBS 694.25HY Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 8 – Jan 13	100% tuition refund & no letter grade
Jan 14-Jan 20	75% tuition refund & "W" grade
Jan 21 – Jan 27	50% tuition refund & "W" grade
Jan 28 – Feb 3	25% tuition refund & "W" grade
Feb 4 – Mar 25	0% tuition refund & "W" or "WF" grade*

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PGBS 670J25HY/PGBS 670J45 Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 8 – Jan 13	100% tuition refund & no letter grade
Jan 14-Jan 20	75% tuition refund & "W" grade
Jan 21 – Jan 27	50% tuition refund & "W" grade
Jan 28 – Feb 3	25% tuition refund & "W" grade
Feb 4 – Feb 27	0% tuition refund & "W" or "WF" grade*

PGBS 670J75 Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 8 – Jan 13	100% tuition refund & no letter grade
Jan 14 – Jan 20	75% tuition refund & "W" grade
Jan 21 – Jan 27	50% tuition refund & "W" grade
Jan 28 – Feb 3	25% tuition refund & "W" grade
Feb 3 – Mar 7	0% tuition refund & "W" or "WF" grade*

MKTG 671.25OG Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Mar 9 – Mar 14	100% tuition refund & no letter grade
Mar 15 – Apr 6	0% tuition refund & "W" or "WF" grade*

OTMT 671.75OG Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Mar 2 – Mar 7	100% tuition refund & no letter grade
Mar 8 – Mar 30	0% tuition refund & "W" or "WF" grade*

PGBS 693.18/PGBS 693.43/PGBS 485.18/PGBS 485.43 Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Mar 9 – Mar 14	100% tuition refund & no letter grade
Mar 15 – Apr 19	0% tuition refund & "W" or "WF" grade*

PGBS 693.22/PGBS 485.22 Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Feb 21 – Mar 14	100% tuition refund & no letter grade
Mar 15 – Apr 26	0% tuition refund & "W" or "WF" grade*

PGBS 693.28/PGBS 485.28 Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Mar 16 – Mar 21	100% tuition refund & no letter grade
Mar 22 – Apr 26	0% tuition refund & “W” or “WF” grade*

PGBS 693.37/PGBS 485.37 Withdrawal Schedule	
Dates	Tuition refund percentage & grade assigned
Jan 20 – Jan 25	100% tuition refund & no letter grade
Jan 26 – Apr 26	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.