

DUQUESNE UNIVERSITY

SUMMER 2017

DROP/WITHDRAWAL DEADLINES

WITHDRAWAL

With the approval of their academic advisor, students may withdraw from a course and receive the “W” grade. Course withdrawals after the deadline date must be authorized by the Committee of Student Standing of the student’s school.

When officially withdrawing from the University after the first class day, a student receives a refund of part of the tuition charged for the semester in accordance with the Tuition Refund Schedule below. Whether a refund will be given or whether a payment is due depends on the amount of refund and the previous account balance.

The effective date of withdrawal for determining the percent of refund is that on which the student signs and submits the complete withdrawal form. A student is considered enrolled until he or she gives official withdrawal notice. No student, undergraduate, graduate or post graduate, may have official withdrawal after the termination or final examination of the course. A student who withdraws from a course without authorization receives the failing grade of “F” for the course. Course withdrawals are not recognized until the complete Withdrawal Form is received by the Office of the Registrar.

When a student’s attendance is involuntarily terminated in a semester because of personal disability arising from injury or illness, any remission of tuition beyond the limits prescribed by the withdrawal refund policy is subject first to the approval of the Academic Dean, then the Vice President for Academic Affairs, and finally, the Vice President for Management and Business.

DROP/WITHDRAWAL DEADLINES

Length of Summer Courses	Latest Date To Drop	Latest Date to Withdraw With a “W” Grade			
		100% Refund	60% Refund	20% Refund	0% Refund
Weeks					
At the conclusion of:					
12 +	1 st class day	2 nd week	4 th week	5 th week	
9	1 st class day	1 st week	3 rd week	4 th week	
8	1 st class day	1 st week	3 rd week	4 th week	
6	1 st class day	1 st week	2 nd week	3 rd week	
5	1 st class day	1 st week	2 nd week	3 rd week	
4	1 st class day	3 rd class	1 st week	2 nd week	
3	1 st class day	2 nd class	3 rd class	1 st week	
2	1 st class day	N/A	3 rd class	4 th class	
1	1 st class day	N/A	N/A	2 nd class	