

Withdrawal from a Course

After a course begins and until the last day the course is open, students may request to withdraw from a course if there are extenuating circumstances (i.e., military activation, deployment, extreme medical emergencies, natural disasters, etc.) by completing a [withdrawal form](#) and providing supporting documentation. Requests to withdraw from a course will not be considered without the required withdrawal form and supporting documentation. All requests will be reviewed by the Professional Education Programs Team. Withdrawals must be requested while the course is in progress. Requests for a withdrawal after a course is over will not be approved, unless prior approval was precluded by military necessity (See Veteran and Military Students section).

When a withdraw is processed, the student's last date of attendance is recorded and reported to any agencies, organizations, etc. from which the student is receiving benefits (if applicable). Tuition refunds for withdrawals are subject to the schedule found in the Refunds section of this document. Students receiving tuition benefits from a third-party agency or corporation are subject to the policies of that entity and are encouraged to check any restrictions/penalties they may incur prior to withdrawing from a class.

Students who withdraw from a course and have been issued electronic course materials will be charged for the cost of all materials that have been accessed.

Please note that non-attendance does not constitute a withdrawal from a course and does not nullify financial responsibility.