

Addendum to Undergraduate catalog.

Withdrawal Policies

Withdrawal from a Course –in a Term Program

Students who desire to withdraw from one or more courses may do so within the course withdrawal period. Students who do not officially withdraw from a course will earn the appropriate grade based on the quality of their academic performance during the course and the grading policies within the course syllabus.

Any student who seeks to withdraw from courses within the course withdraw period must submit a Course Withdrawal form to the Registrar’s Office. The Course Withdrawal form can be found on the Registrar’s Office website. The deadline for course withdrawal is published each semester/session in the Academic Calendar (see “Academic Year”) and may be obtained through the Registrar’s Office, on the Registrar’s website or in the Office of Academic Affairs.

Students who request a course withdrawal after the end of the withdrawal period must submit the Course Withdrawal form in addition to the appropriate documentation that supports their request to the School Dean for approval. Students are financially responsible for all courses from which they withdraw.

Withdrawal from an Accelerated or Non-Term course

- Students must submit a Course Withdrawal form to their Academic Advisor to initiate the withdrawal process.
- The student will receive a “W” grade and charges will be placed according to the Bursar’s Office Refund Policy.
- Non-Term Program weeks run from 12:00am EST Monday to 11:59pm EST Sunday
- The deadline to withdraw from an online course varies depending on the length of the course.

Please refer to the table below for Course Withdrawal deadlines:

Length of Course in Weeks	Course Withdrawal Deadline
15	Sunday ending week 10 by 11:59pm EST
14	Sunday ending week 9 by 11:59pm EST
10	Sunday ending week 6 by 11:59pm EST
8	Sunday ending week 5 by 11:59pm EST
7	Sunday ending week 4 by 11:59pm EST
6	Sunday ending week 3 by 11:59pm EST
5	Sunday ending week 2 by 11:59pm EST
3	Sunday ending week 2 by 11:59pm EST

1. If a request is submitted after the policy deadline, the withdrawal request will be denied. The student will be informed via their GMercyU email and a final grade for the course will be submitted by instructor.
2. All email requests must come from the student’s GMercyU email.

Course Withdrawal Refund Policy—*Accelerated or Non-Term Courses*

Refund Policy	
Prior to the first day of class	100% (tuition and fees)
First day of class through 11:59pm EST on Sunday of Week 1	100% (tuition and fees)

Monday of Week 2 at 12:00am EST through Sunday of Week 2 at 11:59pm EST	90% (tuition only)
Monday beginning Week 3 at 12:00am EST and all future weeks	0%

There is no refund for unauthorized withdrawal. The date of withdrawal is determined from the time the appropriate office receives the withdrawal form.