



Spring 2021-2022 Withdrawal Policy

You may add or drop classes through January 28, 2022 for the Spring Semester and through February 4, 2022 for the Spring Access Semester without penalty.

Withdrawal Date	Status	Refund*	Transcript
Spring Semester			
Anytime thru 01/28/2022	DROP	100%	All courses deleted
After 01/28/2022	Withdrawal	0%	Withdrawal (W) will appear
Spring Access Semester			
Anytime thru 02/04/2022	DROP	100%	All courses deleted
After 02/04/2022	Withdrawal	0%	Withdrawal (W) will appear

Students dropping or withdrawing from classes must complete the appropriate form available in the Enrollment Center and Advising Office. Lack of attendance or course abandonment does not constitute a drop or withdrawal.

Important Notes:

- 1. Always make sure that your form is processed and keep a copy of the document.**
- 2. Financial Aid award is based on enrollment and attendance. Award may be reduced or cancelled due to course dropped or withdrawn. Students should check with the Financial Aid Office on award status prior to drop/withdraw from a class.**
- 3. Please request for refund at the Business Office. Allow 3 weeks for processing.**

Advising Office: 857-701-1415

Enrollment Center: 857-701-1200

Financial Aid Office: 857-701-1220

Business Office: 857-701-1250