

GUIDELINES ON WITHDRAWAL

Students can withdraw from any Integrated Science Program (ISP) course in which he or she is registered, according to the provisions in this document.

1. If a student formally notifies SCU (see item 7 below) anytime between the date he or she submitted the application and the THURSDAY before the second weekend of instruction, the student will receive a “Drop” (does not show on transcript) and is eligible for a full refund, except for the non-refundable application fee.
2. If a student formally notifies SCU (see item 7 below) anytime between the FRIDAY before and the SUNDAY of the second weekend of instruction, the student will receive a “Drop” (does not show on transcript) and is eligible for a 75% refund, except for the non-refundable application fee. Note that in this case the student is responsible for paying 25% of the tuition and fees, besides 100% of the non-refundable application fee.
3. If the student formally notifies SCU (see item 7 below) anytime from the MONDAY following the second weekend of instruction and the SUNDAY of the fourth weekend of instruction, the student will receive a “Withdrawal” (“W”, shows on transcript), and is responsible for the full tuition and fees payment for the class.
4. If the student formally notifies SCU (see item 7 below) after the fourth weekend of instruction has finished, the student will receive a “WF” (Withdrawal F) on transcript and is responsible for the full tuition and fees payment for the class.
5. If there is no formal notification to SCU (see item 7 below) until the THURSDAY after the fourth weekend of instruction, the grade assigned by the instructor, up to and including an “F”, will show on the student’s transcript, and the student is responsible for the full tuition and fees payment for the class.
6. No tuition and fees refund is due to any student that requests an incomplete grade at any time during a course. Please refer to the “Policy on Incomplete Grade” for specifics in requesting an incomplete.
7. The only accepted form of formal withdrawal notification is online. The student withdrawing from a course must go to the following web address, fill out and submit the “Withdrawal Notification Form”: <https://www.integratedscienceprogram.com/secure/withdraw/form.cfm>. Confirmation e-mail will be sent to the student, acknowledging the withdrawal.

Adopted on 10 / 15 / 2009