### Adult Professional Studies Withdrawal Calendar

- Withdrawals will be processed as of the date the Add/Drop form is received in the Office of Registration and Records.
- Financial Aid will be refunded to the awarding sources as per the federal regulations.

#### Seventeen Week Courses

<table>
<thead>
<tr>
<th>Week (1-17)</th>
<th>Transcript Notification if Student Initiates</th>
<th>Transcript Notification if Administrative</th>
<th>Refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st day</td>
<td>No grade issued</td>
<td>N/A</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>100%</td>
</tr>
<tr>
<td>Week 2</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>90%</td>
</tr>
<tr>
<td>Week 3</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>50%</td>
</tr>
<tr>
<td>Week 4</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 5</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 6</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 7</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 8</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 9</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 10</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 11</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 12</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 13</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 14</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 15</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 16</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 17</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**NOTE:** Two weeks of the Christmas Holidays are not counted.

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#### Twelve to Thirteen Week Courses

<table>
<thead>
<tr>
<th>Week (1-13)</th>
<th>Transcript Notification if Student Initiates</th>
<th>Transcript Notification if Administrative</th>
<th>Refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st day</td>
<td>No grade issued</td>
<td>N/A</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>100%</td>
</tr>
<tr>
<td>Week 2</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>90%</td>
</tr>
<tr>
<td>Week 3</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>50%</td>
</tr>
<tr>
<td>Week 4</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 5</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 6</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>25%</td>
</tr>
<tr>
<td>Week 7</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 8</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 9</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 10</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 11</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 12</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
<tr>
<td>Week 13</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**NOTE:** Two weeks of the Christmas Holidays are not counted.
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Transcript Notification if Student Initiates</th>
<th>Transcript Notification if Administrative</th>
<th>Refund Due/Notes: The following applies to all courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st</td>
<td>No record (W if in cohort)</td>
<td>N/A</td>
<td>✓ No refund for entitlements.</td>
</tr>
<tr>
<td>1st Meeting</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>✓ Contact student accounts regarding refund rates.</td>
</tr>
<tr>
<td>2nd Meeting</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td>✓ For grading purposes, if the course is taken with a cohort, the 1st week of the cohort will be counted as the 1st week of the course no matter what the start date of the course is.</td>
</tr>
<tr>
<td>3rd Meeting</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>4th Meeting</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>5th Meeting</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>6th Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>7th Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>8th Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Transcript Notification if Student Initiates</th>
<th>Transcript Notification if Administrative</th>
<th>✓ See Refund Due/Notes on Six to Eight Meeting chart above for additional information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 1st</td>
<td>No record (W if in cohort)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>1st Meeting</td>
<td>Withdrawal “W”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>2nd Meeting</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>3rd Meeting</td>
<td>Withdraw Pass/Fail “WP/WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>4th Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>5th Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
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</thead>
<tbody>
<tr>
<td>Prior to 1st</td>
<td>No record (W if in cohort)</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>1st Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
<tr>
<td>2nd Meeting</td>
<td>Withdraw Fail “WF”</td>
<td>AWF</td>
<td></td>
</tr>
</tbody>
</table>

03/07/2013