



COURSE ADJUSTMENT

Dropping a Course and Tuition Refunds

During the Add/Drop period, as posted on the academic calendar, a student may add/drop a course and the course will not appear on the student's transcript. All drop requests must be made in writing to the Assistant Dean of the Graduate School. There is no charge for dropping a course up to 24 hours after the first class meeting. There is no refund after the fifth class session. *The complete refund schedule is as follows according to the date that written notice is received:

Prior to 24 hours after the 1st class	100%
Prior to the 2 nd week of class	80%
Prior to the 3 rd week of class	60%
Prior to the 4 th week of class	40%
Prior to the 5 th week of class	20%

*The Graduate School reserves the right to adjust its refund policy during the summer semester based on class meetings.

Withdrawing from a course

After the Add/Drop period, as posted on the academic calendar, and up until the end of regularly scheduled classes, a student may request a withdrawal from a course. All withdrawal requests must be made in writing to the Assistant Dean of the Graduate School. When such a request is made, the student will receive a grade of "W" on his or her transcript, indicating that a withdrawal was granted prior to the end of the course. A grade of "W" bears no academic penalty.

Bryant ID: _____ Date: _____

Name: _____ Program: _____

Term: Fall Spring Summer Year: _____

	CRN	Course Code & Number	Instructor
Drop/Add			
Drop			
Add			
Withdraw			

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For Office Use Only

Refund: 100% 80% 60% 40% 20% 0%

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