

B.S. Applied Studies TV/online Withdrawal and Refund Regulations

Drop and Withdrawal Regulations

The California State University has regulations relating to dropping and withdrawing from academic classes and for refunding course fees. A student must adhere to the process when dropping or withdrawing a course to make sure that a drop or a withdrawal has been completed and that, where appropriate, a “W” is assigned. “W” is not calculated in a student’s grade point average (GPA).” Any student who does not officially drop or withdraw from a course may receive a grade of “WU.” It is important to avoid receiving a final grade of “WU,” which is calculated as an “F” in a student’s grade point average. In B.S. Applied Studies TV/online courses, an approved drop after the 3rd week and before the course concludes appears on the student’s record as a “W.”

Withdrawal Weeks 1-3 of the Term --Class meetings one, two and three

During this period a student may drop a course by emailing a request to the program office (Dr. Warren Ashley, washley@csudh.edu) with a request to drop. The request to drop must be received **before** the date of the third class meeting. Please indicate name, ID number, and course/section to be dropped in the request.. The instructor will be notified and the student's name will be dropped from the record of enrollment. If the request is completed before the 3rd week or meeting, there is no record of the student’s enrollment in the course. If a student drops during this period, he or she may be eligible for a partial refund of course fees. (See refund of fees below.) A student must request a refund by contacting the Extended Education Registration office (phone: 310 243-3741, fax: 310 516-3971 or email at eereg@csudh.edu).

Withdrawal Weeks 4 - 10 of the Term--Class meetings four through ten

During this period a student may withdraw from a course if the student indicates a "serious and compelling" reason for the withdrawal and obtains the permission of the instructor. Students in APS TV/online courses should email a request to withdraw to the instructor of record and copy Dr. Warren Ashley (washley@csudh.edu). Please indicate name, student ID number, course and section. Also, explain the reason, which should be

clearly "serious and compelling" (not doing passing work is not an acceptable reason). When the instructor of record approves the request and notifies Dr. Ashley, then the program coordinator and the Dean of the College of Extended and International Education will review the request. The Extended Education Registration office will be notified if the student has met the requirements to withdraw from the course. The academic record will show a "W" for courses dropped during this period. There will be no course fee refund during this period.

Withdrawal Weeks 11-13 of the Term --Class meetings eleven through thirteen

During this period, California State University regulations state that a student's request to withdraw from a course can be approved only if the reason is a "serious accident or illness." The student must withdraw from the course by the 13th class meeting. During this period a request to withdraw from a course should be accompanied by documentation which supports circumstances clearly beyond the student's control and which necessitates a withdrawal. To request a withdrawal during this period, students should email the instructor of record with a request to withdraw. Please indicate name, student ID number, course/section. Also, explain the reason. Documentation also should be sent to Dr. Warren Ashley (email: washley@csudh.edu or fax: 310-516-4127). Request and supporting documents will be reviewed by the program coordinator and the Dean of the College of Extended and International Education. There will be no refunds during this period.

After the last scheduled class meeting (Week 13)

A "W" cannot be received during the last week without a medical emergency. Documentation may be requested. A student who does not officially withdraw and does not finish the coursework with a regular letter grade may receive a "WU" (calculated as an "F") or a final grade based on work completed. There are no exceptions.

Refund of Fees

Refunds are granted in accordance with the State refund schedule.

Withdrawal before class start date:	100% of the total course fee will be refunded less \$10 processing fee
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*Withdrawal after the first class meeting and before 25% of course has elapsed (See Below): 65% of the total course fee will be refunded

After 25% of course has elapsed: NO REFUNDS

*For example, a student enrolled in a 13 week course must request a refund in writing before 22 days (or before 25%) of the course have elapsed.

Requesting a Refund

Students enrolled in B.S. Applied Studies TV/online courses who drop or withdraw before 25% of the course has elapsed may be eligible for a refund. The student's request to drop or withdraw will be forwarded by Dr. Ashley to the College of Extended & International Education's Registration Office for review and processing.. The effective date of the drop and refund, if applicable, is the date the request is received by Dr. Warren Ashley.

NOTE: a stop payment on a check is NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. In addition to course fees, you will be assessed a \$25.00 dishonored check fee.