

STUDENT-INITIATED WITHDRAWAL FROM COURSES AND REFUND POLICY

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. In cases when a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or course requirements will limit effective appropriation of learning in a semester's over-all program of study, a student may officially withdraw from a course in accordance with the policy stated below.

Mere absence from a class does not constitute withdrawal. In order to withdraw from a course, a student must follow official established procedure. During the withdrawal period stipulated in the *Brite Divinity School/TCU Calendar* in each semester, students may elect to withdraw from any class according to standard procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after the withdrawal period. Dates and refund percentages are noted in the *Brite Divinity School/TCU Calendars* published each spring and fall.

Withdrawals and Refunds

For a fall or spring semester, a student who withdraws from a course on or before the semester's fifth day of classes may receive a 100 percent tuition refund. If withdrawal from a course occurs on or before the semester's tenth day of classes, a 75 percent tuition refund is made. A 50 percent tuition refund is made upon withdrawal from a course on or before the semester's fifteenth day of classes, and a 25 percent tuition refund is made if withdrawal occurs on or before the semester's twentieth day of classes. No refunds are made after the semester's twentieth day of classes, although students may withdraw without a refund until the final withdrawal date posted on the academic calendar.

The summer session refund and withdrawal schedule varies according to the length of the class. Students enrolled in a one week course may withdraw from the course on the first class day for a full tuition refund. No refunds or withdrawals are permitted after the first class day of one week courses. Students enrolled in summer courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of summer session courses. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three week courses on or before the eighth class day and from five week courses on or before the thirteenth class day.

The refund and withdrawal schedule for intensive courses in January, Summer, and October vary according to the length of the class. Students enrolled in a one week course may withdraw from the course on the first class day for a full tuition refund. No refunds or withdrawals are permitted after the first class day of one week courses. Students enrolled in intensive courses longer than one week may receive a 100 percent tuition refund if withdrawal occurs on or before the second class day. A 75 percent refund is made upon withdrawal on or before the third class day and a 50 percent refund is made upon withdrawal on or before the fourth class day. If withdrawal occurs on or before the fifth class day, a 25 percent refund is made. No refunds are made after the fifth class day of intensive courses lasting more than one week. The final day to withdraw from two week courses is the fifth class day. Students may withdraw from three week courses on or before the eighth class day and from five week courses on or before the thirteenth class day.

Normally fees are not refunded when a student withdraws from a course once a semester or summer course has begun.

Calendar dates and refund percentages for the fall and spring semesters are noted in the *Brite Divinity School/TCU Calendars*.

Students enrolled in intensive courses in October or January should consult the Office of the Associate Dean for Academic Affairs regarding withdrawals and refunds.

Any student who experiences unusual hardship may seek special consideration through a written petition to the Associate Dean of the Divinity School. Petitions should, where possible, be documented with supporting statements from a physician. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the judgment of the Associate Dean, the request is justified, a grade of "Q" (dropped with the Associate Dean's permission) may be assigned by the Associate Dean after consultation with the instructor of the course. The Associate Dean will notify the Office of the Registrar. A copy of the "Q" grade assignment will also be placed in the student's academic file and sent to the instructor and the Dean.

Students who withdraw from all classes at Brite Divinity School, and remain unregistered over the course of two full semesters, must formally apply through Brite's Office of Admissions for readmission to Brite Divinity School.