

## Course Withdrawal and Refund Policy

**Note:**

*This policy is for all Graduate and Professional Programs courses.*

*This policy also applies to all courses which run at Emmanuel College in the summer semester.*

To withdraw from a course, students must contact the Office of the Registrar by calling 617-735-9960, or by e-mail [gppreg@emmanuel.edu](mailto:gppreg@emmanuel.edu). When communicating e-mail, students must request confirmation from the Office of the Registrar. Please note that non-attendance does not constitute withdrawal from a course; a student must contact the Office of the Registrar to officially withdraw. Students who do not officially withdraw will be responsible for the cost of the course.

|   |  |
|---|--|
| <p><u>Withdrawal policy for face-to-face (F2F) and hybrid seven-week courses:</u></p> <p>-- Drops prior to the first class meeting (F2F or hybrid) the student receives a 100% refund.<br/>-- Drops prior to the second class meeting (F2F or hybrid), the student receives a 75% refund and a "W" on their transcript.</p> | <p><u>Withdrawal policy for online seven-week courses:</u></p> <p>-- Online courses will open on Monday of the first week of a session. This will be considered the course start date. The Monday of the second week of a session, at 6pm EST, will be the deadline for withdrawal to receive a 100% refund.</p> |
|---|--|

***Drops after the second class meeting for F2F or hybrid classes or after Monday of the second week of online classes, the student is liable for 100% of tuition.***