

# ARCADIA UNIVERSITY

450 South Easton Road  
Glenside, PA 19038

## GRADUATE WITHDRAWAL FROM COURSE

Semester: Please include date and year

Fall\_\_\_\_\_

Spring\_\_\_\_\_

Summer\_\_\_\_\_

Student's Name\_\_\_\_\_

**WITHDRAWAL:**  
**Course Number & Title**

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INSTRUCTOR'S SIGNATURE

GRADE

Graduate students may withdraw from a course at any time before the last week of classes. Refund of tuition is calculated on the basis of the date on which written notification is received in the Registrar's Office. The following refund schedule applies:

Withdrawal within	Tuition due		
	Fall or Spring	Summer Session I	Summer Sessions II, III, or Workshops
1st week	10%	50%	50% before 3 <sup>rd</sup> class meeting, no refund on or after 3 <sup>rd</sup> class meeting
2nd week	20%	No Refund	
3rd week	40%		
4th week	60%		
5th week	80%		
After 5th week	No Refund		

**Withdrawal after the 7<sup>th</sup> week of class in Fall or Spring (after 1<sup>st</sup> week in Summer I, after 2<sup>nd</sup> class in Summer II, Summer III or Workshops) requires the instructor's signature. The instructor must submit a grade of WP or WF**

**Please check with the Student Services Center to obtain a detailed estimate of the financial implications of withdrawing from courses particularly if financial aid is involved.**

Student's Signature: \_\_\_\_\_