

# Course Withdrawal Information

Please refer to the [Regis University Academic Calendar](#) for your college to view important dates including add/drop and withdrawal deadlines.

You can view your complete course schedule, register for additional courses, view grades, run your Program Evaluation (Online Degree Plan), make a payment or print an unofficial transcript by visiting WebAdvisor at: <https://webadvisor.regis.edu>

Students who don't attend the first night of class (classroom based) or post by Wednesday (online or blended based) will **NOT** be automatically dropped from the course and will be responsible for dropping the course by the add/drop deadline. Students will need to **withdraw** after the add/drop deadline.

## 5 Week Courses

Week of Withdrawal	Charge	Credit
Week 1	0%	100%
Week 2	75%	25%
Week 3	100%	0%
Week 4	100%	0%
Week 5 (No withdrawals)	100%	0%

## 8 Week Courses

Week of Withdrawal	Charge	Credit
Week 1	0%	100%
Week 2	50%	50%
Week 3	100%	0%
Week 4	100%	0%
Week 5-6	100%	0%
Week 7-8 (No withdrawals)	100%	0%

## Semester Courses

Week of Withdrawal	Charge	Credit
Week 1	0%	100%
Week 2	20%	80%
Week 3	40%	60%
Week 4	60%	40%
Week 5	80%	20%

Week 6-12	100%	0%
Week 13-16 (No withdrawals)	100%	0%

A withdrawal form is used if you need to drop a class after the add/drop period for the term has ended. At that point, you will have to withdraw from the course which will result in a "W" on your transcript for that course. You will be responsible for a percentage of the course tuition which you can find on the withdrawal refund schedule by week. It is your responsibility to initiate a withdrawal by submitting this form; the electronic date stamp on the form will determine the percent of refund you will receive.

Please feel free to contact us if you have any questions. Thank you for choosing Regis University.

Student Services  
Regis University  
303-458-4126 or 800-568-8932  
[studentservices@regis.edu](mailto:studentservices@regis.edu)

For your privacy and security, Regis University requires all e-mail communications to be sent using regis.edu accounts. Therefore, all University students, faculty and staff, whether part-time or full-time, should regularly check their regis.edu e-mail account for official University notifications regarding classes, financial aid, payment due dates, and other important information.