



Institute for Paralegal Studies
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Withdrawal From a Course or From the Institute

A student who wishes to withdraw from a course or from the Institute must notify the Director **in writing**. **An e-mail message to paralegal@luc.edu is acceptable.** A student is considered to be in attendance until this formal written notice has been received by the Director. **University policy requires all financial obligations to be dated from the date of the formal notice of withdrawal and not from the date of the last class attended.**

Schedule Change and Withdrawal Refund Schedule

A schedule change is defined as adding and dropping any number of courses but maintaining enrollment. There is no financial impact for schedule changes made before the official session start date. A withdrawal from class after the session start date through the 7th class session will result in a “W” grade. Classes cannot be dropped after the 7th class session. If you stop attending a class but do not officially withdraw from it, your grade will be computed on the basis of what work you did complete. Exact withdrawal dates are posted to the Academic Calendar on the Registration and Records website.

A complete withdrawal from all classes before the beginning of the session start date results in no financial responsibility and no assignment of grade. Students who withdraw during the late and change of registration period (week one) receive a 100% tuition credit.

Students may drop classes on LOCUS thru week 5. Classes dropped after the start of the session are subject to the withdrawal schedule (below). After week 5 students must contact the Institute Office to withdraw from a course.

Tuition and fee charges will be based on the beginning of the session, not on the class start date. For students who withdraw after the official session start date, charges will be based on the following adjustment schedule.

WITHDRAWAL SCHEDULE	
Effective date of withdrawal	Tuition Credit given
First week of session	100%
Second week of session	80%
Third week of session	40%
Fourth week of session and after	0%

The Financial Aid Office is required to recalculate financial aid eligibility for students who withdraw from classes before 70% of the course has been completed.

In addition, a student may be required by the Director to withdraw from the Institute because of academic deficiency, lack of sufficient progress toward completion of certificate requirements, failure to adhere to University requirements and/or certificate requirements, failure to adhere to University requirements and regulations for conduct, or failure to meet financial obligations to the University.

(From the 13/14 Student Handbook)