

**14 Week Capstone/Practicum Drop & Withdrawal Policy 2019-2020
(Graduate Education Practicum and MSM/HRM Capstone)**

Face to Face, Hybrid, and Practicum Courses	Summer 2019	Fall 2019	Spring 2020	Refund	Grade
Last Day to Add*	Prior to first class	Prior to first class	Prior to first class	N/A	N/A
Last Day to Drop*	Prior to first class	Prior to first class	Prior to first class	100%	Not Transcribed
Course Withdrawal*	5/20/19	9/10/19	1/13/20	75%	"W"
Course Withdrawal*	5/27/19	9/17/19	1/20/20	50%	"W"
Last Day to Withdraw/ Receive a Refund*	6/3/19	9/24/19	1/27/20	25%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/3/19	9/24/19	1/27/20	0%	"F" or Grade Earned
Online Courses	Summer 2019	Fall 2019	Spring 2020	Refund	Grade
Last Day to Add*	5/13/19	9/3/19	1/6/20	N/A	N/A
Last Day to Drop*	5/20/19	9/10/19	1/13/20	100%	Not Transcribed
Course Withdrawal *	5/27/19	9/17/19	1/20/20	75%	"W"
Course Withdrawal*	6/3/19	9/24/19	1/27/20	50%	"W"
Last Day to Withdraw/ Receive a Refund*	6/10/19	10/1/19	2/3/20	25%	"W"
Withdrawal Not Permitted After 6 p.m. EST on	6/10/19	10/1/19	2/3/20	0%	"F" or Grade Earned

* Student must contact the Office of the Registrar to make the registration change (add/drop/withdrawal) prior to 6 p.m. EST of the date listed in order to receive the respective refund, if applicable, and/or grade.