

## LATE APPEAL TO WITHDRAW PROCESS (SCHOOL OF PROFESSIONAL STUDIES/GRADUATE PROGRAMS)

1. The appeal process will start with the Registrar's Office. The Registrar's Office will review the student's background and basis for appeal and make a recommendation to the dean of the academic program of the student.
2. Every semester, the Registrar's Office will produce a list of graduate students whose grades are lower than expected (cum or term GPA is under 3.0) and/or whose credit completion is not at the expected levels. The purpose of this report is to make faculty advisors and deans aware of the students who are not making satisfactory progress so that the faculty is better informed in their work with students.
3. A refund schedule relevant to the online leadership programs will be provided to the faculty and dean in hard-copy format for their reference when discussing any potential appeals with students making requests for exceptions. The refund schedule will also be published on the Registrar Office web pages prior to the start of each semester to include the summer term.
4. Once the withdraw period has past, a consideration for a registration change must be made through the Late Appeal to Withdraw form. The withdraw appeal is to be considered for student circumstances that are extenuating and extreme to include the following two conditions only:
  - a. Hospitalization of the student or his/her immediate family member. A family member is defined as the student's spouse, child, mother, father, step-mother, step-father, or step-child. Medical documentation must be provided along with the appeal form regarding the hospitalization with dates outlined and affirmation the student/family member was under doctor's care during that time and provided by the attending physician in written/typed format on his/her official office letterhead. ***An appeal will not be considered for mental health issues.***
  - b. Death of the student or immediate family members. A family member is defined under #a above. A copy of the death certificate or a newspaper obituary must also be provided along with the appeal form submitted by the student.
  - c. Tuition adjustment is not allowed. A \$50 late appeal fee will be assessed to the student's account.

## LATE APPEAL TO LATE DROP PROCESS

1. A late appeal to drop is considered for an institutional error only and that can be substantiated within Gonzaga (i.e. if it is an advising error, the advisor would need to along with the form, provide to the Registrar's Office a statement verifying his/her error, with a copy to the dean.

## Student/Advisor Action Guide Summer Session I 2013 May 20 - June 28

Mar	18 - May 19		<b>ZAGWEB</b> Registration for Summer Session I
May	3	Fri	Last day for Faculty/Staff to submit Tuition Waiver Requests to Human Resources
<b>May</b>	<b>20</b>	<b>Mon</b>	<b>Classes begin for Summer Session I</b>
May	20	Mon	Registration Cancelled for Students not Completing Financial Confirmation
May	20-24	Mon-Fri	Late Registration/Drop-Add on <b>ZAGWEB</b>
May	24	Fri	<b>ZAGWEB registration</b> closes at 12 Midnight for Summer Session I.
May	24	Fri	Last day to: Receive 100% Tuition Adjustment for Complete Semester Drop Add a Course or to Late Register Drop a Course without Entry on Transcript Change to or from Pass/Fail Grading Mode Change to or from Audit Grading Mode Refund of Tuition is granted
<b>May</b>	<b>27</b>	<b>Mon</b>	<b>Holiday - Memorial Day - No Classes</b>
May	28	Tues	Begin W Grade Assignment for Course and Complete Withdrawals
May	28	Tues	Begin \$50 per Course Fee for Late Course Add and Late Registration
June	14	Fri	Last day to Withdraw from a Course (W Grade Assigned)
<b>June</b>	<b>28</b>	<b>Fri</b>	<b>Classes End for Summer Session I</b>
July	3	Wed	Grades Due from the Faculty to the Registrar's Office (4pm)
July	5	Fri	Grade Inquiry and GPA's available on <b>ZAGWEB</b>

## Student/Advisor Action Guide Full Summer Session 2013 May 20 - Aug 9

Mar	18 - May 19		<b>ZAGWEB</b> Registration Full Summer Session
May	3	Fri	Last day for Faculty/Staff to submit Tuition Waiver Requests to Human Resources
<b>May</b>	<b>20</b>	<b>Mon</b>	<b>Classes begin for Full Summer Session</b>
May	20	Mon	Registration Cancelled for Students not Completing Financial Confirmation
May	20-24	Mon-Fri	Late Registration/Drop-Add on <b>ZAGWEB</b>
May	24	Fri	<b>ZAGWEB registration</b> closes at 12 Midnight for Full Summer Session Drop-Add
May	24	Fri	Last day to: Receive 100% Tuition Adjustment for Complete Semester Drop Add a Course or to Late Register Drop a Course without Entry on Transcript Change to or from Pass/Fail Grading Mode Change to or from Audit Grading Mode Refund of Tuition is granted
<b>May</b>	<b>27</b>	<b>Mon</b>	<b>Holiday - Memorial Day - No Classes</b>
May	28	Tues	Begin W Grade Assignment for Course and Complete Withdrawals
May	28	Tues	Begin \$50 Per Course Fee for Late Course Add and Late Registration
<b>July</b>	<b>4</b>	<b>Thur</b>	<b>Holiday - Independence Day - No Classes (Some School of Ed classes held; see instructor)</b>
July	26	Fri	Last day to Withdraw from a Course (W Grade Assigned)
<b>Aug</b>	<b>9</b>	<b>Fri</b>	<b>Classes End for Full Summer Session</b>
Aug	14	Wed	Grades Due from the Faculty to the Registrar's Office (4pm)
Aug	16	Fri	Grade Inquiry and GPA's available on <b>ZAGWEB</b>

## Student/Advisor Action Guide Summer Session II 2013 July 1 - Aug 9

Mar	18 - Jun 30		<b>ZAGWEB</b> Registration Summer Session II
June	7	Fri	Last day for Faculty/Staff to submit Tuition Waiver Requests to Human Resources
<b>July</b>	<b>1</b>	<b>Mon</b>	<b>Classes begin for Summer Session II</b>
July	1	Mon	Registration Cancelled for Students not Completing Financial Confirmation
July	1 - July 5	Mon-Fri	Late Registration/Drop-Add on <b>ZAGWEB</b>
<b>July</b>	<b>4</b>	<b>Thur</b>	<b>Holiday - Independence Day - No Classes (Some School of Ed classes held; see instructor)</b>
July	5	Fri	<b>ZAGWEB registration</b> closes at 12 Midnight for Summer Session II Drop-Add
July	5	Fri	Last day to: Receive 100% Tuition Adjustment for Complete Semester Drop Add a Course or to Late Register Drop a Course without Entry on Transcript Change to or from Pass/Fail Grading Mode Change to or from Audit Grading Mode Refund of Tuition is granted
July	8	Mon	Begin W Grade Assignment for Course and Complete Withdrawals
July	8	Mon	Begin \$50 per Course Fee for Late Course Add and Late Registration
July	26	Fri	Last day to Withdraw from a Course (W Grade Assigned)
<b>Aug</b>	<b>9</b>	<b>Fri</b>	<b>Classes End for Summer Session II</b>
Aug	14	Wed	Grades Due from the Faculty to the Registrar's Office (4pm)
Aug	16	Fri	Grade Inquiry and GPA's available on <b>ZAGWEB</b>

*Summer* **Doctoral Student/Advisor Action Guide**

**First Session June 3 – 13**

Mar	18 - June 2		<b>ZAGWEB</b> Registration Summer Doctoral-First Session
May	3	Fri	Last day for Faculty/Staff to submit Tuition Waiver Requests to Human Resources
<b>June</b>	<b>3</b>	<b>Mon</b>	<b>Classes begin for First Summer Doctoral Session</b>
June	3	Mon	Registration Cancelled for Students not Completing Financial Confirmation
June	3	Mon	Late Registration/Drop-Add on <b>ZAGWEB</b>
June	3	Mon	<b>ZAGWEB registration</b> closes at 12 Midnight for First Summer Doctoral Drop-Add
June	3	Mon	Last day to:
			Receive 100% Tuition Adjustment for Complete Semester Drop
			Add a Course or to Late Register
			Drop a Course without Entry on Transcript
			Refund of Tuition is granted
June	4	Tues	Begin W Grade Assignment for Course and Complete Withdrawals
June	4	Tues	Begin \$50 per Course Fee for Late Course Add and Late Registration
June	7	Fri	Last day to Withdraw from a Course (W Grade Assigned)

**Second Session June 17 – July 26**

Mar	18 - June 16		<b>ZAGWEB</b> Registration Summer Doctoral-Second Session
May	3	Fri	Last day for Faculty/Staff to submit Tuition Waiver Requests to Human Resources
<b>June</b>	<b>17</b>	<b>Mon</b>	<b>Classes begin for Second Summer Doctoral Session</b>
June	17	Mon	Registration Cancelled for Students not Completing Financial Confirmation
June	17- 21	Mon-Fri	Late Registration/Drop-Add on <b>ZAGWEB</b>
June	21	Fri	<b>ZAGWEB registration</b> closes at 12 Midnight for Second Summer Doctoral Drop-Add
June	21	Fri	Last day to:
			Receive 100% Tuition Adjustment for Complete Semester Drop
			Add a Course or to Late Register
			Drop a Course without Entry on Transcript
			Refund of Tuition is granted
June	24	Mon	Begin W Grade Assignment for Course and Complete Withdrawals
June	24	Mon	Begin \$50 Per Course Fee for Late Course Add and Late Registration
July	12	Fri	Last day to Withdraw from a Course (W Grade Assigned)
<b>July</b>	<b>26</b>	<b>Fri</b>	<b>Classes End for Second Summer Doctoral</b>
August	14	Wed	Grades Due from the Faculty to the Registrar's Office (4pm)
August	16	Fri	Grade Inquiry and GPA's available on <b>ZAGWEB</b>

## **SUMMER, 2013**

The percentage indicated within each range refers to the allowable **tuition adjustment** for that period of time. (A student may still have a balance owing the University). Loan funds will be **refunded** to the lender according to government regulations.

### **Definition of Terms**

'Drop' refers usually to a 100% tuition adjustment and no entry on the transcript.

'Complete Withdrawal' refers to student no longer enrolled or completing credits or courses in any session during the semester. 'W' grade is reflected on the transcript.

'Course Withdrawal' 'W' grade appears on the transcript.

### **Summer, 2013 1<sup>st</sup> Session: May 20<sup>th</sup> – July 12<sup>th</sup>, 2013**

<b>Last day to Drop a Course w/o Penalty</b> in Order to Receive a 100% Tuition Adjustment	Friday, May 24 <sup>th</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 75% Tuition Adjustment	Saturday, May 25 <sup>th</sup> to Friday, May 31 <sup>st</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 50% Tuition Adjustment	Saturday, June 1 <sup>st</sup> to Friday, June 7 <sup>th</sup> , 2013
Dates to <b>Withdraw from All Courses</b> with No Tuition Adjustment	Saturday, June 8 <sup>th</sup> to Friday, June 28 <sup>th</sup> , 2013
Begin <b>Late Course Withdraw</b> Appeal Period With \$50 per Course Fee Assessed with No Tuition	Saturday, June 29 <sup>th</sup> , 2013

\* This schedule is applicable to A and B session Fall 2013 courses

### FALL SEMESTER, 2013

The percentage indicated within each range refers to the allowable **tuition refund** for that period of time. (A student may still have a balance owing the University). Loan funds will be **refunded** to the lender according to government regulations.

#### Definition of Terms

'Drop' refers usually to a 100% tuition refund and no entry on the transcript.

'Complete Withdrawal' refers to student no longer enrolled or completing credits or courses in any session during the semester. 'W' grade is reflected on the transcript.

'Course Withdrawal' 'W' grade appears on the transcript.

#### Fall 2013 1<sup>st</sup> Session: September 3, 2013 – October 25, 2013

<b>Last day to Drop a Course w/o Penalty</b> in Order to Receive a 100% Tuition Refund	Monday, September 9 <sup>th</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 75% Tuition Refund	Tuesday, September 10 <sup>th</sup> , 2013 to Monday, September 16 <sup>th</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 50% Tuition Refund	Tuesday, September 17 <sup>th</sup> , 2013 to Monday, September 23 <sup>rd</sup> , 2013
Dates to <b>Withdraw from All Courses</b> with No Tuition Refund	Tuesday, September 24 <sup>th</sup> , 2013 to Friday, October 11 <sup>th</sup> , 2013
Begin <b>Late Course Withdraw</b> Appeal Period With \$50 per Course Fee Assessed with No Tuition Refund	Saturday, October 12 <sup>th</sup> , 2013

#### Fall 2013 2<sup>nd</sup> Session: October 28, 2013 – December 20, 2013

<b>Last day to Drop a Course w/o Penalty</b> in Order to Receive a 100% Tuition Refund	Friday, November 1 <sup>st</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 75% Tuition Refund	Saturday, November 2 <sup>nd</sup> , 2013 to Friday, November 8 <sup>th</sup> , 2013
Dates to <b>Withdraw from a Course</b> in Order to Receive a 50% Tuition Refund	Saturday, November 9 <sup>th</sup> , 2013 to Friday, November 15 <sup>th</sup> , 2013
Dates to <b>Withdraw from All Courses</b> with No Tuition Refund	Saturday, November 16 <sup>th</sup> , 2013 to Friday, December 6 <sup>th</sup> , 2013
Begin <b>Late Course Withdraw</b> Appeal Period With \$50 per Course Fee Assessed with No Tuition Refund	Saturday, December 7 <sup>th</sup> , 2013