

GRADUATE BUSINESS PROGRAMS COURSE DROP FORM



This form should be used **AFTER THE INITIAL DROP PERIOD** to (1) notify the Graduate Business Programs Office of your intent to drop a Saturday or 1-unit course, or (2) drop a course that requires instructor approval.* All other courses should be dropped by students in eCampus.

*Please refer to the academic calendar for the deadline to drop a course without an instructor's signature.

Name: _____ Student ID#: _____

Date: _____ Quarter: _____

E-mail Address: _____ Daytime Phone #: _____

Saturday and 1-unit Course Drop Policies

After the first week of the quarter, students must provide the GBP Office with a written request to drop a Saturday or 1-unit course in order to be eligible to receive tuition refunds from the Bursar's Office.

Saturday Courses:

Students enrolled in a weekend course that meets for the first time after the initial drop period must provide the GBP Office with a written request to drop the course. Tuition refunds will be calculated according to the following schedule:

- 100% refund if course is dropped by 5:00 p.m. on the Tuesday after the first scheduled class meeting
- 50% refund if course is dropped by 5:00 p.m. on the Tuesday after the second scheduled class meeting
- 25% refund if course is dropped by 5:00 p.m. on the Tuesday after the third scheduled class meeting
- No refunds granted after the third scheduled class meeting

1-unit Courses:

After the first week of the quarter, students must provide the GBP Office with a written request in order to drop a 1-unit course. Tuition refunds will be calculated according to the following schedule:

- 100% refund if course is dropped 2 business days prior to the first class meeting
- 50% refund if course is dropped after the first class meeting unless the course has only one session
- No refunds granted thereafter

COURSE DROP REQUEST(S)

	SUBJECT	COURSE #	SECTION #	COURSE TITLE	UNITS	Instructor Signature (if required)	DATE
Sample	FNCE	451	32397	Financial Management	3		

Please note: If you withdraw or drop below half-time status you may no longer be eligible to receive financial aid or student loans. Your account will be adjusted accordingly and the aid returned to the appropriate program. If you have received a refund for these funds, you must reimburse Santa Clara University immediately. For more information on financial aid forfeiture, please visit the Financial Aid website or make an appointment with your financial aid counselor.