

## Dropping a Class

Students should drop online until the deadline for each teaching period. Refunds are available based on the Refund Schedule.

Please note: Dropping a class may require you to pay money back to the College if you have received financial aid. Contact the Financial Aid office before dropping!

| Teaching Period  | Last Date to Drop With No Grade            | Last Date to Drop Course With a Record of W & Last Date to Drop Online |
|--|--|--|
| <b>Standard Teaching Periods [start – end]</b>                             |  |  |
| Full Semester [1/8– 5/7]   | 1/22                                       | 4/23   |
| First 8 week [1/8 – 3/12]  | 1/22                                       | 3/5  |
| First 12 week [1/8 – 4/9]  | 1/22                                       | 3/29   |
| Last 15 week [1/16 – 5/7]  | 1/29                                       | 4/24   |
| Last 14 week [1/23 – 5/7]  | 2/5  | 4/25   |
| Last 12 week [2/6 – 5/7]   | 2/19                                       | 4/26   |
| Last 8 week [3/13 – 5/7]   | 3/26                                       | 4/30   |
| <b>Variable Start Courses</b>  |  |  |
| Community and Continuing Education (Non-Credit Courses) [Section Specific] | Please call (517) 483-1415 for assistance. |  |
| Open Entry Courses or Modules [Based on learning contract]                 | Day prior to learning contract start date  | Per Learning Contract  |
| Less than 8 weeks [Section Specific]                                       | Day prior to start of class                | End of class, no instructor signature required                         |
| 8 weeks or more [Section Specific]   | 14 days into class                         | Day prior to last week of class  |

## Refunds

Students are responsible for dropping all courses they are not planning to attend, and are responsible for payment of classes in which they are enrolled. Refunds are available based on the schedule below.

| Teaching Period  | 100% Refund TUITION and FEES               | 50% Refund TUITION and STUDENT SUPPORT FEE ONLY |
|--|--|---|
| <b>Standard Teaching Periods [start – end]</b>                             |  |   |
| Full Semester [1/8– 5/7]   | 1/14                                       | 1/22  |
| First 8 week [1/8 – 3/12]  | 1/14                                       | 1/22  |
| First 12 week [1/8 – 4/9]  | 1/14                                       | 1/22  |
| Last 15 week [1/16 – 5/7]  | 1/22                                       | 1/29  |
| Last 14 week [1/23 – 5/7]  | 1/29                                       | 2/5   |
| Last 12 week [2/6 – 5/7]   | 2/12                                       | 2/19  |
| Last 8 week [3/13 – 5/7]   | 3/19                                       | 3/26  |
| <b>Variable Start Courses</b>  |  |   |
| Community and Continuing Education (Non-Credit Courses) [Section Specific] | Please call (517) 483-1415 for assistance. |   |
| Open Entry Courses or Modules [Based on learning contract]                 | Day prior to learning contract start date  | NONE  |
| Less than 8 weeks [Section Specific]                                       | Day prior to start of class                | NONE  |
| 8 weeks or more [Section Specific]   | 7 days into class                          | 14 days into class                              |