

Add, Drop, Withdrawal and Tuition Refund Policy for Weekend Program Format

The Graduate School University of Maryland Eastern Shore

The Policy is in reference to the Organizational Leadership (ORLD) and Education Leadership (EDLD) Doctoral Programs

- A. Admissions, Adds, Withdrawals, Tuition Refund prior to the first Fall semester class.
1. There is one admission period per year, in the Fall.
 2. Students pay tuition at the beginning of each semester and summer session III for three weekend courses in 5 week segments over the semester and Summer, totaling nine credit hours per semester and summer session.
 3. Where the weekend course coincides with the beginning of the regular Fall or Spring semester or Summer session III, admitted students who withdraw from the program prior to the first class meeting of the weekend course --- the Friday evening which is the weekend course's first class meeting --- are entitled to full tuition refund even if the first day of classes for the regular semester or summer session began earlier in the same week.
 4. If admitted students withdraw from the ORLD or EDLD program prior to the beginning of the Fall semester and there is available space to admit "wait" listed applicants, the wait-listed applicants must be admitted to the Graduate School/ORLD or EDLD program prior to the first class meeting of the Fall weekend program and the admitted students must be available to attend the first weekend session for the Fall semester.
 5. After the first weekend of class for the Fall semester (equivalent to 7.5 weeks of the regular semester), there can be no new admits to the program for the cohort year.
 6. Because of the nature of the program, core and strand courses are taken in sequence. Students cannot add such courses at any time unless they were out of sequence for coursework and would be making up a course not taken, dropped or withdrawn earlier.
- B. Dropping of Courses, Withdrawal from the Program and Tuition Refund after the Weekend Program has Commenced
1. Students pay tuition at the beginning of each semester and summer session III for three weekend courses in 5 week segments over the semester and Summer, totaling nine credit hours per semester and summer session.

2. Because of the nature of the weekend course format over the course of a semester or session, the add, drop and withdrawal processes of the regular semester and Summer session format are unable to be used as a guide. The ORLD and EDLD classes meet in 5-week segments over a semester and summer session.
3. Students who drop a course *or courses*, and do not intend to withdraw from the program, and drop prior to the start of that weekend program course *are entitled to a full refund of that course*.
4. Students who file to drop a course following the first weekend of class for that course, and do not intend to withdraw from the program, are *not* entitled to a tuition refund for *that* course.

Approved : Dr. Ronnie Holden, Vice President Administrative Affairs, September 27, 2002

Amended March 4, 2005 to include the Education Leadership Program

retroactive to September, 2003 when that program was implemented.

Revised: March 30, 2005