

Continuing Education
Eastern Michigan University
101 Boone
Ypsilanti, MI 48197
734.487.0407
Fax: 734.487.6695

Course Cancellation Form

Date _____

Name _____

Student ID # ____ _

Course subject and Course number _____

Course Section ID# _____

Semester _____

Signature _____

Policy Regarding Student Withdrawal of Individual Continuing Education Courses

Withdrawal from Continuing Education courses can be completed in one of two ways. Students who initially register through the Web-based system can also use it to drop a course during the dates specified by the Office of Records and Registration **only** (schedule adjustment fees may apply). Students who are not eligible to use the Web-based system or those wishing to avoid fees, should submit their cancellation in writing no later than seven business days (no later than four business days for spring/summer) past the first day of class for 100-percent tuition refund. After that time period, withdrawal must be completed in writing; however, no tuition will be refunded. Courses of two weeks or fewer require written drop notification by the end of the first day of class to receive 100-percent tuition refund. Refer to the EMU class schedule for further details.