

DNPA Student Handbook

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Program Administration

The DNPA program is administered by the DNPA Governance Committee, which monitors the program, recommends changes in policies and procedures, and serves as the Admissions Committee. The DNPA Governance Committee is composed of three SP2 standing faculty members, the Director of the DNPA Program (one of the faculty members), the DNPA Fellow, and a representative from each of the current cohort of students.

Student Participation in Governance

In the spring of the first year, two student representatives are elected from each cohort with the expectation that at least one will attend, along with the second and third-year cohort representatives, the monthly DNPA Governance meetings. Student representatives are expected to solicit input from their cohort and represent their views.

Basic Requirements

The DNPA degree requires the completion of 12 credit units (CU's) and the dissertation. Students must maintain a cumulative grade point average (GPA) of at least 3.0 for all courses applied to the degree. Failure to maintain a 3.0 will result in dismissal from the program.

Courses

The School of Social Policy & Practice (SP2) Doctorate in Nonprofit Administration curriculum is designed to prepare nonprofit sector practitioners to excel in their leadership roles. The program will enhance knowledge and build skills that will amplify their management and leadership capacity-- as well as introduce new practices to improve their individual and the organization's performance. The cohorts in the class will represent community, organizational, national, and global nonprofits that have and will work across disciplinary lines and across cultures. A fundamental foundation for our rigorous curriculum is to prepare students to serve as leaders of nonprofit organizations – large and small.

Course materials will expand and deepen students' knowledge of theoretical frameworks that underpin their work in the field. Assignments and discussions will challenge students to consider and apply advanced-level theory to their work in innovative and more substantive and nuanced ways. Through readings, discussion, and case-based application, students will critically consider the impact of social sector programs on targeted populations. This includes, but is not limited to, how inequality, human rights, and social justice issues are addressed in the interventions that nonprofit organizations

manage. Students will learn how these factors are an important component of evaluating data and how it is applied to a diverse set of organizational cultures.

This program's students will also be prepared to teach. Students will be trained to consider pedagogical choices and offer them in the classroom environment, as a significant proportion of students may be interested in pursuing careers in teaching. Students will also consider the relationship of nonprofit ethics and values to the course material and how programs are implemented and evaluated. Students will be asked to engage in an advanced level of ethical reasoning through a specialized course on ethics, so that they can lead ethically and promote human rights and social justice. Ethics is also woven into quantitative and qualitative research methods courses. Moreover, students learn how to protect human subjects' rights in research coursework, which is part of the CITI (the Collaborative Institutional Training Initiative) training. Students will be expected to navigate the University and other relevant partner IRB (Institutional Review Board) systems.

First Year

The first year starts with an in-person/on-campus immersion program during which students engage with their peers and faculty, become familiar with the campus, and commence their coursework. The first year of study provides a rigorous foundation in advanced nonprofit concepts and organizational theory, along with essential training in both quantitative and qualitative research methods.

In addition to the core theoretical and methodological courses, first-year students complete two skill-based courses—"Leading and Driving Change in Nonprofit Organizations" and "Philanthropy and Fundraising"—that emphasize applied leadership and resource development within the nonprofit context.

During the summer terms, students will enroll in two additional courses (one in Summer I and one in Summer II). The proposed sequence of courses is detailed in the following section. In addition, students will participate in a biweekly seminar that provides foundational guidance in dissertation research and scholarly writing.

Second Year

In the second year, the curriculum advances to a series of specialized, applied courses that address critical dimensions of nonprofit administration. These courses deepen students' understanding of advanced leadership and management practices while emphasizing the importance of cultural diversity and inclusivity in organizational contexts.

The coursework may include topics such as “Ethics and Legal Issues in Nonprofit Administration,” “Social Entrepreneurship and Innovation,” “Financial Management and Sustainability in Nonprofits,” “Applied Statistics,” and “Global Philanthropy and the Role of International NGOs.” These topics are subject to change.

By the conclusion of the second year, students will have completed the twelve course credits required as a prerequisite for defending the dissertation proposal. During this period, and with the guidance of the program director, each student will also identify and secure a dissertation chair to support the development of their research project.

Third Year

In the third year, students devote their time primarily to the development and completion of their dissertations, working closely under the supervision of their dissertation chair. The dissertation represents the culminating scholarly component of the DNPA program and must be a data-driven study that contributes to advancing knowledge and practice in the field of nonprofit administration. Projects are expected to demonstrate methodological rigor, theoretical grounding, and practical relevance, with the potential for dissemination through professional or academic channels.

To support this process, students participate in a year-long, non-credit dissertation workshop that convenes monthly. This seminar provides structured guidance on research design, data analysis, and academic writing while fostering peer exchange and scholarly collaboration. It also functions as an ongoing forum for progress review, feedback, and problem-solving, helping students navigate challenges and sustain momentum toward the successful defense of their dissertations.

Course Modules

Twelve full-semester courses cover both theory and practice of nonprofit administration. All courses are required. Students will progress through the courses as a cohort, with all students taking the same courses at the same time.

In exceptional cases, students who provide official academic documentation demonstrating prior completion of coursework equivalent to one required course may, with approval from the DNPA Academic Director, substitute that course with another University of Pennsylvania course.

Dissertation

The dissertation is an original work of scholarship that contributes to the nonprofit studies literature and knowledge base. The Dissertation Mentor is assigned at the end of the first year.

Academic Standing

Students must be in satisfactory academic standing.

The minimum standard for satisfactory work for students in the DNPA Program is a B average in each academic semester. A student whose record falls below the B (3.0) average after any semester will be put on academic probation. If the cumulative GPA is not raised to above a 3.0 at the end of the subsequent semester, the student will be dismissed from the program.

Students must meet dissertation deadlines.

Important Dates

Be in close communication with your chair about these dates:

- April of Year 1: Meet with the DNPA Academic Director to discuss the selection of your chair.
- By January 31 of Year 2: Preliminary draft of dissertation proposal submitted to chair.
- By March 31 of Year 2: Revised, final draft of dissertation proposal submitted to chair.
- By April 30 of Year 2: Dissertation proposal approved by dissertation committee.
- By May 1, complete defense of dissertation; deposit final version of dissertation to Scholarly Commons following defense, no later than May 15th.

Dissertation Committee

The DNPA program requires a research-based independent dissertation for completion of the degree. Academic mentoring is in the form of the dissertation team, involving at least two doctoral-level members, one of whom is associated with the University of Pennsylvania.

Every committee must have a Standing or Associated or Lecturer faculty member affiliated with the University of Pennsylvania who may serve as chair. We also include alumni of the program as fulfilling this requirement of a University of Pennsylvania member -- if they match the substantive area of the dissertation topic. When alumni are included, they

typically serve as readers until they gain the necessary experience to potentially become a chair. The dissertation chair may also be a tenure-track/tenured faculty member at a college or university other than Penn, with prior approval from the DNPA Program Director. In all cases, chairs need to approve the reader.

All dissertation committee members must approve the proposal and final dissertation.

*Standing Faculty includes all University of Pennsylvania tenure-line faculty and clinician-educator faculty.

**Associated Faculty are those with Research, Adjunct, Clinical, or Visiting appointments at the University of Pennsylvania.

Dissertation Preparation

In the first year, the cohort will meet biweekly during the Winter and Spring semesters to discuss possible types and formats of dissertations, formulate proposals, and receive information on the IRB process.

Dissertation Writers' Workshop

This workshop for third-year students will provide support, guidelines, and tips for completion of the dissertation; facilitate the problem-solving process for barriers to completion; and provide socialization to the academic aspect of the nonprofit sector (the academic job market, publishing, and presenting dissertation research).

Possible Dissertation Approaches

Systematic/Scoping Reviews

A systematic review aims to comprehensively locate and synthesize all research on a particular topic, using an established protocol of organized, transparent, and replicable procedures with some method of synthesis of either the quantitative (ideally meta-analysis) or qualitative (meta-synthesis) research.

A scoping review is similar to a systematic review in aim and process, but is used to determine the state of the research for a nascent topic.

Quantitative Intervention Studies: Pilot RCT or Quasi-Experimental Designs

A randomized control trial is an empirical study that collects numerical data to test hypotheses on the effectiveness of an intervention using random assignment to conditions. Pilots assess the feasibility and acceptability, as well as the preliminary effectiveness of interventions.

A quasi-experimental study is an empirical study that collects numerical data to test hypotheses on the effectiveness of an intervention using methods other than random

assignment to control threats to internal validity, including nonequivalent groups or time series designs.

Observational/Correlational Study

A quantitative study that examines the predictors/explicators (e.g., risk and protective factors) of a phenomenon.

Online survey: This is a method of data collection often used for correlational studies.

Qualitative Studies

An empirical study that makes use of language, words, and narrative as data and often involves focus groups and/or in-depth interviewing of people with the lived experience of a phenomenon.

Dissertation Formats

1. Traditional book-length research-based project
2. Two related, publishable articles, at least one of which is empirical. There needs to be an introduction and a conclusion that tie both articles together.

Empirical articles – They report on the results of a research study.

Mentoring

Procedures

During the initial immersion experience, after students have been admitted, students will meet many SP2 Standing Faculty members who will discuss their work, followed by a question-and-answer period over a 30-minutes. These faculty members may be available to serve as mentors. Also, during the immersion, the dissertation seminar, which the Director facilitates, will begin. In that seminar, the Director introduces students to different formats for the dissertation, so they can better understand the available possibilities in their area of expertise. Writing, both in general and literature reviews, including systematic reviews, is also covered in the seminar. The last session involves a presentation from SP2's Institutional Review Board (IRB) representative, who explains the process how to seek seeking IRB approval for projects.

Over the course of the first year, the DNPA Program Director learns about each student's interest areas and preferences for a dissertation topic. After discussions with each student, the Director consults with a variety of possible mentors, including our own Standing Faculty, to establish a suitable fit between mentor and mentee. Once a possible chair is identified and that person expresses interest in that role, the student meets with the potential chair. If there is a match, they proceed from there. If not, the Program

Director will seek other options for a chair, and the process will proceed until a satisfactory match is found. In consultation with the dissertation mentor, a doctoral-level reader is selected to contribute substantive and/or methodological expertise to the team. Students may elect to have more than one reader.

During the third year, students voluntarily attend a Fall semester dissertation workshop that ensures students are on track, addresses any barriers to dissertation completion, details the process of writing up results and discussion, planning for the defense, and dissemination of findings to professional conferences and journals. The dissertation mentor and reader work with the mentee, continuing through the third year and to completion of the dissertation with a formal defense. The dissertation committee also provides professional mentoring to the students. In many cases, this relationship will extend to publication or other ways of disseminating the results of the dissertation after completion of the degree.

Evaluations and Examinations

Two milestone evaluations must be passed by all DNPA students:

1. **Dissertation Proposal:** All students are expected to submit the final dissertation proposal to the dissertation chair by March 31 of year two, for approval by the dissertation committee by April 30. Upon acceptance of the proposal, the student enters doctoral candidacy.
2. **Dissertation Defense:** An oral examination on the contents of the doctoral dissertation is required. Upon successful defense of the dissertation, completion of all other degree requirements, and submission of the final dissertation manuscript to Scholarly Commons, the DNPA degree is conferred.

Timeline for Completion of Dissertation Proposal

- January 31 of Year 2: Submission of preliminary dissertation proposal draft to dissertation Chair.
- March 31 of Year 2: Final, revised draft of dissertation proposal submitted to chair.
- April 30 of Year 2: Full dissertation proposal approved by dissertation committee.

Grades and Academic Standings

Students in the regular-length (14, 10, and 7-session) courses receive letter grades, the only exception is the doctoral seminar that is typically graded as: pass (P)/fail (F). The letter grade system consists of grades of A, B, C, D, and F, with pluses and minuses possible for A, B, or C. The mark of I is used to designate “incomplete.”

Overall GPA

Grade Point Averages (GPAs) are tabulated at the end of each semester of the first academic year and at the end of the first academic year on a cumulative basis. The minimum standard for satisfactory work for students in the DNPA Program is a B average in each academic semester. A cumulative GPA below 3.0 after completion of the core courses is considered a lack of acceptable academic progress and may result in dismissal from the program.

Grade of Incomplete

If a student cannot complete the work for a course by the end of the semester due to medical reasons or a family emergency, they may request an Incomplete ('I') from the instructor by submitting a form, if the student's work in the course is of passing quality up to that point. The grade of 'I' allows the student, with the permission of the professor, to finish a small amount of work that has not been done by the end of the semester. The instructor may permit an extension of up to one year for completion of the course; the instructor is not required to grant a one-year extension and may specify an earlier deadline.

If a student is unable to attend an immersion module due medical reason or a family emergency, they may request an Incomplete ('I') from the instructor by submitting a form. The student will then join the module or immersion the following year to complete the coursework.

When a student takes an 'I', they must complete the work within the time specified by the instructor, which will be submitted in the request form. It is the student's responsibility to find out how much time the faculty member requires to review coursework and submit a grade. Students must give the faculty member a minimum of three weeks to read late assignments and submit a grade. More time may be required by individual faculty members, particularly at the end of the semester. Faculty are not required to review student work during the summer unless a prior agreement has been reached between the student and the faculty member.

An 'I' that is not finished by the deadline specified by the instructor automatically becomes an 'F'. The instructor may change the 'F' to another grade when the work is finished.

If a student has an 'I' for a course that is a prerequisite for a subsequent class, the 'I' must be changed to an acceptable letter grade before the start date of the subsequent class.

To continue in the following semester, a student cannot have more than one incomplete from the previous semester.

Timelines

Students are expected to complete all coursework and the dissertation within three years. The maximum time permitted to complete all degree requirements is five years. Students who do not complete all coursework and the dissertation within five years will be withdrawn from the program unless they request and receive an extension from the DNPA Academic Director.

Graduation and Festivities

Graduation

- Apply to graduate in February (Details will be sent to all expected graduates in early February)
- May 1st – Dissertation defense deadline
 - The student is not eligible to participate (aka walk) in May's graduation ceremony if their dissertation was not defended by this date.
 - A dissertation progress form is required to change your expected graduation term.
- May 12th – Scholarly Commons upload and approval deadline
- Commencement day – Degree Conferral (Date changes annually based on the University commencement date)
 - This date is reflected on your diploma and official transcript.
 - This date is set by the University and cannot be changed.
 - The conferral process takes 2-3 weeks after the submission deadline

Festivities

SP2 has one graduation ceremony each year in May. To be eligible to participate, you must have finished your dissertation in the Summer or Fall of the previous year or be a Spring expected graduate of the current year.

Commencement weekend typically falls on the third weekend in May. Spring expected graduates are invited to participate (walk) in the SP2 Graduation ceremony. Event details will be sent to all eligible students in February. Please only apply if you plan to defend by May 1st.

Summer expected graduates are not eligible to participate in the earlier May ceremony but can do so the following May.

Leave of Absence & Special Rules

Late Registration and Absence

Neither late registration nor absence during the term shall entitle the student to a reduction in fees.

Voluntary Academic Leaves

Students must be continuously registered every fall, spring, and summer terms until all degree requirements have been met. Students who wish to suspend their studies for a period of time for any reason must submit a request for a leave of absence using the online form. Leaves of absence are normally approved for up to one year. The grant of a leave of absence does not automatically change the time limit for degree completion.

Leave of Absence Request Process:

- Meet with your [Director, Doctorate in Nonprofit Administration](#) to discuss the reasons for taking a leave.
- Submit the [online request form](#); you will receive an email confirmation when the form is sent.
- Review all items on the LOA checklist (below) and follow up with the appropriate offices as necessary.
- The SP2 Registrar will email you with confirmation once the leave has been processed.
- DNPA students approved for a leave of absence will not have access to the Penn Library system while on leave.

All requirements for the degree must be completed within five years of the date when the student first registered for the degree. Students are responsible for tuition charges and other financial obligations to the University incurred before the effective date of the leave. Students may not earn credit for courses taken at another institution while on leave of absence.

Leave of Absence Checklist

Tuition – if the leave is requested before the end of Add/Drop as posted on the [SP2 Academic Calendar](#), students will receive a full refund of tuition and fees. If the leave

occurs after Add/Drop, partial refunds may apply. Leaves processed after the 6th week of classes are not eligible for any tuition refund.

Student Bills/Financial Aid – check your student account; any outstanding balance will result in late fees, and your account will be placed on hold. Students who have borrowed from the Federal Loan Program must complete the online exit loan counseling session – <http://www.sfs.upenn.edu/loans/loans-exit-interview.htm>. Please note that, depending on the length of the leave, students may be required to begin repayment of loans before returning to Penn.

Return from Voluntary Leave of Absence

To return from leave please complete the [SP2 Return From Leave form](#). Students are required to complete a Leave of Absence Return from. The form requires the Director's signature.

For a **fall semester** return, requests should be made before the end of March. For a **spring semester** return, requests should be made in September.

Students must contact the [Director, Doctorate in Nonprofit Administration](#), before registering for courses.

Withdrawals

Students are considered to have withdrawn from the program when, in accordance with a written request prepared by them and accepted by the Director of the DNPA Program, a request to terminate active status is granted. A student who has withdrawn may reapply for active status. If the application is accepted, previously completed work shall be evaluated, and the student will be expected to fulfill all requirements in effect for active students at the time of readmission.

Terminations

Students will be terminated from “candidate” status for the doctoral degree if any of the following occur: (1) they do not meet the required course GPA; (2) they do not complete the dissertation requirements within 5 years of entrance into the program; or (3) they are dropped from the Program for other reasons (such as plagiarism, unethical or criminal behavior).

In addition, students may terminate their connection with the Program by requesting such action on their own initiative, in writing, and their request is granted.

Code of Academic Integrity & Related Policies & Procedures

The University of Pennsylvania has a well-articulated set of policies and procedures of the academic and professional conduct of graduate students. These policies and procedures are published biennially in the University's Graduate Academic Bulletin, available online, at the Office of University Relations, and the bookstore. Doctoral students are required to obtain a copy of the Graduate Academic Bulletin. Violations or infractions of these policies, including violations of the Code of Academic Integrity, will be processed in accordance with these policies and procedures by the Graduate Group Chair and the School's Committee on Academic Standing. Students who are found to violate the Code of Academic Integrity may be terminated from the program.

Non-Academic Performance Policies

Students are expected to comply with University of Pennsylvania policies and regulations outlined in the PennBook, the University Code of Student Conduct, the Code of Academic Integrity, and the Master's Student Handbook. Students are expected to incorporate the highest standard of ethics in every element of their work and to manifest in their behaviors and demonstrate the knowledge, skills, maturity, and emotional stability necessary to function as a professional.

Examples of non-academic performance and conduct that will subject the student to disciplinary action or dismissal from the program include:

- Violations of the University Code of Academic Integrity (e.g., plagiarism and inappropriate use of AI).
- Behavior determined to be a violation of University or School policies or regulations.
- Behaviors that do not meet professional expectations and standards, which include generally accepted standards of professional conduct, personal integrity, or emotional stability for professional practice.
- Behaviors determined to be unprofessional conduct towards colleagues, faculty, or staff.

Standards and procedures for student non-academic performance are specific to professional standards or academic programs. Therefore, additional procedures that operationalize these standards and action steps in response to violations can be found in the policies for specific programs.

Alleged violations of the University's Code of Student Conduct, Code of Academic Integrity, and other applicable policies regarding student behavior may be referred to the

Center for Community Standards and Accountability (CCSA). The CCSA is responsible for acting on behalf of the University in matters of student discipline. The CCSA deals with alleged instances of academic dishonesty and other student misconduct in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual community. For more information on the CCSA, see: <https://csa.upenn.edu/>.

SP2 Social Media Guidelines

The purpose of the social media policy is to provide guidance on how SP2 students can engage with social media platforms, including but not limited to Facebook, Instagram, Twitter, YouTube, blogs, or other social media or networking sites, and not jeopardize their good standing as graduate students at Penn's School of Social Policy and Practice.

As students at the University, we expect you to abide by our Principle of Responsible Conduct. These principles extend to students' use of social media platforms. Therefore, SP2 students are encouraged to carefully consider the possible impact and consequences before posting material about students, and colleagues, and not post anything that implies schools, the University or other professional contacts, and School of Social Policy & Practice staff and faculty that could be construed as defamatory, threatening, harassing, hateful, or humiliating.

As a rule, SP2 students should not post anything on social media that refers to or discloses information about other people, without first gaining appropriate consent and carefully considering the possible impact and consequences of doing so.

SP2 students should use personal email addresses, not Penn email addresses, in personal online postings.

*Note that pseudonymous email addresses or online identities can be traced, so their use does not protect you from responsibility or liabilities for your online postings.

*Please see the [University's Policy on Acceptable Use of Electronic Resources](#) for additional rules related to the use of email and other electronic resources.

Policy on Ethical Behavior in the Electronic Information Environment

The University, by its very nature, values openness and promotes access to a wide range of information. Campus information systems have been designated to be as open as possible, and as such, the University insists on responsible use of these systems. Computers, electronic information, and computer networks are essential for information and research, instruction, and administration within the academic community. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the work and rights of others is especially important. Any intentional behavior with respect to the electronic environment that interferes with the

missions or activities of the University or members of the University community will be regarded as unethical and may lead to disciplinary action under standard University rules for misconduct and existing judicial, disciplinary, or personnel processes.

The following activities are examples, but not an exhaustive list, of unethical behaviors with respect to the electronic environment:

- intentionally damaging or destroying the integrity of electronic information;
- intentionally compromising the privacy of electronic networks or information systems;
- intentionally disrupting the use of electronic networks or information systems;
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and unauthorized use of reproduction; or
- wasting resources (human or electronic) through such actions.

Transfer Students

In some cases, students may apply to the program while a doctoral student in another program. If admitted, these students will receive credit for doctoral-level courses taken elsewhere after consideration by the DNPA Program Director. These students will then join the program at the appropriate stage. No more than two (2) courses can be transferred in from other doctoral programs.

Dissertation Advisor

The Faculty Academic Director serves as each student's advisor throughout the program. If the Director is unavailable to serve in this role, a designee from the Governance Committee will assume the advising responsibilities.

The Faculty Academic Director will work with each student to select an appropriate dissertation chair.

Academic Progress

Evaluations of the student's work for the courses and dissertation seminars will be provided to the students at appropriate intervals during each term. Such evaluations will be made in relation to course content, clinical practice competency, and general performance at the doctoral level. Students whose work does not meet program expectations will be notified in writing as soon as possible. Faculty should indicate the

areas of identified weakness and specify the requirements to satisfy course/program requirements. In such situations, a copy of this notification will be sent to the Director of the DNPA Program.

The minimum standard for satisfactory work for students in the DNPA Program is a B average in each academic semester. A student whose record falls below the B (3.0) average after any semester will be put on academic probation. If the cumulative GPA is not raised to at least 3.0 at the end of the subsequent semester, the student will be dismissed from the program.

Finances

Registration & Billing

The SP2 Registrar will register students in the DNPA program for the appropriate courses before the beginning of each term. Students can check their registration and their academic record on [Path@Penn](#) (PennKey and password required).

Billing is managed through the University's Office of Student Financial Services. Please consult their website on [Billing and Payment](#) to view payment options.

Students who owe tuition for a previous semester's work and are placed on financial hold will not be registered for the next semester unless special payment arrangements have been made with the Student Financial Services. Students who owe tuition or any other university-related fees (such as library fees) will be excluded from graduation lists.

Please contact the SP2 Registrar with any questions regarding registration and billing.

Failure to Pay

All University bills for tuition and fees are due before or during the registration period each term, as specified. The University reserves the right to withhold registration material, transcripts, and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or other charges, including student loans, and to exclude such a student from classes and examinations. The student will be held accountable for all absences resulting from the operation of this rule. For continued delinquency in the payment of debts, the student may be permanently dropped from the University. The enforcement of this penalty shall not relieve the student from the obligation to pay outstanding charges, including those for the term to which the penalty applies.

Course Withdrawal

After the official course selection period ends (usually after the second full week of classes), students are permitted to petition for withdrawal from a course until the end of the tenth week of classes with the permission of the instructor. The course remains on the

student's academic record, however, with a mark indicating the withdrawal. The withdrawal is not considered in the computation of the grade point average. To withdraw from a course, the student should print a [Course Withdrawal Request Form](#). After completing the form and obtaining the required signatures, the student is to return the form to the School Registrar's office.

Students are not permitted to withdraw after the end of the tenth week except in extraordinary circumstances. In such cases, requests to withdraw must be accompanied by a Course Withdrawal Request Form and a letter explaining the extraordinary circumstance. Withdrawals after the tenth week also require the permission of the Associate Dean of Student Affairs.

Changes in registration may impact financial aid, billing, and student status. Students are encouraged to meet with their academic advisor and the SP2 Financial Aid office before requesting to withdraw from a course. The grade of W does not count towards the full-time status requirement for international students. These students should consult with their ISSS advisor before withdrawing from a course.

Partial tuition refunds for course withdrawals are available up to three weeks after the official Add/Drop period.

A student who is required to withdraw because of violation of University regulation is not eligible to receive any refund after the Add/Drop period.

Tuition & Fees

View current tuition & fee information [here](#).

Grievances and Appeals

It is expected that students and faculty will use their normal contacts in class and individual conferences to resolve any differences that may arise in their work together. Where faculty or students find such normal channels fail to resolve differences that will affect the status of the student, either or both may ask for consideration of such differences by the Director of the DNPA Program. The decision of the DNPA Director shall stand, unless either or both parties wish to appeal the decision further. If there is such an appeal, the following policies and procedures will prevail.

A written appeal of the DNPA Director's decision may be made through the Director to the Dean of the School of Social Policy and Practice, who will determine if a review by the Committee on Academic Standing or the Grievance Committee is warranted.

