

2024-2025

ACADEMIC CATALOG

ADDENDUM

For March 10 Self-Paced
Programs Launch
Spring 2025



JESSUP
UNIVERSITY



JESSUP UNIVERSITY

CATALOG ADDENDUM

EFFECTIVE MARCH 10, 2025

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The continuous enrollment refund policy below (providing prorated refunds up to 50% of the course completion) complies with the OAR 715-045-0063 standards mandating a fair and transparent schedule for tuition refunds. Complying with the Oregon HECC requirements and building the refund framework around the 50% completion threshold demonstrates alignment with external regulatory standards—a key component of WSCUC’s expectations that institutions comply with local, state, and federal laws (CFR 1.7).

Continuous Enrollment Refund and Withdrawal Policy

William Jessup University offers fully online courses that allow students to enroll and begin study at any time, and move at their own pace. Because of the nature of these courses, the following policy governs refunds and withdrawals in alignment with Oregon’s Higher Education Coordinating Commission (HECC) standards. This policy applies to all continuous enrollment courses.

Course Completion Definition

Measurement of Completion

- Course completion is determined by the student’s progress through graded assignments, modules, exams, or other significant learning milestones as documented within the learning management system.
- Each course is divided into clearly defined segments (e.g., modules or units). The percentage of completion is calculated based on the proportion of these segments completed, or the completion of equivalent learning activities.

50% Course Completion Threshold

- Once a student has completed 50% of the total number of assessments, modules, or milestones in a course (as indicated in the course syllabus), the student is considered to have passed the halfway point of the course.

Refund Policy

Refund Eligibility

- Up to 50% Course Completion: Students who officially drop or withdraw from a course prior to completing 50% of the course (as defined above) are eligible for a prorated refund of tuition.
- After 50% Course Completion: Once a student has surpassed 50% course completion, no tuition refund will be granted.

Prorated Calculation

- The prorated refund amount is based on the percentage of the course not yet completed up to the 50% mark.
- Refunds, if applicable, will be processed within the timeline established by the University’s Finance Office and according to all applicable federal, state, and institutional regulations.

Official Notice of Withdrawal

- To be eligible for a refund, the student must withdraw through the Jessup+AI platform.
- The date of the withdrawal is used to determine the refund percentage, if applicable.

Drop and Withdrawal Policy

Because these courses operate on a continuous enrollment, self-paced basis, Jessup defines the following withdrawal statuses:

Drop (No Transcript Notation)

- A drop occurs if a student withdraws before completing any portion of the course.

- Students who drop before participating in or completing the first assignment will not have the course appear on their transcript.
- Students who drop a course are eligible for a full refund per the University’s refund schedule.

Withdrawal (“W” Notation)

- A withdrawal is recorded when a student exits the course after participating in some portion of the course, which is defined as fulfilling or completing any lesson or module objective.
- A grade of “W” will appear on the transcript. A “W” does not impact a student’s GPA.
- Students who withdraw before reaching 50% completion may be eligible for a prorated refund (see Section 2).
- After 50% completion, a student who withdraws will also receive a “W,” but no refund will be issued.
- Prior to completing 75% of the course, a student who fails to engage in course materials for at least two months will be administratively withdrawn from the course, and refunds will follow the refund schedule, based on the date of last participation.
- Students who have completed 75% or more of the course are no longer eligible to withdraw from the course. If a student fails to complete the course after the 75% mark, they will receive a grade of “F”.

Note: Students should consult with their Academic Advisor or Program Director regarding the impact of a “W” on their academic progress. They will also have access to an AI agent to help answer questions.

Financial Implications and Advising

Institutional Aid Considerations

- Financial aid is not offered for continuous enrollment graduate programs or certificates, as these offerings are already discounted by more than 50% from Jessup’s standard tuition rates.

Course Payment

- Students pay a flat per-course rate, which is automatically charged once they click “Start” on a continuous enrollment course through the Jessup+AI Learning Management System..

Academic Advising

- Students should consult with a Success Coach or Faculty Advisor to understand the impact of withdrawal or extension requests on degree progression and graduation timelines.

Policy Review and Updates

Jessup University will review this policy periodically to ensure it remains in compliance with Oregon’s HECC regulations and aligns with institutional objectives for self-paced, online course delivery. Any revisions will be published in the University Catalog and communicated to students in a timely manner.

NOTE: Additional programs may be added to this platform in the future

This policy supersedes any previous refund or withdrawal policies specifically for Jessup’s self-paced, continuous enrollment courses. All other institutional policies regarding tuition and fees remain in effect unless otherwise noted.