Drew University, founded in 1867, is a fully accredited independent institution of higher learning, which offers programs of high academic standard in the liberal arts, theological education, and graduate studies.

Located in Madison, New Jersey, approximately 30 miles west of New York City, Drew has a highly regarded faculty, one of the largest academic libraries in the state with more than 800,000 bound volumes, journals, and microforms; a student body of more than 2,600; and 50 buildings that provide a full range of academic and student-life facilities. Drew’s idyllic wooded campus is the setting for inspired teaching, personal attention, and educational excellence.

Summer Term at Drew
The courses are intended for college, graduate, and seminary students who wish to take additional work during the summer, advanced high school students seeking college credit and experience, and persons desiring academic refresher and enrichment opportunities. Visiting students from other colleges and universities are most welcome to take summer courses at Drew.

How to Use This Catalog
Specific information about each school’s schedule of summer courses may be found in the section regarding the school in this catalog. These sections also include information on admission, registration procedures, and the cost of tuition.

General information, useful to all students planning to be on campus this summer, follows in this introductory section.

Summer Term news and updates will be posted at drew.edu/summer

Drew University

UNIVERSITY SUMMER TERM

ACADEMIC POLICIES

Enrollment Limitations
Students are not permitted to enroll in more than two courses per session.

Changes in Registration
Any changes in registration must be filed in writing in person or via e-mail (Regist@drew.edu) at the Office of the Registrar. Selection of the Pass/Unsatisfactory option, audit status, or any course changes are not official until the student has completed the required procedures of the Office of the Registrar. Non-attendance does not constitute an official withdrawal; failure to fulfill the withdrawal procedures will leave the student responsible for full tuition payment, and with a grade of F for the course.

See the academic calendar in each school’s section for starting dates and deadlines for each of the summer sessions, and for Academic Internships and Independent Studies.

A course may be entered until the sixth class hour with the approval of the instructor.

Withdrawing from Classes
A four-week course dropped after the sixth hour of class but before the end of the second week is recorded on the transcript with a grade of W (withdrawal); if dropped after two weeks, an F is recorded.

Classroom Assignments
At the start of each term, classroom assignments are posted on all exterior doors of Brothers College, Hall of Sciences and the Dorothy Young Center for the Arts. Classroom assignments are also posted with other news about Summer Term, at drew.edu/summer
A five-week course dropped after the sixth hour of class but before the end of 2.5 weeks is recorded on the transcript with a grade of W (withdrawal). If it is dropped after 2.5 weeks it is recorded with a grade of F.

A six-week course dropped after the sixth hour of the class but before the end of the third week is recorded on the transcript with a grade of W (withdrawal). If it is dropped after the third week, a grade of F, is recorded.

TRANSCRIPTS
The permanent records of students who are enrolled for credit are maintained in the Office of the Registrar. Summer course credits and grades for students who are matriculated at Drew are automatically added to their academic record. For visiting students, transcripts will be mailed to another institution upon written request of the student. For more information on requesting a transcript, call the Office of the Registrar, 973.408.3025.

BILLING AND REFUNDS

PAPERLESS BILLING
Please note that paper billing statements for summer tuition and fees are not mailed to a student’s home address. An e-mail notification will be sent to the student’s Drew email address when the summer billing statement is available in pdf format on Campus Web (campusweb.drew.edu). Students can check their most current account status by logging into Campus Web and clicking “Billing” on the left side menu. For more information on Campus Web and paperless billing, please contact Drew’s Business Office at 973.408.3114 or business@drew.edu.

PAYMENT PROCEDURES
Drew University has partnered with Tuition Management Systems (TMS) to allow students to make payments toward their student account using American Express, Discover, and MasterCard. At this time, Visa does NOT participate in this program. A convenience fee will be charged by the service to the cardholder. TMS also offers the option of making payment directly from your checking or statement savings account as well via ACH transaction.

To use this service, please have available the student’s social security or Drew University ID number and the total billing amount, as well as the credit card or bank account information that is to be used.

Payments can be made through TMS through one of two methods:

By Phone: Call toll free from the United States 800.722.4867 (International callers must use 401.921.3700), 24 hours a day, 7 days a week.

By Internet: To pay online please visit www.afford.com/drew 24 hours a day, 7 days a week.

Tuition Management Systems Customer Service may be contacted by calling 800.722.4867 (select menu option 6), or by email at service@afford.com.

For assistance or more information, contact Drew’s Business Office, located in Tilghman House, 973.408.3114 or business@drew.edu.

REFUND POLICY
The $25 registration fee is nonrefundable except when the University cancels a course.

Students who withdraw after registering and before the end of the day (midnight) of the second scheduled meeting of the course receive a full refund (not including the registration fee). Those who withdraw before the end of the first week receive a 50 percent tuition refund. Refunds are not granted after the first week of class, and no exceptions are made.

Course withdrawals must be filed in writing with the Office of the Registrar and become official as of the date received.

SUMMER INTENSIVE CLASSES REFUND CALENDAR: For classes that do not meet in standard 4- or 6-week sessions
Students who withdraw after registering but before the first meeting of the course receive a full refund. Students who withdraw before the second full day of the course receive a 50% tuition refund. Students who withdraw after the second full day of the course receive no refund.

COURSE CANCELLATIONS
The University reserves the right to cancel courses with insufficient enrollment. Students enrolled in courses with less than the minimum number of students will be notified two weeks prior to the beginning of class. Students registered for a canceled course may transfer to another course or receive a full tuition refund. If you have any questions regarding the status of a summer course, you may call the Summer Term office at any time at 973.408.3400.
DISABILITY SERVICES
The Office of Educational Services determines eligibility for services, provides verification of disabilities, and specifies needed accommodations to university staff and faculty. All students with documented disabilities are encouraged to register with the Office of Educational Services as soon as possible. Services cannot be provided until students officially register and documentation meeting University standards is submitted and approved. There are no retroactive accommodations.

Students with disabilities should review the Disabilities Services website to learn more information.

Visit drew.edu/CLSA/disabilities-services for detailed information. Students may also contact the Office of Educational Services at 973.408.3327. Please allow sufficient time for processing any requests for services.

DREW NETWORK/EMAIL ACCOUNTS
Visiting summer students at Drew receive network accounts which provide access to a Drew email account, Campus Web (Drew’s student information portal) and a personal network drive. Use of these electronic resources is required for all summer courses. Network account information is sent electronically upon registration to the email address provided on the registration form. Network account information can also be obtained by visiting the Computing and Network Services Help Desk in the basement of Brothers College during business hours. A Drew ID card is required for assistance with personal network account information.

HOUSING
On-campus housing is available during the summer. Please call the Housing, Conferences, and Hospitality Office, 973.408.3681, for information.

UNIVERSITY COMMONS: DINING HALL AND BOOKSTORE
The University Commons is home to the bookstore and the campus dining hall, both of which are available to students who are on campus during summer term. The dining hall is open 8 a.m. – 2 p.m., serving daily specials, grill items, pizza, deli sandwiches, salads, and gourmet coffee.

The Drew bookstore is open from 9 a.m. – 5 p.m., Monday through Friday, during summer. Students are also strongly encouraged to purchase their textbooks through Follett on-line: drew.bkstr.com. Books purchased on-line can be picked-up at the bookstore during regular business hours.

SUMMER I.D. CARDS AND PARKING
Students new to Drew who have registered and paid all fees may obtain summer I.D. cards at the business office. I.D. cards are necessary to borrow library books and to gain access to the facilities at Simon Forum. Parking permits are required for students parking on campus and may be obtained at Pepin Services Center at the cost of $25. Academic year stickers are valid through the summer.

RECREATION
The William E. and Carol G. Simon Forum houses a 200-meter indoor track, an eight-lane NCAA pool, basketball, squash, and racquetball courts and exercise, weight, and dance rooms. Summer students are encouraged to use these facilities.