

**2023 Spring
Refund Schedule and Cancel/Add Approval Requirements**

Term	Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
		Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
Spring Semester 9-Jan 1-May	100%	--	16-Jan	No approval required	Adviser	No approval required	Adviser
	75%	17-Jan	23-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	24-Jan	30-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	31-Jan	6-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	7-Feb	27-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	28-Mar	1-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st half term 9-Jan 1-Mar	100%	--	11-Jan	No approval required	Adviser	No approval required	Adviser
	75%	12-Jan	16-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	17-Jan	19-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	20-Jan	23-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	24-Jan	12-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	13-Feb	1-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd half term 2-Mar 1-May	100%	--	6-Mar	No approval required	Adviser	No approval required	Adviser
	75%	7-Mar	8-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	9-Mar	20-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	21-Mar	22-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	23-Mar	13-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	14-Apr	1-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 10-weeks 9-Jan 27-Mar	100%	--	12-Jan	No approval required	Adviser	No approval required	Adviser
	75%	13-Jan	18-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	19-Jan	23-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	24-Jan	29-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	30-Jan	24-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	25-Feb	27-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 5-weeks 9-Jan 10-Feb	100%	--	10-Jan	No approval required	Adviser	No approval required	Adviser
	75%	11-Jan	12-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	13-Jan	16-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	17-Jan	18-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	19-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	1-Feb	10-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd 5-weeks 13-Feb 27-Mar	100%	--	14-Feb	No approval required	Adviser	No approval required	Adviser
	75%	15-Feb	16-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	17-Feb	20-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	21-Feb	22-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	23-Feb	8-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	9-Mar	27-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3rd 5-weeks 28-Mar 1-May	100%	--	29-Mar	No approval required	Adviser	No approval required	Adviser
	75%	30-Mar	2-Apr	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	3-Apr	3-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	4-Apr	5-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Apr	19-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	20-Apr	1-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
Last 10-weeks 13-Feb 1-May	100%	--	16-Feb	No approval required	Adviser	No approval required	Adviser
	75%	17-Feb	22-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	23-Feb	27-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	28-Feb	5-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Mar	9-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	10-Apr	1-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.