

**2022 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 10-Jan 2-May	100%	--	14-Jan	No approval required	Adviser	No approval required	Adviser
	75%	15-Jan	24-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	25-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	1-Feb	7-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	8-Feb	25-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Mar	2-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st half term 10-Jan 2-Mar	100%	--	12-Jan	No approval required	Adviser	No approval required	Adviser
	75%	13-Jan	14-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	15-Jan	20-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	21-Jan	24-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	25-Jan	14-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	15-Feb	2-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd half term 3-Mar 2-May	100%	--	7-Mar	No approval required	Adviser	No approval required	Adviser
	75%	8-Mar	9-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	10-Mar	21-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	22-Mar	23-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	24-Mar	12-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	13-Apr	2-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 10-weeks 10-Jan 25-Mar	100%	--	13-Jan	No approval required	Adviser	No approval required	Adviser
	75%	14-Jan	19-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	20-Jan	24-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	25-Jan	28-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	29-Jan	24-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	25-Feb	25-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 5-weeks 10-Jan 11-Feb	100%	--	11-Jan	No approval required	Adviser	No approval required	Adviser
	75%	12-Jan	13-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	14-Jan	14-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	15-Jan	19-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	20-Jan	1-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	2-Feb	11-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd 5-weeks 14-Feb 25-Mar	100%	--	15-Feb	No approval required	Adviser	No approval required	Adviser
	75%	16-Feb	17-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	18-Feb	18-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	19-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	25-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3rd 5-weeks 28-Mar 2-May	100%	--	29-Mar	No approval required	Adviser	No approval required	Adviser
	75%	30-Mar	31-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	1-Apr	1-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	2-Apr	4-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	5-Apr	20-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	21-Apr	2-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
Last 10-weeks 14-Feb 2-May	100%	--	17-Feb	No approval required	Adviser	No approval required	Adviser
	75%	18-Feb	22-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	23-Feb	25-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	26-Feb	3-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	4-Mar	6-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	7-Apr	2-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.