

**2024 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 8-Jan 26-Apr	100%	--	15-Jan	No approval required	Adviser	No approval required	Adviser
	75%	16-Jan	22-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	23-Jan	29-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	30-Jan	5-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Feb	11-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	12-Mar	26-Apr	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st half term 8-Jan 28-Feb	100%	--	10-Jan	No approval required	Adviser	No approval required	Adviser
	75%	11-Jan	15-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	16-Jan	18-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	19-Jan	22-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	23-Jan	5-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Feb	28-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd half term 29-Feb 26-Apr	100%	--	11-Mar	No approval required	Adviser	No approval required	Adviser
	75%	12-Mar	13-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	14-Mar	18-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	19-Mar	20-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	21-Mar	4-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	5-Apr	26-Apr	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 10-weeks 8-Jan 22-Mar	100%	--	11-Jan	No approval required	Adviser	No approval required	Adviser
	75%	12-Jan	17-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	18-Jan	22-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	23-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Jan	14-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	15-Feb	22-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 5-weeks 8-Jan 9-Feb	100%	--	9-Jan	No approval required	Adviser	No approval required	Adviser
	75%	10-Jan	11-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	12-Jan	15-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	16-Jan	17-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	18-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Jan	9-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd 5-weeks 13-Feb 22-Mar	100%	--	14-Feb	No approval required	Adviser	No approval required	Adviser
	75%	15-Feb	18-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	19-Feb	19-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	20-Feb	21-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	22-Feb	29-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	1-Mar	22-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3rd 5-weeks 25-Mar 26-Apr	100%	--	26-Mar	No approval required	Adviser	No approval required	Adviser
	75%	27-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	3-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	4-Apr	11-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	12-Apr	26-Apr	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
Last 10-weeks 13-Feb 26-Apr	100%	--	18-Feb	No approval required	Adviser	No approval required	Adviser
	75%	19-Feb	21-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	22-Feb	26-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	27-Feb	29-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	1-Mar	26-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	27-Mar	26-Apr	*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.