

**2020 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 13-Jan 4-May	100%	--	20-Jan	No approval required	Adviser	No approval required	Adviser
	75%	21-Jan	27-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	28-Jan	3-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	4-Feb	10-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	11-Feb	9-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	10-Mar	4-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st half term 13-Jan 4-Mar	100%	--	15-Jan	No approval required	Adviser	No approval required	Adviser
	75%	16-Jan	21-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	22-Jan	23-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	24-Jan	27-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	28-Jan	10-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	11-Feb	4-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd half term 5-Mar 4-May	100%	--	9-Mar	No approval required	Adviser	No approval required	Adviser
	75%	10-Mar	11-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	12-Mar	23-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	24-Mar	25-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Mar	8-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	9-Apr	4-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 10-weeks 13-Jan 27-Mar	100%	--	16-Jan	No approval required	Adviser	No approval required	Adviser
	75%	17-Jan	22-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	23-Jan	27-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	28-Jan	31-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	1-Feb	19-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	20-Feb	27-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 5-weeks 13-Jan 14-Feb	100%	--	14-Jan	No approval required	Adviser	No approval required	Adviser
	75%	15-Jan	16-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	17-Jan	21-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	22-Jan	22-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	23-Jan	30-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	31-Jan	14-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd 5-weeks 17-Feb 27-Mar	100%	--	18-Feb	No approval required	Adviser	No approval required	Adviser
	75%	19-Feb	20-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	21-Feb	21-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	22-Feb	25-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Feb	5-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Mar	27-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3rd 5-weeks 30-Mar 4-May	100%	--	31-Mar	No approval required	Adviser	No approval required	Adviser
	75%	1-Apr	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	7-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	8-Apr	16-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	17-Apr	4-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
Last 10-weeks 17-Feb 4-May	100%	--	20-Feb	No approval required	Adviser	No approval required	Adviser
	75%	21-Feb	25-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	26-Feb	28-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	29-Feb	5-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Mar	31-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	1-Apr	4-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.