

Refund & Drop/Add Deadlines for Spring 2012

SPRING SEMESTER 2012 (SEE BELOW FOR SESSION A & B)

Full Term

Calendar Days of Term	Refund Percentage	Signatures Required to Withdrawal	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Jan 24	100%	Student	Student
Jan 25 – Jan 31	75%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 1 – Feb 7	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 8 – Feb 14	25%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 15 – Apr 4	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st week of classes

Session A (1st 8 week session)

Calendar Days of Term	Refund Percentage	Signatures Required to Withdrawal	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Jan 24	100%	Student	Student
Jan 25 – Jan 31	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 1 – Feb 21	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st week of classes

Session B (2nd 8 week session)

Calendar Days of Term	Refund Percentage	Signatures Required to Cancel	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Mar 23	100%	Student	Student
Mar 24 – Mar 30	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Mar 31 – Apr 23	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st week of classes

For registration questions please call the Registrar’s Office at 816.501.4057 for questions regarding the refund period please call Student Accounts at 816.501.4175