

Refund & Drop/Add Deadlines for Spring 2010

SPRING SEMESTER 2010 (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 26	100%	Student	Student
Jan 27 – Feb 2	75%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 3 – Feb 9	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 10 – Feb 16	25%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 17 – Apr 28	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 26	100%	Student	Student
Jan 27 – Feb 2	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Feb 3 – Feb 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

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 26	100%	Student	Student
Mar 27 – Apr 2	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Note: a “W” will appear on your transcript	Not Allowed
Apr 3 – Apr 28	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