Refund & Drop/Add Deadlines for Spring 2013
SPRING SEMESTER 2013 (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 22	100%	Student	Student
Jan 23 – Jan 29	75%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student **Note: a "W" will appear on your transcript**	Not Allowed
Jan 30 – Feb 5	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student **Note: a "W" will appear on your transcript**	Not Allowed
Feb 6 – Feb 12	25%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student **Note: a "W" will appear on your transcript**	Not Allowed
Feb 13 – Apr 9	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 22	100%	Student	Student
Jan 23 – Jan 29	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student **Note: a "W" will appear on your transcript**	Not Allowed
Jan 30 – Feb 20	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 22	100%	Student	Student
Mar 23 – 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 24	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