

# Spring 2017

## REFUND SCHEDULE

**NO FINANCIAL LIABILITY through January 30**

REFUND SCHEDULE <i>(for regular full-term classes)</i>	1/17 - 1/23 1 <sup>ST</sup> WEEK	1/24 - 1/30 2 <sup>ND</sup> WEEK	1/31 - 2/6 3rd WEEK	2/7 - 2/13 4 <sup>TH</sup> WEEK +	2/14 and on 5 <sup>TH</sup> WEEK +
REFUND	100%	100%	50%	25%	NO REFUND
LIABILITY	0%	0%	50%	75%	100%

### Signatures Required For Processing Enrollment Transactions

*(for full-term classes; for shorter sessions, please consult with an Enrollment Services staff member)*

TRANSACTION	1/17 - 1/23 1 <sup>ST</sup> WEEK	1/24 - 1/30 2 <sup>ND</sup> WEEK	1/31 and on WEEK 3 and BEYOND
REGISTER	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
ADD	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed <u>or for lab course</u>	Consult with Advisor or Success Coach
<b>DROP</b> <i>(course will not appear on transcript or count towards units attempted for the term)</i> <b>Without W's</b>	Students Drop Without Academic Penalty		Consult with Advisor or Success Coach
<b>WITHDRAWAL</b> <i>(course will count towards units attempted, and will appear on transcript with a grade of W)</i>	Not Applicable		Partial Withdrawal: No signatures required before deadline date of March 31 Full Withdrawal: No signatures required before April 26
APPROVAL TO REGISTER FOR COURSES WITH TIME CONFLICTS	Both Professors; Both Chairs		
APPROVAL TO TAKE 20, 21, 22 OR MORE CREDITS	Dept. Chair of student's Major Advisor signature on card required.		
APPROVAL FOR UNDERGRADUATE STUDENT (NON-DUAL) TO TAKE GRADUATE COURSE	Dept. Chair of graduate course		
LATE WITHDRAWAL SINGLE COURSE	After April 1 -Advisor, Professor, Chair and Dean's Signature Required		
LATE WITHDRAWAL ENTIRE PROGRAM	Students may withdraw from their entire program up until the last week of regular classes (April 25 deadline). After this deadline, Dean's Approval is required.		
LATE PASS/FAIL	March 31 - Dean's Signature Required		
CHANGE IN AUDIT STATUS			Professor, Chairperson and Dean
LIABILITY (if appealing)	Submit Appeal to Student Withdrawal Appeals Committee (see info at <a href="http://liu.edu/SFS/Policies/Appeal-Policy">http://liu.edu/SFS/Policies/Appeal-Policy</a> )		

**Signatures must be obtained in the order listed.**

**Signatures are obtained by course, not major.**