Spring 2014 REFUND SCHEDULE

NO FINANCIAL LIABILITY through February 3

REFUND SCHEDULE	1/21 - 1/29	1/30 - 2/5	2/6 - 2/19	2/20 on
REFOND SCHEDULE	1 ST WEEK	2 ND WEEK	3rd & 4th WEEKS	5 TH WEEK +
REFUND	100%	100%	50%	NO REFUND
LIABILITY	0%	0%	50%	100%

Signatures Required For Processing Enrollment Transactions

TRANSACTION	1/21 - 1/29	1/30 - 2/5	2/6 and on			
	1 ST WEEK	2 ND WEEK	WEEK 3 and BEYOND			
REGISTER	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed or for lab course	Consult with Advisor or Success Coach			
ADD	Professor & Chairperson if course is closed	Instructor & Chairperson if course is closed or for lab course	Consult with Advisor or Success Coach			
DROP (course will not appear on transcript or count towards units attempted for the term) Without W's	Students May Drop Without Academic Penalty		Consult with Advisor or Success Coach			
WITHDRAWAL (course will count towards units attempted, and will appear on transcript with a grade of W)	Not Applicable		Partial Withdrawal: No signatures required before deadline date of April 4 Full Withdrawal: No signatures required before April 29th.			
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 4 th -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 29). After this deadline, Dean's Approval is required.					
LATE PASS/FAIL	After April 4th - 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 http://liu.edu/SFS/Policies/Appeal-Policy)					

Signatures must be obtained in the order listed. Signatures are obtained by course, not major.