Spring 2023 Processing and Approval Deadlines

Internships:

- First critical deadline for students relying on **<u>financial aid is the 5<u>th</u> day of classes (1/23).</u>**

- If not processed by then, **the last day before needing Dean's approval and Mark Ginn's approval is Census day (1/30).**

- **Anything after Census** needs to have an extenuating reason for the late request, appropriate approvals from the Dean's Office and the Vice Provost for Undergraduate Education. This approval would need to be attached onto the inventory as an optional document.

Special Course Forms:

- First critical deadline for students relying on **<u>financial aid is the 5th day of classes (1/23).</u>**

- If not processed by then, the **last day before needing Dean's approval is Census day (1/30).**

- **Anything after Census** needs to have an extenuating reason for the late request and appropriate approvals from the Dean's Office. This approval would need to be attached with the request form.

Drop/Add's:

- These should be done **after the 5th day (1/23) and submitted by Census Day 1/30).**

- **Anything after Census** needs to have an extenuating reason for the late request, appropriate approvals from the Dean's Office.

Audit Forms:

- Last day to choose to go from Credit to Audit or Audit to Credit is the **2nd day of classes (1/18)** for first half semester courses.

- Last day to choose to go from Credit to Audit or Audit to Credit is the **5th day of classes (1/23)** for full semester courses.

- Last day to choose to go from Credit to Audit or Audit to Credit is the **2nd day of classes (3/8)** for second half semester courses.