



2023 Winter Session - Academic Calendar

October 19 Schedule of Winter Session classes available (tentative)
October 24 Winter Session registration begins
January 3, 2023 . . First Day of Classes; add a class without a late fee
January 4 **Last day to drop without a "W" being recorded**
January 4 **Last day to receive 100% refund for dropped class**
January 4 Last day to add classes without a late fee
January 5 **Last day to receive 60% refund for dropped class – NO REFUNDS AFTER THIS DATE!**
January 5 Last day to change between Audit, Credit/No Credit, and Letter grading
January 5 Last day of schedule adjustment period
January 6 First day to add a class with \$25 late fee and requires instructor approval
January 6 Census Day
January 6 Last day to drop/withdraw from class with instructor signature – **NO REFUNDS**
January 16 **HOLIDAY – Dr. Martin Luther King Jr. Day – NO CLASSES**
January 17 Last day of class
January 18 Final Exam Day
January 20. **Grades due**

Drop Policy for 2023 Winter Session

10 instruction days: January 3 – 20, 2023

January 4 – Last day to drop without a "W" being recorded

January 4 – last day to add class without a late fee

January 6 – Last day to withdraw from class for a serious and compelling reason; Requires approval from instructor and Extended Education

Refund Policy for 2023 Winter Session

If the course is cancelled for any reason, student will receive a 100% refund. Failure to withdraw/drop a course in which one is officially registered but does not complete will result in a grade of "F" or "No Credit". **Students are not dropped automatically for non-payment or non-attendance. It is the responsibility of the student to drop themselves from a course.**

Course cancellation – 100% refund

On or before **January 4 – 100% refund**

After January 4, BUT on or before **January 5 – 60% refund**

After January 5 – NO REFUNDS

Refunds are based on the date when the official withdrawal is received in the Extended Education office. If you need to drop a class, you may do so via your myCSUB account, email, fax, or mail **through the Extended Education** office. The day you drop online, or when the form is received in our office, is the official date of withdrawal and determines the amount of refund, if any. Allow up to six weeks for refunds to be processed. If you do not receive your refund by that time, please contact the Extended Education office at WinterSession@csub.edu. A delay in dropping online or submitting required forms may result in a reduced refund and/or be subject to \$25 administrative fee.