

Fall Semester 2019 Academic Calendar

5 WEEK COURSE OFFERINGS

Session ONE – first 5 weeks of the term August 26th – September 27th	
Through August 25	Drops/withdrawals will receive 100% refund
August 25	Last day to Add without instructor permission via ArgoExpress
August 26	Fall 2019 Classes Begin for 5-week session 1
September 2	Labor Day – Campus Closed
August 26 – September 3	For courses dropped during this timeframe, there is no reflection on a transcript.
September 3	Last day to Add courses with Instructor Permission
September 4 – September 13	Drops during this timeframe will reflect in a “W” on the transcript Advisor or Division Chair permission required to drop course(s)
September 14 – September 20	Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required
September 20	Any requested incomplete grade due from Faculty to Registrar’s Office
September 27	End of first 5-week session
October 22	Grades due in Argo Express by 12:00pm (noon)
October 24	Grades available to students via ArgoExpress

Session TWO - second 5 weeks of the term September 30th – November 8th	
Through September 29	Drops/withdrawals will receive 100% refund
September 29	Last day to Add without instructor permission via ArgoExpress
September 30	Fall 2019 Classes Begin for 5-week session 2
September 30 – October 7	For courses dropped during this timeframe, there is no reflection on a transcript
October 7	Last day to Add courses with Instructor Permission
October 8 – October 18	Drops during this timeframe will reflect in a “W” on the transcript Advisor or Division Chair permission required to drop course(s)
October 19 – November 1	Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required
November 1	Any requested incomplete grade due from Faculty to Registrar’s Office
November 8	End of second 5-week session
December 17	Grades due in Argo Express by 12:00pm (noon)
December 19	Grades available to students via ArgoExpress

Session THREE – third 5 weeks of the term November 11th – December 13th	
Through November 10	Drops/withdrawals will receive 100% refund
November 10	Last day to Add without instructor permission via ArgoExpress
November 11	Fall 2019 Classes Begin for 5-week session 3
November 11 – 18	For courses dropped during this timeframe, there is no reflection on a transcript.
November 18	Last day to Add courses with Instructor Permission
November 19 – 29	Drops during this timeframe will reflect in a “W” on the transcript Advisor or Division Chair permission required to drop course(s)
November 30 – December 6	Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required
December 6	Any requested incomplete grade due from Faculty to Registrar’s Office
December 13	End of third 5-week session
December 17	Grades due in Argo Express by 12:00pm (noon)
December 19	Grades available to students via ArgoExpress

Drop/Add, Withdrawal and Refund Information

- Students can add courses via Argo Express through the day before classes begin. During the first 10 business days of the session, students must obtain written approval from instructors to add courses and must submit the approval to the Registrar's Office in person or via email registrar@uprovidence.edu. Students can drop courses via a completed drop form submitted to the Registrar's Office or ArgoExpress through the first 10 business days of the session. On day 11 students can drop by obtaining a withdrawal pin from their advisors, prior to the last week of the course throughout the session, please refer above for dates.
- Any student withdrawing on or after the first day of classes will be responsible for payment of ALL fees (i.e. general fees, technology fees, lab fees, etc.) as well as applicable tuition charges (see below).
- Courses dropped within the first 10 business days of the session will have no reflection on a transcript.
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10th business day of session) with a grade of "W"
 - Complete Withdrawals means to no longer be enrolled in a given term at the University. A student who has withdrawn is no longer considered enrolled at UProv for the term and therefore cannot be verified as enrolled for any reporting purposes.

Drop/Add, Withdrawal and Refund Information

- To drop or add courses, students must fill out a change of registration form in the Registrar's Office or submit changes via ArgoExpress.
 - If students are withdrawing from all courses at UProvidence, they must initiate a withdrawal at <https://www.uprovidence.edu/current-students/request-for-withdrawal/> or if they are enrolled with the School of Health Professions the student must contact healthprograms@uprovidence.edu.
 - Complete withdrawals cannot be completed via ArgoExpress. Refund percentages will be calculated according to the schedule below.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of F (Failure).
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student's responsibility to ensure that all bills are paid in full.
 - If students fail to process a change of registration form (drop/add, withdrawal, or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date of written request to withdrawal received by the University of Providence Office or the activity date recorded in ArgoExpress.

DROPPING A COURSE - Refund Schedule

5 Week Courses

** UP RETAINS ALL FEES**

Within the first 10 business days of the session (drop/add period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition, but have not paid their bill (i.e. not the flat tuition rate, Graduate Students) tuition is reassessed per credit.
- Students dropping 5-week session course(s) will receive a 100% refund before the first day class start, and 0% on/after the first day of class.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 class days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition (flat rate or per credit). The University retains all fees

After the Session begins

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.

Fall 2019 COMPLETE WITHDRAWAL Refund Schedule

5 Week Courses

** UP RETAINS ALL FEES**

1st 5 Week Sessions		2nd 5 Week Sessions		3rd 5 Week Sessions	
Complete Withdrawal Refund Schedule		Complete Withdrawal Refund Schedule		Complete Withdrawal Refund Schedule	
Through August 25	100%	Through September 29	100%	Through November 10	100%
August 26 - September 20	0%	September 30 - November 1	0%	November 11 - December 6	0%

TITLE IV AID WILL BE REFUNDED ACCORDING TO THE DEPARTMENT OF EDUCATION FEDERAL REFUND POLICY.