## Spring Semester 2020 Academic Calendar
## 5 WEEK COURSE OFFERINGS

| Session ONE – first 5 weeks of the term<br>January 13th – February 14th | |
|---|---|
| Through January 12 | Drops/withdrawals will receive 100% refund |
| January 12 | Last day to Add without instructor permission via ArgoExpress |
| January 13 | **Spring 2020 Classes Begin for 5 week session 1** |
| January 20 | Martin Luther King Jr. Day – No Classes |
| January 13 – 20 | For courses dropped during this timeframe, there is no reflection on a transcript. |
| January 20 | Last day to Add courses with Instructor Permission |
| January 21 – January 31 | Drops during this timeframe will reflect in a "W" on the transcript<br>Advisor or Division Chair permission required to drop course(s) |
| February 1 – 7 | Drops during this timeframe will reflect a "WP" or "WF" for the course<br>Advisor permission required |
| February 7 | Any requested incomplete grade due from Faculty to Registrar's Office |
| February 14 | End of first 5 week session |
| March 10 | Grades due in Argo Express by 12:00pm (noon) |
| March 12 | Grades available to students via ArgoExpress |

| Session TWO - second 5 weeks of the term<br>February 17th – March 27th | |
|---|---|
| Through February 16 | Drops/withdrawals will receive 100% refund |
| February 16 | Last day to Add without instructor permission via ArgoExpress |
| February 17 | **Spring 2020 Classes Begin for 5 week session 2** |
| February 17 – 24 | For courses dropped during this timeframe, there is no reflection on a transcript |
| February 24 | Last day to Add courses with Instructor Permission |
| February 25 – March 6 | Drops during this timeframe will reflect in a "W" on the transcript<br>Advisor or Division Chair permission required to drop course(s) |
| March 7 – 20 | Drops during this timeframe will reflect a "WP" or "WF" for the course<br>Advisor permission required |
| March 9 – 13 | Spring Break – No Classes |
| March 20 | Any requested incomplete grade due from Faculty to Registrar's Office |
| March 27 | End of second 5 week session |
| May 5 | Grades due in Argo Express by 12:00pm (noon) |
| May 7 | Grades available to students via ArgoExpress |

| Session THREE – third 5 weeks of the term<br>March 30th – May 1st | |
|---|---|
| Through March 29 | Drops/withdrawals will receive 100% refund |
| March 29 | Last day to Add without instructor permission via ArgoExpress |
| March 30 | **Spring 2020 Classes Begin for 5 week session 3** |
| March 30 – April 6 | For courses dropped during this timeframe, there is no reflection on a transcript. |
| April 6 | Last day to Add courses with Instructor Permission |
| April 7 – 17 | Drops during this timeframe will reflect in a "W" on the transcript<br>Advisor or Division Chair permission required to drop course(s) |
| April 10 – 13 | Easter Observance – Campus Closed |
| April 18 – 24 | Drops during this timeframe will reflect a "WP" or "WF" for the course<br>Advisor permission required |
| April 24 | Any requested incomplete grade due from Faculty to Registrar's Office |
| May 1 | End of third 5 week session |
| May 5 | Grades due in Argo Express by 12:00pm (noon) |
| May 7 | 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.

## Summer 2020 COMPLETE WITHDRAWAL Refund Schedule

### 5 Week Courses
**\*\* UP RETAINS ALL FEES\*\***

| 1st 5 Week Sessions Complete Withdrawal Refund Schedule | | 2nd 5 Week Sessions Complete Withdrawal Refund Schedule | | 3rd 5 Week Sessions Complete Withdrawal Refund Schedule | |
|---|---|---|---|---|---|
| Through January 12 | 100% | Through February 16 | 100% | Through March 29 | 100% |
| January 13 – February 7 | 0% | February 17 – March 20 | 0% | March 30 – April 24 | 0% |

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