

Fall Semester 2019 Academic Calendar – 16 Week TERM

August 12	Registration Deadline for Fall 2019 – All students must be registered by 5:00 p.m.
August 26	Fall 2019 Classes Begin
August 30	Weekend Graduate Sessions Begin
September 2	Labor Day – Campus Closed
September 3	Last Day for Schedule Changes (adding/changing existing schedule) Without Instructor Permission
September 4-9	Instructor permission required to add class to existing schedule (Add Form and Instructor signature required)
September 9	Last Day to Drop Courses with No Reflection on Transcripts. Drops after this date require student/Advisor signature and will reflect in a “W” on transcripts. Last Day for Schedule Changes
October 15	Last Day to Apply for May and August Graduation
October 21	Midterm Grades Due Entered and Available to see in ArgoExpress at 5:00 p.m.
October 21 - 25	Fall Break – No Classes
October 28	Spring 2020 Registration Begins (Priority Registration) Distance students will be able to register beginning @ 7:00 a.m. MST
October 29	Students with 60 or more earned credits will be able to register beginning @ 7:00 a.m. MST
October 30	Students with 30 or more earned credits will be able to register beginning @ 7:00 a.m. MST
October 31	All students will be eligible to register beginning @ 7:00 a.m. MST
November 4	Registration Support Day
November 11	Last Day to Drop Courses with a “W” on Transcript. Any dropped courses after this date will reflect in a WP or WF on transcripts.
November 27-29	Thanksgiving Observance – No Classes (Campus Closed 28-29)
December 6	Last Day to Drop a Course - Withdraws No Longer Processed After This Date All Approved Incomplete requests due to Registrar’s Office
December 9 -13	Fall Semester Final Examinations
December 13	Last Day of Fall 2019 Semester
December 17	Final Grades Due Entered in ArgoExpress by Noon
December 19	Grades Available to Students -- ArgoExpress
December 30	Academic/Financial Aid Appeals Due – Submitted via email by 5:00 p.m.
December 30	Registration Deadline for Spring 2020 – All students must be registered by 5:00 p.m.

Fall Semester 2019 Final Exam Schedule

- **MWF** indicates classes regularly scheduled for any combination that includes at least two of these days.
- **TR** indicates classes regularly scheduled on Tuesday and/or Thursday or a combination in which any two days are TR.
- **MTWRF** classes (classes held daily) have an option to be decided by the instructor.
- **EVENING AND SATURDAY CLASSES** will be held on the day and at the time during Final Examination Week for which the class would normally be scheduled, except Friday evening classes, which will have final examinations Thursday evening.

DAYS	USUAL COURSE HOUR	FINAL EXAMINATION HOUR
Monday, December 9		
MWF	9:00 AM classes	8:00 AM - 9:45 AM
MWF	11:00 AM classes	10:15 AM - Noon
MWF	1:00 PM classes	1:00 PM - 2:45 PM
MWF	3:00 PM classes	3:30 PM - 5:15 PM
Tuesday, December 10		
TR	7:30 AM or 8:00 AM classes	8:00 AM - 9:45 AM
TR	9:20 AM or 9:30 AM classes	10:15 AM - Noon
TR	1:00 PM classes	1:00 PM - 2:45 PM
TR	2:30 PM or 3:00 PM classes	3:30 PM - 5:15 PM
Wednesday, December 11		
MWF	8:00 AM classes	8:00 AM - 9:45 AM
MWF	10:00 AM classes	10:15 AM - Noon
MWF	Noon classes	1:00 PM - 2:45 PM
MWF	2:00 PM classes	3:30 PM - 5:15 PM
Thursday, December 12		
TR	11:00 AM or 11:15 AM classes	8:00 AM - 9:45 AM
MTWR	Classes beginning after 3:15 PM but before 5:00 PM	3:15 PM - 5:00 PM
R (evening)	Evening classes beginning after 5:00 PM	5:30 PM - 7:15 PM
F (evening)	Evening classes beginning after 5:00 PM	7:30 PM - 9:15 PM

Drop/Add, Withdrawal and Refund Information

- Dropped courses are not reflected on a transcript (dis-enrolling from a course within the first 10 class days)
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10th class day) with a grade of “W”
- Complete Withdrawals means to no longer be enrolled in a given term at the University.
- 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/> and submit a Complete Withdrawal Form.
 - Complete withdrawals cannot be completed via ArgoExpress. Refund percentages will be calculated according to the schedule listed 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 the forms are received in the Registrar's Office or the activity date recorded in ArgoExpress.

DROPPING A COURSE - Refund Schedule

Undergraduate Courses
**** UP RETAINS ALL FEES****

Within the first 10 class days (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 (i.e. not the flat tuition rate) still receive 100% refund within the first 10 class days.
- 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 10th class day

- There is 0% refund for courses dropped after the 10th class day.

Fall 2019 - Spring 2020 COMPLETE WITHDRAWAL Refund Schedule

Undergraduate Courses
**** UP RETAINS ALL FEES****

Fall 2019 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)	Spring 2020 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)
First 4 days of classes (8/29) 100%	First 4 days of classes (1/16) 100%
Days 5 - 7 (8/30 – 9/4) 75%	Days 5 - 7 (1/17 – 1/21) 75%
Days 8 - 10 (9/5 – 9/9) 50%	Days 8 - 10 (1/22 – 1/27) 50%
Complete Withdrawals September 10 – December 6 0%	Complete Withdrawals January 28 – April 24 0%

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