

Spring Semester 2023 Academic Calendar – 16 Week TERM

January 9	Spring 2023 Classes Begin
January 16	Martin Luther King Jr. Day – Campus Closed
January 17	Last day for schedule changes (adding/changing existing schedule) without instructor permission
January 18 – 23	Instructor permission required to add class to existing schedule (Add Form and Instructor signature required)
January 23	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
February 20	President’s Day – Campus Closed
February 21	Summer 2023 Registration Begins 7:00 a.m. MST
March 6	Midterm grades due entered and available to see in ArgoExpress at 5:00 p.m.
March 6 - 10	Spring Break – No Classes
March 20	Fall 2023 Registration Begins (Priority Registration) Distance and Graduate students will be able to register beginning @ 7:00 a.m. MST
March 21	Students with 60 or more earned credits will be able to register beginning @ 7:00 a.m. MST
March 22	Student with 30 or more earned credits will be able to register beginning @ 7:00 a.m. MST
March 23	All students will be eligible to register beginning @ 7:00 a.m. MST
March 27	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.
March 28	University Assessment Day – No Campus Classes
April 4	Registration Support Day
April 7 – 10	Easter Observance – Campus Closed
April 14	Last Day to Apply for December 2023 Graduation
April 21	Last Day to Drop a Course - Withdraws No Longer Processed After This Date All Approved Incomplete requests due to Registrar’s Office by 5:00 p.m.
April 24 – 28	Spring Semester Final Examinations
April 28	Last Day of Spring 2023 Semester Baccalaureate Mass
April 29	Commencement Ceremony
May 2	Final Grades Due Entered in ArgoExpress by Noon
May 4	Grades Available to Students -- ArgoExpress
June 14	Academic/Financial Aid Appeals Due – Submitted via email by 5:00 p.m.

Spring Semester 2023 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, April 24		
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, April 25		
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, April 26		
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, April 27		
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

Scheduling conflicts or requests to change exam times should be referred to Instructor.

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 UPvidence, they must initiate a withdrawal at [https://www.uprovidence.edu/current-students/ and submit](https://www.uprovidence.edu/current-students/and-submit) and submit the Request for Withdrawal Form at the bottom of the page.
 - 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 2022 - Spring 2023 COMPLETE WITHDRAWAL Refund Schedule

Undergraduate Courses
** UP RETAINS ALL FEES**

Fall 2022 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)	Spring 2023 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)
First 4 days of classes (9/1) 100%	First 4 days of classes (1/12) 100%
Days 5 - 7 (9/2 – 9/7) 75%	Days 5 - 7 (1/13 – 1/18) 75%
Days 8 - 10 (9/8 – 9/12) 50%	Days 8 - 10 (1/19 – 1/23) 50%
Complete Withdrawals September 12 – December 9 0%	Complete Withdrawals January 24 – April 21 0%

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