

## Fall Semester 2023 Academic Calendar 8 WEEK COURSE OFFERINGS

<b>Session ONE – first 8 weeks of the term August 28<sup>th</sup> – October 20<sup>th</sup></b>	
Through August 27	Drops/withdrawals will receive 100% refund
August 27	Last day to Add without instructor permission via ArgoExpress
August 28	<b>Fall 2023 Classes Begin for 8-week session 1</b>
September 4	<b>Labor Day – Campus Closed/No Classes</b>
August 28 – Sept. 11	For courses dropped during this timeframe, there is no reflection on a transcript.
September 11	Last day to Add courses with Instructor Permission
September 12 – 29	Drops during this timeframe will reflect in a “W” on the transcript. Advisor or Division/Department Chair permission required to drop course(s)
September 22	Blessed Emilie Gamelin Day Observed (campus open, classes in session with revised schedule)
Sept. 30 – October 13	Drops during this timeframe will reflect a “WP” or “WF” for the course. Advisor permission required
October 13	Any requested incomplete grade due from Faculty to Registrar’s Office
October 20	End of first 8-week session
October 24	Grades due in ArgoExpress by 12:00pm (noon)
October 26	Grades available to students via ArgoExpress

\*\*\* 8 Week Session do not have a traditional Fall break. \*\*\*

<b>Session TWO - second 8 weeks of the term October 23<sup>rd</sup> – December 15<sup>th</sup></b>	
September 11	Last day for new students to initially register for this semester.
Through October 22	Drops/withdrawals will receive 100% refund
October 22	Last day to Add without instructor permission via ArgoExpress
October 23	<b>Fall 2023 Classes Begin for 8-week session 2</b>
October 23 – November 3	For courses dropped during this timeframe, there is no reflection on a transcript
October 30	<b>Spring 2024 Registration Begins</b> (Priority Registration see full academic calendar for details.)
November 3	Last day to Add courses with Instructor Permission
November 4 – 24	Drops during this timeframe will reflect in a “W” on the transcript. Advisor or Division/Department Chair permission required to drop course(s)
November 22-24	Thanksgiving Observance – Campus Closed/No Classes
November 25 – December 8	Drops during this timeframe will reflect a “WP” or “WF” for the course. Advisor permission required
December 8	Any requested incomplete grade due from Faculty to Registrar’s Office
December 15	End of second 8-week session
December 19	Grades due entered by noon, in ArgoExpress
December 21	Grades available to students via ArgoExpress
December 25 – Jan 1	Campus Closed/No Classes
January 2	Academic/Financial Aid Appeals Due – Submitted via email by 5:00 p.m.

## 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

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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/and-submit> and submit the Request for Withdrawal Form at the bottom of the page. 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

### 8 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 8 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

- Students completely withdrawing will receive a 100% refund before the first day class start, and 0% on/after the first day of class.
- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.

## Fall 2023 COMPLETE WITHDRAWAL Refund Schedule

### 8 Week Courses

\*\* UP RETAINS ALL FEES\*\*

<b>Fall 2023 - First 8 Week Session</b>	
<b>Complete Withdrawal Refund Schedule</b>	
<b>Through August 27</b>	<b>100%</b>
<b>August 28 – October 13</b>	<b>0%</b>

<b>Fall 2023 - Second 8 Week Session</b>	
<b>Complete Withdrawal Refund Schedule</b>	
<b>Through October 22</b>	<b>100%</b>
<b>October 23 – December 8</b>	<b>0%</b>

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