

## Spring Semester 2025 Academic Calendar – 16 Week TERM

January 13	<b>Spring 2025 Classes Begin</b>
January 20	Martin Luther King Jr. Day – Campus Closed
January 21	Last day for schedule changes (adding/changing existing schedule) without instructor permission
January 22 – 27	Instructor permission required to add class to existing schedule. (Add Form and Instructor signature required)
January 27	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 17	President’s Day – Campus Closed
February 18	<b>Summer 2025 Registration Begins 7:00 a.m. MST</b>
March 10	Midterm grades due entered and available to view in ArgoExpress at 5:00 p.m.
March 10 - 14	Spring Break – No Classes
March 24	<b>Fall 2025 Registration Begins (Priority Registration)</b> Distance and Graduate students will be able to register beginning @ 7:00 a.m. MST
March 25	Students with 60 or more earned credits will be able to register beginning @ 7:00 a.m. MST
March 26	Student with 30 or more earned credits will be able to register beginning @ 7:00 a.m. MST
March 27	All students will be eligible to register beginning @ 7:00 a.m. MST
March 31	Registration Support Day
March 31	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.
April 15	Last Day to Apply for December 2025 Graduation
April 18-21	Easter Observance – Campus Closed
April 25	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 28 – May 2	Spring Semester Final Examinations
May 2	Last Day of Spring 2025 Semester Baccalaureate Mass
May 3	Commencement Ceremony
May 6	Final Grades Due Entered in ArgoExpress by Noon
May 8	Grades Available to Students -- ArgoExpress
June 13	Academic/Financial Aid Appeals Due – Submitted via email by 5:00 p.m.

## Spring Semester 2025 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
<b>Monday, April 28</b>		
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
<b>Tuesday, April 29</b>		
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
<b>Wednesday, April 30</b>		
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, May 1

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 10<sup>th</sup> 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 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 10<sup>th</sup> class day

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

## Fall 2024 - Spring 2025 COMPLETE WITHDRAWAL Refund Schedule

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

### Fall 2024 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)

First 4 days of classes (8/29)	100%
Days 5 - 7 (8/30 – 9/4)	75%
Days 8 - 10 (9/5 – 9/9)	50%
Complete Withdrawals September 10 – December 6	0%

### Spring 2025 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)

First 4 days of classes (1/16)	100%
Days 5 - 7 (1/17 – 1/22)	75%
Days 8 - 10 (1/23 – 1/27)	50%
Complete Withdrawals January 27 – May 2	0%

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