

Fall Semester 2024 Academic Calendar 8 WEEK COURSE OFFERINGS

| Session ONE – first 8 weeks of the term August 26th – October 18th | |
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| Through August 26 | Drops/withdrawals will receive 100% refund |
| August 26 | Last day to Add without instructor permission via ArgoExpress |
| August 26 | Fall 2024 Classes Begin for 8-week session 1 |
| September 2 | Labor Day – Campus Closed |
| August 26 – Sept. 9 | For courses dropped during this timeframe, there is no reflection on a transcript. |
| September 9 | Last day to Add courses with Instructor Permission |
| September 10 – 27 | Drops during this timeframe will reflect in a “W” on the transcript. Advisor or Division/Department Chair permission required to drop course(s) |
| September 23 | Blessed Emilie Gamelin Day (campus open, classes in session with revised schedule) |
| Sept. 28 – October 11 | Drops during this timeframe will reflect a “WP” or “WF” for the course. Advisor permission required |
| October 11 | Any requested incomplete grade due from Faculty to Registrar’s Office |
| October 18 | End of first 8-week session |
| October 22 | Grades due in ArgoExpress by 12:00pm (noon) |
| October 24 | Grades available to students via ArgoExpress |

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

| Session TWO - second 8 weeks of the term October 21st – December 13th | |
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| September 9 | Last day for new students to initially register for this semester. |
| Through October 21 | Drops/withdrawals will receive 100% refund |
| October 21 | Last day to Add without instructor permission via ArgoExpress |
| October 21 | Fall 2024 Classes Begin for 8-week session 2 |
| October 21 – November 1 | For courses dropped during this timeframe, there is no reflection on a transcript |
| October 28 | Spring 2025 Registration Begins (Priority Registration see full academic calendar for details.) |
| November 1 | Last day to Add courses with Instructor Permission |
| November 2 – 22 | Drops during this timeframe will reflect in a “W” on the transcript. Advisor or Division/Department Chair permission required to drop course(s) |
| November 27-29 | Thanksgiving Observance – Campus Closed |
| November 23 – December 6 | Drops during this timeframe will reflect a “WP” or “WF” for the course. Advisor permission required |
| December 6 | Any requested incomplete grade due from Faculty to Registrar’s Office |
| December 13 | End of second 8-week session |
| December 17 | Grades due entered by noon, in ArgoExpress |
| December 19 | Grades available to students via ArgoExpress |
| December 24 – Jan 1 | Campus Closed |
| 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 first day of classes. During the next 9 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.

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- Any student withdrawing 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 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 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 through the first day of class, 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) for the dropped course(s). The University retains all fees.

After the Session begins

- Students completely withdrawing will receive a 100% refund through the first day of class, 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 2024 COMPLETE WITHDRAWAL Refund Schedule

8 Week Courses

** UP RETAINS ALL FEES**

| Fall 2024 - First 8 Week Session | |
|--|-------------|
| Complete Withdrawal Refund Schedule | |
| Through August 26 | 100% |
| August 27 – October 11 | 0% |

| Fall 2024 - Second 8 Week Session | |
|--|-------------|
| Complete Withdrawal Refund Schedule | |
| Through October 21 | 100% |
| October 22 – December 6 | 0% |

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