

Spring 2017 Academic Calendar 8 Week Course Offerings

| Session ONE – first 8 weeks of the term January 17 – March 12 | |
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| January 16 | Martin Luther King Day Observance – No Classes |
| Through January 16 | Drops/withdrawals processed before January 17 will receive 100% refund |
| January 17 | Spring 2017 Classes Begin for 8 week session 1 |
| January 17 – January 30 | For courses dropped during this timeframe, there is no reflection on a transcript |
| January 31 – February 10 | Drops during this timeframe will reflect in a “W” on the transcript Advisor permission required |
| February 11 – March 3 | Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required |
| March 3 | Any requested incomplete grade due from Faculty to Registrar’s Office |
| March 13 – March 19 | Break |
| March 15 | Grades due entered by noon, in ArgoExpress |
| March 17 | Grades available to students via ArgoExpress |

| Session TWO – second 8 weeks of the term March 20 – May 12 | |
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| Through March 19 | Drops/withdrawals processed before March 19 will receive 100% refund |
| March 20 | Spring 2017 Classes Begin for 8 week session 2 |
| March 20 – March 31 | For courses dropped during this timeframe, there is no reflection on a transcript |
| April 1 – April 14 | Drops during this timeframe will reflect in a “W” on the transcript Advisor permission required |
| April 15 – May 5 | Drops during this timeframe will reflect a “WP” or “WF” for the course Advisor permission required |
| May 5 | Any requested incomplete grade due from Faculty to Registrar’s Office |
| May 16 | Grades due entered by noon, in ArgoExpress |
| May 18 | Grades available to students via ArgoExpress |

Students can add and drop courses via ArgoExpress through the first week of scheduled classes. After the first week of classes, 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@ugf.edu. Students can drop courses via ArgoExpress throughout the course of the semester.

- Students who stop attending classes without withdrawing via ArgoExpress or in the Registrar’s Office will receive grades of “F” (failure). Students are not withdrawn for non-attendance after the first week of class.
- The term “withdrawal” indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UGF for the term and therefore cannot be verified as enrolled for any reporting purposes.
- 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 (drop/add 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.
- 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).

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Within the first 10 class days (drop/add period) – Credit Reduction Only (excludes withdrawal)

- Students paying per credit tuition, receive 100% refund within the first 10 days of the course offering.
- When courses are dropped within the first 10 days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition. The University retains all fees.
- There is 0% refund for courses dropped after the 10th day.

| Spring 2017 <u>Complete Withdrawal</u> Refund Schedule, 8 week, session I | |
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| first 4 days of classes, Jan 17-Jan 20 | 100% |
| Days 5 -7, Jan 21-Jan 25 | 75% |
| Days 8-10, Jan 26-Jan 30 | 50% |
| January 31 – March 3 | 0% |

| Spring 2017 <u>Complete Withdrawal</u> Refund Schedule, 8 week, session II | |
|---|------|
| first 4 days of classes, Mar 20 – Mar 23 | 100% |
| Days 5 -7, Mar 24 – Mar 28 | 75% |
| Days 8-10, Mar 29 – Mar 31 | 50% |
| April 1 - May 5 | 0% |