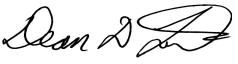


MEMORANDUM

TO: University Faculty

FROM: Dean Libutti, Ed.  D.  
Associate Vice President, Enrollment Management & Student Success

DATE: January 16, 2024

SUBJECT: Helpful Campus Dates and Deadlines

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Happy New Year. As you prepare for the new semester, I would like to call your attention to several important dates listed below, and as outlined at: [web.uri.edu/enrollment/academic-calendars/](http://web.uri.edu/enrollment/academic-calendars/)

**Helpful dates to remember for Spring 2024**

January 22: First day of classes  
January 22-28: Open add period in e-Campus  
Jan. 29 - Feb. 4: Late add period in e-Campus, permission numbers required for enrollment

February 4: Last day to add courses via eCampus, late add form needed after this point.  
Last day to add Pass/Fail option.

February 13: Courses dropped on or after this date will receive a **W**  
February 19: Classes **do not** meet, offices are open - **Presidents Day** (*make up snow day if needed*)

March 4: Last day for students to drop courses in e-Campus (late drop form needed after this date)  
March 6: Mid-semester  
March 10-16: Spring break – classes do not meet, offices are open  
March 19: First Year student midterm grades and midterm surveys due in e-Campus

April 29: Last day of classes  
April 30 - 1: Reading days for exams. (*April 30 is class make-up day if needed and approved by Provost*)  
May 2 - 3, 6 - 8: Final exam period  
May 14: Final grades due in e-Campus by 12:00 Noon

For those new to URI, and as a reminder for all, the approved Faculty Senate policy for the upcoming add period (8.33.11) is as follows:

- Open Add Period (January 22 – 28). This time is designed to allow students to register using e-Campus if a seat is available and prerequisites are met for a given course.
- Late Add Period (January 29 – February 4). Allows students the opportunity to add courses via permission numbers. This time is designed to allow a conversation between the student and the appropriate Faculty member/Department/Deans Office to determine if it is appropriate to add the course during that time frame.

Please note that permission numbers will work for the entire add period. The last day to add via e-Campus, and to use a permission number is February 4. Students looking to add a class after February 4 will need to complete a petition to late add form and be officially registered by the end of the term per 8.33.10. Policies associated with adding and dropping courses, and other matters, are stated in the [University Manual](#).

### **Dropping Enrollment from Courses:**

Please encourage students to talk to an advisor or faculty member before dropping a course. It is essential that students understand the many implications of dropping a class, including a possible loss of financial aid if they drop below full-time, a delay in graduation, or being off sequence if the course is a prerequisite. In addition, students may owe a portion or all of their tuition and fees when dropping courses.

### **Students Not Attending:**

*8.33.13 Students not attending courses in which they enrolled have the obligation to drop those courses before the drop deadline. Names of students who are absent from the first and second class meetings of a course and **who do not notify the course instructor of their intention to attend future class meetings** may be submitted by the course instructor and/or the department chairperson to the Office of Enrollment Services for deletion from the class roster. If the instructor does not exercise this option, the student remains enrolled in the course unless s/he drops it through regular procedures.*

Faculty drops may be sent via email to: [esfacultydrop@etal.uri.edu](mailto:esfacultydrop@etal.uri.edu). Please include course name, section, student name and student ID.

### **Students Not Officially Registered**

If you have students sitting in on your classes who are not officially registered or unable to register, please encourage them to work with Enrollment Services in Green Hall on a plan to get registered. Having students properly registered allows the University to monitor vaccination status and the students to be eligible for Financial Aid, allows them to participate in campus activities, and supports us meeting University, State and Federal reporting guidelines.

### **Incomplete Grades Awarded Last Semester**

As a reminder, URi has a newly adopted incomplete policy and process in the [University Manual](#) sections 8.53.20 - 24. If you awarded any incomplete grades, please review this policy and work with the student(s) involved on a plan to address this temporary grade.

### **Fees, Billing & Other Info**

Fees will be adjusted in accordance with the University's billing adjustment and refund policy. The refund schedule can be seen at: [web.uri.edu/tuition-billing/student-refunds/](http://web.uri.edu/tuition-billing/student-refunds/). The billing period for all classes begins on the first day of each/term semester and runs through the end of the Add Period, so dropping in this timeframe **may not** reduce a student's tuition bill.

### **Other Helpful Information for Faculty**

For other helpful information please visit the faculty section on the enrollment services website at: [web.uri.edu/registration-records/faculty-staff-advisors/](http://web.uri.edu/registration-records/faculty-staff-advisors/)

### **Online Academic Schedule**

Visit: [web.uri.edu/enrollment/academic-calendars/](http://web.uri.edu/enrollment/academic-calendars/)

Best wishes for an enjoyable, safe and productive semester!

c: Academic Deans