### Academic Calendar Alignment



Overview, Implications, Support, and Guidance
March 3, 2021

#### I. OVERVIEW

Beginning with the 2021-22 academic year, the current 16-week semester and 10-week term calendar will be permanently replaced with a 17-week semester (fall and spring) with two 8-week sessions embedded. Each semester will contain a one-week break in academic instruction, scheduled to fall between the two 8-week sessions. The current 10-week summer session will move to an 8-week summer session (with two 4-week minisessions akin to the January intersession). The January intersession will remain unchanged.

The new calendar creates flexibility for students by allowing cross-registration across 8-week sessions and the 17-week semesters in a Department of Education-compliant calendar. Students will be able to take offerings across campuses and delivery modes.

Traditional undergraduate (TUG) semester students will be able to take Regional and Online Campus (ROC) courses (including CAPA and La Verne Online), and ROC students can enroll in main campus TUG classes. In addition, ROC students will have more courses and course delivery options across the system. This means that more course options will be available to all students. In some programs, the new calendar gives ROC and graduate students an additional period of enrollment during the academic year to accelerate their time to degree.

Due to accreditation requirements and the need for graduating students to prepare for the bar exam, the College of Law (COL) calendar will have slightly different start dates and finals week, but students will still be able to cross-register in dual degree programs each semester.

The Masters of Science Physician Assistant Practice program will remain on its current trimester calendar, which allows students to complete their clinical rotations and is in line with accreditation standards.

At the end of the 2021-22 academic year, registration, financial aid, and retention data will be collected along with student surveys to evaluate the academic calendar, student satisfaction, operations and logistics, and associated policies and procedures. Representatives from units across the university, including Undergraduate Academic Policies (UGAP) and Graduate Council, will be convened for a mid-year check-in to troubleshoot, and again for a more comprehensive year-end assessment.

### II. TERMINOLOGY, PROGRAMS, AND DATES

Moving forward, "term" will be used in line with the Department of Education's definition and include the 17-week semester, the 18-week law semester, and two 8-week sessions. For example, the fall term will be inclusive of the Fall Law Semester, Fall Semester, and Fall Sessions 1 and 2. Spring term is inclusive of Spring Law Semester, Spring Semester (including January Intersession), and Spring Sessions 1 and 2.

The calendar terminology and number of weeks will be:

- Law Semester (18 weeks)
  - o Fall, Spring
- Semester (17 weeks)

- Fall, Spring
- 4-week January Intersession (tethered to Spring Semester)
- Session (8 weeks)
  - o Fall 1, Fall 2, Spring 1, Spring 2, Summer
- Summer Mini-sessions (4 weeks)
  - Summer 1, Summer 2
- Physician Assistant Trimester (15 weeks)
  - o Fall, Spring, Summer

"Summer" will be used to denote the 8-week Summer Session, which is applicable for all populations including those who otherwise enroll during the Law Semester, Fall or Spring Semester, or Fall and Spring Sessions. Summer Session will include the possibility of Summer mini-session 1 and 2, which would be 4-week sessions.

Programs primarily on the 17-week semester calendar will be traditional undergraduate (TUG), LaFetra College of Education (LFCE) graduate programs at the La Verne campus, and College of Arts and Sciences (CAS) graduate programs (excluding Physician Assistant).

Programs primarily on the 8-week session calendar will be Regional and Online Campuses (ROC) including Campus Accelerated Program for Adults (CAPA), and College of Business and Public Management (CBPM) graduate programs.

The College of Law will have an 18-week semester with different start dates and extended finals. Students may cross-enroll between the law semester, the semester, and session programs.

The Physician Assistant (PA) program will remain on its trimester calendar and students <u>may not</u> cross-enroll between it and any other program of study.

### 2021-22 Calendar Dates:

Fall Semester:

August 23, 2021 through December 19, 2021

Fall Session 1:

August 23, 2021 through October 17, 2021

--One-week Break--

Fall Session 2:

October 25, 2021 through December 19, 2021

Fall Law Semester:

August 16, 2021 through December 19, 2021

Fall Physician Assistant Trimester

August 30 through December 19, 2021

January Intersession (4 Weeks):

January 3, 2022 through January 30, 2022

Spring Semester:

January 31, 2022 through May 29, 2022

Spring Session 1:

January 31, 2022 through March 27, 2022

One-week Break—

Spring Session 2:

April 4, 2022 through May 29, 2022

Spring Law Semester:

January 10, 2022 through May 14, 2022

Spring Physician Assistant Trimester
January 3 through April 17, 2022

Summer Session (8 weeks): June 6, 2022 through July 31, 2022

Summer Mini-session 1: June 6, 2022 through July 3, 2022 Summer Mini-session 2: July 5, 2022 through July 31, 2022

Summer Physician Assistant Trimester
May 2 through August 14, 2022

Refer to section VII of this document for details including the associated drop/add and withdraw dates as well as the system codes for each calendar.

### **Employee and Academic Holidays**

Holidays observed will be per the University of La Verne Holiday Schedule produced by the Office of Human Resources. The holidays are: Martin Luther King Jr's. (MLK) Day, President's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Thanksgiving Friday. In addition, Good Friday and Veterans Days will be academic holidays. While classes will not meet on these days, asynchronous learning activities will need to be assigned given the reduction of face-to-face or remote synchronous class time. Winter holidays will continue to be observed but do not impact the academic calendar.

## III. ACADEMIC, PEDAGOGICAL, SCHEDULING, AND FACULTY IMPLICATIONS

To accommodate required contact hours into a once-a-week class, all current 10-week classes will move to an 8-week hybrid session. Three-unit graduate classes will be 70% face-to-face and 30% asynchronous online. Four-unit undergraduate classes will be 60% face-to-face and 40% asynchronous online. Departments and programs, with dean approval, may choose to shift some current 10-week classes to the 17-week semester.

Per Department of Education guidance and WASC policy on credit-hour and contact hour, we will standardize 4-unit undergraduate classes on the 8-week session at 60% face-to-face and 40% asynchronous online, and 3-unit graduate classes on the 8-week session at 70-30%.

|         | Contact<br>Hours<br>(CH=50 mins) | Total<br>"instruction"<br>time in<br>h:mm | Undergrad<br>F2F<br>time/week<br>(60%) in<br>h:mm | Undergrad<br>Online<br>time/week<br>(40%) in<br>h:mm | Graduate<br>F2F<br>time/week<br>(70%) in<br>h:mm | Graduate<br>Online<br>time/week<br>(30%) in<br>h:mm |
|---------|----------------------------------|---|---|--|--|---|
| 1 unit  | 15                               | 12:30                                     | 1:00  | 0:30   | n/a  | n/a   |
| 2 units | 30                               | 25:00                                     | 2:00  | 1:00   | n/a  | n/a   |
| 3 units | 45                               | 37:30                                     | 3:00  | 2:00   | 3:15   | 1:30  |
| 4 units | 60                               | 50:00                                     | 4:00  | 2:30   | 4:30   | 2:00  |

Current semester-based programs will not need to change, though they will have an additional week of instruction, and may choose to offer some courses on the 8-week session calendar (as appropriate and with dean approval).

Class scheduling will need to be completed earlier, especially for the second 8-week sessions, as students will register by term (i.e., one registration for the semester and both embedded sessions). Deans' office coordination of scheduling and a centralized review between La Verne Online, CAPA, ROC, and the college departments will need to occur prior to finalizing the schedule. To provide students with clear and guided pathways to graduation, it will important for all program to complete two- and four-year Student Educational Plans, which will allow the use of Degree Works for coordinated scheduling based on student need and demand.

The creation of two- and four-year Student Educational Plans and use of Degree Works Planner will be crucial. Since students will be enrolling in courses of varying length and across campuses, use of Degree Works will mitigate any confusion in student schedules. Use of Degree Works across all programs and campuses will also allow the university to schedule courses based on potential demand and student registration data.

### IV. ADMISSIONS, REGISTRATION, AND ADD-DROP IMPLICATIONS

New students can start at any of the following points during the new calendar:

#### Law

- Fall Law Semester (Full-time, and part-time day and evening)
- Spring Law Semester (Part-time evening only)

- ROC Undergraduate (including CAPA), ROC Grad Business, and ROC Graduate Education plus CBPM Graduate at the La Verne Campus
  - Fall Session 1, Fall Session 2, Spring Session 1, Spring Session 2, Summer Session
    - Students cannot start on the Summer Mini-session 2
    - o Cohort based programs' matriculation options are to be determined
    - Programs with a once-yearly start will remain as-is, enrolling new students for Fall Session 1 only

#### TUG

- Fall Semester, Spring Semester
  - Students cannot start in the January Intersession

### **CAS Grad**

- Fall Semester
- Physician Assistant only: Fall Trimester

#### LFCE La Verne Campus

- Fall Semester, Spring Semester, Summer Session
  - Students cannot start on the Summer Mini-session 2
  - Students cannot start in the January Intersession
  - Programs with a once-yearly start will remain as-is, enrolling new students for Fall Semester only

The application and admissions deadline will not change. Students who have any final, official transcript registration holds for their second term of enrollment will have those holds applied for the entire term. For example, a new student can register for Fall Sessions 1 and 2 even without their final, official transcripts. Their second term of enrollment would be Spring Sessions 1 and 2, so, they would have their registration hold pending receipt of transcripts applied for Spring Session 1 as it represents the start of their second term.

The registration periods will remain as they are currently constructed. At the point of registration, students will have the ability to see the length of time each course is offered (8 weeks for a session and 17 weeks for a semester), as well as the location where the course will be offered.

Students may cross-register between semester and sessions without an appeal as in the prior process. Faculty have recommended that TUG students avoid online or hybrid session classes in their first year, and thereafter take no more than one session class per semester. It is recommended TUG students take a total of no more than 32 online/hybrid units through ROC (including CAPA or La Verne Online) during their degree program. This is guidance and not an academic policy. This means we will change the current practice of having TUG students appeal to Academic Advising in order to take an online class with La Verne Online or CAPA. Cohort classes at military, corporate, or county sites will remain subject to restrictions of our agreements.

In the 8-week session, the add/drop dates will be at the end of the first week of instruction. The semester add/drop dates will remain the same. Academic probation and financial aid eligibility implications will go into effect at the end of each term/semester and not after each session per DOE guidance and current policy.

#### **Maximum Units Per Semester and Session**

- The maximum units per semester (including any taken during a session) for undergraduates will remain at 18.
- The maximum units per session for undergraduates will be set at 10.
- The maximum units per semester for graduate students remains at 18.
- The maximum units per session will be 9 units (however, some programs may recommend that students not exceed 6 units).

Graduate limits below 9 units are guidance, not academic policy. The maximum units are set intentionally high for the sessions to avoid most appeals.

### V. STAFF TRAINING AND FACULTY DEVELOPMENT

A group is working on roll out of front-line training for staff. Made up of unit-specific experts from advising, admissions, student accounts, financial aid, ROC, and graduate programs, this group will also help develop internal processes that align with the new calendar and train unit-specific personnel on new calendar logistics. This group will focus on three main elements:

- Providing feedback and questions on policy for clarification
- Working with unit-specific constituencies to align internal processes with new calendar
- Communicating / training internal unit-specific constituencies regarding new calendar logistics

Advisor Training (including faculty advisors) will begin in February focusing on a multi-semester/session approach, academic policy, financial aid implications, and cross-registration opportunities. The latter will include continued training in Degree Works and new one-click "Plan Ahead" registration for students.

Faculty Leads will be assigned by academic colleges, trained and supported by CTL, to redesign the 10-week courses as 8-week hybrid courses. Workshops and trainings will focus on multiple layers, including what is best suited for online and what is best for face-to-face, clearly articulating learning outcomes, building on assessment efforts, and integrating diversity, equity, and inclusion (DEI), including the syllabus audit tool.

A Memo of Understanding (MOU) has been developed (see Appendix 1) with expectations for Faculty Leads. A rolling training schedule has been developed, beginning with courses starting in the Fall sessions, followed by Spring sessions and Summer:

| Term        | Session | Redesign Time Period        |
|-------------|---------|-----------------------------|
| Fall 2021   | 1 & 2   | March 1 – June 15, 2021     |
| Spring 2022 | 1 & 2   | June 1 – September 15, 2021 |
| Summer 2022 | 1 & 2   | January 15 – April 1, 2022  |

After the courses are redesigned and a Blackboard course shell is developed, Faculty Leads will share the course shell with the teaching faculty and provide any necessary guidance. CTL will also provide teaching faculty with training and support after the redesign time period.

The Libraries and Learning Commons will provide faculty and students with support from CTL, Academic Technology Services (for help with Blackboard, Zoom, WebEx, and other academic technologies), and the college library liaisons are available for assistance with any library resources for their courses. These resources and a master calendar of workshops can be found at:

https://laverne.libguides.com/faculty-resources

https://library.laverne.edu/faculty/college-liaisons/

https://laverne.libguides.com/academictechnology

https://laverne.libguides.com/faculty-resources/workshops

#### VI. FINANCIAL AID AND STUDENT ACCOUNTS

The FAFSA deadline for all students will remain the last day of their enrollment in the academic year. Students will need to file their FAFSA before the end of their last class in the term. Tuition rates will be tied to the student's home program. For example, a TUG student may take a La Verne Online class, but the credits will be part of their 12-18-unit semester tuition.

Full-time status is determined at the term level (all units from both sessions and semester combined). A single session of enrollment is not a unique period for determining enrollment status; the whole semester definition applies regardless of how the student is registered within that semester. For undergraduate students, full-time enrollment is 12 units per term (semester and session combined). For graduate students, full-time enrollment is 9 units per term (semester and session combined). These units can be spread across one or more sessions or the semester within the term, and the total enrollment will be counted towards their enrollment status.

Financial aid and VA Benefits will be impacted by half-time eligibility requirements. A student who enrolls in a single course in a single session and has no other enrollment will be less than half time status. A student who enrolls in one course per session, for both sessions of the term, will likely have met the half-time definition. Federal and state grants are both prorated at less than full-time enrollments. Federal student loans cannot be provided to anyone at a less than half-time enrollment level. For ROC/CAPA students who need to enroll at a less than half-time level to finish their program, Pell grants will still be accessible but loans will not.

Financial aid is still provided for the payment period, which is based on the term. Students become eligible for funds based on when their earliest classes begin, so students who start in session 2 will receive their funds when session 2 begins. Students who enroll in both sessions will receive their financial aid for the whole term at the start of the earliest session in which they're enrolled. Funds will be applied to charges for the whole term as is required before any refunds are issued. See Appendix 2 for details on the disbursement and refund process changes and the calendar of dates for the 2021-22 academic year.

The semester-long payment plans will remain in effect for students registered across a semester and sessions. Students registered in one session only will have a payment plan available with fewer installments. Company reimbursement payment plans for semester students will remain the same. Students attending one session will have a payment plan available with a shorter installment timeline. The schedule is being developed by Student Accounts.

Students who do not attend one or more of their classes will have a recalculation applied to their financial aid in addition to a reassessment of tuition and fees. Student Accounts will postpone refunding in the case of in-

term withdrawals to permit Financial Aid the appropriate time to recalculate aid eligibility and perform any mandated return to Title IV funds calculations.

Students who add enrollment for a session in-term will have a recalculation applied to their financial aid in addition to a reassessment of tuition and fees. It is possible that a student will have received a refund of financial aid prior to registration for the second session, resulting in a greater balance due than the increased financial aid. For this reason, it is strongly recommended that students enroll as they intend at the outset of the term (semester and session combination) semester. Changes in enrollment can be accommodated but may require the student to address the change in tuition and fees through their refunded aid.

A withdrawal from all concurrent enrollment constitutes a need to calculate a return to Title IV funds. Aid will be recalculated and potentially returned by the Office of Financial Aid. Student Accounts will postpone refunding in the case of in-term withdrawals to permit Financial Aid the appropriate time to process these calculations.

### VII. 2021-22 CALENDAR DATES, CODES, AND DETAILS

| Fall 2021 (202150 Term) |                 |                |                     |       |                            |               |                      |
|-------------------------|-----------------|----------------|---------------------|-------|----------------------------|---------------|----------------------|
| Part of Term Code       | POT Description | POT Start Date | <b>POT End Date</b> | Weeks | <b>Instructional Weeks</b> | Add/Drop Date | Last Day to Withdraw |
| 1                       | Full Term       | 08/16/21       | 12/19/2021          | 18    | 16                         | n/a           |                      |
| FS                      | Full Semester   | 08/23/21       | 12/19/2021          | 17    | 16                         | 8/30/2021     | 11/1/2021            |
| LW                      | Law             | 08/16/21       | 12/19/2021          | 18    | 17                         | 8/23/2021     | 11/1/2021            |
| S1                      | Session 1       | 08/23/21       | 10/17/2021          | 8     | 8                          | 8/30/2021     | 9/27/2021            |
| S2                      | Session 2       | 10/25/21       | 12/19/2021          | 8     | 8                          | 11/1/2021     | 11/29/2021           |

| January/ Spring 2022 (202230 Term) |                      |                       |              |       |                     |               |                      |
|------------------------------------|----------------------|-----------------------|--------------|-------|---------------------|---------------|----------------------|
| Part of Term Code                  | POT Description      | <b>POT Start Date</b> | POT End Date | Weeks | Instructional Weeks | Add/Drop Date | Last Day to Withdraw |
| 1                                  | Full Term            | 01/03/22              | 5/29/2022    | 21    | 16                  | n/a           |                      |
| FS                                 | Full Semester        | 01/31/22              | 5/29/2022    | 17    | 16                  | 2/7/2022      | 4/18/2022            |
| LW                                 | Law                  | 01/10/22              | 5/14/2022    | 18    | 17                  | 1/17/2022     | 4/18/2022            |
| S1                                 | Session 1            | 01/31/22              | 3/27/2022    | 8     | 8                   | 2/7/2022      | 3/7/2022             |
| S2                                 | Session 2            | 04/04/22              | 5/29/2022    | 8     | 8                   | 4/11/2022     | 5/9/2022             |
| JN                                 | January Intersession | 01/03/22              | 1/30/2022    | 4     | 4                   | 1/6/2022      | 1/10/2022            |

| Summer 2022 (202240 Term) |                       |                       |              |       |                     |               |                      |
|---------------------------|-----------------------|-----------------------|--------------|-------|---------------------|---------------|----------------------|
| Part of Term Code         | POT Description       | <b>POT Start Date</b> | POT End Date | Weeks | Instructional Weeks | Add/Drop Date | Last Day to Withdraw |
| 1                         | Full Term             | 06/06/22              | 7/31/2022    | 8     | 8                   | n/a           |                      |
| FS                        | Full Session          | 06/06/22              | 7/31/2022    | 8     | 8                   | 6/13/2022     | 7/11/2022            |
| U1                        | Summer Mini-Session 1 | 06/06/22              | 7/3/2022     | 4     | 4                   | 6/9/2022      | 6/13/2022            |
| U2                        | Summer Mini-Session 2 | 07/05/22              | 7/31/2022    | 4     | 4                   | 7/8/2022      | 7/11/2022            |

The Physician Assistant trimesters will be maintained as separate terms versus nested as parts of term, with no change to their associated business practices.

Appendix 1: Faculty Development Process Elements, Timeline, & MOU

|    | Process Elements   | Fall 2021<br>Session 1&2                          | Spring 2021<br>Session 1&2                         | Summer Session<br>2022                            |
|----|--|---|--|---|
| 1  | Identify the courses offered   | ٧   | TBD  | TBD   |
| 2  | Develop a lead faculty MOU in consultation with Deans  | ٧   | ٧  | ٧   |
| 2a | Develop a course plan template   | TBD – CTL   | n/a  | n/a   |
| 2b | Mechanism for course plan review   | TBD - Deans                                       | n/a  | n/a   |
| 3  | Identify lead faculty  | TBD - Deans                                       | TBD - Deans  | TBD - Deans                                       |
|    |  | Due: Feb 5 <sup>th</sup>                          | Due:   | Due:  |
| 4  | Lead faculty training period   | Mar – June,<br>2021                               | June 1 – Sept<br>15, 2021                          | Jan 15 – April 1,<br>2022                         |
| 5  | Detailed Hybrid Course Plan submitted for review to college (program/department chair/curriculum committee TBD by college) | Lead Faculty  Due: Apr 30 <sup>th</sup> (per MOU) | Lead Faculty  Due: July 30 <sup>th</sup> (per MOU) | Lead Faculty  Due: Feb 29 <sup>th</sup> (per MOU) |
| 6  | Populated BB Course Shell submitted for review to program/department chair   | Lead Faculty  Due: Jun 15 <sup>th</sup> (per MOU) | Lead Faculty  Due: Sept 15 <sup>th</sup> (per MOU) | Lead Faculty  Due: Apr 1 <sup>st</sup> (per MOU)  |
| 7  | Adjunct faculty training for Fall sessions   | July – August                                     | TBD  | TBD   |
| 8  | Develop resources and support  | Mar 2021-   | n/a  | n/a   |

#### **Faculty Course Transformation MOU**

The faculty lead agrees to build a BB course for hybrid teaching an 8-week term for the 2021-22 academic year, in consultation with the program/department chair and support of the Center for Teaching and Learning/Curriculum Innovation Lab. The course will be adapted for subsequent use by other faculty. A \$1,000 stipend/course design will be issued after completion of the course design. A course will need to be redesigned only once whether it is being taught in Fall 2021, Spring 2022 or Summer 2022 sessions.

| Term        | Session      | Redesign Time Period   |
|-------------|--------------|------------------------|
| Fall 2021   | 1 & 2        | Mar 1 – June 15, 2021  |
| Spring 2022 | 1 & 2        | June 1 – Sept 15, 2021 |
| Summer 2022 | Full session | Jan 15 – April 1, 2022 |

#### **Overall expectations**

- In consultation with Program/Department chair
  - o Gather university, program, department, and course learning outcomes
  - o Gather foundational and shared course requirements
- Participate in CTL / CLI Trainings (TBD)
- Engage with collegial Lead Faculty Learning Community (dates TBD)
- · Avail of training, resources and support provided by CTL/CLI
- Follow best practices and aligned with university standards and look
- Show the created BB course shells to faculty teaching in the course and provide any necessary guidance
- Meet accreditation standards, if applicable

#### Deliverables

1. Submit a detailed Course Plan to Program/Department Chair.

#### **Due Dates:**

For Fall 2021 Sessions: April 30, 2021 For Spring 2022 sessions: July 30, 2021 For Summer 2022 sessions: Feb 29, 2022

Using the current Course Outline, the Course Plan should include:

- Course outcomes related to the program learning objectives/goals
- Course outcomes related to the course learning objectives/goals
- Ways to assess your students in the course context, discipline, and level (including direct assessment as appropriate by college and department)
- Methods for presenting any online content, such as mini-lectures, commentary, readings, and how that content is offered (text, PowerPoint, video, etc.)
- Identify content to be delivered f2f or hybrid (UG: 60-40%; Grad: 70-30%)
- Recommended design elements to be integrated into the course include Universal Design Learning, DEI (Syllabus Audit Tool), Career Skills and embedded assessment for program review.
- A University of La Verne sample course plan will be provided (TBD)

The mechanism for review of course plan will be determined by each college.

### 2. Submit a populated BB Course Shell to Program/Department Chair.

#### **Due Dates:**

For Fall 2021 Sessions: June 15, 2021 For Spring 2022 sessions: Sept 15, 2021 For Summer 2022 sessions: April 1, 2022

## **Appendix 2: Student Accounts Disbursement and Refund Process and Schedules**

**Current Process:** Disbursements and refunds take place at the end of the add/drop period, with the exception of doctorate programs who receive their funds one week before the start of the semester/term.

**Proposed Process:** Disbursement will take place at the beginning of the semester as financial aid eligibility will be based on the entire semester (17 weeks). Students planning to attend Session 1 and 2 will be encouraged to register for both sessions before the first session starts to determine their financial aid eligibility for the entire semester. This means the following:

- If students are registered in the 17-week semester, funds will disburse at the end of the add/drop period. No change.
- If students are registered in the 17-week semester and a session 1 and/or session 2, funds will disburse at the end of the add/drop period for the 17week semester.
- If students are registered in Session 1 only, financial aid will be awarded and disbursed after the add/drop period based on Session 1 registration.
- If student are registered in Session 1 and Session 2, financial aid will be awarded and disbursed (during Session 1) after the add/drop period, based on Session 1 and 2 registration combined. Fee assessment for both sessions will already reflect on the account, and thus aid will apply to all fees assessed prior to refunding.
- If a student is registered in Session 1 and Session 2, and they receive their disbursement/refund, and then drop or withdraw from the Session 1 or Session 2 course a hold code will be placed to prevent a second refund. The hold will remain until Student Accounts can review the account. If the student drops from session 2 prior to the end of session, they will be allowed to keep their loans but the Pell grant will be recalculated and it may result in a balance being owed. If they drop session 1 after attending, it's a return to title IV (Rt24) scenario. In the case of an RT24, we will add a hold to prevent refunding while the calculation is being performed.
- If the student is registered in Session 2 only, we will delay disbursement until after the add/drop period (just like we currently do for CAPA cycle II).
- If students register for session 2 after beginning, getting disbursed, and refunded for session 1, we can anticipate potential increases to disbursed amounts as well as increased charges. This would result in some students having to make payment arrangements after their aid (loans) has fully disbursed for the semester.

| Fall Semester 2021   | Fall Semester 2021<br>(8/23/2021 -<br>12/19/2021) | Fall 2021 Session 1<br>(8/23/2021 -<br>10/17/2021) | Fall 2021 Session 2<br>(10/25/2021 - 12/19-<br>2021) |
|--|---|--|--|
| First Day of Classes                                       | August 23, 2021                                   | August 23, 2021                                    | October 25, 2021                                     |
|  | Drop/Withdrawal a                                 | and Refund Dates                                   |  |
| Last Day to Drop any/all classes with 100% tuition refund. | August 30, 2021                                   | August 30, 2021                                    | November 1, 2021                                     |
| Withdrawal Period with a fee and a 75% tuition refund      | 8/31/2021-9/7/2021                                | 8/31/2021 - 9/7/2021                               | 11/2/2021 - 11/8/2021                                |
| Withdrawal Period with a fee and a 50% tuition refund      | 9/8/2021 - 9/14/2021                              | 9/8/2021 - 9/14/2021                               | 11/9/2021 - 11/15/2021                               |
| No Refunds will be issued after this date                  | September 14, 2021                                | September 14, 2021                                 | November 15, 2021                                    |
| Withdrawal Period Ends                                     | November 1, 2021                                  | September 27, 2021                                 | November 29, 2021                                    |

|   | January Intersession 2022 (4 weeks) (1/3/2022 - 1/30/2022) |
|---|--|
| First Day of Classes  | January 3, 2022  |
| Drop/Withdra  | wal and Refund Dates                                       |
| Last Day to Drop any/all classes with 100% tuition refund.  | January 6, 2021  |
| Withdrawal Period with a fee and a 75% tuition refund       | 1/7/2022 - 1/10/2022                                       |
| Withdrawal Period with a fee and a 50% tuition refund       | N/A  |
| No Refunds will be issued after this date  January 10, 2021 |  |
| Withdrawal Period Ends                                      | 1/10/22  |

| Spring Semester 2022                                       | Spring Semester 2022<br>(1/31/2022 -<br>5/29/2022) | Spring 2022 Session 1<br>(1/31/2022 - 3/27/2022) | Spring 2022 Session 2<br>(4/4/2022 - 5/29/2022) |
|--|--|--|---|
| First Day of Classes                                       | January 31, 2022                                   | January 31, 2022                                 | April 4, 2022                                   |
|  | Drop/Withdrawal                                    | and Refund Dates                                 |   |
| Last Day to Drop any/all classes with 100% tuition refund. | February 7, 2022                                   | February 7, 2022                                 | April 11, 2022                                  |
| Withdrawal Period with a fee and a 75% tuition refund      | 2/8/2020 - 2/14/2022                               | 2/8/2022 - 2/14/2022                             | 4/12/2022 - 4/18/2022                           |
| Withdrawal Period with a fee and a 50% tuition refund      | 2/15/2022 - 2/21/2022                              | 2/15/2022 - 2/21/2022                            | 4/19/2022 - 4/25/2022                           |
| No Refunds will be issued after this date                  | February 21, 2022                                  | February 21, 2022                                | April 25, 2022                                  |
| Withdrawal Period Ends                                     | 4/18/22  | 3/7/22   | 5/9/22  |

| Summer 2022  | Summer Semester 2022<br>(8 weeks) (6/6/2020 -<br>7/31/2022) | Summer 2022 Session 1<br>(4 weeks) (6/6/2022 -<br>7/3/2022) | Summer 2022 Session 2<br>(4 weeks) (7/5/2022 -<br>7/31/2022) |
|--|---|---|--|
| First Day of Classes                                       | June 6, 2022  | June 6, 2022  | July 5, 2022   |
|  | Drop/Withdrawal   | and Refund Dates  |  |
| Last Day to Drop any/all classes with 100% tuition refund. | June 13, 2022   | June 9, 2022  | July 8, 2022   |
| Withdrawal Period with a fee and a 75% tuition refund      | 6/14/2022 - 6/20/2022                                       | 6/10/2022 - 6/13/2022                                       | 7/9/2022 - 7/11/2022   |
| Withdrawal Period with a fee and a 50% tuition refund      | 6/21/2022-6/27/2022   | N/A   | N/A  |
| No Refunds will be issued after this date                  | June 27, 2022   | June 13, 2022   | July 11, 2022  |
| Withdrawal Period Ends                                     | 7/11/22   | 6/13/22   | 7/11/22  |

| College of Law   | Fall Semester 2021<br>8/16/2021 -<br>12/19/2021 | Spring Semester 2022<br>1/10/2022 - 5/14/2022 | Summer Session 2022<br>06/06/2022 -<br>07/31/2022 |
|--|---|---|---|
| First Day of Classes                                       | August 16, 2021                                 | January 10, 2022                              | June 6, 2022                                      |
|  | Drop/Withdrawal a                               | and Refund Dates                              |   |
| Last Day to Drop any/all classes with 100% tuition refund. | August 23, 2021                                 | January 17, 2022                              | June 13, 2022                                     |
| Withdrawal Period with a fee and a 75% tuition refund      | 8/24/2201 - 8/30/2021                           | 1/18/2022-01/24/2022                          | 06/14/2022 -<br>06/20/2022                        |
| Withdrawal Period with a fee and a 50% tuition refund      | 08/31/2021-9/6/2021                             | 1/25/2022 - 1/31/2022                         | 06/21/2022 -<br>06/27/2022                        |
| No Refunds will be issued after this date                  | September 6, 2021                               | January 31, 2022                              | June 27, 2022                                     |
| Withdrawal Period Ends                                     | 11/1/21   | 4/18/22                                       | 7/11/22   |

| Physician Assistant Program                                | Fall Trimester 2021<br>8/30/2021 -<br>12/19/2021 | Spring Trimester 2022<br>1/3/2022 - 4/17/2022 | Summer Trimester<br>2022 5/2/2022 -<br>8/14/2022 |
|--|--|---|--|
| First Day of Classes                                       | August 30, 2021                                  | January 3, 2022                               | May 2, 2022                                      |
| Drop/Withdrawal and Refund Dates                           |  |   |  |
| Last Day to Drop any/all classes with 100% tuition refund. | September 7, 2021                                | January 10, 2022                              | May 9, 2022                                      |
| Withdrawal Period with a fee and a 75% tuition refund      | 9/8/2021 - 9/14/2021                             | 1/11/2022 - 1/17/2022                         | 5/10/2022 - 5/16/2022                            |
| Withdrawal Period with a fee and a 50% tuition refund      | 9/15/2021 -<br>09/21/2021                        | 1/18/2022 - 1/24/2022                         | 5/17/2022 - 5/23/2022                            |
| No Refunds will be issued after this date                  | September 21, 2021                               | January 24, 2022                              | May 23, 2022                                     |
| Withdrawal Period Ends                                     | 11/4/21  | 3/6/22  | 7/3/22   |