

# Open University - Fall 2016

## Dates to Remember

August 22, 2016	Instruction and registration begin.
September 2, 2016	Last day to drop and be eligible for a full refund.
September 5, 2016	Labor Day—campus closed.
September 3 – 19, 2016	65% refund available for drops during these dates. <b>No refunds are granted after September 19, 2016.</b>
September 19, 2016	Last day to add a class.  Last day to change grading option. Last day to drop without a serious and compelling reason and without a grade of <i>W</i> (withdrawal) listed on University transcript.  Last day to drop/withdraw and be eligible for a 65% refund. Only classes meeting for the full semester are eligible for a 65% refund. <b>No refunds are granted after this date.</b>
September 20 – November 15, 2016	<b>Serious and Compelling Drop/Withdrawal Period.</b> All drops/withdrawals must be for a serious and compelling reason which makes it impossible for the student to complete course requirements. Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s) who must both sign the form. Once the form is filled out and appropriate signatures obtained, submit form and documentation to Continuing and Global Education.
November 11, 2016	Veteran's Day—campus closed.
November 15, 2016	Last day to drop classes for a serious and compelling reason (no refunds allowed). Only complete withdrawal from all classes, for circumstances beyond student's control, may be permitted after this date.
November 16 – December 7, 2016	Last three weeks of semester. Drops/withdrawals are NOT permitted except in cases such as accident or serious illness where the cause of the withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practical. Student must provide written documentation and obtain approval signatures from each instructor and department chair, AND the Dean of Undergraduate/Graduate Studies. Once the form is filled out and appropriate signatures obtained, submit form and documentation to Continuing and Global Education.
November 23, 2016	Thanksgiving recess begins—No classes; office will post hours.
November 23 – 25, 2016	Thanksgiving recess—Campus closed.
December 7, 2016	Last day of instruction. Last day to <b>drop/withdraw</b> for circumstances clearly beyond student's control. Instructor, department chair and Dean of Undergraduate/Graduate Studies signatures required.
December 12 – 15, 2016	Final semester examinations.
December 20, 2016	Last day of semester.