

General Guidelines for Developing the Academic Calendar

(last revised October 5, 2011)

1. Fall classes and late registration begin the Monday prior to the Labor Day Holiday. Late registration is first five days of the semester: Monday through Friday.
2. Fall Welcome Week begins second Saturday through Sunday the week prior to the first day of fall classes. Winter Welcome begins on Thursday and continues through Sunday before classes begin. Verify annually.
3. Graduation applications begin the first day of fall, spring, and summer sessions.
4. During the first 10 business days of the semester or the equivalent for summer and other non-standard sessions students may make registration changes (drop and/or add a course, change sections or change the grading option) without financial penalty.
 - a. First 10 business days of classes is the 100% refund period – drop without “W”
 - b. Third week of classes is the 50% refund period – drop with final grade of “W”.
 - c. The fourth week of classes is the 25% refund period (no refunds after end of fourth week of classes) – drop with final grade of “W”.
 - d. The end of the eighth week of the semester (fall and spring) is the last day students may drop a course without permission of the academic unit– drop with final grade of “W”.
5. Students may add an internship or Community Service-Learning Project course through the end of the third week of the fall and spring semesters, and the end of the second week of the summer term.
6. Students may add an independent study course through the end of the fourth week of classes in the fall or spring, and the end of the second week of the

summer term.

7. MBA Modules are seven weeks long each, and do not overlap each other. First module of fall and spring begin on first day of classes, and second module generally begins on first day of 8th week of classes - all dates must be verified by Kogod School of Business.
 - a. First week of module...100% refund and no "W" recorded
 - b. Third week of module...50% refund period (drop with "W")
 - c. Fourth week of module...last week to drop (with "W")
8. Early warning notices due to Registrar's Office by end of 5th week of classes in fall and spring semesters.
9. Fall Break (no classes, university office open) is the Friday of the 7th week of classes.
10. All-American weekend (formerly Family weekend) is the Friday-Sunday after Fall Break (weekend after midterms). Verify annually.
11. Advance registration begins on the last Monday in October for spring semesters; fourth Monday in March for summer sessions and fall semesters. (Graduate students begin registration on the prior Friday.)
12. Each fall, on the Tuesday before Thanksgiving: "Tuesday classes are cancelled; Friday classes meet."
13. Pending confirmation by President's Office, commencement ceremonies are held each spring on the weekend of Mother's Day (second Sunday of May).
14. The order in which the College and Schools participate in Commencement activities may vary each year, and needs to be confirmed annually. See appended schedule, verify annually.

15. Per confirmation of commencement dates, spring semester begins 16 weeks before Mother's Day (15 weeks of classes plus 1 week for spring break).
16. Spring break is the week following midterms (generally after 8 weeks of classes).
17. During the fall and spring terms the week designated for the giving of final examinations shall be preceded by a weekend or by one or two study days.
18. Final grades are due 72 hours after the final exam.
19. The Official Degree Award Date is the second Sunday in May (last day of Commencement) for Spring graduates, the last day of classes for Summer graduates, and the last day of final grade submission for Fall graduates.
20. Summer sessions begin the Monday immediately after commencement weekend. The 7-week (A) and Online Learning I (E) sessions begin on the first day of the summer sessions. The first 6-week (B) and 3-week (C) sessions begin on the second Monday of the summer sessions. The second 6-week (D) and Online Learning II (F) sessions begin on the eighth Monday of the summer sessions.
21. The Mathematics Equivalency Exam is held on the second Wednesday of the fall and spring semesters. Verify annually.
22. The Writing Proficiency Exam is held once in the fall, twice in the spring, and once in the summer, per dates verified with department. Verify annually.
23. Theses and dissertations are due to the Registrar's Office on the last day of classes (spring and fall); theses and dissertations due in deans' offices four weeks before last day of classes. For summer graduates, theses and dissertations are due to the Registrar's Office at the end of summer sessions, and due to deans' offices three weeks before end of summer sessions.

24. Admissions and financial aid deadlines remain the same calendar day each year - September 1, November 1, November 15, January 15, February 15, March 1, May 1, and July 1. The day of the week is adjusted as necessary.
25. The academic calendar includes the following university holidays and vacations: Labor Day, Thanksgiving, winter break (Christmas-New Year's holiday schedule per memo of November 2, 2010 from Provost Scott Bass and CFO Donald Myers), Inauguration Day (every four years), Martin Luther King, Jr. Day, spring break, Memorial Day, and Independence Day.
26. Winter Break - Beginning in 2011, the University will close between Christmas and New Year's. Below is the new closing schedule:

If Christmas falls on a	University Closing
Sunday	Dec 23 - Jan 1
Monday	Dec 23 - Jan 1
Tuesday	Dec 24 - Jan 1
Wednesday	Dec 24 - Jan 1
Thursday	Dec 24 - Jan 2
Friday	Dec 24 - Jan 3
Saturday	Dec 24 - Jan 2

Also consult US Office of Personnel Management:

http://www.opm.gov/operating_status_schedules/fedhol/2011.asp

27. There will not be a Winter term offered. Intersession courses and programs held during Winter break will be considered either Fall or Spring courses depending on the start date. All courses starting before January 1st are considered Fall semester classes, while those starting on or after January 1st will be Spring semester classes. All intersession courses must end by the day prior to the beginning of the Spring semester.

28. Setting Add/Drop/Withdrawal and Refund dates for Summer 2012

The formula for the drop dates for (A, B, D, E, and F) sessions

- (Last day to drop with a 100% refund without a "W" recorded) = (7-calendar days from the last day for registration without late fee)
- (Last day to drop with a 50% refund) = (7-calendar days from the Last day to drop with a 100% refund without a "W" recorded)
- (Last day to drop a class) = (7-calendar days from the Last day to drop with a 50% refund)

The formula for the drop dates for (C) sessions

- (Last day to drop with a 100% refund without a "W" recorded) = (1-calendar day from the session begin date)
- (Last day to drop with a 50% refund) = (3-calendar days from the Last day to drop with a 100% refund without a "W" recorded)
- (Last day to drop a class) = (5-calendar days from the Last day to drop with a 50% refund)

The Last Day for Registration without a Late Fee will be the Friday before the session begins.

The Last Day for Late Registration will be two days after the session begins (one day for session C).

The Last Day to Make Changes is the same day as the Last Day to Drop with 100% Refund and w/o a "W"

Academic Calendar - Commencement Schedule 2012 – 2017

Spring Semester 2012

May 11	F	Commencement Weekend Activities
May 12	S	Commencement Ceremonies: School of Communication (9:00 a.m.) Kogod School of Business (1:00 p.m.) School of International Service (4:30 p.m.)
May 13	Su	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) College of Arts and Sciences (1:00 p.m.)

Spring Semester 2013

May 10	F	Commencement Weekend Activities
May 11	S	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) School of Communication (1:00 p.m.) College of Arts and Sciences (4:30 p.m.)
May 12	Su	Commencement Ceremonies: Kogod School of Business (9:00 a.m.) School of International Service (1:00 p.m.)

Spring Semester 2014

May 9	F	Commencement Weekend Activities
May 10	S	Commencement Ceremonies: School of Communication (9:00 a.m.) Kogod School of Business (1:00 p.m.) School of International Service (4:30 p.m.)
May 11	Su	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) College of Arts and Sciences (1:00 p.m.)

Spring Semester 2015

May 8	F	Commencement Weekend Activities
May 9	S	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) School of Communication (1:00 p.m.) College of Arts and Sciences (4:30 p.m.)
May 10	Su	Commencement Ceremonies: Kogod School of Business (9:00 a.m.) School of International Service (1:00 p.m.)

Spring Semester 2016

May 6	F	Commencement Weekend Activities
May 7	S	Commencement Ceremonies: School of Communication (9:00 a.m.) Kogod School of Business (1:00 p.m.) School of International Service (4:30 p.m.)
May 8	Su	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) College of Arts and Sciences (1:00 p.m.)

Spring Semester 2017

May 12	F	Commencement Weekend Activities
May 13	S	Commencement Ceremonies: School of Public Affairs (9:00 a.m.) School of Communication (1:00 p.m.) College of Arts and Sciences (4:30 p.m.)
May 14	Su	Commencement Ceremonies: Kogod School of Business (9:00 a.m.) School of International Service (1:00 p.m.)