

ADMINISTRATIVE PROCEDURE No.3002

Guidelines for preparing the Academic Calendar

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 24 March 2014

References:

1. Academic Year – 10 months = 43 weeks; 2 months = 9 weeks
2. Academic Term
Regular semester – approximately 16 weeks *; MWF classes = 48 meetings **; TTH classes = 32 meetings
Summer Session – approximately 6 weeks; 1 ½ hour classes/5 times a week = 32 meetings**
**includes 2-hour final exam
3. Last Day to Add/Drop Courses – Regular semester = End of third day; Summer Session = End of second day.
4. Class Lists Due from Instructors – Next day after “Last day to drop courses.
5. Early Warning Deficiency Reports Due from Instructors
Regular semester – 1st day of 5th week
Summer Session – 1st day of 3rd week
6. Mid-term Evaluations
Regular Semester – 1st two days of 8th week
Summer Session 1st two days of 4th week
7. Mid-term Deficiency Notices Due from Instructors
Regular Semester – End of 8th week
Summer Session – End of 4th week
8. Last Day to Withdraw with “W”
Regular Semester – End of 10th week
Summer Session – End of 5th week
9. Early Registration for continuing students – 12th week of fall and spring semesters; 5th week of summer session.

10. Final Exam
 - Regular Semester – three days; Final three days of the semester (day 47-48 plus one day)
 - Summer Session – two days (day 32 plus one day)
11. Final Grades Due from Instructors – two days after final exam given
12. Graduation
 - Fall Semester – Three days after final grades are due
 - Spring Semester – One week after final grades are due
13. Deadline for Application for Graduation – 12th week of the semester before graduation.
(same time as early registration for continuing students)
14. Deadline for Readmission – one month before the first day of instruction.
15. Deadline for Admission
 - Fall semester – June 30
 - Spring semester – November 15
16. Entrance Testing
 - 1st and 2nd weeks of February at the high schools
 - 3rd week of November at the State Campuses

*Taking holidays into account