

Austin Peay State
University

Academic Calendar and Student Registration

Issued: March 9, 2017

Responsible Official: Provost and Senior Vice President of Academic Affairs

Responsible Office: Enrollment Management

POLICIES

Policy Statement

It is the policy of Austin Peay State University to create an Academic Calendar that details important dates and deadlines for student course registration, course add/drop, financial aid, withdrawing, and tuition due dates to ensure clear guidelines for a pathway to graduation. The Office of the Registrar publishes the official academic calendar about a year before the start of an academic year. ~~student registration and other specified dates based on the procedures outlined in this policy.~~

Purpose

This policy's primary purpose is to provide consistency for the development of APSU's academic calendar. The academic calendar is created by the Office of the Registrar to facilitate student enrollment and registration in such a way to encourage retention and persistence to timely graduation. APSU offers multiple parts of terms in addition to full terms as well as multiple course modalities to ensure that students have flexible options to complete their degree in the manner that fits with their schedule. ~~a common academic calendar in order to:~~

- ~~1. Facilitate student enrollment at more than one Tennessee College or university and in the collaborative programs offered by multiple institutions;~~
- ~~2. Enable institutions to share resources, including courses, faculty, and physical facilities;~~
- ~~3. Encourage and enable the formation of consortia among institutions;~~
- ~~4. Permit greater efficiency in system-wide information technology resources.~~

Procedures

Effective Fall Semester 2014

- A. Academic Calendar
1. APSU will offer fall and spring terms that follow ~~an~~ the Academic Calendar Template described herein. APSU may offer terms of alternate length in addition to the 15-week fall and spring semesters, but will be mindful of calendar conflicts and federal financial aid requirements.
 2. Each fall and spring semester, the 14th day of class must be identified as the last date a student can drop a class (withdraw) without a grade designation, including a “W,” appearing on the transcript. When providing alternate class formats, APSU will document equivalence in terms of student outcomes and competencies.
- B. Template
1. Fall Semester, Full Term
 - a. Week 1 of Fall Semester begins with the first day of class. (Note – the schedule for the education center at Ft. Campbell may vary from the Clarksville campus for certain administrative or other closures.)
 1. Classes usually begin the fourth Monday in August.
 - ~~2. Labor Day Administrative Closing Holiday (1st Monday in September)~~
 - ~~— Columbus Day, observed on the second Monday in October. Education Center at Ft. Campbell is closed and no classes are held.~~
 - ~~3. Fall break for community colleges must be scheduled for Monday and Tuesday of week~~
 - ~~4.2. TN eCampus will follow the schedule of the community colleges.~~
 - ~~5.3. Fall break (no classes observed on all campuses) for~~ will usually be scheduled for Monday and Tuesday of week 8. ~~or can be moved to the Monday and Tuesday of Thanksgiving week.~~

~~Faculty may want to consider the possibility of requiring no tests or assignments to be due on either of these two Mondays or Tuesdays. This will allow students and faculty in a collaborative environment to participate in the break even if they are engaged at Tennessee institutions that observe different midterm breaks.~~

 - b. Labor Day Administrative Closing (first Monday in September); observed on all campuses.
 - c. Columbus Day (second Monday in October); Education Center at Ft. Campbell is closed and no classes are held on this campus.

- d. ~~Veteran's Day and Juneteenth were added to the academic calendar beginning with the 2021 Academic year.~~ Veteran's Day, November 11, and Juneteenth, June 19 (~~June 19~~), Administrative Closures, observed on all campuses. (~~will be observed on both the Ft. Campbell and Clarksville campus as a student and administrative campus closure.~~ When a recognized closure falls on a Saturday, the Friday preceding the closure shall be substituted. When a recognized closure falls on a Sunday, the Monday following shall be substituted.)
- b. ~~Thanksgiving (fourth Thursday in November); no classes observed on Wednesday through Sunday; Administrative Closing on Thursday and Friday. Break (Wednesday, Thursday, Friday, Saturday, and Sunday)~~
- e.c. ~~Monday and Tuesday of Thanksgiving week may also be included if the fall break option described above is used. Wednesday is an extension of a break period where no classes will be held. (Administrative close days are not impacted.)~~
- d.f. Classes End
1. Flexibility is provided at the end of the semester to address any concerns with the number of class sessions, lab availability, etc.
 - ~~1.2.~~ All grades must be submitted no later than the Monday of Week 17, except TN eCampus grades which will be ~~delivered~~ submitted to the appropriate "home" institution no later than 4:30 p.m. on Friday of Week 16.
 - ~~2.3.~~ Austin Peay State University must establish and publish an end-of-term schedule for the last day of class and final exams. Appropriate time for completion of end of course assignments and preparation for final exams must be included in the schedule.
 - ~~3.4.~~ The institution assumes responsibility for APSU will communicate any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.
2. Winter Term usually begins the Saturday after the last day of the Fall term and ends four weeks later, which is approximately a week before the Spring semester begins. Course modality for Winter Term is usually online formats only.
- ~~2.3.~~ Spring Semester, Full Term

- a. Week 1 of Spring Semester begins with the first day of class.
- b. Martin Luther King (MLK) Day Administrative Closing (third Monday ~~closure isw the 3rd Monday in January~~); observed on all campuses. ~~-(Classes must usually begin on Tuesday after the MLK ~~Martin Luther King, Jr. (MLK) holiday closure~~ with the exception of when MLK is on the 21st of January, when classes will begin on the Monday before the MLK ~~closure~~holiday.)~~
- ~~e. Martin Luther King Holiday (3rd Monday in January)~~
- c. TN eCampus will follow the schedule of the ~~being~~ community colleges.
- d. President's Day (third Monday in February); ~~The Education Center at Ft. Campbell is closed and no classes are held on this campus. will be closed and no classes held on President's Day, the third Monday in February. Monday of week 8.~~
- ~~e. Spring Break will usually be scheduled beginning Monday of Week Eight (8). ~~Austin Peay State University has the flexibility to adopt an alternate spring break date.~~~~
- ~~f. e. Austin Peay State University is responsible for communicating the impact to students and faculty involved in collaborative programs when there are differences in the scheduling of spring break.~~
- ~~g. f. Spring Holiday Administrative Closing (Friday before Easter); observed on all campuses. ~~The Friday before Easter Holiday serves as a Spring closure for both the Clarksville Campus and Education Center at Ft. Campbell where campuses are closed and no classes held. (may be used to provide additional flexibility)~~~~

3.4. Classes End

1. Flexibility is provided at the end of the semester to address any concerns with the number of class sessions, lab availability, etc.
2. All grades must be submitted no later than the Monday of Week 17, except TN eCampus grades which will be submitted to the appropriate "home" institution no later than 4:30 p.m. on Friday of Week 16.
3. Austin Peay State University must establish and publish an end-of-term schedule for the last day of class and final exams. Appropriate time for completion of end of course assignments and

preparation for final exams must be included in the schedule.

~~a. APSU will communicate any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs. All grades must be submitted no later than the Monday of Week 17, except TN eCampus grades which will be submitted delivered to the appropriate "home" institution no later than 4:30 p.m. on Friday of Week 16.~~

b.

~~4. Austin Peay State University must establish and publish an end of term schedule for the last day of class and final exams. Appropriate time for completion of end of course assignments and preparation for final exams must be included in the schedule.~~

~~5. The institution assumes responsibility for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.~~

5. Maymester usually begins on the Monday after the last day of Spring semester and ends the day before Summer terms begin. Courses in various modalities may be available to provide additional options for students to stay on track to graduation.

5.

~~6. Summer Terms usually begin the day after Memorial Day and ——— contain a full term and parts of term to include a term ——— for the Ft. Campbell Education Center.~~

C. Registration

1. The published registration schedule ~~must~~ designates specific registration deadlines for each phase of registration. Late registration may be permitted through the ~~seventh~~fifth calendar day for regular fall and spring courses with late registration period proportionally adjusted for summer and alternate length courses.

~~1.2.~~A priority registration schedule, based on completed hours, classification, and special groups, is created each semester to encourage students to work with an advisor to develop an educational plan to stay on track for graduation. The priority registration schedule allows students to register for the classes on the first day of the registration period for their group with registration remaining open until the fifth class day of the next term.

D. Exceptions

1. Exceptions to the ~~common~~ calendar for specialized programs [or other needed exceptions to the template calendar and registration policy](#) may be approved by the President.

~~Other exceptions to the calendar and registration guideline must be approved, in advance, by the President.~~

Links

APSU Academic Calendar <https://www.apsu.edu/registrar/acadcal>

Revision Dates

APSU Policy 2:027 – Issued: March 9, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>					

Approved

President: signature on file