

## Academic Calendar and Student Registration

### POLICIES

**Issued:** March 9, 2017

**Responsible Official:** Provost and Vice President of Academic Affairs

**Responsible Office:** Enrollment Management

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#### Policy Statement

It is the policy of Austin Peay State University to create an academic calendar that details student registration and other specified dates based on the procedures outlined in this policy.

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#### Purpose

This policy's primary purpose is to provide 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.

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#### Procedures

**Effective Fall Semester  
2014**

- A. Academic Calendar
1. APSU will offer fall and spring terms that follow an Academic Calendar Template. 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 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.
  1. Classes begin the fourth Monday in August.
  2. Labor Day Holiday (1st Monday in September)
  3. Fall break for community colleges must be scheduled for Monday and Tuesday of week 1.
    1. TN eCampus will follow the schedule of the community colleges.
  4. Fall break for will be scheduled for Monday and Tuesday of week 8 or can be moved to the Monday and Tuesday of Thanksgiving week.
    1. 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. Thanksgiving Break (Wednesday, Thursday, Friday, Saturday, and Sunday)
  1. 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.)
- c. Classes End
  1. All grades must be submitted no later than the Monday of Week 17, except TN eCampus grades which will be delivered to the appropriate “home” institution no later than 4:30 p.m. on Friday of Week 16.
  2. 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. The institution assumes responsibility for communicating any variations in breaks or end of

term schedules to students and faculty engaged in collaborative programs.

2. Spring Semester, Full Term
  - a. Week 1 of Spring Semester begins with the first day of class.
  - b. Classes must begin on Tuesday after MLK holiday with the exception of when MLK is on the 21st of January, when classes will begin on the Monday before MLK holiday.
  - c. Martin Luther King Holiday (3rd Monday in January)
  - d. TN eCampus will follow the schedule of the being Monday of week 8.
  - e. Austin Peay State University has the flexibility to adopt an alternate spring break date.
    1. 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.
  - f. Friday before Easter Holiday (may be used to provide additional flexibility)
3. Classes End
  - a. All grades must be submitted no later than the Monday of Week 17, except TN eCampus grades which will be delivered to the appropriate “home” institution no later than 4:30 p.m. on Friday of Week 16.
  - b. 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.
  - c. The institution assumes responsibility for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.

#### C. Registration

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

#### D. Exceptions

1. Exceptions to the common calendar for specialized programs may be approved by the President.
2. 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
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**Approved**

President: signature on file