Policy Number	201.001
Policy Title	ACADEMIC CALENDAR POLICY
Responsible Officers	Office of the Provost
Responsible Offices	Office of the Provost
Summary	The academic calendar is a listing of the official campus dates and events. The information shall be limited to student educational planning as well as faculty planning dates. The purpose of this policy is to assist the campus with the alignment of calendar events. It identifies responsibility for the maintenance and update of the campus academic calendar, including annual review, adoption and revision of the campus three-year academic calendar, as well as reporting and publishing of academic calendar dates.

Approval Date

The last day to add a course is the first day of the course. The last day to drop a course is the end of week one.

The last date to withdraw without academic penalty is the last day of week two of the course.

Graduation conferral dates are the final day of the standard Fall semester, Spring semester, and summer term.

The deadline for the submission of final grades is seven calendar days after the semester, subterm, or intensive.

The Office of the Provost in conjunction with the Office of the University Registrar is responsible for the maintenance and update of the academic calendar, including annual review, adoption and revision of the three-year academic calendar, as well as reporting and publishing of academic calendar dates.

Rationale
This policy was developed to support student academic success and to provide consistent quality delivery of academic programs and services.

Procedures
Review and Adoption
The academic calendar is prepared three years in advance and is initiated by the Provost's office using a template that combines the residential calendar (16 weeks) with the online calendar (two, eight-week sessions). The template is designed with proper number of convocation, class days, designated start/end dates, prayer days (determined by the president),