303 Academic Calendar and Student Registration

Approved by President ________________________________

Sidney A. McPhee, President

Effective Date: ____________________, 2021
Responsible Division: Academic Affairs
Responsible Office: Registrar/MT One Stop
Responsible Officer: Registrar/Director, MT One Stop

I. Purpose

This policy provides consistency for the development of the Middle Tennessee State University (MTSU or University) academic calendar. The academic calendar is created by the Registrar and presented to the Academic Scheduling Committee for approval.

II. Academic Calendar

A. MTSU will offer fall and spring terms that follow the academic calendar template included in this policy. MTSU may offer terms of alternate length in addition to the fifteen (15)-week Fall and Spring semesters, but should be mindful of calendar conflicts and federal financial aid requirements.

B. Each fall and spring semester, the 14th calendar day for full term (or proportionally adjusted for accelerated parts of term) 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, the institution is responsible for documenting equivalence in terms of student outcomes and competencies.

III. Template

A. Fall Semester, Full Term

1. Week One (1) of Fall semester begins with the first (1st) day of class.
   
   a. Classes begin the fourth (4th) Monday in August.
   
   b. Labor Day Holiday is the 1st Monday in September.
c. Fall break for MTSU will be scheduled for Monday and Tuesday of Week Eight (8), although MTSU has the flexibility to adopt an alternate Fall break date.

2. Thanksgiving Break (Wednesday, Thursday, Friday, Saturday, and Sunday)

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.)

3. Classes End

a. Flexibility is provided at the end of the semester to address any concerns with the number of class sessions, lab availability, etc.

b. All grades must be submitted no later than 11:59 p.m. the Sunday following the last day of final exams.

c. MTSU 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.

d. MTSU is responsible for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.

B. Spring Semester, Full Term

1. Week One (1) of Spring Semester begins with the first (1st) day of class.

2. Classes must begin on Tuesday after Martin Luther King, Jr. (MLK) holiday with the exception of when MLK is on the 21st of January, when classes will begin on the Monday before MLK holiday.

3. Martin Luther King Holiday is the 3rd Monday in January.

4. Spring break will be scheduled beginning Monday of Week Eight (8), although MTSU has the flexibility to adopt an alternate Spring break date.

C. Classes End

1. Flexibility is provided at the end of the semester to allow for addressing concerns with the number of class sessions, lab availability, etc.

2. All grades must be submitted no later than 11:59 p.m. the Sunday following the last day of final exams.
3. MTSU 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.

4. MTSU is responsible for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.

IV. Registration

The published registration schedule must designate specific registration deadlines for each phase of registration. Late registration may be permitted through the seventh (7th) calendar day for regular Fall and Spring courses with late registration period proportionally adjusted for Summer and alternate length courses.

V. Exceptions

Exceptions to the calendar for specialized programs may be approved by the President.

Forms: none.

Revisions: June 5, 2017 (original); _______, 2021.

Last Reviewed: ____________ 2021.

References: none.