303 Academic Calendar and Student Registration

Approved by President

Sidney A. McPhee, President

Effective Date: June 5, 2017, 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 coordinated academic calendar among Middle Tennessee State University (MTSU or University) academic calendar and TN eCampus institutions in order to:

A. Facilitate student enrollment at MTSU and TN eCampus institutions and in the collaborative programs offered by MTSU, Austin Peay State University, East Tennessee State University, Tennessee Technological University, Tennessee State University, the University of Memphis, and Tennessee Board of Regents institutions;

B. Enable institutions to share resources, including courses, faculty, and physical facilities;

C. Encourage and enable the formation of consortia among institutions;

D. Permit greater efficiency in system-wide information technology resources.

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) 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, 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 must be scheduled for Monday and Tuesday of Week Eight (8), although MTSU has the flexibility to adopt an alternate Fall break date, or can be moved to the Monday and Tuesday of Thanksgiving week. Note: Fall break for community colleges must be scheduled for Monday and Tuesday of Week Eight (8). TN eCampus will follow the schedule of the community colleges.

To accommodate flexibility, faculty may want to consider the possibility of requiring no tests or assignments to be due on either of these two (2) Mondays or Tuesdays. This will allow students and faculty in a collaborative environment to participate in the break.

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 SunMonday following the last day of final exams of Week Seventeen (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 Sixteen (16).
   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. While Spring break will be scheduled to take place beginning Monday of Week Eight (8), although at all community colleges, and TN eCampus will follow the schedule of the community colleges, MTSU has the flexibility to adopt an alternate Spring break date.

MTSU is responsible for communicating the impact to students and faculty involved in collaborative programs when there are differences in the scheduling of Spring break.

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 Monday following the last day of final exams of Week Seventeen (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 Sixteen (16).

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); _________, 2021none.


References: none.