

**CLARK ATLANTA UNIVERSITY  
ACADEMIC CALENDAR**

**FALL SEMESTER 2011**

**AUGUST 2011**

- 1 Final Grades for Summer 2011 Due to the Registrar via Banner Web
- 2 Cancellation of Classes for Students Not Financially Enrolled for Fall 2011
- 11 Faculty Returns
- 11 Faculty and Staff Fall Opening Institute at 9:00AM
- 12 School and Department Meetings
- 14 Residence Halls Open at 8:00 AM for New Students
- 15-16 New Student Orientation for Fall 2011
- 16 New Students Finalize Registration and Financial Enrollment
- 16 New Faculty Orientation
- 17-23 CAU Experience and Orientation
- 19 University Effectiveness Committee Meeting
- 19 ETS Proficiency Profile Test (Required for all New Freshmen)
- 20 Residence Halls Open at Noon for Returning Students
- 23 Last Day of Late Registration (Late Fees Apply)
- 23 Final Cancellation of Classes for Students Not Financially Enrolled for Fall 2011 at the Close of Business Day
- 23 Orientation for 2011-12 Academic Program Reviews
- 24 Classes Begin – First Day of Classes
- 24 Faculty Begin Entry of Student Attendance in Banner (Mandatory)
- 24 Official Course Drop/Add Period Begins for Registered Students and Cross-Registration (Ends September 2, 2011)
- 25 TracDat Training for Strategic & Annual Assessment Plan Phase I (FY 2012- 13 Action Plans & Budgets)
- 25 TracDat Strategic & Annual Assessment Plan Phase I for FY 2012-13 Cycle Opens (Closes, Dec. 16, 2011)
- 26 Orientation for 2011-12 Administrative and Educational Support (AES) Units Periodic Reviews

**SEPTEMBER 2011**

- 2 Official Course Drop/Add Period Ends for Registered Students and Cross-Registration
- 5 Labor Day Holiday
- 6 Official Course Withdrawal Period Begins (Ends November 7, 2011)
- 8 Faculty Complete Entry of Student Attendance in Banner (Mandatory)
- 9 Academic Program Reviews Presentation Retreat
- 9 School Deans Submit Spring 2012 Class Schedule to the Registrar
- 20 Opening Convocation
- 23 School Deans and Department Chairs Submit December 2011 and May 2012 Graduation Applications to the Registrar
- 23 Fall Enrollment Census Day
- 26 December 2011 Graduating Candidates Submit Theses and Dissertations to Academic Departments
- 28 Last Day for Spring Admissions Applications
- 30 Academic Departments Submit List of Textbooks and Instructional Materials to CAU Bookstore Manager for Spring 2012 Semester

## **OCTOBER 2011**

- 3-8 Homecoming Week
- 10-14 Mid-Semester Examinations Week
- 14 University Effectiveness Committee Meeting
- 17 Deadline for Financial Aid Applications
- 20-21 Board of Trustees Meeting
- 24 Mid-Term Grades due to the Registrar via Banner Web
- 24 Academic Advisement Opens for Spring 2012
- 31 Registration Opens for Spring 2012
- 31 Academic Departments Submit Approved Theses and Dissertations for December 2011 Graduating Candidates to School Deans

## **NOVEMBER 2011**

- 7 Official Course Withdrawal Period Ends for Fall 2011
- 14-18 Student Evaluation of Instruction Week
- 18 School Deans Submit Summer 2012 and Fall 2012 Course Schedules to the Registrar
- 21 School Deans Submit Student Evaluations of Instruction to the Office of Academic Affairs
- 24-25 Thanksgiving Holiday
- 28 Classes Resume
- 28 School Deans Submit Approved Theses and Dissertations for December 2011 Graduating Candidates to the Office Graduate Dean
- 30 Last Day of Classes

## **DECEMBER 2011**

- 1-2 Reading Period
- 2 First Cancellation of Classes for Returning Students Not Financially Enrolled for Spring 2012 at the Close of Business Day
- 3 First Day of Late Registration for Spring Semester 2011 (Late Fees Apply)
- 5-9 Final Examinations Week
- 9 Fall 2011 Semester Ends
- 10 Residence Halls Close at Noon
- 12 School Deans and Department Chairs Submit May and July 2012 Graduation Applications to the Registrar
- 12 Deadline: Removal of Incompletes (I's) and Final Grades to Registrar via Banner Web
- 12 Last Day for Faculty after Final Grades Submission
- 16 TracDat Strategic & Annual Assessment Plan Phase I Cycle Closes for FY 2012-13 Action Plans & Budgets
- 23-26 Christmas Holidays for Staff According to Work Responsibilities
- 30-Jan 2 New Year's Holidays for Staff According to Work Responsibilities

## **SPRING SEMESTER 2012**

### **JANUARY 2012**

- 3 Faculty and Staff Returns
- 3 Faculty and Staff Spring Opening Institute at 9:00 AM
- 4-6 Faculty and Staff Workshops and Pre-planning Sessions
- 6 University Effectiveness Committee Meeting
- 7 Residence Halls Open at Noon
- 9-10 New Student Orientation
- 9-10 Schools and Department Meetings and Semester Start Activities

- 10 New Faculty Orientation
- 10 Last Day of Late Registration (Late Fees Apply)
- 10 Second Cancellation of Classes for Students Not Financially Enrolled for Spring 2012 at the Close of Business Day
- 11 Classes Begin – First Day of Classes
- 11 Faculty Begin Entry of Student Attendance in Banner (Mandatory)
- 11 Official Course Drop/Add Period Begins for Registered Students and Cross-Registration (Ends January 20, 2012)
- 16 Dr. Martin Luther King, Jr. Holiday Observance
- 20 Official Course Drop/Add Period Ends for Registered Students and Cross-Registration
- 20 Final Cancellation of Classes for Students Not Financially Enrolled for Spring 2012 at the Close of Business Day
- 23 Official Course Withdrawal Period Begins (Ends March 26, 2012)
- 26 Faculty Complete Entry of Student Attendance in Banner (Mandatory)
- 30 May 2012 Graduating Candidates Submit Theses and Dissertations to Academic Departments

### **FEBRUARY 2012**

- 3 Spring Enrollment Census Day
- 15 Deadline for Completing Summer and Fall 2012 Financial Aid Applications for Returning Students
- 16-17 Board of Trustees Meeting
- 20 Academic Departments Submit Approved Theses and Dissertations for May 2012 Graduating Candidates to School Deans
- 24 Academic Program Reviews Presentation Retreat
- 25 ETS Proficiency Profile Test (Required of all Juniors)
- 27 Deadline for Submitting Summer and Fall 2012 Undergraduate Admissions Applications
- 27-Mar 2 Mid-Semester Examinations Week

### **MARCH 2012**

- 5-9 Spring Break
- 12 Mid-Term Grades due to the Registrar via Banner Web
- 12 Academic Advisement Opens for Summer and Fall 2012
- 12-16 Founders Week
- 19 Pre-Registration Opens for Summer and Fall 2012
- 24 Senior Exit Examination (Major Field Test)
- 26 Official Course Withdrawal Period Ends for Spring 2012
- 26 School Deans Submit Approved Theses and Dissertations for May 2012 Graduating Candidates to the Office of Graduate Dean
- 27 Deadline for Submitting Fall and Summer 2012 Graduate Admissions Applications

### **APRIL 2012**

- 2 Academic Departments Submit List of Textbooks and Instructional Materials to CAU Bookstore Manager for Summer 2012 and Fall 2012 Semesters
- 6 Good Friday Holiday
- 9 Classes Resume
- 13 University Effectiveness Committee Meeting
- 16-20 Student Evaluation of Instruction Week
- 20 TracDat Training for Strategic & Annual Assessment Plan Phase II (FY 2011-12 Results & Uses of Results)

- 20 TracDat Strategic & Annual Assessment Plan Phase II for FY2011-12 Cycle Opens (Closes, June 29, 2012)
- 23 School Deans Submit Student Evaluations of Instruction to the Office of Academic Affairs

**MAY 2012**

- 2 Last Day of Classes
- 3-4 Reading Period
- 3-5 Senior Final Examinations Period
- 7-11 Final Examinations Week
- 8 Deadline: For Graduating Seniors, Removal of Incompletes (I's) and Final Grades to Registrar via Banner Web
- 11 Spring 2012 Semester Ends
- 12 Residence Halls Close at Noon
- 14 Deadline: Removal of Incompletes (I's) and Final Grades to Registrar via Banner Web
- 17-18 Board of Trustees Meeting
- 20 Baccalaureate Service
- 21 Annual Commencement 2012
- 23 Faculty and Staff Spring Closing Institute at 9:00 AM
- 28 Memorial Day Holiday
- 29 Summer 2012 Graduating Candidates Submit Theses and Dissertations to Academic Departments

**SUMMER SEMESTER 2012**

**JUNE 2012**

- 1 Last Day of Late Registration for Summer 2012 (Late Fees Apply)
- 1 Final Cancellation of Classes for Students Not Financially Enrolled for Summer 2012 at the Close of Business Day
- 2 Residence Halls Open for Summer 2012
- 4 Classes Begin – First Day of Summer Classes
- 4-6 Official Course Drop/Add Period for Students Registered for Summer 2012
- 4 First Cancellation of Classes for Students Not Financially Enrolled for Fall 2012 at the Close of Business Day
- 4 First Day of Late Registration for Fall 2012 (Late Fees Apply after 5:00 PM)
- 7 Official Course Withdrawal Period Begins (Ends July 6, 2012)
- 20-22 New Student Orientation for Fall Semester 2012
- 25 Academic Departments Submit Approved Theses and Dissertations for Summer 2012 Graduating Candidates to School Deans
- 27-29 Mid-Semester Examinations Week
- 29 Deadline for participation in the CAU Tuition Remission Program for Fall semester 2012
- 29 TracDat Strategic & Annual Assessment Plan Phase II Cycle Closes for 2011-12 Results & Uses of Results

**JULY 2012**

- 4 Independence Day Observed
- 5 Classes Resume
- 6 Official Course Withdrawal Period Ends
- 11-13 First New Student Orientation for Fall Semester 2012
- 18-20 Second New Student Orientation for Fall Semester 2012
- 20 Last Day of Classes
- 23-27 Final Examinations Week

- 25 School Deans Submit Approved Theses and Dissertations for Summer 2012 Graduating Candidates to the Office of Graduate Dean
- 27 New Transfer Student Orientation for Fall 2012
- 27 Summer 2012 Semester Ends
- 28 Residence Halls Close at Noon
- 30 Final Grades Due to the Registrar via Banner Web

**Note: Calendar dates are subject to change**

**Sources: Office of the University Registrar/Office of Planning, Assessment and Research  
(July 8, 2011)**