

Clark Atlanta University
Operational Academic Calendar 2015-2016
FALL SEMESTER

August 2015	
3	First Cancellation of Fall Classes
4	Academic Departments Submit Approved Theses and Dissertations to School Deans for December 2015 Graduate Candidates
12	Faculty and Staff Opening Institute at 9:00 a.m. Faculty and Staff Workshops and Pre-Planning Sessions
12 - 13	Schools and Departmental Meetings and Semester Start Activities
12	Student Learning Outcomes and Program Objectives Workshops
13	University Effectiveness Committee
13	New Students Finalize Registration and Enrollment New Faculty Orientation Residence Halls Open for New Students at 8:00 a.m.
14 - 18	CAU Experience (Mandatory for First-time Students – First-Year and Transfer)
15	Residence Halls Open for Returning Students at Noon
18	Fall Registration Ends Cancellation of Classes for Students Not Financially Enrolled Orientation for Academic Program Reviews
19	Classes Begin – First Day of Class Mandatory Daily Posting of Class Attendance in Banner by Faculty Begins ADD/DROP Period Begins (Late Registration) AUC Cross-Registration Begins
20	TracDat Training for <i>Annual Assessment Plan</i> – Phase I TracDat <i>Strategic and Annual Assessment Plan</i> – Phase I Cycle for Action Plans and Budgets Opens (Close in December)
28	Last Day to Cross-Register at Morehouse College or Spelman College ADD/DROP Period Ends - Late Registration Ends (after this date a student who withdraws from a course will receive a grade of "W") Final Cancellation of Classes for Students Not Financially Enrolled
31	Course Withdrawal Period Begins (Ends November 2, 2015) Academic Department Chairs submit course schedules to School Deans
September 2015	
2	School Deans Submit Approved Theses and Dissertations to the Graduate Dean for December 2015 Graduate Candidates Faculty Complete Entry of Student Attendance in Banner Web
3	Academic Program Review Retreat
4	Deans Submit Class Schedule Provost/Vice President for Academic Affairs Spring 2016
7	Labor Day Holiday
15	Opening Convocation
18	School Deans and Department Chairs Submit Applications for Fall and Spring Graduation to the University Registrar Provost/Vice President for Academic Affairs Submit Schedules for Spring 2016 to the University Registrar Fall Enrollment Census Date
21	Graduate Candidates for May 2016 Submit Approved Theses and Dissertations to Committee Chairs
25	Academic Department Chairs Submit Lists of Textbooks and Instructional Materials to CAU Bookstore Manager for Spring 2016
October 2015	

5 – 9	Mid-Semester Examinations
9	University Effectiveness Committee Meeting
12	Deadline for Financial Aid Applications
18-24	Homecoming Week
19	Mid-Semester Grades Due via Banner Web
22-23	Board of Trustees Meeting
26	Advisement for Spring 2016 Begins
November 2015	
2	Committee Chairs Submit Approved Theses and Dissertation to Academic Departments for May 2016 Graduate Candidates
	Official Course Withdrawal Period Ends
9	Registration for Spring 2016 Begins
	Department Chairs Submit Course Schedules for Summer and Fall 2016 to School Deans
9 – 13	Student Evaluation of Instruction Week
16	School Deans Submit Student Evaluations of Instruction to the Office of Academic Affairs
20	Deans Submit Course Schedules for Summer and Fall 2016 to Provost/Vice President for Academic Affairs
26 – 27	Thanksgiving Holiday
30	Classes Resume
December 2015	
3	Academic Departments Submit Approved Theses and Dissertations to School Deans for May 2016 Graduate Candidates
2	Last Day of Classes
3 – 4	Reading Period
7 – 11	Final Examinations Week
11	Fall Semester Ends
	TracDat <i>Strategic and Annual Assessment Plan</i> – Phase I Cycle for Action Plans and Budgets Closes
12	Residence Halls Close at Noon
15	School Deans and Department Chairs Submit Summer 2016 Graduation Application to the University Registrar
	Deadline for Removal of Incomplete "I" Grades
	Final Grades Due via Banner Web
	Provost/Vice President for Academic Affairs Submit Course Schedules for Summer and Fall 2016 to University Registrar
24 – 26	Christmas Holidays
31 – Jan. 2	New Year's Holidays

SPRING SEMESTER 2016

January 2016	
4	Faculty and Staff Return to Duty
	School Deans Submit Approved Theses and Dissertations to Graduate Dean for May 2016 Graduate Candidates
5	Faculty and Staff Opening Institute at 9:00 a.m.
	Faculty and Staff Workshops and Pre-Planning Sessions
6 - 8	Schools and Departmental Meetings and Semester Start Activities
9	Residence Halls Open at Noon
12	Last Day of Registration (Late Fees Apply)
	New Faculty Orientation
13	Classes Begin – First Day of Class

	Mandatory Daily Posting of Class Attendance in Banner by Faculty Begins
	ADD/DROP Period Begins (Late Registration)
	AUC Cross Registration Begins
18	Martin Luther King Jr. Holiday Observance
19	Graduate Candidates for July 2016 Submit Theses and Dissertations to Committee Chairs
22	Last Day to Cross-Register at Morehouse College or Spelman College
	Last Day to ADD/DROP Courses (after this date a student who withdraws from a course will receive a grade of "W")
	Final Cancellation of Classes for Students Not Financially Enrolled for Spring at the Close of Business
25	Course Withdrawal Period Begins (Ends March 21, 2016)
29	Faculty Complete Entry of Student Attendance in Banner Web
February 2016	
8	Spring Enrollment Census Date
	Academic Department Chairs Submit Course Schedule Revisions for Summer and Fall 2016 to School Deans
10	Deadline for Completing Financial Aid Application for Students Returning in Summer and Fall 2016
12	Academic Program Reviews Presentation Retreat
18 - 19	Board of Trustees Meeting
20	ETS Proficiency Profile Test (Required of All Juniors)
26	School Deans Submit Revised Course Schedules for Summer and Fall 2016 to the Office of the Provost for Approval
February 29 – March 4	Mid-Semester Examinations
March 2016	
February 29 – March 4	Mid-Semester Examinations
1	Committee Chairs Submit Approved Theses and Dissertations to Academic Departments for July 2016 Graduate Candidates
4	Office of the Provost Submit Course Schedules for Summer and Fall 2016 to the University Registrar
7 - 11	Spring Break
14	Classes Resume at 8:00 A.M.
	Mid-Term Grades Due via Banner Web
14 - 18	Founders Week
17	Founders Day Convocation
21	Official Course Withdrawal Period Ends for Spring 2016
25	Good Friday
28	Academic Departments Submit Lists of Textbooks and Instructional Materials to CAU Bookstore Manager for Summer and Fall 2016
	Academic Advisement Opens for Summer and Fall 2016
April 2016	
4	Academic Departments Submit Approved Theses and Dissertations to School Deans for July 2016 Graduate Candidates
11	University Effectiveness Committee Meeting
11	Registration for Summer and Fall 2016 Begins
18-22	Student Evaluation of Instruction Week
22	TracDat Training for <i>Annual Assessment Plan</i> – Phase II
	TracDat <i>Strategic and Annual Assessment Plan</i> – Phase II Cycle for Results and Uses of Results Opens (Close in June)
25	School Deans Submit Student Evaluations of Instructions to the Office of Academic Affairs
27	Last Day of Classes
28 - 30	Senior Final Examinations
	Reading Period
May 2016	
2 - 6	Final Examinations

3	Deadline for Removal of Incomplete "I" Grades
	Final Grades Due for Graduating Seniors
6	Spring Semester Ends
7	Residence Halls Close at Noon
10	Final Grades Due via Banner Web
	School Deans Submit Approved Theses and Dissertations to Graduate Dean for July 2016 Graduate Candidates
	Deadline for Removal of Incomplete "I" Grades
12 - 13	Board of Trustees Meeting
13	Graduate Candidates for Fall 2016 Submit Theses and Dissertations to Committee Chairs
15	Baccalaureate Services
16	Commencement Services
18	Faculty and Staff Spring Closing Institute at 9:00 a.m.
28	Residence Halls Open for Summer at Noon
30	Memorial Day Holiday
May 31	Classes Begin – First Day of Summer Classes

Summer 2016

June 2016	
1	First Cancellation of Classes for Students Not Financially Enrolled for Summer
	First Day of Late Registration
	Official Course DROP/ADD Period for Student Registered for Summer
1 - 3	DROP/ADD Period for Student Registered for Summer (after this date a student who withdraws from a course will receive a grade of "W")
3	Last Day of Late Registration for Summer
	Final Cancellation of Classes for Student Not financially for Summer
6	Official Course Withdrawal Period Begins (Ends July 5, 2016)
22 - 24	Mid-Semester Examinations
24	Deadline for Participation in the CAU Tuition Remission Program for Fall 2016
	TracDat <i>Annual Assessment Plan</i> – Phase II Cycle for Results and Uses of Results Closes
July 2016	
2	Committee Chairs Submit Approved Theses and Dissertations to Academic Departments for December 2016 Graduate Candidates
4	Independence Day Holiday Observance
5	Classes Resume
	Official Course Withdrawal Period Ends
22	Last Day of Classes
25 - 29	Final Examinations
29	Summer Session Ends
30	Residence Halls Close at Noon
August 2016	
3	Final Grades Due via Banner Web