

# Clark Atlanta University

## Operational Academic Calendar 2016-2017

### FALL SEMESTER

| August 2016    |  |
|----------------|--|
| 1              | First Cancellation of Fall Classes for Students Not Financially Enrolled   |
| 10             | Faculty and Staff Opening Institute at 9:00 a.m.<br>Faculty and Staff Workshops and Pre-Planning Sessions  |
| 11             | New Students Finalize Registration and Enrollment<br>New Faculty Orientation<br>Residence Halls Open for New Students at 8:00 a.m.   |
| 12-16          | <b>CAU Experience</b> (Mandatory for First-time Students – First-Year and Transfer)  |
| 13             | Residence Halls Open for Returning Students at Noon  |
| 16             | Fall Registration Ends<br>Second Cancellation of Classes for Students Not Financially Enrolled   |
| 17             | Classes Begin – First Day of Class<br>Mandatory Daily Posting of Class Attendance in Banner by Faculty Begins<br>ADD/DROP Period Begins (Late Registration)<br>AUC Cross-Registration Begins   |
| 26             | Last Day to Cross-Register at Morehouse College or Spelman College<br>ADD/DROP Period Ends - Late Registration Ends (after this date a student who withdraws from a course will receive a grade of "W")<br>Final Cancellation of Classes for Students Not Financially Enrolled |
| 29             | Course Withdrawal Period Begins (Ends October 31, 2016)<br>Academic Department Chairs submit course schedules to School Deans  |
| 30             | Faculty Complete Entry of Student Attendance in Banner Web (8:00 a.m.)   |
| September 2016 |  |
| 5              | Labor Day Holiday  |
| 13             | Opening Convocation (TBD)  |
| 23             | Fall Enrollment Census Date  |
| October 2016   |  |
| 3-7            | Mid-Semester Examinations  |
| 9-15           | <b>Homecoming Week</b>   |
| 17             | Mid-Semester Grades Due via Banner Web   |
| 20-21          | Board of Trustees Meeting  |
| 24             | Advisement for Spring 2017 Begins  |
| 31             | Official Course Withdrawal Period Ends for Fall 2016   |
| November 2016  |  |
| 7              | Registration for Spring 2017 Begins<br>Department Chairs Submit Course Schedules for Summer and Fall 2017 to School Deans  |
| 24-25          | Thanksgiving Holiday   |
| 28             | Classes Resume   |
| 30             | Last Day of Classes  |

**Note: The Academic Calendar is subject to change.**

| December 2016 |  |
|---------------|--|
| 1-2           | Reading Period   |
| 5-9           | Final Examinations Week  |
| 9             | Fall Semester Ends   |
|               | TracDat <i>Strategic and Annual Assessment Plan</i> – Phase I Cycle for Action Plans and Budgets Closes              |
| 10            | Residence Halls Close at Noon  |
| 13            | 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 2017 to University Registrar |
| 24 – 26       | Christmas Holidays   |
| 31 – Jan. 2   | New Year's Holidays  |

## SPRING SEMESTER 2017

| January 2017  |   |
|---------------|---|
| 2             | Faculty and Staff Return to Duty  |
|               | School Deans Submit Approved Theses and Dissertations to Graduate Dean for May 2016 Graduate Candidates |
| 9             | Faculty and Staff Opening Institute at 9:00 a.m.  |
|               | Faculty and Staff Workshops and Pre-Planning Sessions   |
| 14            | Residence Halls Open at Noon  |
| 16            | Martin Luther King Jr. Holiday Observance   |
| 17            | Last Day of Registration (Late Fees Apply)  |
|               | New Faculty Orientation   |
|               | First Cancellation of Spring Classes for Students Not Financially Enrolled                              |
| 18            | Classes Begin – First Day of Class  |
|               | Mandatory Daily Posting of Class Attendance in Banner by Faculty Begins                                 |
|               | ADD/DROP Period Begins (Late Registration)  |
| 19            | Graduate Candidates for July 2017 Submit Theses and Dissertations to Committee Chairs                   |
| 27            | Final Cancellation of Classes for Students Not Financially Enrolled for Spring at the Close of Business |
|               | Faculty Complete Entry of Student Attendance in Banner Web  |
| 30            | Course Withdrawal Period Begins (Ends March 27, 2017)   |
| February 2017 |   |
| 13            | Spring Enrollment Census Date   |
|               | Academic Department Chairs Submit Course Schedule Revisions for Summer and Fall 2017 to School Deans    |
| 23-24         | Board of Trustees Meeting   |
| March 2017    |   |
| March 6-10    | Mid-Semester Examinations   |
| 13-17         | Spring Break  |
| 20            | Classes Resume at 8:00 A.M.   |
|               | Mid-Term Grades Due via Banner Web  |
| 20-24         | Founders Week   |
| 23            | Founders Day Convocation  |
| 20            | Official Course Withdrawal Period Ends for Spring 2017  |
| April 2017    |   |
| 3-7           | Academic Advisement Opens for Summer and Fall 2017  |
| 10            | Registration for Summer and Fall 2017 Begins  |
| 14            | Good Friday   |
| May 2017      |   |
| 3             | Last Day of Classes   |
| 4-5           | Senior Final Examinations   |
|               | Reading Period  |
| 8-12          | Final Examinations  |
| 9             | Final Grades Due for Graduating Seniors   |
| 12            | Spring Semester Ends  |
| 13            | Residence Halls Close at Noon   |
| 16            | Final Grades Due via Banner Web   |

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|         |  |
|---------|--|
|         | School Deans Submit Approved Theses and Dissertations to Graduate Dean for July 2017 Graduate Candidates |
|         | Deadline for Removal of Incomplete "I" Grades  |
| 18 - 19 | Board of Trustees Meeting  |
| 19      | Graduate Candidates for Fall 2017 Submit Theses and Dissertations to Committee Chairs                    |
| 21      | Baccalaureate Services   |
| 22      | Commencement Services  |
| 24      | Faculty and Staff Spring Closing Institute at 9:00 a.m.  |

## SUMMER SEMESTER 2017

| June 2017   |   |
|-------------|---|
| 1 – 9       | Registration for Summer Classes Continues   |
| 9 – 10      | Residence Halls Open  |
| 9           | First deadline for Students to become Financially Enrolled (Tuitions and Fees to be paid by 5:00 p.m.)<br>First cancellation of Classes for Students Not Financially Enrolled for Summer  |
| 12          | Classes Begin – First Day of Summer Classes<br>Late Registration and Late Registration Fee Begin for <b>Summer Session I and Summer Session II.</b><br>DROP/ADD Period for Students Registered for <b>Summer Session I and Summer Session II Begins</b><br>Deadline for School Dean approved theses and dissertations to be received in Graduate Programs for December 2017 Graduate Candidates |
| 12-14       | DROP/ADD Period for Students Registered for <b>Summer Session I and Summer Session II.</b> (after this date a student who withdraws from a course will receive a grade of "W")  |
| 14          | Last Day of Late Registration for <b>Summer Session I and Summer Session II</b><br>Final Cancellation of Classes for Students Not Financially Enrolled for <b>Summer Session I and Summer Session II.</b>   |
| 15          | Official Course Withdrawal Period Begins for <b>Summer Session I and Summer Session II.</b>   |
| 14 – 16     | Timeframe to withdraw at 66% tuition refund for <b>Summer Session I and Summer Session II</b>   |
| 21 - 23     | Mid-Semester Examinations for <b>Summer Session I: Five-Week Session</b>  |
| 28          | Official Course Withdrawal Period Ends for <b>Summer Session I: Five-Week Session</b>   |
| July 2017   |   |
| 3           | Committee Chairs Submit Approved Theses and Dissertations to Academic Departments for December 2017 Graduate Candidates   |
| 4           | Independence Day Holiday  |
| 5           | Classes Resume  |
| 5-7         | Mid-Term Examinations for <b>Summer Session II: Eight-Week Session</b>  |
| 10          | Official Course Withdrawal Period Ends for <b>Summer Session II: Eight-Week Session</b>   |
| 13 – 14     | Final Examinations for <b>Summer Session I: Five-Week Session</b>   |
| 14          | Summer Session Ends for <b>Summer Session I: Five-Week Session</b>  |
| 17          | Final Grades Due via BANNER Web for <b>Summer Session I: Five-Week Session</b>  |
| August 2017 |   |
| 2 - 4       | Final Examinations for <b>Summer Session II: Eight-Week Session</b>   |
| 4           | Summer Session Ends for <b>Summer Session II: Eight-Week Session</b>  |
| 5           | Residence Halls Close at Noon   |
| 8           | Final Grades Due via BANNER Web for <b>Summer Session II: Eight-Week Session</b>  |