

ACADEMIC CALENDAR, 2012-2013

Revised April 27, 2011

FALL SEMESTER, 2012	
Aug 15	Faculty contracts for fall 2012 begin
Aug 15	Faculty report for fall semester activities
Aug 15	New faculty orientation
Aug 17-18	Faculty/ Staff Institute
TBA	Residence Halls Open
TBA	Freshmen Orientation Week
TBA	College/ School/ Departmental meetings
Aug 20-25	Registration
Aug 25	Classes begin
Aug 25-TBA	Late registration/Schedule Adjustment
Sept 3	Holiday-Labor Day
Sept -TBA	Opening Convocation
Oct 15-16	Fall Break
Oct 21-27	Mid-term Examination Week-all classes meet as scheduled *
Nov 8	Last day to withdraw from courses-Office of Records
Nov 8	Last day to withdraw from University-Counseling Center
Nov 29-30	Holiday-Thanksgiving (including weekend)
Dec 6	Last day of classes
Dec 7-14	Final examinations for Fall 2012 semester**
Dec 15	Commencement- see commencement site
Dec 18	Faculty must have posted all grades via "MyTSU"

* All scheduled classes meet during mid-term examination week.

**Final examination schedules will be posted via MyTSU and on TSU web page.

SPRING SEMESTER 2013	
Jan 2, 2013	University Re-opens-8:00 am
Jan 2	Faculty report for spring2013 semester
Jan 7-8	Faculty/ Staff Institute
Jan -TBA	Residence halls open
Jan 9-16	Registration
Jan 17	Classes begin
-TBA	Late registration/Schedule Adjustments
Jan 21	Holiday
Mar 11--17	Spring Break
March 18-24	Mid-term Examination Week-all classes meet as scheduled
April 3	Last day to withdraw from courses-Office of Records
April 3	Last day to withdraw from University-Counseling Center
May 2	Last day of class
May 3-May 10	Final examinations for Spring 2013 semester
May 11	Spring Commencement- see commencement website
**May 14	Faculty posted all grades via "MyTSU"

* All scheduled classes meet during mid-term examination week.

**Final examination schedules will be posted via MyTSU and on TSU web page.

SUMMER SEMESTER 2013	
SUMMER FULL 10 WEEK SESSION- 2013	
May 29-31	Registration-All Summer Sessions
TBA	Residence Halls open
May 28	Holiday- Memorial day
June 3	Classes begin for full 10 week session.
TBA	Late registration/Schedule Adjustments
July 4	Holiday Observed
July 5	Last day to withdraw from 10 week courses-Office of Records
July 5	Last day to withdraw from University-Counseling Center
Aug 9	Last day of classes
Aug 10	Summer Commencement
Aug 13	Faculty must have posted all grades via "MyTSU"
SUMMER SESSION I- 2013	
1st Five Week Session	
May 29-31	Registration-All Summer Sessions
June 2	Classes begin
June 1-June 5	Late registration/Drop/Add
June 19	Last day to withdraw from First-session courses-Records
July 5	Last day of classes
July 9	Faculty must have posted all grades via "MyTSU"
SUMMER SESSION II- 2013	
2nd Five Week Session	
July 8	Classes begin
July 5-6	Late registration/Drop/Add for Summer II
July 19	Last day to withdraw from Second-session courses-Records
July 19	Last day to withdraw from University-Counseling Center
Aug 9	Last day of classes
Aug 10	Summer Commencement
Aug 13	Faculty must have posted all grades via "MyTSU"

Final examinations for summer semesters will be scheduled during the last official meeting date/ time for each specific course.

Guideline No. A-019

Subject: Academic Calendars and Student Registration

EFFECTIVE: FALL SEMESTER 2008

This guideline applies to all TBR universities and two-year colleges. Its primary purpose is to provide a common academic calendar among system institutions in order to:

1. Facilitate student enrollment at more than one TBR college or university and in the collaborative programs offered by multiple institutions;
2. Enable institutions to share resources, including courses, faculty, and physical facilities;
3. Encourage and enable the formation of consortia among institutions;
4. Permit greater efficiency in system-wide information technology resources.

Academic Calendar:

All TBR colleges and universities will offer fall and spring terms that follow the Academic Calendar Template included in this guideline. Institutions may offer terms of alternate length in addition to the 15-week fall and spring semesters, but should be mindful of calendar conflicts and federal financial aid requirements.

Each semester, the 14th day 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.

Template:

Fall Semester, Full Term *(Week 1 of Fall Semester starts with the last Monday in August.)*

Early registration for summer and fall semesters must begin the 1st Monday in April.

- Classes begin the Saturday before the last Monday in August.
- Labor Day Holiday (1st Monday in September)
- Midterm break must be scheduled for Monday and Tuesday of week 8.
- Thanksgiving Holiday (Thursday, Friday, Saturday, and Sunday)

Classes end

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

- The earliest date that classes may end is Wednesday of week 15
- The latest date that classes may end is Monday of week 16

Study day and/or Final Exams begin

- The earliest day for study day and/or final exams is Thursday of week 15.
- The latest day for study day and/or final exams is Tuesday of week 16.

Final exams must end no later than Saturday of week 16.

Spring Semester, Full Term *(Week 1 of Spring Semester is counted as the week that begins with MLK holiday--not the week of the first day of class.)*

- Early registration for spring semester (and summer semester if applicable) must begin the 2nd Monday in November.
- Classes must begin on Thursday before MLK holiday.
- Martin Luther King Holiday (3rd Monday in January)
- Midterm break must take place beginning Monday of week 8.
- Friday before Easter Holiday* (may be used to provide additional flexibility)

Classes end

- The earliest date that classes may end is Wednesday of week 15.
- The latest date that classes may end is Monday of week 16.

Study day and/or Final Exams begin

- The earliest day for study day and/or final exams is Thursday of week 15.
- The latest day for study day and/or final exams is Tuesday of week 16.

Final exams must end no later than Saturday of week 16.

*Institutions have the option of requesting an exception to the TBR Policy from the Chancellor in order to take the Good Friday Holiday on the Friday of spring vacation rather than the Friday prior to Easter. This provides an additional Friday for instruction.

Registration:

The published registration schedule for each institution must designate specific registration deadlines for each phase of registration. Late registration may be permitted through the seventh calendar day for regular fall and spring courses with late registration period proportionally adjusted for summer and alternate length courses.

Exceptions to the common calendar for specialized programs may be approved by the President, with notification to the Vice Chancellor for Academic Affairs. Other exceptions to the calendar and registration guideline must be approved, in advance, by the Vice Chancellor for Academic Affairs.

Source: Presidents Meeting February 10, 1987; Presidents Meeting May 21, 2001; Presidents meeting August 13, 2002; Presidents meeting November 8, 2006.