

4-17-2015

## SR-14-15-25 BAPC

Marshall University

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## BUDGET AND ACADEMIC POLICY COMMITTEE RECOMMENDATION

### SR-14-15-25 BAPC

Recommends that the attached academic calendars for AY 2015-16 and AY 2016-17 be adopted.

### RATIONALE

General features of the **AY 2015-16** Academic Calendar and rationale for those features (Roman type indicates features that are the same for the two academic years; **boldface type indicates features that are specific to the 2015-16 academic year**):

- The Summer terms follow the normal Intersession, Summer I, II and III schedules relative to the conclusion of Spring term and beginning of Fall term.
- Both Fall and Spring terms are consistent with one another in offering 15 weeks of instruction. This is especially important for Monday night classes that lose one week of instruction because of Labor Day or Martin Luther King Day Holidays.
- The Fall term continues to offer a one-week break from instruction during Thanksgiving Break.
- The university will be closed on the Wednesday before Thanksgiving (Nov 25).  
**NOTE: The extra holiday is not available every year. In years when Christmas Day and New Year's Day fall on Tues-Fri, the state of WV offers a half-day holiday each for Christmas Eve and New Year's Eve (see WV State Code Section 2-2-1). When this occurs, Marshall University observes these two half-days as one whole day. This calendar proposes to observe that extra holiday on the day before Thanksgiving.**
- The Fall term avoids a split exam week. This allows for all classes and exams to conclude before December commencement.
- December commencement this year and following will occur on a Saturday instead of Sunday because the location change to Big Sandy Superstore Arena now permits the Saturday option.
- **In Fall term, the university closes 2-1/2 days after final grades are due, giving the Registrar 1-1/2 days to roll grades, and college offices and student services offices 1 day to process suspensions/probations. This is a tight schedule but there is precedent for an even tighter schedule (Fall 2012: grades due Dec 20 at noon, University closes December 21).**

- **Winter break consists of 7 holidays clustered together: President's Day, West Virginia Day, Columbus Day, Veteran's Day, Susan B. Anthony Day, Christmas Day, and New Year's Day. Thus, for this calendar, the University is closed for Winter Break on Dec 24-25, Dec 28-31, and Jan 1.**
- The Spring term offers a one-week break from instruction during Spring Break, now scheduled to occur immediately after the 10<sup>th</sup> week of instruction so that warmer weather may be enjoyed.

General features of the **AY 2016-17** Academic Calendar and rationale for those features (Roman type indicates features that are the same for the two academic years; **boldface type indicates features that are specific to the 2016-17 academic year**):

- The Summer terms follow the normal Intersession, Summer I, II and III schedules relative to the conclusion of Spring term and beginning of Fall term.
- Both Fall and Spring terms are consistent with one another in offering 15 weeks of instruction. This is especially important for Monday night classes that lose one week of instruction because of Labor Day or Martin Luther King Day Holidays.
- The Fall term continues to offer a one-week break from instruction during Thanksgiving Break.
- **The university will be open on the Wednesday before Thanksgiving (Nov 23).**  
**NOTE: The extra holiday is not available every year. In years when Christmas Day and New Year's Day fall on Tues-Fri, the state of WV offers a half-day holiday each for Christmas Eve and New Year's Eve (see WV State Code Section 2-2-1). When this occurs, Marshall University observes these two half-days as one whole day. But in 2016, Christmas Day and New Year's Day fall on a Sunday.**
- The Fall term avoids a split exam week. This allows for all classes and exams to conclude before December commencement.
- December commencement this year and following will occur on a Saturday instead of Sunday because the location change to Big Sandy Superstore Arena now permits the Saturday option.
- **In Fall term, the university closes 3-1/2 days after final grades are due, giving the Registrar 1-1/2 days to roll grades, and college offices and student services offices 2 days to process suspensions/probations.**
- **Winter break consists of 7 holidays clustered together: President's Day, West Virginia Day, Columbus Day, Veteran's Day, Susan B. Anthony Day, Christmas Day, and New Year's Day. Thus, for this calendar, the University is closed for Winter Break on Dec 23, Dec 26-30, and Jan 2.**
- The Spring term offers a one-week break from instruction during Spring Break, now scheduled to occur immediately after the 10<sup>th</sup> week of instruction so that warmer weather may be enjoyed.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Marshall University Academic Calendar Summer 2015 plus AY 2015-16**

## **Summer 2015**

### **Intersession**

May 8, Friday, 8 a.m. – 5 p.m.  
Regular Registration

May 11, Monday  
First day of classes

May 11, Monday, 8 a.m. – 5 p.m.  
Late registration/schedule adjustment (add/drop) closes

May 12, Tuesday  
“W” Withdrawal period begins

May 22, Friday  
Last day to drop an individual course

May 25, Monday  
Memorial Day Holiday – University closed

May 26, Tuesday – June 4, Thursday  
Complete withdrawals only

June 4, Thursday  
Last day of class; Last day to completely withdraw from Intersession

June 5, Friday  
Final Examination Day

June 8, Monday, Noon  
Deadline for submitting final grades

## **Summer I**

May 15, Friday, 8 a.m. – 5 p.m.  
Regular Registration

May 18, Monday  
First day of classes

May 18, Monday, 8 a.m. – 5 p.m.  
Late Registration/Schedule Adjustment (add/drop) closes

May 19, Tuesday  
“W” Withdrawal period begins

May 25, Monday  
Memorial Day Holiday – University closed

July 3, Friday  
Independence Day Holiday observed – University closed

July 17, Friday  
Last day to drop an individual course

July 17, Friday  
Application for August Graduation due in academic dean's office

July 17, Friday  
Final draft of thesis/dissertation due in advisor's office

July 20, Monday – August 6, Thursday  
Complete withdrawals only

August 6, Thursday  
Last day of class; Last day to completely withdraw from Summer I

August 6, Thursday  
Approved Thesis/Dissertation must be submitted electronically  
All paperwork/checks must be in Graduate College Office

August 7, Friday  
Final Examination Day

August 10, Monday, Noon  
Deadline for submitting final grades

## **Summer II**

June 5, Friday, 8 a.m. – 5 p.m.  
Regular Registration

June 7, Sunday, 9 a.m.  
Residence Halls Open

June 8, Monday  
First day of classes

June 8, Monday, 8 a.m. – 5 p.m.  
Late Registration/Schedule Adjustment (add/drop) closes

June 9, Tuesday  
“W” Withdrawal period begins

June 12, Friday  
Application for July graduation due in academic dean’s office

June 12, Friday  
Final draft of thesis/dissertation due in advisor’s office

June 26, Friday  
Last day to drop an individual course

June 29, Monday – July 9, Thursday  
Complete withdrawals only

July 3, Friday  
Independence Day Holiday observed – University closed

July 9, Thursday  
Last day of class; Last day to completely withdraw from Summer II

July 9, Thursday  
Approved thesis/dissertation due in Graduate College Office

July 10, Friday  
Final Examination Day  
Official July graduation date

July 13, Monday, Noon  
Deadline for submitting final grades

### **Summer III**

July 13, Monday, 8 a.m. – 5 p.m.  
Regular Registration

July 14, Tuesday  
First day of classes

July 14, Tuesday  
Late Registration/Schedule Adjustment (add/drop) closes

July 15, Wednesday  
"W" Withdrawal period begins

July 17, Friday  
Application for August graduation due in academic dean's office

July 17, Friday  
Final draft of thesis/dissertation due in advisor's office

July 31, Friday  
Last day to drop an individual course

August 3, Monday – August 13, Thursday  
Complete withdrawals only

August 13, Thursday  
Last day of class; Last day to completely withdraw from Summer III

August 13, Thursday  
Approved thesis/dissertation due in Graduate College Office

August 14, Friday  
Final Examination Day  
Official August Graduation date

August 17, Monday, Noon  
Deadline for submitting final grades



## **First Semester 2015-2016**

August 14, Friday  
End of summer school

August 17, Monday – August 21, Friday  
Registration/schedule adjustment

August 19, Wednesday, 9:00 am  
Residence halls open for freshmen

August 20, Thursday – August 21, Friday  
Week of Welcome for freshmen

August 22, Saturday, 9:00am  
Residence halls open for upperclassmen

August 24, Monday  
First day of classes

August 24, Monday – August 28, Friday  
Late Registration/Schedule Adjustment (add-drop)

August 28, Friday  
Last day to add a class

August 29, Saturday – August 31, Monday  
University computing services unavailable

August 31, Monday  
"W" Withdrawal period begins

September 7, Monday  
Labor Day Holiday – University Closed

September 18, Friday  
Application for December graduation due in academic dean's office

September 25, Friday  
Last day to drop a 1<sup>st</sup> eight weeks course

October 5, Monday  
Thesis/dissertation final draft due in advisor's office

October 14, Wednesday  
Mid-semester, 1<sup>st</sup> eight weeks ends

October 15, Thursday  
2<sup>nd</sup> eight weeks begins

October 19, Monday, Noon  
Freshmen/Sophomore midterm grades due

October 26, Monday  
Students should schedule appointments with advisors to prepare for advance registration. (Required for students with mandatory advising holds.)

October 30, Friday  
Last day to drop a full semester individual course

November 2, Monday  
Recommended date to apply for May graduation

November 2, Monday – December 11, Friday  
Complete withdrawals only

November 9, Monday – November 20, Friday  
Advance registration for spring semester  
(open only to currently enrolled students)

November 17, Tuesday  
Last day to drop 2<sup>nd</sup> eight weeks course

November 21, Saturday, Noon  
Residence halls close

November 23, Monday  
Advance registration for spring semester  
(open to admitted and readmitted students)

November 23, Monday – November 28, Saturday  
Thanksgiving Break, classes dismissed

November 25, Wednesday – November 27, Friday  
Thanksgiving Holiday – University closed

November 29, Sunday, 9:00 am  
Residence halls open

November 30, Monday  
Classes resume

December 7, Monday – December 11, Friday  
“Dead week”

December 11, Friday  
Last day of class; Last day to completely withdraw from fall semester

December 12, Saturday  
Exam day for Saturday classes; some common finals

December 14, Monday  
Exam day

December 15, Tuesday  
Exam day

December 16, Wednesday  
Study day; Exams resume at 3 p.m. for Wed evening classes

December 17, Thursday  
Graduate thesis, approved EDT uploaded to Proquest

December 17, Thursday  
Exam Day

December 18, Friday  
Exam Day

December 19, Saturday, TBD  
Winter commencement, Big Sandy Superstore Arena

December 20, Sunday, Noon  
Residence Halls close

December 21, Monday, Noon  
Final grades due

December 23, Wednesday, 5:00 pm  
University closes

December 24, Thursday – January 1, Friday  
Winter Break, University closed

December 29, Tuesday – December 30, Wednesday  
Student Service Offices Open, 10:00 am – 4:00 pm

(Admissions, Bursar, Financial Aid, Registrar, Student Resource Center)

## **Second Semester 2015-2016**

January 4, 2015, Monday  
University Reopens

January 4, Monday – January 8, Friday  
Registration/Schedule adjustments

January 10, Sunday, 9:00 am  
Residence halls open

January 11, Monday  
First day of classes

January 11, Monday – January 15, Friday  
Late Registration/Schedule Adjustment (add-drop)

January 15, Friday  
Last day to add a class

January 18, Monday  
Martin Luther King, Jr. Holiday – University closed

January 19, Tuesday  
“W” Withdrawal period begins

February 5, Friday  
Application for May graduation due in academic dean’s office

February 12, Friday  
Last day to drop 1<sup>st</sup> eight weeks course

February 22, Monday  
Thesis/dissertation final draft due in advisor’s office

March 2, Wednesday  
Midterm, 1<sup>st</sup> eight weeks ends

March 3, Thursday  
2<sup>nd</sup> eight weeks courses begins

March 7, Monday, Noon  
Freshmen/Sophomore mid-term grades due

March 14, Monday

Students should schedule appointments with advisors to prepare for advance registration for summer and fall. (Required for students with mandatory advising holds.)

March 18, Friday

Last day to drop an individual course

March 19, Saturday, Noon

Residence halls close

March 21, Monday – March 26, Saturday

Spring Break, Classes dismissed

March 21, Monday – April 29, Friday

Complete withdrawals only

March 27, Sunday, 9:00 am

Residence halls reopen

March 28, Monday

Classes resume

March 28, Monday

Recommended date to apply for December 2016 graduation

March 28, Monday – April 1, Friday

Advance registration for summer  
(open only to currently enrolled students)

April 4, Monday

Advance registration for summer begins  
(open to admitted/readmitted students)

April 11, Monday – April 22, Friday

Advance registration for fall semester  
(open only to currently enrolled students)

April 12, Tuesday

Last day to drop a 2<sup>nd</sup> eight weeks course

April 25, Monday

Advance registration for fall semester begins  
(open to admitted and readmitted students except first-time fall undergraduates)

April 25, Monday – April 29, Friday

"Dead Week"

April 29, Friday

Last day of class; Last day to completely withdraw from spring semester

April 30, Saturday

Exam day for Saturday classes; some common finals

May 2, Monday

Exam Day

May 3, Tuesday

Exam Day

May 4, Wednesday

Study Day; Exams resume at 3:00 pm for Wed evening classes

May 5, Thursday

Exam Day

May 5, Thursday

Graduate thesis, approved EDT uploaded to Proquest

May 6, Friday

Exam Day

May 7, Saturday, TBD at Big Sandy Superstore Arena

Commencement

May 8, Sunday, Noon

Residence halls close

May 9, Monday – August 12, Friday

Summer School Sessions

May 10, Tuesday, Noon

Final grades due

May 21, Saturday – May 23, Monday

University Computing Services Unavailable

May 30, Monday

Memorial Day Holiday – University closed

July 4, Monday

Independence Day Holiday – University closed

# **Marshall University Academic Calendar Summer 2016 plus AY 2016-17**

## **Summer 2016**

### **Intersession**

May 6, Friday, 8 a.m. – 5 p.m.  
Regular Registration

May 9, Monday  
First day of classes

May 9, Monday, 8 a.m. – 5 p.m.  
Late registration/schedule adjustment (add/drop) closes

May 10, Tuesday  
“W” Withdrawal period begins

May 20, Friday  
Last day to drop an individual course

May 24, Tuesday – June 2, Thursday  
Complete withdrawals only

May 30, Monday  
Memorial Day Holiday – University closed

June 2, Thursday  
Last day of class; Last day to completely withdraw from Intersession

June 3, Friday  
Final Examination Day

June 6, Monday, Noon  
Deadline for submitting final grades

## **Summer I**

May 13, Friday, 8 a.m. – 5 p.m.  
Regular Registration

May 16, Monday  
First day of classes

May 16, Monday, 8 a.m. – 5 p.m.  
Late Registration/Schedule Adjustment (add/drop) closes

May 17, Tuesday  
“W” Withdrawal period begins

May 23, Monday  
Memorial Day Holiday – University closed

July 4, Monday  
Independence Day Holiday– University closed

July 15, Friday  
Last day to drop an individual course

July 15, Friday  
Application for August Graduation due in academic dean's office

July 15, Friday  
Final draft of thesis/dissertation due in advisor's office

July 18, Monday – August 4, Thursday  
Complete withdrawals only

August 4, Thursday  
Last day of class; Last day to completely withdraw from Summer I

August 4, Thursday  
Approved Thesis/Dissertation must be submitted electronically  
All paperwork/checks must be in Graduate College Office

August 5, Friday  
Final Examination Day

August 8, Monday, Noon  
Deadline for submitting final grades



## **Summer II**

June 3, Friday, 8 a.m. – 5 p.m.  
Regular Registration

June 5, Sunday, 9 a.m.  
Residence Halls Open

June 6, Monday  
First day of classes

June 6, Monday, 8 a.m. – 5 p.m.  
Late Registration/Schedule Adjustment (add/drop) closes

June 7, Tuesday  
“W” Withdrawal period begins

June 10, Friday  
Application for July graduation due in academic dean’s office

June 10, Friday  
Final draft of thesis/dissertation due in advisor’s office

June 24, Friday  
Last day to drop an individual course

June 27, Monday – July 7, Thursday  
Complete withdrawals only

July 4, Monday  
Independence Day Holiday– University closed

July 7, Thursday  
Last day of class; Last day to completely withdraw from Summer II

July 7, Thursday  
Approved thesis/dissertation due in Graduate College Office

July 8, Friday  
Final Examination Day  
Official July graduation date

July 11, Monday, Noon  
Deadline for submitting final grades

## **Summer III**

July 11, Monday, 8 a.m. – 5 p.m.  
Regular Registration

July 12, Tuesday  
First day of classes

July 12, Tuesday  
Late Registration/Schedule Adjustment (add/drop) closes

July 13, Wednesday  
"W" Withdrawal period begins

July 15, Friday  
Application for August graduation due in academic dean's office

July 15, Friday  
Final draft of thesis/dissertation due in advisor's office

July 29, Friday  
Last day to drop an individual course

August 1, Monday – August 11, Thursday  
Complete withdrawals only

August 11, Thursday  
Last day of class; Last day to completely withdraw from Summer III

August 11, Thursday  
Approved thesis/dissertation due in Graduate College Office

August 12, Friday  
Final Examination Day  
Official August Graduation date

August 15, Monday, Noon  
Deadline for submitting final grades

## **First Semester 2016-2017**

August 12, Friday  
End of summer school

August 15, Monday – August 19, Friday  
Registration/schedule adjustment

August 17, Wednesday, 9:00 am  
Residence halls open for freshmen

August 18, Thursday – August 19, Friday  
Week of Welcome for freshmen

August 20, Saturday, 9:00am  
Residence halls open for upperclassmen

August 22, Monday  
First day of classes

August 22, Monday – August 26, Friday  
Late Registration/Schedule Adjustment (add-drop)

August 26, Friday  
Last day to add a class

August 27, Saturday – August 29, Monday  
University computing services unavailable

August 29, Monday  
"W" Withdrawal period begins

September 5, Monday  
Labor Day Holiday – University Closed

September 16, Friday  
Application for December graduation due in academic dean's office

September 23, Friday  
Last day to drop a 1<sup>st</sup> eight weeks course

October 3, Monday  
Thesis/dissertation final draft due in advisor's office

October 12, Wednesday  
Mid-semester, 1<sup>st</sup> eight weeks ends

October 13, Thursday  
2<sup>nd</sup> eight weeks begins

October 17, Monday, Noon  
Freshmen/Sophomore midterm grades due

October 24, Monday  
Students should schedule appointments with advisors to prepare for advance registration. (Required for students with mandatory advising holds.)

October 28, Friday  
Last day to drop a full semester individual course

October 31, Monday  
Recommended date to apply for May graduation

October 31, Monday – December 9, Friday  
Complete withdrawals only

November 7, Monday – November 18, Friday  
Advance registration for spring semester  
(open only to currently enrolled students)

November 15, Tuesday  
Last day to drop 2<sup>nd</sup> eight weeks course

November 19, Saturday, Noon  
Residence halls close

November 21, Monday  
Advance registration for spring semester  
(open to admitted and readmitted students)

November 21, Monday – November 26, Saturday  
Thanksgiving Break, classes dismissed

November 24, Thursday – November 25, Friday  
Thanksgiving Holiday – University closed

November 27, Sunday, 9:00 am  
Residence halls open

November 28, Monday  
Classes resume

December 5, Monday – December 9, Friday  
“Dead week”

December 9, Friday  
Last day of class; Last day to completely withdraw from fall semester

December 10, Saturday  
Exam day for Saturday classes; some common finals

December 12, Monday  
Exam day

December 13, Tuesday  
Exam day

December 14, Wednesday  
Study day; Exams resume at 3 p.m. for Wed evening classes

December 15, Thursday  
Graduate thesis, approved EDT uploaded to Proquest

December 15, Thursday  
Exam Day

December 16, Friday  
Exam Day

December 17, Saturday, TBD  
Winter commencement, Big Sandy Superstore Arena

December 18, Sunday, Noon  
Residence Halls close

December 19, Monday, Noon  
Final grades due

December 22, Thursday, 5:00 pm  
University closes

December 23, Friday – January 2, Monday  
Winter Break, University closed

December 28, Wednesday – December 29, Thursday  
Student Service Offices Open, 10:00 am – 4:00 pm

(Admissions, Bursar, Financial Aid, Registrar, Student Resource Center)

## **Second Semester 2016-2017**

January 3, 2017, Tuesday  
University Reopens

January 3, Tuesday – January 6, Friday  
Registration/Schedule adjustments

January 8, Sunday, 9:00 am  
Residence halls open

January 9, Monday  
First day of classes

January 9, Monday – January 13, Friday  
Late Registration/Schedule Adjustment (add-drop)

January 13, Friday  
Last day to add a class

January 16, Monday  
Martin Luther King, Jr. Holiday – University closed

January 17, Tuesday  
“W” Withdrawal period begins

February 3, Friday  
Application for May graduation due in academic dean's office

February 10, Friday  
Last day to drop 1<sup>st</sup> eight weeks course

February 20, Monday  
Thesis/dissertation final draft due in advisor's office

March 1, Wednesday  
Midterm, 1<sup>st</sup> eight weeks ends

March 2, Thursday  
2<sup>nd</sup> eight weeks courses begins

March 6, Monday, Noon  
Freshmen/Sophomore mid-term grades due

March 13, Monday

Students should schedule appointments with advisors to prepare for advance registration for summer and fall. (Required for students with mandatory advising holds.)

March 17, Friday

Last day to drop an individual course

March 18, Saturday, Noon

Residence halls close

March 20, Monday – March 25, Saturday

Spring Break, Classes dismissed

March 20, Monday – April 28, Friday

Complete withdrawals only

March 26, Sunday, 9:00 am

Residence halls reopen

March 27, Monday

Classes resume

March 27, Monday

Recommended date to apply for December 2016 graduation

March 27, Monday – March 31, Friday

Advance registration for summer  
(open only to currently enrolled students)

April 3, Monday

Advance registration for summer begins  
(open to admitted/readmitted students)

April 10, Monday – April 21, Friday

Advance registration for fall semester  
(open only to currently enrolled students)

April 11, Tuesday

Last day to drop a 2<sup>nd</sup> eight weeks course

April 24, Monday

Advance registration for fall semester begins  
(open to admitted and readmitted students except first-time fall undergraduates)

April 24, Monday – April 28, Friday

“Dead Week”

April 28, Friday

Last day of class; Last day to completely withdraw from spring semester

April 29, Saturday

Exam day for Saturday classes; some common finals

May 1, Monday

Exam Day

May 2, Tuesday

Exam Day

May 3, Wednesday

Study Day; Exams resume at 3:00 pm for Wed evening classes

May 4, Thursday

Exam Day

May 4, Thursday

Graduate thesis, approved EDT uploaded to Proquest

May 5, Friday

Exam Day

May 6, Saturday, TBD at Big Sandy Superstore Arena

Commencement

May 7, Sunday, Noon

Residence halls close

May 8, Monday – August 11, Friday

Summer School Sessions

May 9, Tuesday, Noon

Final grades due

May 29, Monday

Memorial Day Holiday – University closed

July 4, Tuesday

Independence Day Holiday – University closed