

Policy Title: Academic Calendar and Student Registration

Policy Type: Academic **New/revised:** Revised

Old Policy #: A-019 Guideline

Approval level: ☐ Board of Trustees
☒ President
☐ Vice President
☐ Other (specify here)

Purpose: This policy describes how ETSU creates its academic calendar, including registration information, in accordance with federal regulations.

Policy:

- I. ETSU develops its academic calendar in accordance with Federal Regulation (CFR) 34 Section 600.2 (July 1, 2011), which mandates accredited institutions comply with the established definition of a credit hour. According to this definition, one semester credit is the equivalent of one hour of classroom time and a minimum of two hours of out-of-class student work each week. Course credits earned through electronic or non-traditional course delivery methods should be equivalent to the number of contact hours and homework assignments normally expected in on-ground courses.
- II. Academic Calendar
 - A. ETSU will offer 15-week fall and spring semester terms and a 13-week summer term.
 - B. Holidays and breaks are scheduled so that hours of instructional time are not affected.
 - C. Final examinations are scheduled at the conclusion of the instructional time and noted in the academic calendar. Summer and alternative terms do not include a designated week for finals.
 - D. Instructors submit grades at established dates.
 - E. ETSU may include alternate term formats compliant with federal regulations and equivalent in terms of student outcomes and competencies within the fall and spring semesters or the summer term. The university considers calendar conflicts and federal financial aid requirements when developing alternate terms.
- III. Registration
 - A. The published registration schedule for each term designates specific registration deadlines for each phase of registration, including late registration and withdrawals.
 - B. Late registration periods are adjusted proportionally for summer and alternate length courses.
 - C. All registration dates are published in the Academic Calendar.
 - D. Academic Council recommends to the president the specific dates associated with the academic calendar and registration. Calendars are projected for at least three years to facilitate curricular and co-curricular planning.

